

# ***Army National Guard***

## ***Accession Options Supplement***



**FY-11, Second Edition, 12 August 2011**

**NOTE: This supplement replaces ARNG Accession Options Supplement, FY-11, Edition 1, 8 Mar 11.**

# ***SUMMARY of CHANGE***

- Revised equivalent position Table in - para 1-3
- Revised authorized enlistment periods for PS applicants – para 1-6
- Added maximum time authorized to meet deployability standard – para 1-12
- Added PS trainability guidance – para 1-13
- Added NPS trainability guidance – para 1-14
- Revised MOS listing for line score waivers – para 1-14
- Added clarification regarding certification of documents – para 1-15
- Added authority to advance applicants for ChalleNGe program – para 1-16
- Added authority for correction of errors on enlistment forms – para 1-17
- Added assignment restrictions – para 1-18
- Added procedural guidance for request for discharge or clearance – para 1-19 thru 1-23
- Added requirement to attend BCT for PS applicants from sister services – para 1-25
- Added clarification regarding mandatory ship dates to IET – para 1-26
- Revised age requirements for OCS enlistment option – para 3-2
- Increased semester hour requirement to 90 effective 1 Oct 11 for State OCS program – para 3-2
- Added clarification regarding BCT requirements for PS applicants enlisting under 09S enlistment option – para 3-3h
- Suspended Civilian Acquired Skills Program (CASP) with the exception of MOS 42R – para 7-1
- Revised Tables 1-1 and 1-2 to comply with AR 601-210, moved to the end of chapter 1
- Administrative changes throughout the publication

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## Chapter 1

### Enlistment options (NPS/GNPS/PS)

#### 1-1 General

This chapter provides policy and guidance for applicants enlisting for a specific enlistment option and/or program. Persons qualified under one of these options/programs may be authorized advance pay grades upon their enlistment and/or accelerated promotions based on skill level and demonstrated duty performance. This document takes priority over those enlistment options as outlined in the new AR 601-210 for ARNG accessions. It supersedes previously published guidance entitled Army National Guard Enlistment Criteria Memorandum (ARNG ECM), dated 1 October 2006.

a. Applicability. This supplement applies to the Army National Guard (ARNG) and is subject to exceptions approved by the proponent and exception authority.

b. Proponent and exception authority. The proponent of this supplement is the Chief, Personnel Policy Division (ARNG-HRH). The proponent has the authority to approve exceptions to this supplement that are consistent with controlling law and regulation.

c. Supplementation. Supplementation of this directive is prohibited without prior approval from the proponent.

d. Suggested improvements. Users of this supplement are invited to submit comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the proponent ARNG-HRH.

#### 1-2 Eligibility

a. Applicants who qualify for advanced pay grades upon enlistment per AR 601-210/Accession Option Supplement will be enlisted at the grade more advantageous to the applicant.

b. PS applicants who were previously discharged under less than honorable conditions may still qualify for one of the programs/options listed in this document. However, they may only enlist in the grade held at the time of separation/discharge.

#### 1-3 Equivalent position titles within the ARNG

The following matrix translates the hierarchy of position descriptions as used in AR 601-210 to an equivalent title used by the ARNG.

AC/USAR/USAREC Position Title	Equivalent ARNG Position Title
Recruiting Battalion Leadership Team	RRB-CDR, RRB-XO, RRB-CSM
CG, USAREC	DARNG (ARNG-HRH/ARNG-GSS)
USAREC Policy Branch	ARNG-HRH
USAREC Education Division	ARNG-GSE
USAREC Brigade Judge Advocate	ARNG/State JAG

#### 1-4 Enlistment Periods (includes NPS/GNPS/PS) (Split Option Program)

This section prescribes the eligibility requirements for authorized periods of enlistment for NPS and PS applicants enlisting into the Army National Guard.

NPS authorized periods of enlistment:

a. NPS applicants except GNPS (see para 1-5 below) will be enlisted for eight years. Active participation in an ARNGUS unit in service in the Selected Reserve. An applicant may elect one of the following options:

(1) 8 x 0 (eight years Selected Reserve). This option requires applicants to remain assigned to the Selected Reserve for the entire period of the enlistment agreement.

(2) 6 x 2 (six years Selected Reserve plus two years in the IRR). This option requires the applicant to remain assigned to the Selected Reserve for a period of six years before being transferred to the IRR for the remaining two years. See b below. This is the minimum enlistment period for individuals enlisting for Special Forces Training, or for the 270-day delay for HSJR, (STO).

(3) 4 x 4 (four years Selected Reserve plus four years IRR). This option requires the applicant to remain assigned to the Selected Reserve for a period of four years before being transferred to the IRR for the remaining four years. See b below.

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(4) 3 x 5 (three years Selected Reserve plus five years IRR). This option requires the applicant to remain assigned to the Selected Reserve for a period of three years before being transferred to the IRR for the remaining five years. See b below.

b. Soldiers may request to remain assigned to the Selected Reserve at the end of their contractual obligation. They may extend their enlistment agreement or immediately reenlist at the end of their contractual obligation. Soldiers who elect not to extend or immediately reenlist will be discharged and assigned to the IRR. (See NGR 600-200, Chapter 6).

c. Applicants discharged from Delayed Entry Program (DEP) must enlist in the ARNG for a period to fulfill their uncompleted MSO. Additionally, a minimum of six years must be served in the Selected Reserve. Time previously served in the DEP is creditable towards MSO. See AR 135-178.

### 1-5 GNPS authorized periods of enlistment

GNPS applicants must enlist for a period of years, months and days equal to the unfulfilled portion of their original MSO or may select one of the authorized periods of enlistment listed in paragraph 1-4 not to exceed the original MSO.

### 1-6 PS authorized periods of enlistment

a. PS applicants who do not have a current Selected Reserve obligation and who have -

(1) 24 months or more remaining on their Military Service Obligation (MSO); must enlist in the ARNG for the remaining portion of their MSO of which at least two years must be served in a drilling status. NOTE: Any remaining balance at ETS may be served in the IRR or the applicant may initiate a DA Form 4836 to extend their contract to continue serving in a drilling status.

(2) At least 12 months but less than 24 months remaining on their MSO; must enlist in the ARNG in a drilling status for the entire balance of their MSO.

(3) Less than 12 months remaining on their MSO; must enlist in the ARNG in a drilling status for a minimum of one year.

(4) No remaining MSO and is DMOSQ must enlist in the ARNG (drilling status) for minimum of one year.

(5) No remaining MSO and is not DMOSQ and requires BCT must enlist for a minimum of three years.

(6) No remaining MSO and is not DMOSQ must enlist for a minimum of three years.

(7) No remaining MSO and requires BCT must enlist for a minimum of three years.

b. PS applicants who have a current selected reserve obligation (regardless of MSO), and who have -

(1) At least 12 months or more remaining on their current contractual obligation; must enlist in the ARNG for the entire balance of their contractual obligation. All time must be served in a drilling status.

(2) Less than 12 months remaining contractual obligation must enlist in the ARNG (drilling status) for a minimum of one year.

(3) No remaining contractual obligation; must enlist in the ARNG (drilling status) for minimum of one year.

c. Authorized periods of enlistment in paragraphs a and b above are the minimum requirements. PS applicants may elect to serve longer however at no point may they enlist for a period of more than six years.

d. Applicants who are eligible and who subsequently elect enlistment options, monetary incentives, educational benefits, or any combination of these, must enlist for the periods stipulated by the program from which they desire. Refer to the current FY SRIP policy.

e. WAIVERS or exceptions to policy: None

### 1-7 Request for waivers

ARNG personnel will utilize NGB form 22-3 for all enlistment waivers.

### 1-8 Waiver authority for GNPS/PS Separations/Discharges

For the purposes of enlistment eligibility, Table 1-1 (located at the end of this chapter) identifies those narratives that are acceptable for enlistment, and those that are disqualifying. Table 1-1 applies to both PS and GNPS applicants.

### 1-9 Waiver authority for law violations/criminal offenses (Moral)

Waiver authority for several categories of violations of law or for several criminal offenses is contained in Table 1-2 (located at the end of this chapter).

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## 1-10 Enlistment waivers to policy (NPS/GNPS/PS)

a. This Section prescribes procedures for processing requests for waivers for applicants with administrative, moral, medical, and separation/discharge disqualifications.

b. Applicants found to be disqualified for military service are ineligible for enlistment in the ARNG. Applicants not meeting the minimum standards for enlistment may request a waiver for enlistment to the appropriate authority. Waivers, when authorized under these criteria, should only be granted to those applicants whose cases merit special consideration. The waiver authority will consider the "whole person" concept when making their final determination. Applicants requiring a waiver will be processed for authorized unit vacancies per para 1-11.

c. Waiver approval/disapproval authority:

(1) Enlistment waiver authorities are established at two levels: Director, Army National Guard (DARNG) and the individual Adjutants General (AG) of the states and territories. The DARNG further delegates waiver authority for selected moral and administrative disqualifications to the AGs of the individual states and territories. The AG may further delegate waiver authority but no lower than a Colonel (O-6) Military Personnel Officer (MILPO).

(2) Established waiver authorities determine if waiver requests warrant favorable consideration through thorough review of waiver application and associated documentation. The burden rests with the applicant to prove to the waiver authority that they have overcome their disqualification(s) for enlistment, and that their acceptance for enlistment would be in the best interest of the ARNG. Waiver authorities may disapprove waivers for applicants who do not meet prescribed standards, or who cannot substantiate the merits of their cases.

(3) If the review can be accomplished in a timely manner, the State surgeon should review MEPS requests for medical waivers. Medical waivers disapproved by the State surgeon will not be forwarded to the DARNG (ARNG-CSG via MATS) unless they are specifically appealed by the applicant.

(4) Waivers previously disapproved may only be resubmitted if there is substantial additional and/or relevant information that was not disclosed during the previous consideration, or the applicant's situation has changed significantly to merits reconsideration. Appeals will only be considered when there is substantial additional and/or relevant information that was not included in the original request for waiver.

(5) Each eligibility standard paragraph/table identifies the approval authority based on the disqualification.

d. Waiver Guidance - to clarify to the ARNG Recruiting Battalion who is the applicable waiver authority for the ARNG as listed throughout AR 601-210. For example AR 601-210, paragraph 3-8b(3), the waiver authority states the recruiting Battalion Commander or equivalent member of the ARNG may consider waiver. Throughout AR 601-210 the following statements are used as the approval authority: "Recruiting Battalion Commander or equivalent member of the ARNG, or recruiting Brigade Commander or equivalent member of the ARNG". The ARNG Recruiting and Retention Battalion will process those waivers at TAG level. Also, throughout the AR 601-210, the following statement is used as the approval authority: "CG, USAREC or equivalent member of the ARNG approval". In those instances, the Director, Army National Guard (ARNG-GSS-I) is the waiver authority.

e. Enlistment waivers of multiple disqualifications for the same applicant involving approval by separate levels of authority may be approved by the highest approving authority. Waivers for non-medical disqualifications will be submitted for approval after submitting a request for "medical" waiver to DARNG (ARNG-CSG).

f. Waiver authorities are identified in each enlistment standard. Applicants requiring -

(1) four or more State AG level waivers are ineligible for enlistment.

(2) two or more NGB level waivers (excludes "medical" and "telephonic" waivers) are ineligible for enlistment.

(3) three or more State AG level waivers combined with 2 or more NGB level waiver (excludes medical) are ineligible for enlistment.

## 1-11 Moral Waiver Suitability Determination

ARNG will adhere to the requirements for a moral suitability review as outlined in AR 601-210, paragraphs 4-2, 4-7, and all other reference pertaining to "moral suitability".

a. ARNG National Security Manager (ARNG-GSS-I) is the final determination authority for:

(1) Moral suitability issues in the ARNG to include the following

(a) Domestic violence/domestic crimes: If an applicant is originally charged with any type of domestic violence/domestic crime (as defined in AR 601-210), regardless of final disposition, requires a suitability review from the ARNG National Security Manager.

(b) Sex crimes: (i.e.: offenses of a sexual nature): If an applicant has been originally charged with any type of sex crime, regardless of its final disposition, their application requires a suitability review by the ARNG National Security Manager.

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- (c) All adult/juvenile felonies and all level 400 offenses.
  - (2) ARNG National Security Manager is also the point of contact for actions as defined in AR 601-210, paragraph, 4-4c(2).
  - (3) A suitability review is only required if outlined in AR 601-210.
  - (4) The ARNG security manager will not process waivers, but will recommend follow-on actions to be conducted to clarify any deficiencies.
  - (5) A suitability review will be processed via GCRC workflow exceptions with subsequent recommendation by the State waiver liaison recommending approval.
  - (6) The criteria for all moral/administrative waiver authority for the ARNG is contained in Tables 1-1 and 1-2.
- b. Traffic waivers are not an issue in the parameters outlined in AR 601-210; however, this supplement require traffic violation waivers for enlistment into the ARNG (see Table 1-2).
  - c. The ARNG will adhere to requirements as contained in AR-601-210, paragraph 4-22 (non-waiverable medical, conduct, and administrative disqualification), except in cases were Table 1-2 is more constraining.
  - d. The required documentation for the submission of suitability reviews to include but not limited to ENSQ, all police reports and court documents, DD Form 369, detailed applicant statements, and NGB form 22-3 listing all charges only.

### 1-12 Maximum periods authorized to meet deployability standard

All applicants (NPS/GNPS) enlisting into the ARNG are required to be in a deployable status within 24 months of enlistment. Delays beyond 24 months are prohibited by federal law. Soldiers failing to become deployable within 24 months of enlistment must be discharged per (10 USC Section 1115). No exceptions authorized.

### 1-13 Trainability for PS applicants (Aptitude Area Scores)

- a. Standard.
  - (1) Applicants must have a qualifying aptitude area score for the MOS for which enlisting. No exceptions authorized. Prior service applicants are eligible to enlist with verifiable test scores or retest scores of 85 or above in at least two aptitude areas other than GT. An overall AFQT percentile is not required. If the ASVAB score cannot be verified then the individual must be re-tested using the ASVAB. Prior Service applicants do not need to meet the aptitude area score for an MOS in which they are already qualified. This includes qualifications from other services that convert to an Army MOS (See current DoD Occupational Services Manual) or if the applicant is enlisting under the Civilian Acquired Skills Program (CASP). Prior service from other components may be considered for a career path based on the guidance in the Department of Defense Instruction 1312.1-I (Occupational Conversion Index, located at <http://www.odm.asmr.com>). **Under no circumstances will MOS orders be issued for PS applicants from sister services without obtaining the proponent determination.** Request for MOS determination will be forwarded from the unit/recruiting command through the State MILPO to DARNG (ARNG-TR), 111 South George Mason Drive, Arlington, VA 22204-1382 for forwarding to the Army proponent for final determination.
  - (2) **PS applicants must become deployable within 24 months from date of enlistment or be discharged.**
  - (3) Applicants with a break in service of ten or fewer years from any component may enlist in their previous MOS or allowable conversion without recompilation of test scores or re-testing.
  - (4) Also see AR 610-210 for more information on PS ASVAB scores.
- b. Documentation to verify ASVAB.
  - (1) MEPCOM Form PCN 680 ADP.
  - (2) Current DMDC or RDMS printout.
  - (3) DA Form 1811.
  - (4) DA Form 2-1 - ERB.
  - (5) DD Form 1966/1 (last period of service).
  - (6) Any verified record of prior service test score or document for retest scores.

### 1-14 Trainability for NPS/GNPS applicants (Aptitude Area Scores)

a. Standard. NPS/GNPS and applicants are eligible for enlistment provided they meet the minimum criteria of enlistment standard as well as the specific test requirements of the MOS for which enlisting. Applicants must be able to sufficiently speak, read and write the English language so as to understand the oath of enlistment and the TECH CHECK (security) interview. Test score category (CAT), education, and aptitude area scores required for enlistment are:

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(1) CAT I (AFQT 93-100) high school diploma graduate (HSDG)/alternate high school credential holder (AHSCH)/general equivalency diploma holder (GEDH)/GED from Youth Challenge Program (GEDX)/high school senior (HSSR)/currently in high school junior (CIHSJR)/non-high school graduate(NHSG).

(2) CAT II (AFQT 65-92) HSDG/AHSCH/GEDH/GEDX/HSSR/CIHSJR

(3) CAT IIIA (AFQT 50-64) HSDG/AHSCH/GEDH/GEDX/HSSR/CIHSJR

(4) CAT IIIB (AFQT 31-49) HSDG/AHSCH/GEDH/GEDX/HSSR/CIHSJR

(5) CAT IVA (AFQT 16-30) HSDG

(a) Applicants categorized as "CAT IVA" must meet the trainability standards outlined below and the aptitude area score of the MOS for which enlisting. Line score waiver(s) for CAT IVA applicants is not authorized. CAT IVA applicants will be afforded the opportunity to re-test to improve their score to a higher CAT Level. Any applicant scoring between 28 and 30 on the ASVAB will be required to retest in an effort to raise their score and qualify as a CAT IIIB and will not be given a control number from the REQUEST Operations Center (ROC) until after the retest. CAT IVA applicants that do not retest must sign a statement in the remarks section of the DD Form 1966 Series that they waive the retest and understand they are enlisting as a CAT IVA applicant. CAT IVA applicants who require a moral waiver for 200 level offenses and/or above are not eligible for enlistment.

(b) The MEPS GC must obtain a control number from the ROC at 1-800-356-ARNG (2764) before enlisting a CAT IVA applicant. CAT IVA accessions are limited to no more than 2% of the NPS/GNPS total accessions.

(c) The servicing Military Entrance Processing Station (MEPS) Guidance Counselor (GC) will contact the NGB ROC to obtain the enlistment control number and AFQT over-ride.

(6) CAT IVB (AFQT 10-15): Ineligible for enlistment. (with the exception of the 09L enlistment option).

(7) CAT V (AFQT 0-9): Ineligible for enlistment.

(8) Applicants must have a qualifying aptitude area score for the MOS for which enlisting. DARNG (ARNG-GSS) may grant a waiver of up to five points for applicants who do not meet the minimum aptitude area (line) score requirements for the MOS in which enlisting. The only aptitude area score not authorized a waiver is GT. Aptitude area score waivers are not authorized for NPS/GNPS in Military Occupational Specialties (MOSs) 13T, 14 series, 15 series, 18 series, 25 series, 27D, 31 series, 35 series, 68 series (except 68G and 3 pts GT for 68W), 89B (3 pts only), 89D, 94K.

(9) Currently-In-High-School Junior (CIHSJR) applicants who do not achieve an AFQT percentile of at least 31% are not eligible for enlistment.

b. Waivers.

(1) Telephonic aptitude area score waivers of up to five points for selected MOSs are authorized.

Authority: DARNG (ARNG-GSS-I via the ROC)

(2) Telephonic CAT IVA waivers are authorized. Authority: DARNG (ARNG-GSS-I via the ROC)

### 1-15 Certification of documents

To further clarify AR 601-210, paragraph 2-1e; documentation submitted, cannot be self certified by the projected applicant's RRNCO. It must read: "Certified True Copy", print and signed by the projected applicant RRNCO's immediate supervisor or Area NCOIC.

### 1-16 Advance Pay Grade for ChalleNGe Program

Applicants who successfully complete one year of the ARNG Youth ChalleNGe program are authorized to be advanced to pay grade E-2.

### 1-17 Correction of errors on enlistment forms

The following procedures apply to correct errors found after applicants have been enlisted or reenlisted and forms have been distributed:

a. Commander, or designee, may correct minor administrative and typographical errors found after distribution of forms. Complete a DA Form 4187 (Request for Personnel Action) to correct either the DD Form 4 series or DD Form 1966 series. The Soldier must sign the DA Form 4187 after which it is forwarded to the State TAG.

b. Correcting term of enlistment or reenlistment.

(1) To correct the term of enlistment or reenlistment on the DD Form 4 series when it is other than which was intended by both the Soldier and the ARNGUS, the unit commander will forward a correction of enlistment or reenlistment agreement through military channels to the State TAG. The request will contain the following data:

(a) Sworn statement by the Soldier and other involved persons. The statement will give circumstances of enlistment or reenlistment.

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(b) Evidence to support claim of error in period of enlistment or reenlistment on:

- The DD Form 4 series.
- The DD Form 1966 series.
- Other documents which may be available.

(c) Statement from Soldier indicating that they agree with or consent to the correction of term of enlistment or reenlistment as shown on the DD Form 4 series.

(2) The State TAG, or designated representative, will then review the enlistment or reenlistment correction package for accuracy and, if approved, add a memorandum signed by the State TAG to the Soldier's file - or if the correction package is not acceptable, will return it to the unit for further work.

c. The DD Form 4 series will be maintained in its original state, should it ever be required as evidence in a legal proceeding.

### 1-18 Assignment restrictions

a. Female applicants will not be enlisted or assigned to any unit position closed by the Direct Combat Probability Code (DCPC) Policy (this includes closed MOSs in TDAs). Positions, MOSs and units can be opened to women identified in MTOE/TDA document or NGB message. DA policy states that all positions in TDA organizations are open to women except those closed by DCPC policy. States requesting exceptions to this policy for individual positions will submit request per AR 600-13.

(1) When a female Soldier's unit is relocated, she may be assigned to a closed unit up to one year if there is no authorized vacancy in her residential geographical area.

(2) Females will not be enlisted into open units with the intent of attaching them to closed units.

(3) Female applicants will not be enlisted or assigned to any MOS closed to females. See

DA PAM 611-21.

b. Applicants will not be enlisted without their written consent for a unit located beyond a reasonable commuting distance (i.e.: 100 miles one way when the unit conducts four drills on two consecutive days and government meals and quarters are provided, or 50 miles one way if the preceding conditions do not apply). If the applicant lives outside of a radius of 100 or 50 miles one way; the following statement will be placed in the remarks section of the DD Form 1966: "I understand that the unit into which I am enlisting is farther than the reasonable commuting distance as defined in AR 135-91, paragraph 5-5."

### 1-19 Request for discharge or clearance

When a participating RC member applies for enlistment in the ARNGUS, use DD Form 368 to request RC discharge or clearance. This form is valid for 90 days from date signed by designated official. The RC must be notified promptly of a member's intent to enlist in the ARNGUS (if a member of another RC).

a. For members of units, send DD Form 368 to the member's unit commander. DD Form 368 is not required for non-unit members of the RC. However, certified official clearance from other services must be obtained prior to enlistment. The MEPS GC for the losing service can assist in obtaining the release of non-unit members. Members of the Retired Reserve must be released per AR 140-10, chapter 6 prior to enlistment in the ARNGUS. See Table 1-1, line 47 for waiver authority.

b. Enlistment may be accomplished when the approved clearance is received.

c. Members of a DEP must have a DEP discharge order (Army and Air Force) or diary entries (Navy and Marine Corps) prior to processing for enlistment. Treat these applicants as NPS.

d. Extension of the 90-day validity period may be obtained telephonically by a commissioned or warrant officer if delay of enlistment was caused by waiver actions. Attach record of conversation to the DD Form 368.

e. Extensions can only be granted by the authorized official, or individual that now occupies the position, who originally signed the clearance. Submit a new clearance if 90 days have elapsed and a valid extension was not obtained.

### 1-20 Notice of enlistment

a. When a RC member is released on a conditional release, the gaining ARNG MEPS GC or unit handling the enlistment will notify the losing unit or State by forwarding a copy of enlistment contract DD Form 4 series. Such notice will permit action needed to separate the Soldier.

b. If confirmation of enlistment into the gaining ARNGUS unit or State has not been received within 90 days, the losing unit or G1 personnel will contact the gaining unit or state representative to obtain information on the status of the enlistment.

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c. Prior to the MEPS pre-enlistment interview of an ARNGUS Soldier enlisting into the ARNG of another State, the ARNG MEPS GC or gaining State representative will initial and photo copy the Soldier's NGB Form 22-5-R-E, send the reproduced copy with an annotation of the date, unit of enlistment, and a copy of DD Form 4 to the losing State.

### 1-21 Processing Army Reserve Soldiers for enlistment into the ARNGUS

Army Reserve Soldiers will not be transferred to ARNGUS units as Reserves of the Army; they must be enlisted. Process them for enlistment as PS applicants under AR 601-210.

a. Policy in this part implements uniform accession procedures for Soldiers moving from Army Reserve (TPU) status without a break in military service.

b. Policy in this part does not apply to the IRR. See AR 601-210 for conditional release procedures for members of the IRR.

c. Policy in this part is applicable to applicants in the Retired Reserve.

### 1-22 Basic eligibility standard

This paragraph applies only to current Soldiers of Army Reserve (TPU) who have been granted conditional releases to enlist in the ARNGUS, but will remain members of the Army Reserve until the ARNGUS enlistment has been accomplished and verified. These Soldiers are considered PS, NPS or GNPS applicants. Basic eligibility criteria will be per this chapter with the following exceptions:

a. Training - No additional requirements.

b. Education - No requirement.

c. Medical - Applicant must meet height and weight standards or body composition prescribed by AR 600-9 at time of enlistment. This requirement is non-waiverable.

d. Pregnancy - Ineligible until term completion and postpartum.

e. Administrative - Applicants will not be permitted to enlist in the ARNGUS under this part who:

(1) Will be discharged from the Army Reserve with a Bar to Reenlistment in effect.

(2) Have been denied Army Reserve reenlistment or extension.

(3) Will be discharged from the Army Reserve under any of the disqualifying provisions of AR 601-210.

(4) Failed their last APFT. Applicant may be conditionally enlisted if commander believes applicant can now pass APFT. Applicant will be enlisted, re-tested, and processed in accordance with provisions of AR 350-1. In the event, applicant fails current retest, Soldier will be processed for discharge in accordance with this criteria.

f. Grade - See AR 601-210.

g. Dependency - No restrictions.

### 1-23 Processing procedures

Administrative processing procedures for applicants enlisted under this part depend on the availability of applicant's iPERMS record to the RRNCO and the ARNGUS for accession data. When Army Reserve (TPU) Soldiers apply for membership in an ARNGUS unit, the procedures below will apply.

a. The RRNCO must request a conditional release from applicant's Army Reserve (TPU). Conditional release is explained as "a release from the Army Reserve on condition that a member will enlist in the ARNGUS." Applicants who fail to accomplish the enlistment remain members of the Army Reserve. Use DD Form 368 to obtain a conditional release and specify that its purpose is to accomplish a complete discharge from the Army Reserve (and as a Reserve of the Army) on enlistment in the ARNGUS, and is not a transfer action. In addition, the RRNCO must request access to applicant's iPERMS record. Soldier's records will be transferred to the ARNGUS when the Soldier has been enlisted in the ARNGUS.

b. Enlistment packets will be assembled and distributed per this chapter.

c. A new DD Form 1966 series is not required for enlistment processing when the Army Reserve has granted access to the applicant's MPRJ, or the Army Reserve has provided copies of required documents. The DD Form 1966 series will be updated by completing a new copy of page 1.

d. If the RRNCO has access to the applicant's iPERMS, reproduce copies of documents applicable to the enlistment process from the iPERMS and prepare new documents as required by AR 601-210.

e. After verifying eligibility standards, the RRNCO will prepare the applicant for MEPS/MTF processing or for enlistment at the unit, if MEPS/MTF processing is not required. However, the conditional release must be obtained prior to enlistment.

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f. When the applicants are enlisted, notify the Army Reserve TPU by forwarding a copy of the completed DD Form 4 series and the DD Form 368. Notification must be made within 10 days after enlistment per DODI 1205.19.

g. The NGB Form 60 (Request for Clearance from Army Reserve for Enlistment/Appointment in the Army National Guard) is used in lieu of DD Form 368 for enlistment in the ARNGUS from an IRR control group of the Army Reserve. The NGB Form 60 with a copy of the ARNGUS DD Form 4 series will be provided to the CG, HRC.

### **1-24 Post Enlistment Waiver**

a. Post Enlistment Waivers (PEW) may be considered by ARNG-HRH when significant extenuating circumstances exist.

b. This PEW ability is not intended as an "open door" to allow erroneous enlistments to remain in the Army National Guard, but an avenue for those that truly did not know that they had a previous moral indiscretion that showed up on the FBI RAP Sheet that was not listed on the SF86. Statements such as "I forgot" or "was told not to disclose by anyone" are not valid for not disclosing violation(s) of law. The moral questions listed on the enlistment application are clear and the RRNCO must explain each of them in detail to the applicant when they fill out the form. If a Soldier has "ever" been arrested for, charged with, or convicted of any offense, they must reveal it and report the information regardless of whether the record in their case has been "sealed" or otherwise stricken from the court record. The burden of proof lies with the Soldier and must be accompanied with valid documentation.

c. Memorandum of interview by MSG/E8 or above outside of the Recruiting Command, as to the merits of this Soldier, along with reason why the discrepancy was not included on the original enlistment application. Memorandum must fully substantiate with appropriate documents to completely justify a meritorious case. Request for exception to policy require documentation that a meritorious case exists to warrant an exception to the standards established in AR 601-210 and Army National Guard Supplement. The failure to disclose the identified discrepancy must prove to be impossibly foreseen by the applicant at the time of completion of the enlistment application.

d. All requests for Post Enlistment Waivers must be submitted for retain exception, if approved, control number will be issued and State may proceed with submission to NGB Waivers and forwarded to ARNG-HRH for Final Approval. Soldiers will not ship to training until an NGB Waiver has been approved and sent to the State or Territory. As a result, upon waiver approval, the Ship Date in Block 17 on DD Form 1966 will be updated with the proper waiver code by the servicing MEPS Guidance Counselor.

e. No "Major Misconduct Offenses" or State Felony offenses will be considered. No "Early release from Probation", either supervised or unsupervised, will be considered. Dismissals will be accepted only in cases where the Soldier's military status is not a factor in the dismissal.

### **1-25 Requirement to attend Basic Combat Training for PS Applicants**

PS enlistees who have not successfully completed either an Army BCT or Marine Recruit Training course outlined in AR 601-210, paragraph 3-19b(1) during previous military service must enter on BCT within 180 days after enlistment in the ARNG and successfully complete BCT conducted by the Army. Soldiers who fail to attend BCT within 180 days after entry are required to return to MEPS to be rescheduled for this training. If the Soldier fails to attend and complete BCT within 365 days they will be barred to reenlistment and discharged. Members enlisting into the ARNG that require BCT must be processed through the MEPS. Members that are required to attend BCT and retraining into a new MOS will attend BCT first. After completion of BCT, member will be scheduled by the State to attend appropriate MOS training. The only exceptions are those PS USAF and USN Special Ops and USAF Security Police.

### **1-26 Pre-Accession Drug and Alcohol Test (DAT)**

Applicants who test positive for drugs during their per-accession physical will be accessed into the ARNG (via SIDPERS) to establish a record of enlistment. Applicants will be discharged per NGR 600-200, paragraph 6-35c(5)(a), with SIDPERS loss transaction code OE. Discharge will be effective the date the test results are provided from the servicing MEPS.

### **1-27 Enlistment pay grades for PS applicants**

An applicant who is a former enlisted member in the Armed Forces in the grade of E-5 through E-9 and who enlists after 48 months from last separation and have no remaining MSO will be enlisted one grade lower than the grade

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held at time of last separation. State TAG may consider waivers to authorize the enlistment at the grade held on the separation document.

### **1-28 Mandatory Ship Dates to Basic Combat Training**

Soldiers going to Basic Combat Training (BCT) by the direction of TRADOC CG are to ship to training Monday, Tuesday, and Wednesday, there are no exceptions. All shippers that have problems or issues are to be cleared by GSS-Recruiting Operations Branch (ROB), not by the BCT site, before they are sent to training. ROB will have to clear it with TRADOC, as they cancel the reservation in ATRRS. Phase II Soldiers are to ship to training on Thursdays and Fridays. Failure to comply with this directive may result in the Soldier being returned from training.

### **1-29 PS Applicants with RE Code 4**

All Prior Service applicants who were issued a RE Code 4 discharge regardless of component are ineligible for enlistment into the Army National Guard. This disqualification is regardless of the Separation Program Designator (SPD) codes which were allowed in previous guidance. This regulatory guidance supersedes the waiver process in AR 601-210, Table 3-3.

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TABLE 1-1 PS/GNPS Military Separations / Discharges

<u>LINE</u>	<u>NARRATIVE REASON FOR SEPARATION</u>	<u>WAIVER AUTHORITY</u>	<u>NOTES</u>
1.	Alcohol Rehabilitation Failure *	Non-Waiverable AR 601-210 Para 4-23	6
2.	Alcoholism/Alcohol Abuse *	Non-Waiverable AR 601-210 Para 4-23	6
3.	Attend School ( <i>includes police school and Officer Training Program</i> )	NA AR 601-210 Para 3-22	1
4.	Completion of Required Active Service ( <i>includes: "Expiration of Active Service", "Expiration Term of Service", "Insufficient Retainability"</i> )	NA Para 3-23	1
5.	Conscientious Objector	-----( <i>See AR 601-210 Para. 4- 23</i> )	6
6.	Convenience of the Government	TAG	3
7.	Court Martial *	NONE	6
8.	Defective Enlistment Agreement	TAG ( <i>See 4-13</i> )	2
9.	Dependency	TAG ( <i>See 4-13</i> )	7, 8
10.	Desertion /Dropped from Roll*	Non-Waiverable 4-23	6
11.	Disability ( <i>Temporary, Permanent, Aggravation, Severance Pay, Not in Line of Duty</i> )	DARNG (ARNG-CSG)	9
12.	Disability (Existed Prior to Service, Physical Evaluation Board)	DARNG (ARNG-CSG)	9
13.	Drug abuse / DAT Positive* ( <i>includes applicants who were flagged at the time of discharge and/or Barred from reenlistment because of "Drug Abuse"</i> )	Non-Waiverable 4-23	6
14.	Drug Rehabilitation Failure *	Non-Waiverable 4-23	6
15.	Entry level Separation/Trainee Discharge ( <i>performance/conduct</i> ) *	ARNG-GSS-I	4
16.	Early Release - Discontinuance of Active Duty ( <i>includes: "Holiday Early Release Program"</i> )	NA	1
17.	Early Release - Special Separation Benefit or Voluntary Separation Incentives	NA( <i>See AR 601- 210 Para. 3-22</i> )	1
18.	Early Release - Insufficient Retainability, Seasonal Employment, Incompatible Occupation	TAG	7
19.	Erroneous Entry ( <i>excludes separation for "Drug Abuse", see Line 13</i> )	ARNG-GSS-I	4
20.	Failure to meet medical procurement standards ( <i>excludes for "Drug Abuse", see Line 13</i> )	DARNG (ARNG-CSG)	10
21.	Failure to Report to Gaining State upon Interstate Transfer ( <i>includes: "IRR no-show"</i> )	TAG	2
22.	Failure to Report to IADT *	TAG	3
23.	Fraudulent Entry *	TAG <i>See 4-13</i>	3
24.	Hardship	TAG <i>See 4-13</i>	2, 7
25.	Homosexuality (Pending repeal)	-----	
26.	In Lieu of Trial by Court Martial * ( <i>includes: "For the Good of the Service"</i> )	DARNG <i>See 4-13</i>	5, 10
27.	Marriage	TAG	7, 8
28.	Medically Unfit for Retention	DARNG (ARNG-CSG)	2, 7
29.	Misconduct (Any Type) to include Patterns of Misconduct * ( <i>excludes separation for "Drug Abuse", see Line 13</i> )	ARNG-GSS-I	5, 10

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<b>TABLE 1-1 PS/GNPS Military Separations / Discharges (Continued)</b>			
<b>Table Page 2</b>			
<u>LINE</u>	<u>NARRATIVE REASON FOR SEPARATION</u>	<u>WAIVER AUTHORITY</u>	<u>NOTES</u>
30.	Non-Retention on Active Duty	DARNG-GSS-I	5
31.	Non-Retention (includes: "Locally Imposed Bar to Reenlistment", "Declination of Continued Service", and "Two-Time Non-Select (officers) in ARNG or USAR)	TAG	
32.	Parenthood	TAG (See 4-13)	7, 8
33.	Physical Condition (includes: "Physical Condition not a Disability")	DARNG (ARNG-CSG)	10
34.	Physical Standards	DARNG (ARNG-CSG)	10
35.	Pregnancy (Childbirth)	TAG (4-13)	8
36.	Personality Disorder (includes: "Character or Behavior Disorder")	DARNG (ARNG-CSG)	5
37.	Reduction in Force (includes "Reduction in Authorized Strength") SPD Code JCC only, KCC and MCC no waiver required (See para 3-23)	(4-13)TAG	2
38.	Retirement, Active Duty (Voluntary, Sufficient Service)	(4-23)	6
39.	Retirement, Reserve Component (applicant is currently assigned to the "Retired Reserve"-Any Component)	DARNG (ARNG-HRH)	9
40.	Secretarial Authority	DARNG (ARNG-GSS)	5, 10
41.	Sole Surviving Son or Daughter	DARNG (ARNG-GSS) (4-20)	2
42.	Unsatisfactory Participation (RC) *	TAG (4-16)*	11
43.	Unsatisfactory Performance (SPD Code JHJ) *	DARNG (ARNG-GSS) 4-13	5
44.	Unsatisfactory Performance (Other than SPD Code JHJ)	TAG 4-13	3
45.	Unsuitability *	DARNG (ARNG-GSS) (4-13)	5, 10
46.	Weight-Control Failure	TAG (4-13)	2
<b>DISQUALIFYING CHARACTERS OF SERVICE</b>			
47.	"General under honorable conditions" for reasons not covered above	DARNG (ARNG-GSS) 4-13	5
48.	"Other Than Honorable", "Bad Conduct", or "Dishonorable" Character of Service or who were discharged as a result of a Qualitative Management Program (i.e. QRB/SRB)	Non-waiverable ----- Non-Waiverable 4-23	6
<b>Disqualifying Reentry Codes (Table 3-1 thru Table 3-4, AR 601-210)</b>			
Any RE Codes requiring a waiver not otherwise covered may not process until 90 days have elapsed from separation date. Approval authority is TAG (AR 601-210, para 4-13)			
<b>NOTES:</b>			
1. Eligible for enlistment.			
2. No waiting period is required to process a waiver			
3. Six (6) month waiting requirement from date of discharge/separation from military service.			
4. Twelve (12) month waiting requirement from date of discharge/separation from military service.			
5. Twenty Four (24) month waiting requirement from date of discharge/separation from military service			
6. Ineligible for enlistment - no waiver authorized.			
7. Applicant must provide evidence that hardship or conflict was resolved or no longer exists.			
8. Applicant may require an approved Family Care Plan (FCP) prior to submission of the waiver if they are a			

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"single parent" or if their spouse is a member of the Armed Services (active or reserve).

**TABLE 1-1 PS/GNPS Military Separations / Discharges (Continued)**

**Table Page 3**

**TABLE 1-1**

**PS/GNPS Military Separations / Discharges**

**NOTES (Continued)**

- 9. Waivers are only considered in cases where the applicant's disability is not more than 30%..**
- 10. Must submit a complete Discharge packet validating Separation Program Designator (SPD), to include all board procedures.**
- 11. See AR 601-210 Para 4-16.**
- " \* " = Unfavorable Separation/Discharge"**
- NA" = Enlistment waiver is not required**
- "----" = Enlistment waiver is not authorized**

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**TABLE 1-2 Waiver/Suitability review authority for law violations/criminal offenses (moral)**

<u>LINE</u>	<u>CLASSIFICATION OF OFFENSE</u>	<u># OF OFFENSES</u>	<u>WAIVER AUTHORIZED</u>	<u>WAIVER APPROVAL/ DISAPPROVAL AUTHORITY</u>	<u>REFERENCE</u>
<b>1.</b>	<b>TRAFFIC (LEVEL 100)</b>				
a.		0-12	Not required		ARNG-HRH
b.		13-20	Yes	TAG	ARNG-HRH
c.		21-25	Yes	DARNG(ARNG-GSS-I)	ARNG-HRH
d.		26 or more	None	No Waiver Authorized	ARNG-HRH
<b>2.</b>	<b>MINOR NON-TRAFFIC (LEVEL 200)</b>				
a.		1-3	Not required		AR 601-210
b.		4-9	Yes	TAG	AR 601-210 Para 4-6a.(1).
c.		10 or more	None	No Waiver Authorized	ARNG-HRH
<b>3.</b>	<b>MISCONDUCT OFFENSES ( LEVEL 300) AR 601-210 Figure 4-3</b>				
a.	DUI (309)	1	YES	TAG	AR 601-210 Para 4-6a.(4).
b.	DUI (309)	2	YES	ARNG-GSS-I	AR 601-210 Para 4-7c.
c.	Poss. of Marijuana /Paraphernalia(316)	1	YES	TAG	AR 601-210 Para 4-6a.(4).
d.	Poss. of Marijuana /Paraphernalia(316)	2	YES	ARNG-GSS-I	AR 601-210 Para 4-7c.
e.	Combination of 1x(309) and 1x(316)	1	YES	ARNG -GSS-I	AR 601-210 Para 4-7c.
f.	Prostitution/Solicitation(317)	1	YES	TAG	AR 601-210 Para 4-6a.(4).
g.	Domestic Violence (308)	1 or more	YES	ARNG -GSS-I	AR 601-210 Para 4-6a.(4).
h.	Other 300 level offenses	2-5	YES	TAG	AR 601-210 Para 4-6a(2).
i.	Other 300 level offenses	6 or more	No	No Waiver Authorized	AR 601-210 Para 4-22r.
<b>4.</b>	<b>COMBINATION OF MISCONDUCT (300) AND OTHER OFFENSES (100 and 200).</b>				
a.	10-20 x (100) offenses and 1x(300)		YES	TAG	AR 601-210 Para 4-6a(5).
b.	2 - 3 x (200) offenses and 1x(300)		YES	TAG	ARNG-HRH
<b>5.</b>	<b>MAJOR MISCONDUCT OFFENSES (LEVEL 400)</b>				
a.		1	No	No Waiver Authorized	ARNG-HRH
b.		2 or more	No	No Waiver Authorized	AR 601-210

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6. Suitability Review Authority					
a.	Combination of 4x(200) or more & 1x(300)	4x(200) w/1x(300)	Yes	ARNG-GSS-I	AR 601-210 Para 4-2e
b.	Misconduct (300)	2 or more	Yes	Recruiting Retention Battalion (RRB)	AR 601-210 Para 4-2e
c.	Major Misconduct	1 or more	Yes	ARNG-GSS-I	AR 601-210 Para 4-2e
d.	Domestic Violence offense (See Note 1)	1 or more	Yes	ARNG-GSS-I	AR 601-210 Para 4-2e
e.	Criminal offense of a sexual nature	1 or more	Yes	ARNG-GSS-I	AR 601-210 Para 4-22

**NOTES:**

**1. DOMESTIC VIOLENCE OFFENSE(S)**

Domestic battery/violence offenses include but are not limited to: Charge(s) of assault, simple assault, assault and battery, battery, assault with the intent to commit bodily harm, assault on a person, abuse, domestic violence or any offense that involves the use or attempted use of physical force, or threatened use of a deadly weapon by an applicant against their parent, step-parent, sister, or brother, spouse, child; by a person with whom the victim shares a child in common; by a person who is cohabiting with or has cohabited with the victim as a spouse, parent, or guardian; or by a person who was similarly situated to a spouse, parent, or guardian of the victim. Persons who are similarly situated to a spouse include two persons who are residing at the same location in an intimate, relationship with the intent to make that place their home regardless of disposition.

2. Any offense which is charged as an offense of Domestic Violence and is amended to a lesser offense is considered to be a Domestic Violence offense of DTM 308. Example: Defendant is arrested and charged with Assault on a person who's relationship fits into the paragraph above. The court amends the charge to "Disorderly Conduct" (or other lesser offense) and convicts the defendant. This is still a Domestic Violence case because of the Defendant/Victim relationship, and therefore, a conviction for DTM offense 308.

3. All applicants who have been charged with any offense of Domestic Violence require verification from court or County Sheriff stating whether there was a Protective Order issued. If there was, the verification must include the termination date of the order. Applicants may not enlist with an active Protective Order.

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## Chapter 2

### Split Training option

#### 2-1 Purpose

a. The Split Training Option (STO) allows an Army National Guard (ARNG) Soldier to complete Basic Combat Training (BCT) and Advanced Individual Training (AIT) during two separate training cycles. Under STO, a Soldier is ordered to BCT (Phase I of Initial Active Duty for Training (IADT) only and allowed to return to the Recruit Sustainment Program (RSP) and attend regularly scheduled training assemblies. Within one year of completing BCT, these Soldiers will be ordered to AIT (Phase II of IADT) and complete their required MOS training.

b. Soldiers enlisting for STO will remain assigned to the RSP. They are required to perform all scheduled periods of IADT between Phase I and II. At the discretion of the RRB-CDR, and unit commander, the Soldier may attend Annual Training (AT) between Phase I and II. (See AR 135-91)

c. The Split Training Option is the only authorized training option for CIHSJR (Currently in High School Junior).

d. MEPS personnel must ensure current High School students attending (Phase I) BCT only have their Mandatory Return Date (MRD) annotated on their IADT orders. The MRD date will be established in coordination with a valid letter from the high school indicating the first day of class.

#### 2-2 Eligibility (NPS Only)

a. To be eligible to enlist under the STO, applicants must:

(1) Meet the enlistment eligibility standards as outlined in AR 601-210.

(2) Be classified as a CIHSJR (Currently in High School Junior), HSSR (High School Senior), College Student, or a seasonal worker as outlined in AR 601-210.

(3) Enlist for the 6x2 or 8x0 authorized period of enlistment only.

(4) Enter IADT (Phase I) within 270 days of enlistment. Waivers or exceptions to this requirement are not authorized.

(5) Complete the generated Guidance Counselor Resource Center (GCRC) Guard Annex(s) for enlistment.

b. Glossary Non-prior Service/Prior Service (GNPS/PS) applicants are not eligible for the STO. However, applicants enlisting in the Army National Guard of the United States (ARNGUS) from the United States Army Reserve (USAR) and who were originally scheduled to train under the STO, may continue to complete IADT under this option upon enlistment.

c. AR 601-210 outlines the criteria for training requirements for Soldiers who enlisted under the STO.

d. Complete the NGB Form 594-4 (Army National Guard Split Training Option Addendum).

## Chapter 3

### Officer Candidate School (OCS) Enlistment option

#### 3-1 Purpose

The OCS Enlistment option should be used to entice Non-prior Service/Prior Service (NPS/PS) applicants to the ARNGUS who wish to become a Commissioned Officer. GNPS applicants who were previously disenrolled from the OCS program and subsequently discharged from the ARNGUS are not eligible for this option upon reenlistment. The intent of the OCS enlistment option is to attract applicants to the ARNGUS and provide an additional source of potential candidates for OCS. At a minimum, the Recruiting and Retention Commander (RRC) will develop procedures to interview potential applicants enlisting under this option. Interviews should be conducted in order to determine an applicant's eligibility and demonstrated potential to successfully complete the program. Applicants must understand the academic requirements and performance standards of the OCS program. They must further understand that they are required to complete Basic Officer Leadership Course (BOLC) upon successful completion of OCS. Applicants who enlist for the OCS may be eligible for the Student Loan Repayment Program (SLRP). For additional SLRP entitlements and eligibility criteria refer to the current fiscal year SRIP guidance and ARNG-GSE-EDU Incentive policy for 09S OCS enlistment option.

#### 3-2 Eligibility (NPS/PS)

a. To be eligible for enlistment for the OCS enlistment option, applicants must:

(1) Meet the basic enlistment eligibility standards of AR 601-210.

(2) Be a U.S. Citizen.

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- (3) Achieve a General Technical Aptitude Area (GT) score of 110 or higher on the Armed Services Vocational Aptitude Battery (ASVAB). This requirement is non-waiverable.
  - (4) Meet the eligibility criteria for federal recognition in NGR 600-100.
  - (5) Qualify for O9S per DA PAM 611-21 at time of enlistment.
  - (6) Contract for a minimum of six years (NPS), or three years (PS) applicants.
  - (7) Complete a personnel security application for the award of Secret clearance. The approval of a final Secret clearance is required prior to commissioning.
  - (8) Select three enlisted MOS positions to be annotated on DD Form 1966 series, prior to enlistment.
- b. Additional requirements for Accelerated OCS:
- (1) Be at least 18 and not have reached your 35<sup>th</sup> birthday prior to enlistment. Be able to complete the Accelerated OCS course and commissioning requirements prior to reaching age 42.
  - (2) Have at least 90 semester hours completed toward an accredited degree. Candidates who do not possess a baccalaureate degree must submit an approved degree completion plan prior to commissioning. Applicants will be counseled that completion of an accredited baccalaureate degree is required for promotion to the rank of Captain.
- c. Additional requirements for Federal OCS:
- (1) Be at least 18 and not have reached your 35<sup>th</sup> birthday prior to enlistment and able to complete the Federal OCS course prior to age 37.
  - (2) Obtained a reservation through REQUEST by their 35<sup>th</sup> birthday.
  - (3) Possess a Baccalaureate Degree.
- d. Additional requirements for State OCS:
- (1) Be at least 18 and not have reached your 35<sup>th</sup> birthday prior to enlistment and be able to complete the State OCS course and commissioning requirements prior to reaching age 42.
  - (2) Have at least 60 semester hours from an accredited college or university prior to OCS enrollment or enlistment. (Effective 1 Oct 11, 90 semester hours will be required for enrollment or enlistment). Candidates must acquire at least 90 semester hours towards an accredited degree prior to commissioning. Candidates who do not possess a baccalaureate degree must submit an approved degree completion plan prior to commissioning. Applicants will be counseled that completion of an accredited baccalaureate degree is required for promotion to the rank of Captain.
  - (3) Meet any applicable State or local requirements.

### 3-3 Personnel management

- a. MEPS GCs will make reservations in REQUEST using MOS 09S1. OCS applicants may be trained at any basic training installation.
- b. Applicants may be carried excess in any unit to which assigned. For State OCS, upon entering Phase I, the Soldier may be assigned to a position at the discretion of The Adjutant General (TAG) of each State.
- c. Upon successful completion of basic training, the following administrative actions apply:
  - (1) Advanced to pay grade E4.
  - (2) Issued and authorized to wear the "OCS" insignia. (See AR 670-1)
  - (3) Commence pre-OCS training at the discretion of the TAG. This training may be with a unit, battalion, brigade or regional training institute (RTI). The purpose of the pre-OCS training is to prepare the Soldier for the Officer Candidate School program.
  - (4) Change training pay category (TPC) in SIDPERS to "A" and training status to "T".
- d. Soldiers who enter the State or Accelerated OCS program will be advanced to SSG and are authorized to wear the OCS insignia. Upon graduation from OCS, orders will be published for BOLC.
- e. Soldiers who enter the Federal OCS program will be advanced to SGT.
- f. If a Soldier fails to complete OCS, publish orders to complete MOS advanced individual training or discharge. Soldiers will be administratively reduced to their previous enlisted grade prior to entering OCS.
- g. Those Soldiers who fail to complete OCS may be ordered to AIT if not already completed, and serve under the terms of their original contract. They will not be entitled to SRIP incentives; however they may be eligible for federal or state educational benefits.
- h. All PS applicants enlisting into OCS, regardless of component who have not completed an Army BCT, U.S. Marine Corps (USMC) BT, completed training for U.S. Air Force or U.S. Navy Special Operations Forces, or U.S. Air Force Security Police during previous military service are required to attend Army BCT. Soldiers currently enrolled for O9S (State and Accelerated OCS only) prior to 4 April 2011 are exempt from BCT requirements.
- i. The following statement must be entered in the remarks section of DD Form 1966 series:

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“I am enlisting for the Officer Candidate Enlistment option. I must attend basic training prior to enrolling into OCS. If I fail to complete the OCS program, I will be ordered to advanced individual training or discharged without board action or appeal.”

Upon failure to complete OCS the Soldier will be processed to attend BCT and/or AIT (if applicable), or be discharged.

### 3-4 Waivers

- a. Post enlistment waivers are not authorized under the OCS option for NPS applicants.
- b. All requests for prior conviction waivers of NPS applicants will be sent via the GCR system thru ARNG-GSS-I to ARNG-HRH-O prior to enlistment. All applicants must meet the criteria for both enlistment and Federal recognition.
- c. Approval authorities are:
  - (1) TAG may approve waivers for PS applicants who were previously discharged for dependency or hardship, but who are otherwise eligible for Federal recognition as an officer.
  - (2) DARNG (ARNG-HRH-O) may approve waivers for prior convictions.

## Chapter 4

### Warrant Officer Candidate (WOC) School option (PS)

#### 4-1 Purpose

The Warrant Officer Candidate School Enlistment option is used to allow Prior Service Non Commissioned officers, with the minimum DA WO MOS proponent requirements, to become a warrant officer in the ARNG. This option offers the opportunity for separating active duty Non-commissioned Officers to apply for entrance into the ARNG Warrant Officer Education System (WOES). Enlisted status within the ARNG is required for WOES application submission. Applicants will have one year from the date of enlistment to be appointed as a Warrant Officer Candidate. Every effort should be made by the Soldier's chain of command to facilitate the Warrant Officer accession process. This enlistment option does not apply to Aviation flight applicants.

#### 4-2 Eligibility (PS Only)

- a. To be eligible for enlistment for the Technical Warrant Officer Enlistment option PS applicants must have served in any Active or Reserve Component of the U.S. Armed Forces, including ARNGUS and ANGUS and no more than a 12 month break in service from last separation.
- b. Applicants must meet the following requirements:
  - (1) Meet the enlistment eligibility standards of AR 601-210.
  - (2) Be a U.S. Citizen.
  - (3) Armed Forces Qualification Test (AFQT) GT Score of 110.
  - (4) Pass the three event standard Army Physical Fitness Test (APFT).
  - (5) Meet the physical standards for appointment per AR 40-501, Chapter 2.
  - (6) Less than 44 years of age.
  - (7) Able to attain security clearance required for qualification in WO MOS.
  - (8) Possess the required enlisted feeder MOS for the warrant officer vacancy posted on the REQUEST system as stated on <http://www.usarec.army.mil/hq/warrant/>.
  - (9) Meet the minimum DA MOS proponent prerequisites as posted under Warrant Officer MOSs on <http://www.usarec.army.mil/hq/warrant/>.
  - (10) Meet the mental, physical and moral requirements in NGR 600-101.
- c. PS applicants with remaining Military Service Obligation (MSO) must enlist for the balance of their MSO even though they may only participate in the Selected Reserve for one year. Any remaining MSO will then be served in the USAR's Individual ready Reserve (IRR) or initiate a DA Form 4836 to extend their enlistment. Applicants whose MSO was terminated, as a result of an unfavorable discharge per AR 601-210 are not eligible for this enlistment option.
- d. Applicants must understand and agree to the participation requirements prior to enlistment. The following statement will be entered in the remark section of the DD Form 1966 series "Record of Military Processing-Armed Forces of the United States" or DA Form 7249-R "Certification and Acknowledgement of Service Requirements and Methods of Fulfillment for Individuals Enlisting or Transferring into Units of the Army National Guard upon REFRAD/Discharge from Active Army Service".

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"I understand that I am required to perform my enlisted duties commensurate with my pay grade and MOS while compiling and submitting the required DA MOS Predetermination packet while awaiting the start of Warrant Officer Candidate School (WOCS). I understand I will not be competitive for promotion under the ARNG enlisted promotion system, while awaiting attendance of WOCS. I further understand that if I fail to complete WOCS I will either be –

(1) required to fulfill my contractual obligation with the ARNG in my duty MOS, or in a duty position based on the needs of the ARNG;

(2) administratively reduced to the grade authorized by the position to which I am assigned;

(3) discharged and transferred to the USAR Control Group;

(4) discharged from the ARNGUS and the Reserve of the Army in my present grade, providing no Military Service Obligation (MSO) exists." "Applicant was counseled concerning PS Technical WO Enlistment option." The applicant will initial this statement.

### 4-3 Personnel management

a. Applicants should be assigned to a Warrant Officer position in their unit of assignment and carried as excess until completion of WOCS at which time they must be assigned to a Warrant Officer position in their MOS.

b. If Soldier fails to complete WOCS, they will either be:

(1) Reassigned to a position vacancy based on the needs of the ARNG.

(2) Administratively reduced to the grade authorized by the position in which they are assigned.

(3) Discharged and transferred to the USAR Control Group.

(4) Discharged from the ARNGUS and the Reserve of the Army in their present grade, provided the Soldier has no remaining reserve obligation.

c. All PS applicants enlisting into WOCS, regardless of component who have not completed an Army BCT, U.S. Marine Corps (USMC) BT, completed training for U.S. Air Force or U.S. Navy Special Operations Forces, or U.S. Air Force Security Police during previous military service are required to attend Army BCT. Soldiers currently enrolled for O9W prior to 4 April 2011 are exempt from BCT requirements.

### 4-4 Waivers

Age waivers for applicants enlisting for the PS Technical WO option are not authorized.

~~Chapter 5~~ CURRENTLY SUSPENDED by (ARNG-GSS) Message 09-105, effective 1 April 2009.

### ~~Try One in the Guard Enlistment option~~

#### ~~5-1 Purpose~~

~~The purpose of the Try One in the Guard enlistment option is to attract PS applicants for enlistment into the ARNGUS without requiring a long contractual obligation. While this option is only available to PS applicants in the grade of E-5 and below, it is considered a valuable enlistment tool. PS applicants enlisting under the Try One in the Guard enlistment option need to only contract in the ARNGUS for one year in a drilling status. Efforts should be made on the part of the Soldier's unit commander to retain Soldiers in the Guard as well as explaining the benefits of continued service.~~

#### ~~5-2 Eligibility (PS Only)~~

~~— a. Enlistment is authorized in the Try One in the Guard program for PS applicants who have previous service in:~~

~~— (1) Any Active or Reserve Component of the U.S. Armed Forces, excluding ARNGUS and ANGUS.~~

~~— (2) The ARNGUS or ANGUS and has a break in service of at least six months.~~

~~— b. PS applicants may enlist up to the pay grade held at the time of discharge/separation, but not to exceed the grade of E-5. Enlistment can be made without regard to the grade required by the position vacancy. Applicants enlisting under the Try One in the Guard option must be Duty MOS (DMOS) qualified or possess an Army MOS.~~

~~— c. PS applicants with remaining MSO must enlist for the balance of their MSO even though they may only participate in the Selected Reserve for one year. Any remaining MSO will then be served in the IRR or an extension may be initiated on a DA Form 4836 to extend their enlistment. Applicants whose MSO was terminated, as a result of an unfavorable discharge or per AR 601-210 or AR 635-5-1 are not eligible for this enlistment option.~~

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~~—d. Applicants must understand and agree to the participation requirements prior to enlistment. The following will be entered in the remarks section of the DD Form 1966 series. "Applicant was counseled concerning Try One in the Guard." The applicant will initial this statement.~~

## **5-3 Personnel management**

~~—a. Accomplish one of the following actions prior to the expiration of Try One in the Guard program if the Soldier's grade is higher than the grade of the position to which they were assigned:~~

- ~~—(1) Reassign to a position vacancy for their grade.~~
- ~~—(2) Administratively reduce to the grade authorized by the position to which they are assigned.~~
- ~~—(3) Discharge and transfer to an USAR Control Group.~~
- ~~—(4) Discharge from the ARNGUS and the Reserve of the Army in their present grade providing no remaining reserve obligation exists.~~

~~—b. Once the Soldier is assigned to position vacancy commensurate with their grade, they will not be reassigned to positions requiring a lower grade without first being administratively reduced.~~

~~—c. Commanders must assign personnel enlisted under the Try One in the Guard program to compatible positions when such positions become available, as soon as possible.~~

## **Chapter 6**

### **Simultaneous Membership Program (SMP) option**

#### **6-1 Purpose**

The Reserve Officer's Training Corps (ROTC) Simultaneous Membership Program (SMP) is a voluntary officer training program designed to increase the number of ROTC officers available for Reserve Forces Duty. It provides an incentive to encourage enrollment and participation in the ROTC Advance Course (MS III and MS IV). In addition, the ROTC/SMP program provides the future officer with ARNG experience.

#### **6-2 Eligibility (NPS/ PS)**

a. The Simultaneous Membership Program (SMP) is available to ARNG applicants who meet basic eligibility standards of paragraph 9-14 of AR 601-210 (including MEPS physical standards) and who:

(1) Meet the criteria for enrollment in MS II, MS III, or MS IV ROTC or will meet criteria within one year of enlistment.

(2) Are currently contracted and in MS II, MS III or MS IV, or agree to apply for enrollment in ROTC Advanced Course within one year after enlistment in the ARNGUS. Once enlisted in the ARNG, the Soldier is a potential SMP participant until enrolled in Advanced ROTC.

(3) Are of good moral character as evidenced by record in home community.

(4) Are a citizen of the United States.

(5) Non-scholarship applicants must be at least 17 years old to contract in the Basic Course/Advanced Course (MS II/MS III/MS IV). Applicants under 18 years old and those who are minors for the purpose of executing contracts under the laws of the State which has jurisdiction where the school is located (even if older than 18) require parental consent for contracting in the advanced course. Applicants must be young enough that they will not be 30 years old or older at the projected time of commissioning. PMS may consider waivers for applicants through age 32 at the projected time of commissioning.

(6) Meet medical fitness standards prescribed in AR 40-501, chapter 3 for enrollment in ROTC Advanced Course.

(7) Have a minimum grade point average of 2.0 (on a 4.0 scale).

(8) Agree to enroll in a full time regular course of instruction leading to a baccalaureate or advanced degree at an eligible institution hosting, or having a cross enrollment agreement or extension center agreement with another institution hosting an Army ROTC program.

(9) Meet requirements of AR 145-1, chapter 3 for entry into the ROTC Basic Course/Army Basic Training, or agree to meet these requirements within 360 days after enlistment.

b. NPS or PS applicants must be processed for enlistment at a MEPS/MTF. Applicants contracted as MS II, MS III or MS IV may process at facilities other than MEPS and may test using the Armed Forces Classification Test (AFCT).

c. PS applicants must enlist for a minimum term of service of four years. NPS applicants must enlist for an eight year term of service (minimum 4x4 option).

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- d. Applicants must obtain a completed Professor of Military Science Certification which shows that the applicant will be enrolled in the ROTC Advanced Course.
- e. Complete the NGB Form 594-1 (Army National Guard Simultaneous Membership Program Agreement).

## 6-3 Personnel management

- a. Reporting code 09R20 will be assigned when all provisions for acceptance into the SMP are fulfilled.
- b. SMP participants will be assigned as an officer trainee in a unit based on current or projected commissioned officer vacancies.
- c. SMP members who drop out of the program, must enter IET within 180 days to remain a member of the ARNG. Soldiers will revert back to their former enlisted grade based on their original DD Form 4.
- d. Assign contracted SMP's excess against officer positions and code in SIDPERS with a 9990 position excess code.
- e. Promote contracted SMP's to the grade of SGT with title of Cadet.
- f. Upon completion of Basic training or ROTC Basic Camp SMP's will be coded with a training status of "E" in SIDPERS.

## 6-4 Waivers

- a. Waivers or exceptions to policy. In exceptional cases requests for waiver are considered. Request must include a recommendation from the unit commander, TAG, and Commander, U.S. Army ROTC Cadet Command. An approved waiver of maximum age constitutes a waiver for enrollment in the Advanced ROTC Course, if required, and for appointment as a Reserve commissioned officer of the Army. See AR 145-1, chapter 3, section II for waiver processing requirements.
- b. Waiver authority: HQDA (DAPC-OPP-P).

## Chapter 7

### Civilian Acquired Skills Program (CASP) option

#### Section I

##### General information

**Effective with this second Edition of the FY11 ARNG Accession Options Supplement, all CASP MOSs listed in Table 7-1 with the exception of 42R are hereby suspended.**

#### 7-1 General

The provisions of AR 601-210 apply in addition to policy and procedures prescribed by this document.

#### 7-2 Purpose

The Civilian Acquired Skills Program (CASP) is designed to attract persons with civilian acquired skills needed by the ARNGUS. Persons qualified for CASP may be advanced in rank upon enlistment. After enlistment, they will be considered for accelerated promotion based on the skill level held and demonstrated proficiency during duty performance.

#### 7-3 Objectives

- a. To enlist qualified personnel with critical civilian acquired skills.
- b. To increase Soldier's job satisfaction.
- c. To improve personnel classification and utilization while maintaining MOS performance standards.
- d. To reduce in-service training loads and costs.
- e. To add means for rapid mobilization of personnel.
- f. To provide additional means for MOS reclassification.

#### 7-4 Eligibility (NPS/GNPS/PS)

CASP is available to qualified men and women with or without PS. Skills acquired through military service may not be used to qualify for CASP. CASP is an enlistment option ONLY and can not be used for Soldiers currently serving in the ARNG. (Soldier(s) currently serving in the ARNG and are requesting MOS determination based on

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civilian training are considered to be reclassifying and must request a waiver of formal school training from the proponent school house through DARNG (ARNG-TR). Aviation MOS determination will be routed through DARNG (ARNG-AV) to the proponent school for determination.) Applicants must:

- a. Meet basic eligibility standards and MOS prerequisites for enlistment (See AR 601-210) as appropriate, including skill, training, and work experience. The latest MOS prerequisites are available on a computer output display by using the QUALS Program of REQUEST. When a person has unusual or unfamiliar training and experience relevant to a CASP MOS, request for determination of equivalency may be submitted to ARNG-TR.
- b. Have had either the training or the experience in the civilian acquired skill within the preceding 24 months of the effective date of enlistment.

### **7-5 Responsibilities**

- a. Chief, National Guard Bureau (CNGB).

The CNGB has overall responsibility for policy concerning CASP and will:

- (1) Conduct periodic reviews for addition and deletion of skills, and submit recommended changes to the Office of DCSPER (ODCSPER) (DAPE-MPA).

- (2) Develop criteria for skills to be added to the program; review and comment on recommendations submitted by other agencies.

- b. The Adjutant General (TAG). TAG will:

- (1) Conduct periodic review, and submit recommendations to ARNG-HRH for adding or deleting skills.

- (2) Review and comment on recommendations submitted by subordinate organizations or individuals.

- c. MEPS GCs will verify applicants' qualifications and coordinate opportunities for benefits under the CASP with the RRB-CDR.

- d. Recruiting and Retention Battalion Commander (RRB-CDR) will:

- (1) Implement processing procedures contained in this document.

- (2) Develop and implement advertising and procurement plans and procedures to attract qualified

applicants for the program.

- (3) Actively promote the program and ensure that vocational schools, technical schools, schools of nursing, etc., are canvassed as a source of ready-trained assets for ARNGUS units.

- (4) Periodically brief strength maintenance personnel on current status and updates of the CASP.

- e. Commanders of CASP enlistees will:

- (1) Ensure that CASP enlistees are properly assigned and considered for accelerated promotions in a timely manner.

- (2) Utilize Soldiers in their CASP PMOS for at least one year.

- f. Training center commanders will provide reception station processing and required training for CASP Soldiers.

### **7-6 Enlistment periods**

- a. NPS applicants will be enlisted for a minimum period of service as outlined in AR 601-210.

- b. PS applicants will be enlisted for a period of service as outlined in AR 601-210 or for a minimum of three years.

## **Section II**

### **Training requirements**

#### **7-7 Enlistment training options available under CASP**

An applicant's service obligation, prior military service, and MOS selected will determine applicable training options. Table 7-2 lists training options available to persons qualifying for enlistment under CASP.

#### **7-8 Basic Combat Training (BCT) requirement**

- a. Applicants not having prior military service or who did not complete AC or USMC BCT during previous military service must complete BCT and any pre-requisite training for award of the CASP MOS.

- b. With exception of those authorized to train under the STO, all NPS/GNPS applicants must complete BCT and any pre-requisite training for award of the CASP MOS.

#### **7-9 Requirement for prerequisite course training**

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- a. Other than that listed in table 7-1, no MOS training during IADT will be offered under the CASP.
- b. Some MOSs available under the CASP require completion of a specified course as a prerequisite for awarding the MOS (table 7-1).
- c. Award of the CASP MOS and promotion to the accelerated rank will not be considered until successful completion of all required training including prerequisite training if required. This prerequisite training may be accomplished during IADT, or Active Duty for Training (ADT) at a later date, or through completion of correspondence courses or approved ARNGUS/USAR schools.

## 7-10 Requirements for unit proficiency training

- a. CASP enlistment training options require completion of a specified period of proficiency training as a prerequisite for awarding of the MOS (table 7-2). Proficiency training is a specified period of time during which the Soldier functions in the MOS for which enlisted. The training should be performed during regularly scheduled training assemblies or equivalent training periods. The training is a transition period in which the Soldier learns to apply the civilian acquired skill to the military. Use the proficiency training time by the commander to evaluate the Soldier's ability to function in the specific MOS.
- b. Before award of MOS and promotion to the accelerated rank, the Soldier must be able to perform the major requirements and meet physical standards described in DA PAM 611-21.

## Section III Personnel Management

### 7-11 Determination of qualifications and enlistment grades

- a. CASP applicants must present valid evidence of completion of required civilian training to enlistment authorities. This evidence may include certificates, diplomas, union cards, or employment records showing the period of actual work experience, training received, degree of proficiency attained, and a summary of duties and training in the civilian acquired skill. Training may include successful completion of union, industry, or government recognized training or apprenticeship programs. Certificates and diplomas submitted by applicants must bear the original seal of the institution or be notarized as true copies.
- b. Applicants who meet training and work experience requirements (table 7-1) and satisfy all other enlistment criteria will be enlisted in pay grade E-4/SPC. Upon successful completion of BCT and other training listed in the appropriate option of table 7-2, individuals may be promoted to the accelerated grade indicated in table 7-1. The promotion to the higher grade is not guaranteed, reference paragraph 7-12b and c.
- c. Determination of qualifications and enlistment grades for persons applying under ARNGUS Bands Enlistment options will be as specified in table 7-3.

### 7-12 Award of MOS and accelerated promotions

- a. Applicants eligible to enlist/reenlist under CASP will enlist in pay grade E-4/SPC. Promotion to the accelerated grade and award of the MOS authorized by the enlistment agreement may be made without regard to time in grade or time in service provided the accelerated promotion rank does not exceed the rank of the MTOE/TDA position to which the Soldier is assigned. After having been awarded the CASP MOS and promoted to the accelerated rank, promotions will be governed by AR 600-8-19 and classifications actions will be governed by NGR 600-200.
- b. The Soldier's immediate commander may deny or defer promotion to the accelerated rank. Reasons for denying or deferring promotion may be any failure of the Soldier to demonstrate proper conduct during the proficiency-training period or failure to demonstrate minimum level of performance for the MOS. The immediate commander is guided in this determination by the minimum MOS qualifications as prescribed in DA PAM 611-21 and this regulation.
- c. The commander will advise the Soldier in writing of the reason for denying or deferring accelerated promotion. File the record of counseling, including basis and results, in the Soldier's Official Military Personnel File as a permanent document only when promotion has been denied. The Soldier will indicate on the counseling statement that they have read the statement and have or have not submitted a statement in their own behalf.
- d. On denial of accelerated promotion to authorized CASP rank, the commander may appoint the Soldier to any lower rank (not lower than the grade enlisted) providing Soldier is not already serving in that rank.
- e. The immediate commander may defer promotion for up to four regularly scheduled Unit Training Assemblies (UTA) if the Soldier's performance does not clearly warrant promotion or denial of promotion at the end

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of the proficiency training of eight weeks, or as listed in table 7-2. After completion of the initial proficiency training and the deferred period as indicated above, a Soldier may be promoted to the CASP authorized grade or lower rank as provided in d above, or denied promotion. A final decision must be made by the end of the deferred period. Soldiers, who are not provided accelerated promotion, will be considered for future promotions along with their contemporaries under AR 600-8-19.

f. Deferral or denial of accelerated promotion does not constitute a breach of enlistment contract or agreement, nor will result in an unfulfilled enlistment commitment. Promotion can be made only with approval of the immediate unit commander after successful completion of all training required by the enlistment option in table 7-2. The accelerated rank will be awarded to qualified Soldiers without regard to time in grade and time in service.

g. Significant training or experience in a civilian occupational area having a MOS counterpart. This applies specifically to in-service ARNG Soldiers who gain skills or complete training in a status other than military status. This does not pertain to experience that a Soldier may gain through duties performed in an Active Guard Reserve (AGR) status (i.e. Readiness NCO duties). It does apply to traditional ARNGUS Soldiers and Military Technicians in their civilian pursuits.

### **7-13 Enlistment control**

CASP applicants must be projected or assigned to a MTOE/TDA unit vacancy or projected unit vacancy in accordance with the Soldier's CASP MOS. A Soldier who enlists for a CASP MOS that provides for accelerated promotion to SGT must be enlisted against a SGT vacancy.

### **7-14 Annual Training (AT) restrictions**

NPS applicants who enlist under CASP may not be ordered to AT until successful completion of BCT.

### **7-15 Mobilization readiness and deployability**

a. CASP enlistees will be reported as MOS qualified for mobilization readiness when all of the following actions are accomplished:

- (1) Successful completion of BCT.
- (2) Satisfactory completion of MOS prerequisite training if required by the MOS for which enlisted.
- (3) Promotion to accelerated grade shown on enlistment agreement.
- (4) Award of CASP MOS as PMOS.
- (5) Denied the accelerated advancement, but promoted to a lower grade and awarded CASP MOS.

b. Under the provisions of 10 USC 671, ARNG Soldiers must complete a minimum of 13 weeks of BCT or equivalent before a member of the military service may be deployed. The Army G-1 has determined that completion of training programs and options outlined in table 7-2 equals the 13-week BCT requirement of the statute.

## **Section IV**

### **Enlistment Processing Procedures**

#### **7-16 Processing procedures**

a. Processing procedures as outlined below will be followed for all CASP applicants.

(1) Recruiting & Retention NCO (RRNCO) will review and verify qualifications before sending the applicant to the MEPS GC. Applications requiring approval by TAG will be forwarded to that office by RRNCO prior to sending to the MEPS GC. MEPS GC will verify qualifications, complete necessary enlistment forms and processing. An applicant applying for CASP under this regulation must present prescribed documentary evidence of qualifications. Each applicant will submit documents that verify length and successful completion of education, training and experience for applicable skill. These documents must bear the original seal of the issuing agency or be notarized. Documents will include, but are not limited to the following: school transcripts; certificates of completion of training; certificates of registration with a Board of Registry or professional society; diplomas; employment records; union membership cards; certification as a civil service apprentice or journeyman. Civil Service Standard Form 50 (Notification of Personnel Action) may be used; and certification of applicant's typing or dictation when required.

(2) PS applicants with a remaining statutory obligation will:

(a) Enlist for number of years, months and days required to fulfill the remaining statutory obligation period, but not less than one year in a drilling status.

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- (b) If prerequisite MOS training is required, be enlisted in pay grade of E-4/SPC.
- (c) Not be required to perform a period of proficiency training.
- (3) PS personnel with no remaining statutory obligation will be enlisted or reenlisted for at least one year in a drilling status; (b) and (c) above apply.
- (4) All personal documents used to verify applicant's qualification will be reproduced and attached to, and distributed with, each copy of the DD Form 4-Series. Original copies will be returned to the applicant.
- (5) NGB Form 594 (Army National Guard Civilian Acquired Skills Program Agreement).
  - (a) Applicant will initial selected option and any corrected errors made.
  - (b) The MOS for which applicant enlists, and the pay grade to which accelerated promotion is authorized, will be entered in the space provided.
  - (c) RRNCO will explain to each CASP applicant that accelerated promotion above SPC is not guaranteed, but is contingent upon demonstrated performance and conduct. If either the applicant's performance and/or conduct are such that promotion is not recommended, it may be deferred or denied by the commander. This does not constitute a breach of enlistment contract.
  - (d) Enter the Annex letter assigned to NGB Form 594 in the space provided and in the remarks section of DD Form 4, line 8.
  - (e) Distribution of NGB Form 594 will be as an annex to DD Form 4.
- b. Procedures for requesting training seats will be as outlined below.
  - (1) Training seats for NPS, CASP enlistees requiring BCT, or a prerequisite AIT, or a combination of both, will be allocated through the REQUEST system.
  - (2) PS training seats for enlistees required to attend BCT will be allocated via the REQUEST system.
  - (3) Training seats for CASP enlistees, requiring only prerequisite AIT, will be requested through channels to TAG. Training seats are allocated by the ARNG Individual Training Branch (ARNG-TRI) and not through REQUEST.
  - (4) Orders for CASP enlistees processed at MEPS will be in accordance with USMEPCOM Regulation 601-19.

### 7-17 Record entries

For ARNGUS Bands options, See table 7-3 for record entries. Records of applicants enlisting under CASP will contain the following entries in the remarks section of the DD Form 1966 series:

- a. Enlisted for CASP MOS (specify) with promotion to pay grade (specify) on completion of BCT and proficiency training on IADT (at least 23 weeks) and return to unit. (See table 7-2, option 1).
- b. Enlisted for CASP MOS (specify) with promotion to pay grade (specify) on completion of BCT and prerequisite AIT and return to unit. (table 7-2, option 2, or 4)
- c. Enlisted for CASP MOS (specify) with promotion to pay grade (specify) on completion of BCT and 48 hours Inactive Duty for Training (IDT). (table 7-2, option 3).
- d. Enlisted for CASP MOS (specify) with promotion to pay grade (specify) on completion of BCT (if required), or prerequisite AIT (if required), or both (if required) and on return to unit. (See table 7-2, option 5)
- e. Enlisted for CASP MOS (specify).
- f. In item 32, Specific options Enlisted For, enter the following: "CASP option (specify), table 7-2, Enlistment Criteria."

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### Table 7-1 Skills and criteria to qualify for CASP

Effective with this Second Edition of the FY11 Supplement, All CASP MOSs listed in this table are suspended except for MOS 42R.

<p><b><u>MOS: 12N10</u></b> <b><u>Titled: Construction Equipment Operator</u></b> Will enlist as: E-4/SPC Options: 1, 3, or 5, per table 7-2. The following criteria must be met:</p> <ul style="list-style-type: none"><li>a. Have two years of experience as operator of crawling or wheeled tractors, graders, or loaders and be certified as Civil Service-rated Heavy Construction Equipment Operator, WB-10, or have two years of experience and be apprenticed member of International Union of Operating Engineers, AFL-CIO.</li><li>b. Have valid State motor vehicle license.</li></ul>
<p><b><u>MOS: 12G10</u></b> <b><u>Titled: Quarrying Specialist</u></b> Will enlist as: E-4/SPC Options: 1, 3, or 5, per table 7-2. Must have at least two years of experience, or combination of formal training and experience totaling two years, in the operation of quarry machinery.</p>
<p><b><u>MOS: 12K10</u></b> <b><u>Titled: Plumber</u></b> Will enlist as: E-4/SPC Options: 1, 3, or 5, per table 7-2. Have at least two years of experience, or combination of formal training and experience totaling two years, as a plumber or pipe fitter helper installing and repairing pipe systems, plumbing fixtures, and equipment.</p>
<p><b><u>MOS: 12M10</u></b> <b><u>Titled: Firefighter</u></b> Will enlist as: E-4/SPC Options: 1, 3, or 5, per table 7-2. Must have at least two years of full-time experience as a member of an aircraft crash/rescue crew.</p>
<p><b><u>MOS: 12Q10</u></b> <b><u>Titled: Power Line Distribution Specialist (RC)</u></b> Will enlist as: E-4/SPC Options: 1, 3, or 5, per table 7-2. The following criteria must be met: Have two years of experience and be certified as a Civil Service-rated electrician WB-8, or have two years of experience in the installation of electrical transmission and distribution systems and exterior services and be an apprentice member of the International Brotherhood of Electrical Workers, or its equivalent.</p>
<p><b><u>MOS: 12R10</u></b> <b><u>Titled: Interior Electrician</u></b> Will enlist as: SPC Options, 1, 3, or 5, per table 7-2. Must have at least two years of experience and be certified as Civil Service rated electrician, WB-8, or have two years of experience and be an apprentice member of International Brotherhood of Electrical Workers, or equivalent.</p>
<p><b><u>MOS: 12T10</u></b> <b><u>Titled: Technical Engineer</u></b> Will enlist as: E-4/SPC Options: 1, 3, or 5, per table 7-2. Must have two years experience, or combination of formal training and experience totaling two years, as a surveyor.</p>

**Table 7-1 Skills and criteria to qualify for CASP (Continued)**

Table Page 2

**MOS: 12V10**

**Titled: Concrete and Asphalt Equipment Operator**

Will enlist as: E-4/SPC

Options: 1, 3, or 5, per table 7-2.

The following criteria must be met:

- a. Have two years of experience or combination of formal training and experience totaling two years, in concrete or asphalt paving operations.
- b. Have valid State motor vehicle license.

**MOS: 12W10**

**Titled: Carpentry and Masonry Specialist**

Will enlist as: E-4/SPC

Options: 1, 3, or 5, per table 7-2.

Have at least two years of experience and be certified as Civil Service-rated carpenter or mason, WB-7, or have two years of experience and be apprentice member of United Brotherhood of Carpenters and Joiners of America.

**MOS: 15B10**

**Titled: Aircraft Powerplant Repairer**

Will enlist as: E-4/SPC

Options: 1, 3, or 5, per table 7-2.

The following criteria must be met:

- a. Have proper Federal Aviation Administration (FAA) license for repair and overhaul of aircraft power plants.
- b. Applicant must have no record of conviction of any Federal or State Statute relating to use, growth, processing, manufacture, sale, disposition, possession, or transportation of depressant or stimulant drugs or substances.
- c. All documents must be forwarded through ARNG-AV to the Aviation Proponent for approval prior to the award of the MOS. Process of packet in accordance with Aviation Proponent web site:  
[http://www.rucker.army.mil/AP/waivers\\_page.htm](http://www.rucker.army.mil/AP/waivers_page.htm) .

**MOS: 15D10**

**Titled: Aircraft Powertrain Repairer**

Will enlist as: E-4/SPC

Options: 1, 3, or 5, per table 7-2.

The following criteria must be met:

- a. Have proper FAA license for repair and overhaul of aircraft power trains.
- b. Applicant must have no record of conviction of any Federal or State Statute relating to use, growth, processing, manufacture, sale, disposition, possession, or transportation of depressant or stimulant drugs or substances.

**MOS: 15F10**

**Titled: Aircraft Electrician**

Will enlist as: E-4/SPC

Options: 1, 3, or 5, per table 7-2

The following criteria must be met:

- a. Must have one year aircraft electrician experience, and proper FCC certificate for repair, overhaul of aircraft electrical systems and components.
- b. Applicant must have no record of conviction of any Federal or State Statute relating to use, growth, processing, manufacture, sale, disposition, possession, or transportation of depressant or stimulant drugs or substances.
- c. Applicant must have no record of conviction of any Federal or State Statute relating to alcohol abuse.

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**Table 7-1 Skills and criteria to qualify for CASP (Continued)**

Table Page 3

**MOS: 15G10**

**Titled: Aircraft Structural Repairer**

Will enlist as: E-4/SPC

Options: 1, 3, or 5, per table 7-2

The following criteria must be met:

- a. Must have one year aircraft structural repair experience and proper Federal Aviation Administration (FAA) license for maintenance of aircraft structures and control surfaces.
- b. Applicant must have no record of conviction of any Federal or State Statute relating to use, growth, processing, manufacture, sale, disposition, possession, or transportation of depressant or stimulant drugs or substances.
- c. Applicant must have no record of conviction of any Federal or State Statute relating to alcohol abuse.

**MOS: 15H10**

**Titled: Aircraft Pnedraulics Repairer**

Will enlist as: E-4/SPC

Options: 1, 3, or 5, per table 7-2.

The following criteria must be met:

- a. Have proper FAA license for repair and overhaul of aircraft hydraulic systems.
- b. Applicant must have no record of conviction of any Federal or State Statute relating to use, growth, processing, manufacture, sale, disposition, possession, or transportation, and depressant or stimulant drugs or substances.
- c. All documents must be forwarded through ARNG-AV to the Aviation Proponent for approval prior to the award of the MOS. Process of packet in accordance with Aviation Proponent web site:  
[http://www.rucker.army.mil/AP/waivers\\_page.htm](http://www.rucker.army.mil/AP/waivers_page.htm) .

**MOS: 15J10**

**Titled: OH-58D/ARH Armament/Electrical/Avionics Systems Repairer**

Will enlist as: E-4/SPC

Options: 1, 3, or 5, per table 7-2.

The following criteria must be met: :

- a. Be eligible for security access under AR-380-15.:
- b. Must have two years OH-58D/ARH armament, electrical, avionics systems experience and proper FCC certificate for maintenance of aircraft OH-58D/ARH armament, electrical and avionics systems.

**MOS: 15J10 (Continued)**

**Titled: OH-58D/ARH Armament/Electrical/Avionics Systems Repairer**

- c. Applicant must have no record of conviction of any Federal or State Statute relating to use, growth, processing, manufacture, sale, disposition, possession, or transportation of depressant or stimulant drugs or substances.
- d. Applicant must have no record of conviction of any Federal or State Statute relating to alcohol abuse.
- e. U.S. Citizen

**MOS: 15M10**

**Titled: UH-1 Helicopter Repairer**

Will enlist as: E-4/SPC

Options: 1, 3, or 5, per table 7-2.

The following criteria must be met:

- a. Have two years experience, or combination of formal training and experience totaling two or more years in the repair of Bell Model 204 or Bell Model 205 helicopters.
- b. Applicant must have no record of conviction of any Federal or State Statute relating to use, growth, processing, manufacture, sale, disposition, possession, or transportation of depressant or stimulant drugs or substances.
- c. All documents must be forwarded through ARNG-AV to the Aviation Proponent for approval prior to the award of the MOS. Process of packet in accordance with Aviation Proponent web site:  
[http://www.rucker.army.mil/AP/waivers\\_page.htm](http://www.rucker.army.mil/AP/waivers_page.htm) .

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**Table 7-1 Skills and criteria to qualify for CASP (Continued)**

Table Page 4

**MOS: 15N10**

**Titled: Avionic Mechanic**

Will enlist as: E-4/SPC

Options: 1, 3, or 5, per table 7-2.

The following criteria must be met:

- a. Be eligible for security clearance under AR 380-67.
- b. Have two years of experience, or combination of formal training and experience totaling two years, performing maintenance on communications, navigation, and flight control equipment, installed in aircraft and supporting ground-based Avionic equipment.
- c. Applicant must have no record of conviction of any Federal or State Statute relating to use, growth, processing, manufacture, sale, disposition, possession, or transportation, and depressant or stimulant drugs or substances.
- d. Must be a U.S. Citizen.
- e. All documents must be forwarded through ARNG-AV to the Aviation Proponent for approval prior to the award of the MOS. Process of packet in accordance with Aviation Proponent web site:  
[http://www.rucker.army.mil/AP/waivers\\_page.htm](http://www.rucker.army.mil/AP/waivers_page.htm) .

**MOS: 15Q10**

**Titled: Air Traffic Control (ATC) Operator**

Will enlist as: E-4/SPC

Options: 1, 3, or 5, per table 7-2.

The following criteria must be met:

- a. Meet Army Class II medical fitness standards in AR 40-501.
- b. Be eligible for security clearance under AR 380-67
- c. Have FAA control tower operator's certificate and control tower facility training.
- d. Applicant must have no record of conviction of any Federal or State Statute relating to use, growth, processing, manufacture, sale, disposition, possession, or transportation of depressant or stimulant drugs or substances.
- e. U.S. Citizen
- f. All documents must be forwarded through ARNG-AV to the Aviation Proponent for approval prior to the award of the MOS. Process of packet in accordance with Aviation Proponent web site:  
[http://www.rucker.army.mil/AP/waivers\\_page.htm](http://www.rucker.army.mil/AP/waivers_page.htm) .

**MOS: 15R10**

**Titled: AH-64 Attack Helicopter Repairer**

Will enlist as: E-4/SPC

Options: 1, 3, or 5, per table 7-2.

The following criteria must be met:

- a. Must have two years experience, or combination of formal training and experience totaling two or more years in the repair of AH-64A or AH-64D model helicopter.
- b. Applicant must have no record of conviction of any Federal or State Statute relating to use, growth, processing, manufacture, sale, disposition, possession, or transportation, and depressant or stimulant drugs or substances.
- c. Applicant must have no record of conviction of any Federal or State Statute relating to alcohol abuse.

**MOS: 15S10**

**Titled: OH-58D/ARH Helicopter Repairer**

Will enlist as: E-4/SPC

Options: 1, 3, or 5, per table 7-2.

The following criteria must be met:

- a. Must have two years experience or combination of formal training and experience totaling two years in the repair of OH-58D/ARH helicopters.
- b. Applicant must have no record of conviction of any Federal or State Statute relating to use, growth, processing, manufacture, sale, disposition, possession, or transportation, and depressant or stimulant drugs or substances.
- c. Applicant must have no record of conviction of any Federal or State Statute relating to alcohol abuse.

**Table 7-1 Skills and criteria to qualify for CASP (Continued)**

Table Page 5

**MOS: 15T10**

**Titled: UH-60 Helicopter Repairer**

Will enlist as: E-4/SPC

Options: 1, 3, or 5, per table 7-2.

The following criteria must be met:

- a. Have two years experience, or combination of formal training and experience totaling two or more years, in the repair of Sikorsky Model S-70 helicopters.
- b. Applicant must have no record of conviction of any Federal or State Statute relating to use, growth, processing, manufacture, sale, disposition, possession, or transportation, and depressant or stimulant drugs or substances.
- c. All documents must be forwarded through ARNG-AV to the Aviation Proponent for approval prior to the award of the MOS. Process of packet in accordance with Aviation Proponent web site:  
[http://www.rucker.army.mil/AP/waivers\\_page.htm](http://www.rucker.army.mil/AP/waivers_page.htm) .

**MOS: 15U10**

**Titled: CH-47 Helicopter Repairer**

Will enlist as: E-4/SPC

Options: 1, 3, or 5, per table 7-2.

The following criteria must be met:

- a. Have two years experience, or a combination of formal training and experience totaling two years, in the repair of Boeing Vertol Model 14 or Boeing Vertol Model 234 helicopters.
- b. Applicant must have no record of conviction of any Federal or State Statute relating to use, growth, processing, manufacture, sale, disposition, possession, or transportation of depressant or stimulant drugs or substances.
- c. All documents must be forwarded through ARNG-AV to the Aviation Proponent for approval prior to the award of the MOS. Process of packet in accordance with Aviation Proponent web site:  
[http://www.rucker.army.mil/AP/waivers\\_page.htm](http://www.rucker.army.mil/AP/waivers_page.htm) .

**MOS: 15V10**

**Titled: Observation/Scout Helicopter Repairer**

Will enlist as: E-4/SPC

- a. Must have two years experience, or combination of formal training and experience totaling two years in the repair of Bell Model 206 helicopters.
- b. Applicant must have no record of conviction of any Federal or State Statute relating to use, growth, processing, manufacture, sale, disposition, possession, or transportation, and depressant or stimulant drugs or substances.
- c. Applicant must have no record of conviction of any Federal or State Statute relating to alcohol abuse

**MOS: 25B10**

**Titled: Information Technology Specialist**

Will enlist as: E-4/SPC

Options: 1, 3, or 5, per table 7-2.

The following criteria must be met:

- a. Be eligible for security clearance under AR 380-67.
- b. Must have completed at least two years of accredited college or technical school studies in computer science, information systems or have a combination of two years formal training and work experience in data communications, UNIX operation systems, local area network installation and management, telecommunications protocol/internet protocol (TCP/IP) and routers. The applicant also must have documented training on the Defense Message System, Tactical Message System, Tactical Internet Management and the Division Tactical Operations Center.
- c. Must be a U.S. Citizen.

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**Table 7-1 Skills and criteria to qualify for CASP (Continued)**

Table Page 6

**MOS: 25C10**

**Titled: Radio Operator - Maintainer**

Will enlist as: E-4/SPC

Options: 1, 3, or 5, per table 7-2.

The following criteria must be met:

- a. Be eligible for security clearance under AR 380-67.
- b. Have one year experience or combination of formal training and experience totaling one year as AM/FM radio operator and be capable of sending and receiving manual keyboard messaging, in message format at minimum of 25 words per minute.
- c. Must be a U.S. Citizen.

**MOS: 25F10**

**Titled: Network Switching Systems Operator - Maintainer**

Will enlist as: E-4/SPC

Options: 1, 3, or 5, per table 7-2.

The following criteria must be met:

- a. Be eligible for security clearance under AR 380-67.
- b. Must have completed a minimum of one year of accredited college or technical school studies in electronics/electronic switching systems repair and WAN network or have two years verifiable experience or combination of formal training, experience and certification totaling two years, in installing, operating and maintaining telephone exchange or primary branch exchange systems. This experience base should include knowledge of data packet based switching systems equipment and proficiency at the configuration, operation and troubleshooting of routers and E-switches. Having a working knowledge of Network Operation Center (NOC) operations is not mandatory but an added plus.
- c. Must be a U.S. Citizen.

**MOS: 25L10**

**Titled: Cable Systems Installer - Maintainer**

Will enlist as: E-4/SPC

Options: 1, 3, or 5, per table 7-2.

The following criteria must be met:

- a. Be eligible for security clearance under AR 380-67.
- b. Have two years of experience, or combination of formal training and experience totaling two years, as a wireman, switchboard operator, telephone installer, or pole lineman.
- c. Must be a U.S. Citizen.

**MOS: 25N10**

**Titled: Nodal Network Systems Operator - Maintainer**

Will enlist as: E-4/SPC

Options: 1, 3, or 5, per table 7-2.

The following criteria must be met:

- a. Be eligible for security clearance under AR 380-67.
- b. Must meet requirements for MOS per DA Pam 611-21
- c. Must have completed a minimum of one year of accredited college or technical school studies in electronics/electronic switching systems repair and WAN network or have two years verifiable experience, or combination of formal training, experience and certification totaling two years, in installing, operating and maintaining telephone exchange or primary branch exchange systems to include certified promina switch network equipment training. This experience base should include knowledge of Internet Protocol (IP) based switching, multiplexing, Video Teleconferencing (VTC) systems and proficiency at the configuration, operation and troubleshooting of routers and E-switches. Having a working knowledge of Network Operation Center (NOC) operations and Promina Multi-service access platform certification is recommended.
- d. Must be a U.S. Citizen.

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**Table 7-1 Skills and criteria to qualify for CASP (Continued)**

Table Page 7

**MOS: 25P10**

**Titled: Nodal Network Systems Operator - Maintainer**

Will enlist as: E-4/SPC

Options: 1, 3, or 5, per table 7-2.

The following criteria must be met:

- a. Be eligible for security clearance under AR 380-67.
- b. Must have completed a minimum of one year of accredited college or technical school studies in electronics/electronic repair or have two years verifiable experience, combination of formal training and experience totaling two years in installing, operating, and maintaining microwave systems and/or telephone exchange or primary branch exchange systems. This experience base should be at the circuit level for both analog and digital patching, multiplexing, circuit routing and configuration. The applicant should have working knowledge of associated test measurement and diagnostic equipment for frequency and time division multiplexing signals.
- c. Must be a U.S. Citizen.

**MOS: 25S10**

**Titled: Satellite Communication Systems Operator - Maintainer**

Will enlist as: E-4/SPC

Options: 1, 3, or 5, per table 7-2.

The following criteria must be met:

- a. Be eligible for security clearance under AR 380-67.
- b. Must have completed a minimum of one year of accredited college or technical school studies in electronics/electronic repair or have two years verifiable experience, combination of formal training and experience totaling two years in installing, operating and maintaining satellite communications systems. This experience must be Frequency Division Multiple Access (FDMA) or Time Division Multiple Access (TDMA) technology in the X, C, Ka or Ku frequency band for both transmissions and reception. The applicant should have associated base band equipment knowledge to include Multiplexer/De-multiplexer, patch panels and associated Test Measurement and Diagnostic Equipment.
- c. Must be a U.S. Citizen.

**MOS: 35G10**

**Titled: Imagery Analyst**

Will enlist as: E-4/SPC

Options: 1, 3, or 5, per table 7-2.

The following criteria must be met:

- a. Be eligible for Top Secret clearance under AR 380-67.
- b. Meet additional requirements for MOS under AR 614-200.
- c. Have near vision correctable to approximately 14/14 (inches), distant vision correctable to 20/20 standard Snellen, normal stereoscopic acuity, with or without correction (tested on stereoscopic instrument).
- d. Have two years of experience, or combination of formal training and experience totaling two years, as topographic surveyor, topographic draftsman, photogrammetrist, geologist, cartographic aide, or aerial photography interpreter.
- e. Must be an U.S. Citizen.
- f. No record of conviction by court-martial.
- g. No record of conviction by civil court other than minor traffic.

**MOS: 35M**

**Titled: Human Intelligence Collector**

Will enlist as: E-4/SPC

Options: 2, 4, or 6, per table 7-2.

The following criteria must be met:

- a. Be eligible for security clearance under AR 380-67.
- b. Meet additional requirements for MOS under AR 614-200.

**Table 7-1 Skills and criteria to qualify for CASP (Continued)**

Table Page 8

**MOS: 35M (Continued)**

**Titled: Human Intelligence Collector**

- c. Have reading and listening comprehension of at least “2” in needed foreign language under AR 611-6. Language proficiency testing will be accomplished at MEPS under AR 601-270 for applicants who claim proficiency in needed foreign language and meet above requirements.
- d. Successfully complete Voice Interrogator Course.
- e. Special instructions are as follows:
  - (1) Persons who enlist through this program will not receive language training. On the Annex to DD Form 4, NGB Form 594, guidance counselors will complete the statement to indicate enlistee’s language. (Example: “I understand that my civilian acquired skill as a Korean linguist, MOS 35MLKP, will be recognized upon enlistment and…”).
  - (2) The MOSC, to include proper language identifier, also will be entered as shown above.
- f. Must be an U.S. Citizen.
- g. No record of conviction by court-martial.
- h. No record of conviction by civil court other than minor traffic.

**MOS: 35P1L**

**Titled: Voice Interceptor**

Will enlist as: E-4/SPC

Options: 2, 4, or 6, per table 7-2.

The following criteria must be met:

- a. Be eligible for Top Secret security clearance with eligibility for access to Special Compartmented Information under AR 380-67.
- b. Meet additional requirements of MOS under DA PAM 611-21 and 614-200.
- c. Must meet all requirements of AR 601-210, Table 9-25.
- d. Have listening and reading comprehension of at least “2” in needed foreign language in AR 611-6. Language proficiency testing will be accomplished at MEPS under AR 601-270 for applicants who claim proficiency in needed foreign language and meet above requirements.
- e. Successfully complete Voice Interceptor (Cryptologic Linguist (See Title above)) Course.
- f. Special instructions are as follows:
  - (1) Persons who enlist through this program will not receive language training. On the Annex to DD Form 4, NGB Form 594, guidance counselors will complete the statement to indicate enlistee’s language. (Example: “I understand that my civilian acquired skill as a Korean linguist, MOS 35MLKP will be recognized upon enlistment and…”).
  - (2) The MOSC, to include proper language identifier, also will be entered as shown above.
- g. Must be an U.S. Citizen.
- h. No record of conviction by court-martial.
- i. No record of conviction by civil court other than minor traffic.

**MOS 42R (Skill level one)**

**Titled: Army Bandperson**

**ASIs for Army Band**

**To qualify for ASI: 9B**

**Titled: Cornet/Trumpet Player**

**To qualify for ASI: 9C**

**Titled: Baritone/Euphonium Player**

**To qualify for ASI: 9D**

**Titled: French Horn Player**

**To qualify for ASI: 9F**

**Titled: Tuba Player**

**Table 7-1 Skills and criteria to qualify for CASP (Continued)**

Table Page 9

**MOS 42R (Skill level one) (Continued)**

**Titled: Army Bandperson**

To qualify for ASI: 9G

Titled: Flute/Piccolo Player

To qualify for ASI: 9H

Titled: Oboe Player

To qualify for ASI: 9J

Titled: Clarinet Player

To qualify for ASI: 9K

Titled: Bassoon Player

To qualify for ASI: 9L

Titled: Saxophone Player

To qualify for ASI: 9M

Titled: Percussion Player

To qualify for ASI: 9N

Titled: Keyboard Player

To qualify for ASI: 9T

Titled: Guitar Player

To qualify for ASI: 9U

Titled: Electric Bass Guitar Player

Will enlist as SPC/E-4

Options: 1, 3, and 5, per table 7-2.

Meet criteria and bandperson technical proficiency requirements contained in table 7-3.

**MOS: 68D10**

**Titled: Operating Room Specialist**

Will enlist as: E-4/SPC

Options: 2, 4, or 6, per table 7-2.

The following criteria must be met:

a. Have one year experience as an operating room technician or have completed an operating room technician course of at least 12-week duration. The course curriculum must contain the following key elements: a supervised clinical practice of not less than 240 hours; basic science subjects to include surgical anatomy; principles and practices of sterilization; duties of the scrub technician; and duties of the circulator.

b. Proficiency training required by paragraph 7-10 must be performed under the supervision of an Army Nurse Corps Officer or NCO (SSG or above) qualified in MOS 68D.

**MOS: 68E10**

**Titled: Dental Specialist**

Will enlist as: E-4/SPC

Options: 2, 4, or 6, per table 7-2.

The following criteria must be met:

a. Have successfully completed a six-month course for dental assistants.

b. Proficiency training required by paragraph 7-10 must be performed under supervision of a Dental Corps Officer or NCO qualified in MOS 68E.

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**Table 7-1 Skills and criteria to qualify for CASP (Continued)**

Table Page 10

**MOS: 68E20**

**Titled: Dental Specialist**

Will enlist as: E-4/SPC

Options: 2, 4, or 6, per table 7-2.

The following criteria must be met:

- a. Have successfully completed a six-month course for dental assistants and have at least 30 months of experience in chair-side assistant duties or possess certificate, diploma or associate or higher level degree, awarded for successful completion of a two year or longer course in dental hygiene.
- b. Proficiency training required by paragraph 7-10 must be performed under supervision of a Dental Corps Officer or NCO qualified in MOS 68E.

**MOS: 68E10N5**

**Titled: Dental Laboratory Specialist**

Will enlist as: E-4/SPC

Options: 2, 4, or 6, per table 7-2.

The following criteria must be met:

- a. Successful completion of an American Dental Association Accredited Dental Laboratory Technician Program, or:
- b. Be a Certified Dental Technician (CDT) in complete dentures, partial dentures, crown and bridge.
- c. Have three years experience, or a combination of formal education and experience totaling three years, as a dental laboratory technician with experience in complete dentures, partial dentures, crown and bridge and orthodontics.
- d. Proficiency training required by paragraph 7-10 must be performed under supervision of a NCO qualified MOS 68E or a dental officer.

**MOS: 68G10**

**Titled: Patient Administration Specialist**

Will enlist as: E-4/SPC

Options: 2, 4, or 6, per table 7-2.

The following criteria must be met:

- a. Have one year training or experience or a combination of one year training and experience in medical terminology, medical administration, and management of medial records in a health care setting.
- b. Proficiency training required by paragraph 7-10 must be performed under supervision of an NCO qualified in MOS 68G or a Patient Administration Officer (AOC 67E).
- c. Be able to type 20 WPM.

**MOS: 68H10**

**Titled: Optical Laboratory Specialist**

Will enlist as: E-4/SPC

Options: 2, 4, or 6, per table 7-2.

The following criteria must be met:

- a. Be a graduate of a State recognized one year course in opticianry or be licensed as optician.
- b. Proficiency training required by paragraph 7-10 must be performed under supervision of an NCO qualified in MOS 68H or an Optometrist (AOC 68K).

**MOS: 68H20**

**Titled: Optical Laboratory Specialist**

Will enlist as: E-4/SPC

Options: 2, 4, or 6, per table 7-2.

The following criteria must be met:

- a. Have at least one year of experience after graduation from State-recognized one year course in opticianry or one year experience after receipt of license as optician.
- b. Proficiency training required by paragraph 7-10 must be performed under supervision of an NCO qualified in MOS 68H or an Optometrist (AOC 68K).

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**Table 7-1 Skills and criteria to qualify for CASP (Continued)**

Table Page 11

**MOS: 68K10**

**Titled: Medical Laboratory Specialist**

Will enlist as: E-4/SPC

Options: 2, 4, or 6, per table 7-2.

The following criteria must be met:

- a. Have graduated within the previous 36 months from a Medical Laboratory Technical Training Program of at least 50 weeks in length, accredited by the Committee of Allied Health Education and Accreditation (CAHEA). (See NOTE below.) Documentation must include a copy of the school certificate, with original date not more than three years prior to enlistment, AND
- b. Certification within 36 months of enlistment as a medical Laboratory Technician by the Board Registry of the American Society of Clinical Pathologists, MLT (ASCP); OR, certification as a Medical Laboratory Technician by the Board of the American Medical Technologists, MLT (AMT), OR certification as a Clinical Laboratory technician by the national Certification Agency for Clinical Laboratory Personnel, CLT. Documentation must include a copy of the appropriate certificate, with original date not more than three years prior to enlistment.
- c. Proficiency training required by AR 601-210, paragraph 3-10 must be performed under supervision of a Clinical Laboratory Officer (AOC 71E), Laboratory Sciences Officer (AOC 67B), Pathologist (AOC 61U), Clinical Pathologist (AOC 61V), or a NCO (SSG or above) qualified in MOS 68K.

**NOTE:**

For a list of CAHEA-accredited schools, see the latest edition (published yearly) of the Allied Health Education Directory, American Medical Association (AMA), Chicago, IL.

**MOS: 68K10P9**

**Titled: Biological Science Research**

Will enlist as: E-4/SPC

Options: 2, 4, or 6, per table 7-2.

The following criteria must be met:

- a. Have a Bachelors degree with specialization in biology, chemistry, toxicology, physiology, organic chemistry, physics, microbiology, zoology, parasitology, pharmacology, biochemistry, or other related physical science, or medical allied science.
- b. Be certified as a Medical Laboratory Technician (MLT), or Medical technologist (MT), by the Board of Registry of the American Society of Clinical Pathologist (ASCP); or certified as a Medical Laboratory Technician (MLT) or Medical Technologist (MT) by the Board of the American Medical Technologist (AMT); or certified as a Clinical Laboratory Specialist (CLS) by the National Certification Agency for Clinical Laboratory Personnel (NCA). Documentation must include a copy of the appropriate certificate.
- c. Be approved for enlistment in this MOS by the Chief, Health Services Branch (TAPC-EPM-H), PERSCOM (COMM: (703) 325-8034 DSN: 221-8034). Guidance counselor will call and record specific assignment instructions as well as obtain approval prior to enlistment.
- d. Successfully complete the proficiency training required at the location of the assigned research project according to paragraph 7-10.
- e. Foreign transcripts must be evaluated prior to contacting U.S. Army Human Resources Command (HRC).

NOTE: Enlistment grade will be Specialist E4, due to the applicant having a bachelor's degree, IAW AR 601-210 as the enlistment grade authority.

**MOS: 68K20M2**

**Titled: Cytology Specialist**

Will enlist as: E-4/SPC

Options: 2, 4, or 6, per table 7-2.

The following criteria must be met:

- a. Have earned an Associate Degree in a laboratory science, or medical technology from an accredited institution
- AND:
- b. Have graduated within 36 months of enlistment from a School of Cytotechnology accredited by the Committee on Allied Health Education and Accreditation (CAHEA); or

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**Table 7-1 Skills and criteria to qualify for CASP (Continued)**

Table Page 12

**MOS: 68K20M2 (Continued)**

**Titled: Cytology Specialist**

c. Be certified within 36 months of enlistment as a cytotechnologist by the Board of Registry of the American Society of Clinical Pathologist.

d. Documentation of the Associated degree requires an official transcript from the degree-granting institute. A certified copy of documentation of certification by ASCP or graduation from CAHEA-accredited School of Cytotechnology is required.

**MOS: 68M10**

**Titled: Nutrition Care Specialist**

Will enlist as: E-4/SPC

Options: 2, 4, or 6, per table 7-2.

The following criteria must be met:

a. Have two years of experience, or a combination of formal training and experience totaling two years, in preparing hospital meals, special foods, formulas, and nourishment's, or be a graduate of an approved dietetic assistant or dietetic technician program.

b. Successfully complete 92G10 (Food Service Specialist) course.

c. Proficiency training required by paragraph 7-10 must be performed under supervision of a Hospital Dietitian (AOC 65C).

**MOS: 68P20**

**Titled: Radiology Specialist**

Will enlist as: E-4/SPC

Options: 2, 4, or 6, per table 7-2.

The following criteria must be met:

a. Have one year experience after completing a CAHEA approved radiography program, or the documented equivalent, or have one year experience after being certified/registered in medical radiography (X-ray Technology) by American Registry of Radiological Technologist (ARRT), or American Registry of Clinical Radiological Technologist (ARCRT) or a State credentialing agency.

b. Proficiency training required by paragraph 7-10 must be performed under supervision of a Radiologist (AOC 61Q, 61R or 61S) or a NCO qualified in MOS 68P.

**MOS: 68Q10**

**Titled: Pharmacy Specialist** (See NOTES)

Will enlist as: E-4/SPC

Options: 2, 4, or 6, per table 7-2.

The following criteria must be met:

a. Have successfully completed a Pharmacy Technician training program accredited by the American Society of Hospital Pharmacists.

b. If employed as a Pharmacy Technician in a State that requires licensure or certification, possesses such a current license or certificate to practice.

c. Proficiency training required by paragraph 7-10 must be performed under supervision of a Pharmacy Officer (AOC 68H) or a NCO qualified in MOS 68Q. (See NOTE 2).

**MOS: 68Q20**

**Titled: Pharmacy Specialist** (See NOTES)

Will enlist as: E-4/SPC

Options: 2, 4, or 6, per table 7-2.

The following criteria must be met:

a. Be a graduate of an accredited college of pharmacy, or have successfully completed a Pharmacy Technician training program accredited by the American Society of Hospital Pharmacists and have one year experience as a pharmacy technician.

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**Table 7-1 Skills and criteria to qualify for CASP (Continued)**

Table Page 13

**MOS: 68Q20 (Continued)**

**Titled: Pharmacy Specialist** (See NOTES)

- b. If employed as a Pharmacy Technician in a state that requires licensure or certification, possess such a current license or certificate to practice.
- c. Proficiency training required by paragraph 7-10 must be performed under supervision of a Pharmacy Officer (AOC 68H) or a NCO qualified in MOS 68Q. (See NOTE 2).

**MOS: 68T10**

**Titled: Animal Care Specialist**

Will enlist as: E-4/SPC

Options: 2, 4, or 6, per table 7-2.

The following criteria must be met:

- a. Be a graduate of a 2-year animal/veterinary technician program accredited by the American Veterinary Medical Association.
- b. Proficiency training required by paragraph 7-10 must be performed under supervision of a Veterinary Corps Officer or a NCO qualified in MOS 68T.

**MOS: 68V20**

**Titled: Respiratory Specialist**

Will enlist as: E-4/SPC

Options: 2, 4, or 6, per table 7-2.

The following criteria must be met:

- a. Have graduated from an accredited program or a program holding a Letter of Review from the Joint Review Committee for Respiratory Therapy Education or be certified as a Respiratory Therapist by the National Board for Respiratory Care. Those who enlist more than two years following graduation or certification must have been employed within the past 24 months in the respiratory therapy field and present a letter from their current or more recent respiratory therapy supervisor stating that they are competent.
- b. Proficiency training required by paragraph 7-10 must be performed under supervision of a Medical Corps Officer, a civilian Registered Respiratory Therapist or a NCO qualified in MOS 68V.
- c. Persons enrolled in an approved program, having satisfactory academic standings, with reasonable assurance of successfully completing the course, may be enlisted for this MOS option when they are within six months of graduation. Individuals must successfully complete the respiratory therapist course, receive State license, and satisfy training requirements of the ACASP to be qualified for the award of MOS 68V20 and accelerated appointment to pay grade E5. Failure to satisfy any of these requirements will result in MOS redesignation. Individual then would be required to complete appropriate training for award of redesignated MOS, and subsequent promotions above pay grade E3 will be under the provisions of AR 600-8-19. (Entry grade for this MOS will be Specialist.)

**MOS: 68W10**

**Titled: Health Care Specialist**

Will enlist as: E-4/SPC

(NOTE: Applicants will be enlisted in pay grade E-4 and later promoted through normal promotion procedures)

Options: 1, 3, or 5, per table 7-2.

The following criteria must be met:

- a. Must be nationally registered as an Emergency Medical Technician (EMT) "B", "I", or "P".
- b. Will be accelerated to the seventh week of 68W Advanced Individual Training (AIT) course for award of the MOS.

**MOS: 88H10**

**Titled: Cargo Specialist**

Will enlist as: E-4/SPC

Options: 1, 3, or 5, per table 7-2.

The following criteria must be met:

Have two years of experience as longshoreman.

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**Table 7-1 Skills and criteria to qualify for CASP (Continued)**

Table Page 14

**MOS: 88K10**

**Titled: Watercraft Operator**

Will enlist as: E-4/SPC

Options: 1, 3, or 5, per table 7-2.

The following criteria must be met:

- a. Have two years of experience as watercraft crewmember.
- b. Be certified by U.S. Army Marine Qualification Division (MQD). Guidance counselors will call the MQD at Fort Eustis, VA and provide the applicant's qualifications to member of the MQD. The MQD will provide instructions for obtaining certification in accordance with AR 56-9, Surface Transportation Watercraft.

**MOS: 88L10**

**Titled: Watercraft Engineer**

Will enlist as: E-4/SPC

Options: 1, 3, or 5, per table 7-2.

The following criteria must be met:

- a. Have two years of experience, or combination of formal training and experience totaling two years, in operation and maintenance of such marine vessel items as generators, motors, electrical systems, ramp mechanisms, winches, pumps, and vessel piping systems.
- b. Be certified by U.S. Army Marine Qualification Division (MQD). Guidance counselors will call the MQD at Fort Eustis, VA and provide the applicant's qualifications to member of the MQD. The MQD will provide instructions for obtaining certification in accordance with AR 56-9, Surface Transportation Watercraft.

**MOS: 88M10**

**Titled: Motor Transport Operator**

Will enlist as: E-4/SPC

Options: 1, 3, or 5, per table 7-2.

The following criteria must be met:

- a. Have two years of experience as driver of vehicles rated at five tons and higher.
- b. Have a valid State motor vehicle license.

**MOS: 91B10**

**Titled: Wheel Vehicle Mechanic**

Will enlist as: E-4/SPC

Options: 1, 3, or 5, per table 7-2.

The following criteria must be met:

- a. Have two years of experience, or combination of formal training and experience totaling two years, as auto, truck, or diesel mechanic.
- b. Have, or be able to satisfy requirements for, operator's permit for equipment assigned.

**MOS: 91C10**

**Titled: Utilities Equipment Repairer**

Will enlist as: E-4/SPC

Options: 1, 3, or 5, per table 7-2.

The following criteria must be met:

Must have at least two years experience, or combination of formal training and experience totaling two years, as utilities equipment repairer.

**MOS: 91D10**

**Titled: Power-Generation Equipment Repairer**

Will enlist as: E-4/SPC

Options: 1, 3, or 5, per table 7-2.

The following criteria must be met:

Have at least two years of experience, or combination of formal training and experience totaling two years, as powerhouse mechanic, power plant mechanic, or gas-turbine/power plant mechanic.

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**Table 7-1 Skills and criteria to qualify for CASP (Continued)**

Table Page 15

**MOS: 91E10**

**Titled: Allied Trades Specialist**

Will enlist as: E-4/SPC

Options: 1, 3, or 5, per table 7-2.

The following criteria must be met:

Have two years of experience, or combination of formal training and experience totaling two years, as a machinist.

**MOS: 91H10**

**Titled: Track Vehicle Repairer**

Will enlist as: E-4/SPC

Options: 1, 3, or 5, per table 7-2.

The following criteria must be met:

Must have at least two years experience, or combination of formal training and experience totaling two years, in repair and overhaul of engines, powertrain, and chassis components of wheel and track vehicles and material handling equipment.

**MOS: 91L10**

**Titled: Construction Equipment Repairer**

Will enlist as: E-4/SPC

Options: 1, 3, or 5, per table 7-2.

The following criteria must be met:

Have two years of experience, or combination of formal training and experience totaling two years, in maintenance and repair of gasoline, diesel, or electrical-powered engineer construction and associated equipment and be certified as Civil Service-rated Construction Equipment Repairman, WB-10, or have two years of experience and be apprentice member of operating Engineers, AFL-CIO, or equivalent.

**MOS: 91W10**

**Titled: Metal Worker**

Will enlist as: E-4/SPC

Options: 1, 3, or 5, per table 7-2.

The following criteria must be met:

Have at least two years of experience, or combination of formal training and experience totaling two years, as metal body repairer.

**MOS: 92G10**

**Titled: Food Service Specialist**

Will enlist as: E-4/SPC

Options: 1, 3, or 5, per table 7-2.

The following criteria must be met:

- a. Have two years of experience, or combination of formal training and experience totaling two years, in preparing meals in commercial or institutional activities. Does not include work experience in fast food franchise or similar operation.
- b. Must have valid State motor vehicle license.

**MOS: 92L10**

**Titled: Petroleum Laboratory Specialist**

Will enlist as: E-4/SPC

Options: 1, 3, or 5, per table 7-2.

The following criteria must be met:

Must have at least two years experience, or combination of formal training and experience totaling two years, as a petroleum refinery laboratory technician.

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**Table 7-1 Skills and criteria to qualify for CASP (Continued)**

Table Page 16

**MOS: 92S10**

**Titled: Shower/Laundry and Clothing Repair Specialist**

Will enlist as: E-4/SPC

Options: 1, 3 or 5, per table 7-2.

The following criteria must be met:

Have two years of experience in laundry working, dryer operation, or washer operation, and at least two years of experience as tailor, sewing machine operator, or repairer of clothing, textile, canvas, or webbed items.

**MOS: 92W10**

**Titled: Water Treatment Specialist**

Will enlist as: E-4/SPC

Options: 1, 3, or 5, per table 7-2.

The following criteria must be met:

Must have at least two years experience or combination of formal training and experience totaling two years, in water treatment plant operations.

**MOS: 94A10**

**Titled: Land Combat Electronic Missile System Repairer**

Will enlist as: E-4/SPC

Options: 1, 3, or 5, per table 7-2.

The following criteria must be met:

- a. Be eligible for security clearance under AR 380-67.
- b. Have two years of experience in use of diagnostic test equipment similar to that used for wire-guided missile systems test and have mandatory formal training with the contractor who developed the Army's system.
- c. Must be a U.S. Citizen.

**MOS: 94D10**

**Titled: Air Traffic Control Equipment Repairer**

Will enlist as: E-4/SPC

Options: 1, 3, or 5, per table 7-2.

The following criteria must be met:

- a. Have two years of experience or combination of formal training and experience totaling two years, performing maintenance on Air Traffic Control (ATC) communications, navigational aide (NAVAID) and unit maintenance on COMSEC as well as on avionics equipment (checks and adjustments) associated with ATC systems. (In questionable cases contact the proponent at Ft Rucker, AL).
- b. Applicant must have no record of conviction of any Federal or State Statute relating to use, growth, processing, manufacture, sale, disposition, possession, or transportation of depressant or stimulant drugs or substances.

**MOS: 94H10**

**Titled: Fuel and Electrical Systems Repairer**

Will enlist as: E-4/SPC

Options: 1, 3, or 5, per table 7-2.

The following criteria must be met:

Must have at least two years experience, or combination of formal training and experience, totaling two years, in the automotive fuel and electrical systems.

**MOS: 94M10**

**Titled: Radar Repairer**

Will enlist as: E-4/SPC

Options: 1, 3, or 5, per table 7-2.

The following criteria must be met:

- a. Be eligible for security clearance under AR 380-67.

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**Table 7-1 Skills and criteria to qualify for CASP (Continued)**

Table Page 17

**MOS: 94M10 (Continued)**

**Titled: Radar Repairer**

- b. Must have two years of experience or combination of formal training and experience totaling two years as ground surveillance radar repairer.
- c. U.S. citizen

**MOS: 94Y10**

**Titled: Integrated Family of Test Equipment (IFTE) Operator and Maintainer**

Will enlist as: E-4/SPC

Options: 1, 3, or 5, per table 7-2.

The following criteria must be met:

- a. Be eligible for security clearance under AR 380-67.
- b. Have two years of experience in use of diagnostic test equipment similar to that used for land combat support systems and have formal training with the contractor who developed the Army's system.
- c. Must be a U.S. Citizen.

**Table 7-2 ARNG CASP Enlistment Training options**

<p><b><u>Option 1</u></b>                  Available to: NPS                  Training Requirement: nine weeks of BCT followed by four weeks applicable training during IADT.                  Initial active duty for Training: Thirteen consecutive weeks, unless it affects college entry scholarships or band camp.                  Minimum promotion eligibility period: three months (See NOTE 1)</p>
<p><b><u>Option 2</u></b>                  Available to: NPS                  Training Requirement: nine weeks of BCT followed by prerequisite training required by MOS (; in addition, IDT prerequisite required by MOS, Mostly medical MOS's)                  Initial active duty for Training: Minimum period depends on the length of prerequisite training, but not less than 13 consecutive weeks.                  Minimum promotion eligibility period: five months: (See NOTES 1 &amp; 2)</p>
<p><b><u>Option 3</u></b>                  Available to: GNPS applicants who require BCT                  Training Requirement: nine weeks of BCT plus time in reception station.                  Initial active duty for training: 13 weeks consecutive                  Minimum promotion eligibility period: (See NOTES 1 &amp; 3)</p>
<p><b><u>Option 4</u></b>                  Available to: GNPS applicants who require BCT and prerequisite training                  Training Requirement: nine weeks of BCT followed by prerequisite training required by MOS.                  Initial active duty for training: Minimum period depends on length of prerequisite training if completed during IADT.                  Minimum promotion eligibility period: (See NOTES 1 &amp; 3)</p>
<p><b><u>Option 5</u></b>                  Available to: PS applicants who have completed IADT and have been awarded an MOS                  Training Requirement: Applicants who have not completed six or eight weeks of Army or Marine Corps Basic Combat Training will also be required to attend WTC. (See AR 601-210)                  Initial active duty for Training: None                  Minimum promotion eligibility period: (May enlist with grade authorized by table 7-1. (See NOTE 3)</p>
<p><b><u>Option 6</u></b>                  Available to: PS applicants who require prerequisite training                  Training Requirement: Prerequisite training required by MOS. Applicants who have not completed six or eight weeks of Army or Marine Corps Basic Combat Training will also be required to attend WTC. (See AR 601-210)                  Initial active duty for training: Minimum period depends on length of prerequisite training.                  Minimum promotion eligibility period: (See NOTE 3)</p>
<p><b><u>NOTES:</u></b></p> <ol style="list-style-type: none"> <li>1. Minimum promotion eligibility period is established from the time Soldier enters on IADT or begins proficiency training, whichever is earlier. However, all training must be completed prior to the Soldier receiving an accelerated promotion.</li> <li>2. Minimum promotion eligibility period shown is based on average 8-week prerequisite MOS training requirement during IADT. Promotion cannot be affected until successful completion of all required training.</li> <li>3. If Soldier is required to complete BCT (BCT requirement not satisfied during previous military service); or to undergo prerequisite MOS training; or combination of; then IADT period, training requirement, and minimum eligibility would depend on length of required training. Soldier would be eligible for promotion to accelerated grade on release from IADT, return to unit, and successful completion of all required training.</li> </ol>

**Table 7-3 Army Bands Enlistment Option**

<p><b><u>Line: 1</u></b> Item: Name of option Comment: ARNG Bands Enlistment option</p>
<p><b><u>Line: 2</u></b> Item: Description of option Comment: a. Assignment to an ARNGUS Band b. Accelerated appointment to advanced pay grade without regard to time in grade and time in service requirements. c. Will enlist as: E-4/SPC</p>
<p><b><u>Line: 3</u></b> Item: Available to Comment: PS and NPS applicants qualified for enlistment in the ARNGUS, who meet criteria for CASP as modified by this table.</p>
<p><b><u>Line: 4</u></b> Item: Prerequisites that must be met before enlistment Comment: a. Meet basic eligibility criteria for enlistment as prescribed in AR 601-210. b. Meet eligibility criteria for enlistment in CASP as prescribed by table 7-1. c. Meet additional requirement of passing qualifying audition in the band MOS for which enlisting. Qualifying audition must be administered by an authorized auditioner as defined in line 7 of this table.</p>
<p><b><u>Line: 5</u></b> Item: Prerequisites that must be met after enlistment Comment: a. Successfully complete 13 weeks IADT training consisting of nine weeks of BCT and four weeks of proficiency training at the School of Music. Start date of proficiency training must be within 12 months of BCT graduation date. b. Qualify for retention in bands-man assignment by satisfactory performance of duty and technical competence as determined by the bandmaster of unit to which assigned. c. Satisfactory attendance with assigned band at all scheduled training assemblies and AT periods during period of assignment to the band.</p>
<p><b><u>Line: 6</u></b> Item: Information to applicants Comment: Applicant will be informed of previous five items and will be: a. Oriented on duties associated with enlistment MOS as outlined in DA PAM 611-21. b. Advised that appointment to accelerated grade is contingent on all of the following: (1) Successful completion of all required training. (2) Recommendation by the Bandmaster based on person's demonstrated duty performance for a period of at least 20 unit-training assemblies. (3) Unit vacancy in grade and MOS in which promotion is anticipated. c. Advised that failure to complete BCT successfully may result in separation from ARNGUS. d. Advised that failure to demonstrate technical competence, or perform satisfactorily during proficiency training period, could result in delay or denial of promotion, classification and assignment into CASP MOS and position.</p>

**Table 7-3 Army Bands Enlistment Option (Continued)**

Table Page 2

**Line: 7**

Item: option processing procedures

Comment:

- a. If applicant is otherwise eligible for enlistment, interview applicant to determine eligibility for enlistment under this option.
- b. Ensure that applicant is aware of provisions of line 5 and 6 of this table.
- c. Arrange date and time for audition of applicant as described below.
- d. Audition procedures for all band members are defined in the Auditions Standards Manual, (MUSCOLINST 1300.1, Code 1), prepared by the Department of the Navy, School of Music, Naval Amphibious Base Little Creek, Norfolk, VA, 23521-5240.
  - (1) Copies of audition standards manual can be obtained by contacting Department of Training Development, (DOTD) Ft. Story, Virginia, ATTN: ATSG-SM-TD; DSN 438-7518 or 438-7363; COMM 757-422-7528 or 757-422-7363.
  - (2) Auditions will be conducted personally by Bandmasters or Staff Band Officers unless an exception is granted by Commandant, U.S. Army Element, School of Music (USAESOM). Army National Guard Bandmasters are only authorized to audition for Reserve Component bands and not Active Component bands unless certified by the Commandant, USAESOM.
  - (3) Audition materials are shown below:
    - (a) Solo (selected by auditionee) in Grade 3 or higher, prepared for performance.
    - (b) Perform scales to a 2.3 level per the Audition Standards Manual.
    - (c) Sight-read material selected by the auditioner per the Audition Standards Manual.
  - (4) Audition results are as follows: minimum audition score to qualify for enlistment in MOS 02B through 02M, 02T and 02U is a score of 2.3 on a 4.0 scale as prescribed by the Audition Standards Manual.
  - (5) SOM Form 1230 (Band Audition Report) will be used to record results of auditions. If applicant does not receive a qualifying score or qualifying audition, applicant will be so advised at time of audition.
  - (6) If applicant passes that audition and elects to enlist in the band MOS, authorized auditioner may issue a memorandum of certification and audition score. The memorandum will contain a statement either recommending or not recommending applicant for enlistment under table 7-2. A copy of the SOM form 1230 (Band Audition Report) will be attached to this memorandum. Distribution of the memorandum of certification will be as follows:
    - (a) Original and one copy will be forwarded to responsible career counselor. (Original and copy will not be hand-carried to career counselor by the applicant.)
    - (b) One copy will be forwarded to applicant.
    - (c) One copy will be forwarded to TAG.
- e. Accelerated promotion to SGT will be at the discretion of the promotion authority based on a memorandum of recommendation issued by the Bandmaster and contingent on availability of a position vacancy in rank and MOS in which recommended. Authority for the accelerated promotion will be this table.

**Line: 8**

Item: Statement of enlistment

Comment: NGB Form 594 (Civilian Acquired Skills Program Agreement Army National Guard) will be completed for all applicants under this option.

**Line: 9**

Item: Record entries and orders

Comment:

- a. For applicants required to enter on IADT, orders will be prepared using Format 260 (Active Duty/Active Duty for Training (AD/ADT) for 89 days or less) or Format 261 (ADT for 90 days or more), NGR 310-10. Orders will contain "ARNGUS Bands option, as the response to the "Auth" lead line.
- b. In section VI, DD Form 1966, enter proper statement from one of the following:
  - (1) Enter for ARNGUS Bands option for CASP MOS (specify) with appointment to pay grade (specify) on completion of BCT and proficiency training on IADT (minimum 12 weeks) and return to unit. (Table 7-2., option 1.)

**Table 7-3 Army Bands Enlistment Option (Continued)**

Table Page 3

**Line: 9 (Continued)**

(2) Enter for ARNGUS Bands option for CASP MOS (specify) with appointment to pay grade (specify) on completion of BCT and prerequisite AIT and return to unit. (Table 7-2., option 2, 4, or 6.)

(3) Enter for ARNGUS Bands option for CASP MOS (specify) with appointment to pay grade (specify) on completion of BCT or IADT and 48 hours of proficiency training during IDT. (Table 7-2., option 3 or 5).

(4) Enlisted for ARNGUS Bands option for CASP MOS (specify) with appointment to pay grade (specify) on completion of BCT (2 weeks IADT plus 32 hours IDT) and 80 hours of proficiency training during IDT. (Table 7-2., option 4.)

(5) Enlisted for ARNGUS Bands option for CASP MOS (specify) with appointment to pay grade (specify) on completion of BCT (if required) and return to unit. (Table 7-2., option 5.)

(6) Enlisted for ARNGUS Bands option for CASP MOS (specify) in pay grade (specify). (Table 7-2., option 6.)

c. In item 32, DD Form 1966, enter "ARNGUS Bands (CASP) table 7-2., NGR 600-200."

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## Chapter 8

### 09L – Native/Heritage Speaker Enlistment option

#### 8-1 Purpose

The 09L – Native/Heritage Speaker enlistment option is established for applicants who possess the language skills and cultural awareness of location(s) where the United States deploys service members in support of current operations. Applicant(s) enlisting in this option will serve in positions where they may be deployed worldwide, either as individual(s) or as a unit to serve as Linguist/Liaison Representatives attached to DoD organization(s) deploying into an area of operations in which the applicant(s) is fluent in the language and culture of that area.

#### 8-2 Eligibility (NPS/GNPS/PS)

a. The 09L Native/Heritage Speaker enlistment option is available to ARNG applicants who meet basic eligibility standards of AR 601-210 (including MEPS physical standards) and who:

(1) For the English Language:

(a) Score at least a 50 on the English Comprehension Language Test (ECLT) to be initially accepted into this program. If otherwise qualified and score from 50 to 79 on the ECLT, applicants will be scheduled for English language training at the Defense Language Institute English Language Center (DLIELC). Applicants achieving less than 50 on the ECLT are not eligible for this program. This requirement shall not be waived. The American Language Comprehension Placement Test (ALCPT) may be substituted when the ECLT is not available. Scores outlined for ECLT above will apply for the ALCPT.

(b) Applicants are ultimately qualified when they achieve an ECLT/ALCPT score of at least 80 and an Oral Proficiency Interview (OPI) score in English of L2/S2. The ECLT/ALCPT requirement may be waived, on an exception basis, for those scoring a minimum of 75. Waivers may be recommended by DLIELC to ARNG-HRH for consideration.

(2) For the Target Language, applicants must be administered the Defense Language Proficiency Test (DLPT) if one exists for the language or an OPI if a DLPT is not available. Applicants must achieve at least a score of 2+ in listening (L2+) and speaking (S2+) on the OPI, which will be telephonically administered at the Military Entrance Processing Station (MEPS) by the Defense Language Institute Foreign Language Center (DLIFLC). A reading test will also be administered directly following the OPI and applicants must score at least a one in reading (R1). Individuals taking the DLPT will be required to score a two in reading (R2) and listening (L2) in the target language to be qualified to enter the 09L MOS. The DLPT will be administered at the MEPS to applicants who score above 79 on the ECLT/ALCPT, and at DLIELC upon completion of English training for applicants who score 50 to 79 on the ECLT/ALCPT.

(3) Meet the U.S. citizenship standards outlined in AR 601-210.

(a) Applicants who are immigrant aliens who have been lawfully and permanently admitted to the United States are eligible for enlistment as a 09L. These applicants will be advised that as a “permanent resident alien” they may only serve in the ARNGUS for a maximum of eight years and if they desire to serve in the ARNGUS beyond eight years, they should apply for citizenship as soon as possible to avoid possible disruption in military service. Those who elect not to apply for citizenship by the end of their MSO will not be eligible for extension or reenlistment and will be discharged upon completion of their MSO. Aliens who have been admitted on a temporary basis are not eligible for enlistment.

(b) Applicants will be advised that they will be eligible for participation in the Accelerated Citizenship Program (ACP) upon enlistment under the 09L – Native/Heritage Speaker program and meeting the requirements of the ACP. The ARNG will assist applicants in processing their individual applications for citizenship through the ACP. Applicants will understand that the ARNG is not the approving authority for citizenship and can not grant or guarantee approval of citizenship.

(4) Will be administered the Armed Services Vocational Aptitude Battery (ASVAB) while at the MEPS:

(a) Applicants will be eligible for 09L enlistment if ASVAB score is ten or above. Applicants with an ECLT/ALCPT score of 50 to 79, and who subsequently attend English language training, will retake the ASVAB or AFCT after completion of English training at DLIFLC. If the applicant’s ASVAB score is less than ten after completion of DLIELC, they will be processed for separation in accordance with NGR 600-200, chapter 6.

(b) Applicants who score greater than 79 on the ECLT/ALCPT and less than ten on the ASVAB are not eligible for enlistment under this program.

(5) Will be subject to counterintelligence screening as well as traditional National Agency Check/Local Records and Credit Check (NACLAC). INSCOM conducts additional counter intelligence screening of the recruits.

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Applicants will be advised that in order to obtain a security clearance higher than Entrance National Agency Check (ENTNAC), they must be a U.S. Citizen and successfully pass an ENTNAC.

(6) Are high school graduates or non-high school graduates and meet all other prerequisites contained in this section of this program, to include both English and target language standard and ASVAB standard listed above are eligible for enlistment. Applicants that cannot prove education completion because they are from a country affected by the Global War On Terrorism (i.e. Iraq or Afghanistan) may apply for an exception to policy and enlist without proving education status. Exceptions will be submitted to ARNG-HRH through GCRC. Criteria for the exception to policy are as follows:

- (a) All means to obtain education documentation must be exhausted.
- (b) Must have an ECLT/ALCPT score of 50 or above (no exceptions).
- (c) Applicant must understand the requirements to achieve an AFQT of ten or higher and an ECLT of 80 or higher at the completion of DLIELC training.
- (d) Statement from the applicant affirming their education completion and reasons why it is impractical to obtain education documents.
- (e) Statement from the RRNCO or Recruiting and Retention Section Chief (RRSC) as to what measures were taken to obtain the applicant's education documents.
- (f) ECLT/ALCPT result, AFQT, target language OPI scores must be included in request for exception to policy.
- (7) Meet medical standard outlined in AR 601-210.
- (8) Meet current moral/legal requirements of the AR 601-210. Applicants will be denied enlistment if they require an enlistment waiver for any offenses above minor non-traffic. Drug and Alcohol Test (DAT) waivers are not authorized. Exceptions to policy are not authorized.
- (9) NPS or PS applicants must be processed for enlistment at MEPS.
- (10) Will enlist for a period of service as outlined in AR 601-210.
- (11) Will enlist up to the pay grade of E-4/SPC. Promotion beyond E-4 will be per AR 600-8-19.

### **8-3 Training Requirements**

- a. NPS applicants will be required to completed language training as outlined above and attend nine weeks of BCT followed by prerequisite training required by the 09L MOS.
- b. GNPS and PS applicants who have completed Army or Marine Corps BCT will be required to complete prerequisite training required by the 09L MOS.
- c. ROS and PS applicants who were members of the U.S. Navy, U.S. Air Force, U.S. Coast Guard and their reserve components, who have not completed a minimum of six or eight weeks of U.S. Army or U.S. Marine Corps basic training will be required to complete Army Basic Training as outlined in AR 601-210.

### **8-4 Waivers**

- a. Waivers or exceptions to policy. In exceptional cases requests for waiver or exceptions to policy are considered. Requests will follow standards and be submitted through the process outlined in AR 601-210.
- b. Waiver authority for ECLT/ALCPT: ARNG-HRH.
- c. Waiver(s) for DLPT/OPI will be coordinated through ARNG-HRH to Army G-1 for approval.

## **Chapter 9**

### **GED Plus Enlistment Program option**

#### **9-1 Purpose**

The ARNG GED Plus Program is designed to allow a Tier III applicant non-high school graduate (Education level code "1") the opportunity to enlist in the ARNG and earn a GED prior to shipment to Initial Entry Training (IET).

#### **9-2 Eligibility**

Applicants enlisting under this program must meet the standards as set forth in AR 601-210, along with the following additional requirements:

- a. Achieve a minimum score of 31 or higher on the ASVAB.
- b. Provide a certified transcript showing successful completion of the ninth grade with eligibility to attend the tenth grade IAW state educational requirements.
- c. Be withdrawn from high school at least six months prior to enlistment.

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- d. Be 18 years or older at enlistment and be ineligible to return to their local high school for completion of the high school diploma program.
- e. Medical and administrative are the only authorized waivers under this program.
- f. Applicant with an accredited GED are not authorized enlistment under the GED plus enlistment option.

### 9-3 Initial Entry Training

All applicants enlisting under the GED Plus Program must acknowledge the requirement to achieve their GED prior to shipment to BCT. GED Plus applicants may not participate in the Split Training Option (STO), and are ineligible to attend Initial Entry Training (IET) until they obtain their GED.

### 9-4 GED Plus Training Program

All applicants enlisting under the GED Plus Program will be enrolled in the GED Plus Training Program. The GED Plus Training Program is comprised of an online training program and a resident course currently being conducted at the Professional Education Center at Camp Robinson, AR. As an exception to this requirement, GED Plus applicants who obtain an accredited GED completion certificate or diploma through other means (GED Test Center, State ESO, etc.) will be exempt from attending the GED Plus resident course.

### 9-5 Incentives

GED Plus applicant incentives will be outlined in ARNG Selected Reserve Incentive Program (SRIP) guidance issued by ARNG-HRM.

### 9-6 Educational Reporting and Tier Two Attrition Screen (TTAS)

Applicants who enlist under the GED Plus Program will be enlisted as a Tier III applicant. All applicants will be required to take the Assessment of Individual Motivation (AIM) test as part of the TTAS program.

~~Chapter 10—CURRENTLY SUSPENDED by (ARNG-GSS) Message 09-106, effective 25 March 2009.~~

## ~~Army National Guard College First (CF) Enlistment option~~

### ~~10-1 Purpose~~

~~The CF enlistment option provides Non Prior Service (NPS) applicants the opportunity to serve in the ARNG and complete up to two years of fulltime schooling. Applicants that enlist under this option will be stabilized for up to 24 months upon completion of Initial Active Duty Training (IADT).~~

### ~~10-2 Enlistment options~~

- ~~— a. Enlist on a 6x2 or 8x0 enlistment contract and receive a two year stabilization period.~~
- ~~— b. Enlist on either a 3x5 or 4x4 enlistment contract and receive a one year stabilization period.~~

### ~~10-3 Eligibility~~

~~To be eligible for the CF enlistment option, applicants must:~~

- ~~— a. Be a NPS High School Diploma Graduate (HSDG) or a graduating HSSR, HSSR, or HSDG Equivalent and score a 50 or higher on the ASVAB (CAT I IIIA).~~
- ~~— b. Agree to complete IADT straight ticket (the split training option is not authorized for CF enlistments).~~
- ~~— c. Be accepted at a college or university that is accredited by the U.S. Department of Education and remain a full time student in good standing for the duration of their stabilized period.~~
- ~~— d. Meet all other applicable criteria as stated in AR 601-210.~~

### ~~10-4 Remarks~~

~~The following statements must be included on the College First annex for enlistment:~~

- ~~— a. "I am required to remain in good standing with my ARNG unit and my academic institution as a full time student or my stabilization status will be repealed and funds are susceptible to recoupment."~~
- ~~— b. "I understand I am stabilized from current federal mobilization within the limits of the Secretary of the Army mobilization authority (OIF/OEF), but that it does not preclude me from new federal mobilizations directed under Presidential, Secretary of Defense (SECDEF) or Gubernatorial authority."~~

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~~—c. "I understand that I may volunteer for deployment, and that my volunteering will place my performance in the College First program on hold for the (duration of the deployment, and that there will be no penalty for volunteering for deployment."~~

## **10-5 Incentives**

~~College First (CF) applicants are eligible for ARNG incentives provided they meet the criteria outlined in the current ARNG Selected Reserve Incentive Program (SRIP) guidance issued by ARNG-GSE.~~

## **Chapter 11**

### **Patriot Academy Enlistment option**

#### **11-1 Purpose**

The Patriot Academy (PA) provides non-prior service (NPS) high school non-graduates with an accelerated path to achieve their high school diploma.

#### **11-2 Enlistment option**

Enlist under 6 X 2 or 8 x 0 enlistment option.

#### **11-3 Eligibility**

a. PA applicants (both male and female) must be between 17-21 years of age. Those who do not complete the prescribed course of training while participating in the PA by their 22nd birthday will be separated from the program.

b. Individuals must have been withdrawn from high school for at least sixty days, with a completion of the 9<sup>th</sup> and 10<sup>th</sup> grade prior to approval for the Patriot Academy, and require five or less credits for graduation.

c. Must be a NPS, scoring 31 or higher on the Armed Services Vocational Aptitude Battery (ASVAB) and pass the Assessment of Individual Motivation (AIM) test.

d. Must be a legal resident of the United States and a citizen of this country. English must be the Soldier's primary language.

e. Cannot have any major misconduct waivers (code 400s), any misdemeanor waivers (code 300s), or no more than one 100 or one 200 level misconduct offense.

f. Must complete Basic Combat Training (BCT).

g. Cannot have any dependent waivers.

h. PA incentives will be outlined in the ARNG Selective Reserve Incentive Program (SRIP) guidance issued by ARNG-GSE.

i. Applicants with an accredited GED or any type of High school diploma are not authorized enlistment under the PA option.

#### **11-4 Execution**

a. Phase I - Enlistment Process.

(1) An applicant contacts a recruiter and begins the application process for the Patriot Academy. The recruiter will take the applicant to take the ASVAB, and the applicant must score a 31 or higher.

(2) The recruiter will work with the Soldier's high school to obtain and verify high school transcripts. The State Education Services office will certify the high school transcripts.

(3) The Recruiter will submit the application, PA Annex, ASVAB score, all high school transcripts and signed DA form 1058R (ADOS application) to the Patriot Academy for review and approval prior to the Soldier enlisting for the Patriot Academy.

(4) The Patriot Academy will have no more than 2-5 business days to review the application and submit a letter of acceptance/non-acceptance back to the recruiter unless other documents are required. Academic acceptance does not guarantee eligibility of enlistment.

(5) Eligibility of enlistment is based on an applicant's ability to meet all current requirements of AR 601-210, special criteria periodically imposed by DARNG, most current SMOM, and additional requirements imposed by Federal and State Law. If the applicant has not enlisted within 60 days, this approval will be rescinded and the individual will have to reapply.

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(6) The Military Entrance Process Station (MEPS) Guidance Counselor (GC) and Recruiter will initiate the Split Training Option (STO) enlistment contract. Soldiers will enlist in a State identified critical Military Occupational Specialty (MOS). Soldiers will be coded high school senior (HSSR). (Education level code S).

(7) Military Occupational Specialties (MOS) offered under the One Station Unit Training Option (OSUT) will be considered on a case-by-case basis with ARNG-GSS-I with concurrence from ARNG-GSE-P.

(8) Upon acceptance, the Recruiter must ensure that all High Schools attended submits official transcripts to the PA NLT 10 business days (must be in a sealed envelope).

b. Phase II - Recruit Sustainment Program (RSP)/BCT.

(1) Must assess into the ARNG and placed in an RSP until their BCT ship date.

(2) Must ship as a split training option (STO). The Soldier will be placed on 10 United States Code (USC) 12301 Initial Active Duty for Training (IADT) orders while attending BCT.

(3) Must report to the Patriot Academy for in-processing.

c. Phase III - Patriot Academy.

(1) Classes are now conducted year round and Recruiting and Retention NCOs (RRNCOs) are able to offer this enlistment option based upon Basic Combat Training (BCT) ship dates.

(2) Soldier will be placed on 10 USC 12301 Active Duty Operational Support - Reserve Component (ADOS-Re) orders in the pay grade of E1/E2 for the duration of attendance at the Patriot Academy.

(3) Soldiers are slated to graduate from the PA based on the number of credits they need. Soldiers, who do not graduate within the time given, will be evaluated on a case-by-case basis for the opportunity to be allowed to graduate (total time period of one year).

(4) The Soldier will be awarded a State of Indiana High School diploma upon graduation.

(5) Soldier will ship to Advanced Individual Training (AIT) from the Patriot Academy.

(6) If SM's AIT ship date exceeds 30 days after completion/graduation, she/he will be shipped home.

d. Phase IV - AIT.

(1) Soldier will be placed on 10 USC 12301 IADT orders while attending AIT.

(2) Upon graduation from AIT the Soldier will be shipped back to home of-record.

e. The Soldier must remain in good standing within the rules and regulations governing the Patriot Academy.

The following statement must be entered on the DD Form 1966 under the section VI -remarks:

"I am enlisting in the Patriot Academy enlistment option. I will provide the Patriot Academy admissions cell any information needed to complete my application for Title 10 Active Duty Operational Support orders. I understand that upon completion of Basic Combat Training (BCT) I will report directly to the Patriot Academy in Indiana. I will receive pay and benefits while I train and live there; completing an online high school diploma program. I understand that I will apply for Federal Tuition Assistance (FTA) through my State to receive tuition assistance for this program. Upon completing my educational requirements, I will report to Advanced Individual Training (AIT). I must obey the rules and regulations of the Patriot Academy. Failure to do so may result in my discharge from the Army National Guard and possible Uniform Code of Military Justice (UCMJ) action".

## Chapter 12

### Active First Program (AFP) Enlistment option

#### 12-1 Purpose

The Active First Program (AFP) is designed to synchronize the interests of both the Army National Guard (ARNG) and the Active Component (AC). Under this option, a non-prior service (NPS) recruit enlists for an active duty training period plus an initial AC unit assignment; after which they have the option or re-enlisting AC or transferring to ARNG/USAR. Recruits are contractually obligated to serve in the entire MSO in an active status.

#### 12-2 Enlistment Option

Enlist on an 8x0 enlistment contract and applicants must ship within the current enlisting FY. Soldiers refusing or unable to ship within the enlisting FY will be removed from AFP and remain in ARNG for an 8x0 enlistment.

#### 12-3 Eligibility

Applicants (both male and female) must:

- a. Be NPS.

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- b. Meet current enlistment criteria for both components (AC and ARNG).
- c. Be considered a straight through ticket (split options are not authorized).
- d. Not be categorized as a CAT – IV (which is not authorized for AFP participation).
- e. Not participating in the GED Plus Program (which is not authorized for AFP participation).
- f. AFP recruits will physical, process for enlistment, and ship at MEPS.
- g. AFP recruits are exempt from Recruit Force Pool.

### 12-4 Execution

The Active First Program has three phases:

a. Phase One – ARNG enlistment and participation. The recruit enlists in the ARNG and drills with the Recruit Sustainment Program (RSP) unit until shipping to active duty; at which time they attend Basic Combat Training (BCT) and Advanced Individual Training (AIT) - ultimately receiving orders for an AC unit assignment.

(1) Soldiers enlisted under this program are coded in SIDPERS with a Local Data Personnel Army (LDPA) code of 2 placed in the first position.

(2) Upon receipt of the active duty contract the Soldier is discharged using a format 500 order per NGR 600-200, Paragraph 6-35b(3) with an effective date of 1 day prior to the new enlistment date using the assignment loss code of (OA).

(3) MEPS GC will complete enlistment packet and DD Form 368 IAW current guidance.

(4) MEPS GC will enter on DD Form 1966 Section IV, REMARKS:

“I will serve in the ARNG from time of accession to day of shipping to IADT. \_\_\_\_\_

I understand that I will be enrolled into the MGIB CH30 upon entry into the Active Component. \_\_\_\_\_

I understand that I will be enrolled into the Active First Program upon shipping to IADT. \_\_\_\_\_

I will transition onto active duty in the Regular Army upon arrival at IET and remain on active duty for xx Months and xx weeks. AF Control Number: (i.e.: AFyyyy-xxxx)”.

(5) Active First Technicians/Managers will complete all necessary paperwork to transfer soldiers to AC and provide completed DD Form 4, DD Form 368 to sponsoring state for discharge.

(6) Soldier that refuse/decline to transfer to AC will be removed from AFP and remain in ARNG for an 8x0 enlistment and are not eligible for ARNG SRIP.

b. Phase Two – Active Component enlistment and participation. The Soldier transfers to AC and completes their contracted obligation for an AC tour.

c. Phase Three – Active Component re-enlistment or transition to ARNG/USAR service. When the Soldier completes Phase Two, they then have the option to either reenlist for further service in the AC or to transition to a drilling unit in either the ARNG or USAR for the remainder of their eight year enlistment.

d. Waivers.

(1) Will be in accordance with the current guidance for both components. The ARNG is not authorized to override waivers previously disapproved by the AC.

(2) The single parent waiver is not authorized.

(3) Moral waivers must comply with the current guidance applicable to both components.

(4) If an ARNG enlistment requires a waiver for enlistment; then the applicant requires a waiver for an AFP enlistment.

(5) If AC enlistment requires a waiver for enlistment; then the applicant requires a waiver for an AFP enlistment. This waiver may be approved by the ARNG equivalent.

(6) Line score waivers are authorized.

(7) Medical waivers are authorized.

e. Incentives.

(1) AFP applicants are not eligible to receive ARNG incentives.

(2) AFP applicants are eligible for AC incentives.

## Chapter 13

### Enlistment into the Inactive Army National Guard (ING) – the Recruit Force Pool (RFP) Program

#### 13-1 Purpose

a. The information contained herein is for informational purposes only. The proponent regulation for the RFP program is chapter 3 of NGR 614-1, which should be used for enlistment guidance.

b. The RFP Soldier will complete the enlistment process at the MEPS per AR 601-210.

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c. A recruit enlisting into the RFP will establish a date, no more than 485 days into the future, at which time they will ship to IET. At a date which is 120 days from the IET ship date the RFP Soldier will be required to enlist into active status with the ARNG.

d. If the RFP Soldier is in inactive status and is not a member of the Selected Reserve; the RFP Soldier will not be accounted for in the paid strength of the ARNG until they have enlisted into active status.

e. RFP Soldier will not be issued a Military ID Card.

### **13-2 Enlistment options**

Recruits enlisting in this category will enlist into the RFP for one year on a 1x0 ING enlistment contract.

### **13-3 Other eligibility criteria**

a. Recruits to the RFP program must be fully qualified for enlistment into active status in the ARNG.

b. RFP enlistment is appropriate for recruits who cannot ship to their initial entry training (IET) for more than 120 days after becoming eligible to enlist in ARNG; these recruits may enlist into the ING through the RFP program and be assigned to the Recruiting and Retention Command RFP designated position (duty MOS 00F10), paragraph 026A and line 52A. RFP Soldiers will be assigned to the ING of the Recruiting and Retention Command.

### **13-4. Strength accounting**

Although not counted against ARNG Selected Reserve end strength, RFP Soldiers are members of the Ready Reserve of the Army. The Recruiting and Retention Commander (RRC) will ensure that the RFP Soldier will be tracked by the in the VULCAN System, RFP management category until they are discharged from the RFP.

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## **Appendix A References**

### **Section I Required Publications**

None

### **Section II Related Publications**

#### **Department of Defense Publications**

DODI 1312.1-I - Occupational Conversion Index

#### **Army Publications**

AR 40-501 - Hearing Conservation Program

AR 135-91 - Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures.

AR 350-1 - Army Training and Leader Development

AR 140-10 - Assignments, Attachments, Details and Transfers

AR 145-1 - Senior Reserve Officers' Training Corps Program: Organization, Administration, and Training.

AR 600-8-19 - Enlisted Promotions and Reductions

AR 600-9 - Army Weight Control Program

AR 600-13 - Army policy for Assignment of Female Soldiers

AR 601-210 - Active Guard and Reserve Components Enlistment Program

AR 635-5-1 - Separation Program Designator (SPD) Codes -(Available ONLY from Army Knowledge On-Line)

AR 670-1 - Wear and Appearance of Army Uniforms and Insignia

DA PAM 611-21 - Military Occupational Classification and Structure

USAREC Reg 601-56 - Waiver, Future Soldier Program Separation, and Void Enlistment Processing Procedures

#### **National Guard Bureau Publications**

NGR 310-10 - Military Orders

NGR 600-100 - Commissioned Officers - Federal Recognition and Related Personnel Actions

NGR 600-101 - Warrant Officers - Federal Recognition and Related Personnel Actions

NGR 600-200 - Enlisted Personnel Management

NGR 614-1 - Inactive Army National Guard

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## **Section III Prescribed Forms**

None

## **Section IV Referenced Forms**

### **Department of Defense Forms**

DD Form 4 - Enlistment/Reenlistment Document - Armed Forces of the United States

DD Form 368 - Request for Conditional Release

DD Form 369 - Police Records Check

DD Form 1966 - Record of Military Processing - Armed Forces of the United States

### **Department of Army Forms**

DA Form 2-1 - Personnel Qualification Record

DA Form 1811 - Physical Data and Aptitude Test Scores Upon Release from Active Duty

DA Form 4187 - Request for Personnel Action

DA Form 4836 - Oath of Extension of Enlistment or Reenlistment

### **National Guard Bureau Forms**

NGB Form 22-3 - Request for Waiver (ARNG)

NGB Form 22-5-R-E - Addendum to DD Form 4 - Approval and Acceptance by Service Representative for Interstate Transfer in the Army National Guard

NGB Form 60 - Request for Clearance from Army Reserve for Enlistment/Appointment in the Army National Guard

NGB Form 594 - Annex to DD Form 4 ARNG Civilian Acquired Skills Program Agreement

NGB Form 594-1 - Annex to DD Form 4 ARNG Simultaneous Membership Program Agreement

NGB Form 594-4 - Annex to DD Form 4 ARNG Split Training Option

### **Other Forms**

MEPCOM Form PCN 680 ADP

SOM Form 1230 - Band Audition Report

Standard Form 50 - Notification of Personnel Action

Standard Form 86 - Questionnaire for National Security Positions

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## **Glossary**

### **Section I**

#### **Abbreviations**

##### **AC**

Active Component

##### **ACE**

Accredited Institutions of Post-secondary Education

##### **ACP**

Accelerated Citizenship Program

##### **AD**

Active Duty

##### **ADOS**

Active Duty for Operational Support

##### **ADT**

Active Duty for Training

##### **AFCT**

Armed Forces Classification Test

##### **AFP**

Active First Program

##### **AFQT**

Armed Forces Qualification Test

##### **AGR**

Active Guard Reserve

##### **AHSCH**

Alternate High School Credential Holder

##### **AIT**

Advanced Individual Training

##### **ALCPT**

American Language Comprehension Placement Test

##### **AMOS**

Additional Military Occupational Specialty

##### **ANG**

Air National Guard

##### **APFT**

Army Physical Fitness Test

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## **AR**

Army Regulation

## **ARNG**

Army National Guard

## **ARNGUS**

Army National Guard of the United States

## **ASI**

Additional Skill Identifier

## **ASVAB**

Armed Services Vocational Aptitude Battery

## **AT**

Annual Training

## **ATRRS**

Army Training Requirements and Resources System

## **AUVS**

Automated Unit Vacancy System

## **BESD**

Basic Enlisted Service Date

## **BOLC**

Basic Officer Leadership Course

## **BCT**

Basic Combat Training

## **CASP**

Civilian Acquired Skills Program+

~~CF~~ CURRENTLY SUSPENDED by (ARNG-GSS) Message 09-106, effective 25 March 2009.  
~~College First~~

## **CHEA**

Council for Higher Education Accreditation

## **CIHSJR**

Currently in High School Junior

## **CMF**

Career Management Field

## **CNGB**

Chief, National Guard Bureau

## **COPA**

Commission on Post-secondary Accreditation

## **CORPA**

Commission on Recognition of Post Secondary Accreditation Education Council

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## **CPMOS**

Career Progression MOS

## **DA**

Department of the Army

## **DARNG**

Director, Army National Guard

## **DAT**

Drug and Alcohol Test

## **DCPC**

Direct Combat Probability Code

## **DCSPER**

Deputy Chief of Staff for Personnel

## **DEP**

Delayed Entry Program

## **DMDC**

Defense Manpower Data Center

## **DMOS**

Duty Military Occupational Specialty

## **DoD**

Department of Defense

## **DOS**

Days of Service

## **ECLT**

English Comprehension Level Test

## **ENTNAC**

Entrance National Agency Check

## **EPMS**

Enlisted Personnel Management System

## **EPSQ**

Electronic Personnel Security Questionnaire

## **ETS**

Expiration of Term of Service

## **FTA**

Federal Tuition Assistance

## **FTNGD**

Full-Time National Guard Duty

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## **FY**

Fiscal Year

## **GC**

Guidance Counselor

## **GCRC**

Guidance Counselor Resource Center

## **GED**

General Equivalency Diploma

## **GEDH**

General Equivalency Diploma Holder

## **GEDX**

Youth Challenge Program

## **GNPS**

Glossary Prior Service

## **GT**

General Technical Aptitude Area

## **HQ**

Headquarters

## **HQDA**

Headquarters, Department of the Army

## **HRC**

U.S. Army Human Resources Command

## **HSDG**

High School Diploma Graduate

## **HSSR**

High School Senior

## **IADT**

Initial Active Duty for Training

## **IDT**

Inactive Duty Training

## **IET**

Initial Entry Training

## **IMA**

Individual Mobilization Augmentee

## **ING**

Inactive Army National Guard

## **iPERMS**

interactive Personnel Record Management System

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## **IRR**

Individual Ready Reserve

## **LDPA**

Local Data Personnel Army

## **MEPS**

Military Entrance Processing Station

## **MILPO**

Military Personnel Office

## **MOS**

Military Occupational Specialty

## **MOSC**

Military Occupational Specialty Code

## **MRD**

Mandatory Return Date

## **MS**

Military Science

## **MSA**

Middle States Association

## **MSO**

Military Service Obligation

## **MTOE**

Modified Table of Organization and Equipment

## **MTF**

Military Treatment Facility

## **NCA**

North Central Association

## **NCO**

Noncommissioned Officer

## **NCOIC**

Noncommissioned Officer In Charge

## **NEA**

New England Association

## **NGB**

National Guard Bureau

## **NGR**

National Guard Regulation

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## **NHSG**

Non-High School Graduate

## **NPS**

Non-prior Service

## **NWA**

Northwest Association

## **OCS**

Officer Candidate School

## **ODCSPER**

Office of the Deputy Chief of Staff for Personnel

## **OPI**

Oral Proficiency Interview

## **OSUT**

One Station Unit Training

## **PA**

Patriot Academy

## **PEW**

Post Enlistment Waivers

## **PMOS**

Primary Military Occupational Specialty

## **PS**

Prior Service

## **RA**

Regular Army

## **RC**

Reserve Component

## **RCCC**

Reserve Component Career Counselors

## **RE**

Reenlistment Eligibility

## **RFP**

Recruit Force Pool

## **REQUEST**

Recruit Quota System

## **ROB**

Recruiting Operation Branch

## **ROC**

REQUEST Operations Center

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## **ROTC**

Reserve Officers' Training Corps

## **RRB**

Recruiting and Retention Battalion

## **RRC**

Recruiting and Retention Commander

## **RRM**

Recruiting and Retention Manager

## **RRNCO**

Recruiting & Retention NCO

## **RSP**

Recruit Sustainment Program

## **RTI**

Regional Training Institute

## **SACS**

Southern Association of Colleges and Schools

## **SIDPERS**

Standard Installation/Division Personnel System

## **SLRP**

Student Loan Repayment Program

## **SMOS**

Secondary Military Occupational Specialty

## **SMP**

Simultaneous Membership Program

## **SPD**

Separation Program Designator

## **SQI**

Special Qualification Identifiers

## **SRIP**

Selected Reserve Incentive Program

## **STO**

Split Training option

## **TAG**

The Adjutant General

## **TDA**

Table of Distribution and Allowances

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## **TPU**

Troop Program Unit

## **TTAS**

Tier Two Attrition Screen

## **USAR**

United States Army Reserve

## **USAREC**

United States Army Recruiting Command

## **USC**

United States Code

## **WASC**

Western Association of Schools and Colleges

## **WOBC**

Warrant officer basic course

## **WOC**

Warrant Officer Candidate

## **WOCS**

Warrant Officer Candidate School

## **WOES**

Warrant Officer Education System

## **Section II**

### **Significant terms used in this document**

**Active Army** – Active Army refers specifically to the United States Army and consists of:

- Officers and Enlisted Soldiers of the United States Army serving on active duty in the end strength of the Army.
- Officers and enlisted members of the Army National Guard of the United States who serve on active duty (other than for training); These members serve on active duty under the auspices of either/or Titles 10 USC and are not accessed to the strength of the United States Army.
- Officers and enlisted Soldiers of the Army National Guard of the United States pursuant to call by the President of the United States.
- All persons appointed, enlisted, or inducted into the United States Army without a specified component.

**Active Duty (AD)** – means full-time duty in the active military service of the United States. Such term includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned. Such term does not include full-time National Guard duty. (FTNGD).

- The initial period of training required by 10 USC, 511 and 671 for enlisted members of the ARNGUS.
- Training conducted outside the boundaries of the Continental United States while serving as a member of the Army National Guard of the United States.
- Special tours of ADT or AGR authorized and conducted under the auspices of 10 USC, section 12. For example: A three year AGR tour at an active Army installation.
- Special tours of ADT authorized and conducted under the auspices of Title 32 USC. For example: A three year AGR tour performed within a specific State.

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**Active Guard/Reserve (AGR)** – active duty or fulltime National Guard duty performed by a member of a reserve component of the Army, Navy, Air Force, or Marine Corps, or full-time National Guard duty performed by a member of the National Guard, pursuant to an order to active duty or full-time National Guard duty for a period of 180 consecutive days or more for the purpose of organizing, administering, recruiting, instructing, or training the reserve components. Military personnel on full-time National Guard duty or on AD (other than-for training or active duty in the AC) for 180 days law as the U.S. Air Force. The term "United States Army" will be used in preference to the term "Army of the United States." The United States Army includes the Regular Army, the Army National Guard of the United States, and the Army Reserve; all persons appointed, enlisted, or inducted in the Army without specification of component; and all persons serving in the Army under call or conscription under any provision of law, including members of the National Guard of the States, Territories, and the District of Columbia, when in the service of the United States pursuant to call as provided by law.

**Additional MOS (AMOS)** – Awarded MOS other than primary or secondary MOS.

**Administrative separation** – Discharge or release from expiration of enlistment or required period of service, or before, as prescribed by the Department of the Army or by law. Separation by sentence of a general or special court-martial is not considered administrative separation.

**Army National Guard (ARNG)** – That part of the organized militia of several States and Territories, Puerto Rico, and the District of Columbia active and inactive, that is:

- A land force
- Trained, and has its officers appointed, under the sixteenth clause of section 8, article I, of the Constitution
- Organized, armed, and equipped wholly or partly at Federal expense; and
- Federally recognized

**Army National Guard of the United States (ARNGUS)** – A reserve component of the Army, all of whose members are members of the Army National Guard. The ARNGUS consists of:

- Federally recognized units and organizations of the Army National Guard; and
- Members of the Army National Guard who are also Reserves of the Army

**Basic Enlisted Service Date (BESD)** – Date that reflects total of all periods of enlisted service, active and inactive, as a member of Regular and Reserve Components of the United States. Service that is not creditable for the computation of base pay will not be counted. (Required for computation of enlisted service for promotion to grades SFC, MSG and SGM)

**Career Management Field (CMF)** – A manageable grouping of related MOSs that provides a visible and logical progression to SGM.

**Character or Service for Administration Separation** – A determination indicative of a Soldier's military behavior and performance of duty during a specific period of service. The three administrative characterizations are:

- Honorable
- Under Honorable Conditions (General Discharge)
- Under other than Honorable Conditions.

**Continuous Active Duty** – Active Federal Service in any of the Armed Forces of the United States of more than 90 days without a break in service of more than 30 days.

**Contractually obligated soldier** – A Soldier who has completed their statutory service obligation and is serving on a contractual obligation or enlisted (appointed) under the circumstances in which a statutory obligation was not incurred.

**Contractual Term of Service** – The military service obligation incurred by completion of the oath of enlistment on an enlistment or reenlistment agreement. Contractual and statutory service may run concurrently. The Selected Reserve contractual term of service is that portion of a military service obligation that is to be served in a unit of the Selected Reserve. Example: the 3x5 enlistment option required that three years be served in a unit of the Selected Reserve and the remaining five years be served in the Individual Ready Reserve (IRR).

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**Defective Enlistment** – Soldier was qualified for enlistment, reenlistment, or immediate reenlistment, but not for the specific option contracted. Defective enlistments include:

- Minority (under age)
- Erroneous enlistment, reenlistment, extension
- Fraudulent entry
- Unfulfilled enlistment – Soldier was qualified for enlistment and option, but the Army cannot fulfill. This includes failure to train the Soldier within the IADT period established in these criteria.

**Delayed Entry Program (DEP)** – A program where Soldiers may enlist and who are assigned to the Army Reserve Control Group (Delayed Entry) until they enlist in the Regular Army.

**Dependent** – "Dependent" classifications provide clear rules that prevent enlistment of persons who have family financial responsibilities that would be difficult, if not impossible, to meet while a member of military service. The definitions do not apply for purposes of pay and allowances, medical care, exchange privileges, and other benefits. For the purposes of enlistment, the term "dependent" refers to:

- An unmarried natural, adopted, or stepchild under the age of 18 who resides with the applicant or
- Any person who is by law or in fact dependent upon the applicant for custodial and/or financial support.

**Defense Management Data Center (DMDC)** – A centralized system established and managed by DoD to provide all branches of the Armed Services enlistment eligibility information for prior service personnel.

### **Direct Combat Probability Code (DCPC)**

- An ascending series of alphanumerical codes that indicate the relative risks of engaging in direct combat for military members serving in MTOE/TDA positions in the total Army. The code is based on MOS/SQI duties, mission of unit/activity, battlefield location, and doctrine. It does not consider risk of injury or death.
- Female Soldiers may not be assigned to P-I positions identified on MTOE. Codes O, W, and E on MTOE identify positions for males only.
- Codes V, L, and A identify positions for females only, and codes K, P, and I are interchangeable positions.

**Discharge** – Complete severance from State ARNG however, discharge from the ARNG does not necessarily end status as a Reserve of the Army. When reference is made to other than ARNG, the term "discharge" term indicates complete severance from all military status.

**Duty MOS (DMOS)** – The MOS that identifies a duty position into which a Soldier has been assigned or attached. The MOS could be the same as PMOS, SMOS, AMOS, or career progression MOS (CPMOS). The MOS designator may contain up to nine alpha and numeric characters.

### **Education Related Terms:**

**Currently In High School Junior (CIHSJR)** – High school student who is currently enrolled in a traditional 12-year or grade-day program classroom of instruction and has completed the 10th grade.

**High School Senior (HSSR)** – High school student who is currently enrolled in a traditional 12-year or grade-day program classroom of instruction or entered into the ARNG Youth Challenge Program and is expected to graduate within 365 days.

### **High School Diploma Graduate (HSDG)**

- Diploma or official certified copy of the transcript issued to an individual who has attended and completed a 12-year or grade day program of classroom of instruction. The diploma must have been issued from an accredited secondary education institution where the individual completed the school requirements.
- A secondary school diploma awarded based on attending and completing adult education or external diploma program, regardless of whether the diploma was issued by a secondary or post-secondary institution. Diploma must have been issued as a result of classroom attendance and not issued solely based on a test.

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- An individual who has attended an accredited post-secondary institution and has completed 12 semester hours or 22 quarter hours of college level credit or 675 clock hours from a post-secondary vocational-technical (VOTEC) institution.

### **Alternate High School Credential Holder (AHSCH)**

- State or locally issued secondary diploma issued solely based on such equivalency testing. A General Equivalency Diploma (GED) issued under these conditions is not considered a high school diploma.
- Certificate awarded for attending a non-correspondence vocational, technical, or proprietary school for at least six months. An applicant in this category must have completed at least 11 years of a traditional grade day course of instruction.
- Secondary diploma or certificate issued upon completion of correspondence school work, regardless of whether the diploma was issued by correspondence, state, secondary, or post-secondary educational institution.
- General Equivalency Diploma (GED) issued from an ARNG Youth Challenge Program. Applicants must have graduated from the Youth Challenge Program and successfully passed the GED requirements.
- Secondary school diploma or certificate typically awarded by a parent or guardian certifying that an individual has completed their secondary education at home.

**Enlistee** – An individual who voluntarily enrolls as a member of an Armed Forces or a Reserve component of an Armed Force for a period of enlistment by taking the Oath of Enlistment and signing the applicable portions of the DD Form 4-Series.

**Enlistment** – The voluntary enrollment in an Armed Force or a Reserve component of an Armed Force as contracted with induction. In the ARNG, an original or first voluntary term of military service in the ARNGUS consummated by subscription to the oath of enlistment (DD Form 4 series). Where eligible per applicable laws and regulations, persons authorized an enlistment are personnel with or without prior service or in any of the other U.S. Armed Forces except the Air National Guard (ANG).

**Entry Level Status** – The first 179 days of continuous active military service. For members of the Reserve Components, entry level status begins upon enlistment, and terminates:

- 180 days after the start of training (for Soldiers ordered to IADT in one continuous cycle).
- 90 days after the start of Phase II (for Soldiers ordered to IADT for the split or alternate training option).

**Erroneous Enlistment, Reenlistment, or Extension** – An enlistment that would not have happened if all relevant facts had been known or if applicable regulations had been followed. It cannot be the result of fraud (See Fraudulent Entry).

**Expiration Term of Service (ETS)** – The scheduled date an individual's term of contractual military service will end.

**Extension** – The continuation of active ARNG service with the ARNG of the same State, territory, commonwealth, or district, accomplished by administration of and subscription to the oath of enlistment. Extension of enlistment is executed using DA Form 4836 (Oath of Extension of Enlistment or Reenlistment).

**Fraudulent Entry** – An applicant knowingly conceals facts that would have caused ineligibility for enlistment or reenlistment.

**High School Education** – See "EDUCATION."

**Immediate Reenlistment** – The second or subsequent voluntary enrollment in the Armed Forces within 24 hours of separation. Immediate reenlistment is executed using the DD Form 4-series (Oath of Enlistment/Reenlistment)

**Improper Recruiting Practice** – One or more intentional acts, omissions or negligence in the performance of duty by an ARNG recruiting representative that:

- Violates law, regulation, directive, or policy.
- Occurs during the processing of a prospect or applicant for enlistment.

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- Results in the enlistment or attempted enlistment of a person who does not meet established prerequisites for either initial enlistment or specific option/military occupational specialty for which enlisted.

**Inactive Army National Guard (ING)** – A continuing military status for those qualified officers, warrant officers, and enlisted persons prevented temporarily from participating in National Guard training. ING personnel continue in the Ready Reserve and are subject to order to active duty in time of war or national emergency as members of the Army National Guard of the United States. (See NGR 614-1)

**Inactive Duty Training (IDT)** – Authorized training performed by an ARNG Soldier other than AT, FITD, ADOS, FTNGD, IADT (IET), ADT, AGR, TTAD, EAD, and AD. The term includes the following whether performed with or without pay.

- Regularly scheduled unit-training assemblies.
- Additional training assemblies.
- Multiple unit training assemblies.
- Attendance at Army Reserve schools.
- Equivalent training, and any special additional duties authorized by an authority designated by the Secretary of the Army and performed by ARNG personnel in connection with the prescribed activities of the unit or organization.

**Individual Ready Reserve (IRR)** – Soldiers who are assigned to the following Army Reserve – Ready Reserve Control Groups: (AT), (Reinf), (OADO), (DEP), (Dual Component), and (ROTC).

**Initial Entry Training (IET)** – A term used to identify mandatory training each Soldier of the U.S. Army must complete upon initial entry into the service. IET is required by law for deployability on land outside the continental limits of the United States per 10 USC 671. The purpose of IET is to qualify a Soldier (officer) in a military specialty or branch. The term encompasses the completion of basic training and specialty or branch qualification while serving on active duty or active duty for training. For ARNGUS and Army Reserve Soldiers, it includes the completion of initial active duty for training (IADT), the basic officer leadership course (BOAC), and the warrant officer basic course (WOBC).

**Interstate Transfer Program** – NGB policy and procedures for transferring ARNGUS Soldiers from one state to another without separation.

**Juvenile Offender** – A person initially adjudged guilty of an offense by a domestic court of the United States or its territorial possessions, or by a foreign court. It does not matter whether a sentence has been imposed or suspended, or there are any subsequent proceedings in the case. The law of the jurisdiction of the court will determine whether a given proceeding constitutes an adjudication of guilt. Adjudication as a juvenile offender also includes a juvenile delinquent, wayward minor and youthful offender.

**Membership** – Membership in the ARNGUS is acquired by the concurrent voluntary enlistment, reenlistment, and extension as a Reserve of the Army in the same grade.

**Military Entrance Processing Station (MEPS)** – A United States Armed Forces installation for administering physical and mental examinations of applicants to include completing administrative processing enlistment into the Armed Forces.

**Military Occupational Specialty (MOS)** – A three character identifier used to identify a grouping of duty positions possessing such close occupational or functional relationship that an optimal degree of interchangeability among persons so classified exists at any given level of skill.

**Military Occupational Specialty Code (MOSC)** – The nine-character code used in automated management systems and reports to identify MOS, skill level, special qualification, additional skill, and language identification. MOSC is used in authorization documents and as a guide for training, evaluation, and promotion.

**Military Service Obligation (MSO)**

- A person who becomes a member of an armed force shall serve in the Armed Forces of the United States for a total of six years if the obligation was incurred prior to 1 June 1984 (10 USC, section 651 if the obligation was incurred on or after 1 June 1984 (Public Law 98-94), unless sooner discharged because of personal hardship, or involuntarily,

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under regulations prescribed by the Secretary of Defense. Any part of such service not served on active duty or active duty for training shall be performed in a Reserve Component.

- Each person covered in a above who is not a Reserve, and who is qualified, shall upon release from active duty, be transferred to a Reserve Component of the Armed Force to complete the term of service required.

**Military Status** – Status as a member of the U.S. Armed Forces (includes all Reserve components).

**Non-prior Service (NPS)** – Classification of an applicant who:

- has never been a member of the Armed Forces; or
- had an enlistment voided; or
- attended a Service academy but had no follow-on active service; or
- was discharged from the DEP with no follow-on active service.

**One Station Unit Training (OSUT)** – Initial entry training in which elements of BCT and AIT are provided in the same unit, under one cadre throughout the total period of training. In OSUT, elements of BCT and AIT either are integrated-provided simultaneously, or are nonintegrated-provided in distinct BCT/AIT phases.

**Original Enlistment** – The first voluntary period of service as an enlisted member of the ARNGUS. The entry of a prior service 'enlistee' into the ARNGUS for the first time is considered an original enlistment.

**Primary MOS (PMOS)** – Awarded MOS that is MOS important to the Army in terms of training, experience, demonstrated qualifications, and Army needs. It is usually the MOS in which the Soldier is MOS proficient or on which the Army has invested training resources.

**Prior Enlistment or Period of Service** – Service in any component of an Armed Forces that ends with the issuance of a discharge certificate or certificate of service.

**Prior Service (PS)** – For enlistment purposes, an applicant who has been awarded an MOS or who has served more than 179 days of active duty as a member of the armed forces.

**Promotion Authority** – A commander with the authority to promote enlisted members in accordance with NGR 600-200.

**Ready Reserve** – Selected Reserve and Individual Ready Reserve (IRR) liable for active duty as prescribed by law. Members of the ARNGUS, (including the ING) remain members of the Ready Reserve throughout their period of service as provided by AR 135-91.

**Recruit Quota System (REQUEST)** – A real-time automatic data processing system whereby matching potential enlistee's qualifications to Army MOS requirements. It also provides quotas and training reservations for enlistees.

**Recruiting Official** – Includes recruiter, guidance counselor, career counselor, reenlistment NCO, strength maintenance NCO, retention NCO, and any other personnel that process individuals for enlistment, reenlistment, immediate reenlistment, or extension in any component of the U. S. Armed Forces.

**Reduction Authority** – A commander with the authority to reduce enlisted members in accordance with AR 600-8-19.

**Reenlistment** – The reentry of an individual who:

- has had a break in ARNGUS service or
- has been discharged from one State to join the ARNGUS of another State (regardless of break in service) or
- is joining the ARNGUS from the ANG or
- is executing other than the original enlistment in the National Guard.

**Reenlistment Eligibility (RE) Code** – A unique service code assigned to service members at the time of separation/discharge. This code indicates the applicants' enlistment eligibility at the time of application into the U.S. Armed Forces. These codes may also be referred to as "Reentry Codes."

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**Regular Army (RA)** – A permanent major component of the U.S. Army. The term is used to distinguish the RA from the other major components of the U. S. Army.

**Release from active duty** – Termination of active duty status and transfer or reversion to a Reserve component not on active duty, including transfer to the IRR.

**Reserve Components (RC)** – Refers to the Army National Guard of the United States, Army Reserve, Marine Corps Reserve, Navy Reserve, Air National Guard of the United States, Air Force Reserve, Coast Guard Reserve. The term "force" is sometimes substituted for the term "component."

**Reserve of the Army** – A member of the ARNGUS or the Army Reserve.

**Secondary MOS (SMOS)** – A MOS in a specialty different from the PMOS and does not progress to the PMOS (SFC and below). It is second in importance to the Army when evaluated in training, experience, demonstrated qualifications, and the Army's needs.

**Selected Reserve** – The Selected Reserve is defined as follows:

- Part of the Ready Reserve of each Reserve Component consisting of units and individuals that participate in paid training periods and serve on paid active duty for training.
- ARNGUS and Army Reserve Selected Reserve units and individuals that comprise of all ARNGUS Units, TPUs, IMAs, and full-time AD support personnel.
- Members assigned to Army Reserve TPUs or Army Reserve - Control Group (IMA).

**Separation** – An inclusive term used in personnel actions to describe:

- release from active duty or
- discharge or
- retirement or
- dropped from the rolls or
- release from military control of personnel without a military status or
- release from unit status and transfer to the IRR.

**Separation Authority** – An officer authorized by regulation to take final action on specified separations.

**Simultaneous Membership Program (SMP) ARNGUS** – A voluntary officer training program that allows members to simultaneously serve in Advanced (MS III and MS IV) ROTC and in ARNGUS units as officer trainees. (See NGR 600-100).

**Skill Level** – A type and degree of skill representing the level of qualification within the total MOS.

Under the Enlisted Personnel Management System (EPMS), it reflects the level of skill typically required for successful performance at the pay grades with which the skill level is associated. The lowest skill level used with any MOS to designate NPS and PS who are undergoing training for award of initial Army MOS.

**Soldier** – A member of the U. S. Army. This includes all personnel enlisted in any component of the Army, in active Federal service, or active duty for training, unless otherwise indicated or obviously inappropriate.

**Sole (Single) Parent** – Applicants (with dependents) who are:

- Unmarried, divorced, or legally separated; or
- Widowers/widows; or
- Deserted by their spouse; (for a period established by state law) or
- Married to a spouse who is incarcerated; or
- Married to another member of the Armed Services to include Reserve components; (excluding IRR) or
- Married to applicant attempting to enlist at same time.

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**Sole Surviving Son or Daughter** – Only remaining son or daughter in a family where the father, or one or more sons or daughters, as a result of serving the U.S. Army Forces and who:

- Was killed in action or died in the line-of-duty
- from wounds, accident, or disease or
- Is in a captured or missing in action status or
- Is permanently 100 percent disabled as determined by the VA or one of the military services

**Split Training option (STO)** – An enlistment option for those who cannot complete BCT and AIT in one continuous cycle because of school or seasonal employment.

### **State or States**

Refers to the 50 States, Commonwealth of Puerto Rico, Territories of Guam and the Virgin Islands, and the District of Columbia, which are authorized a National Guard.

**Statutory Obligation** – A legal military service obligation of eight years as established by Public Law 98-94 on or after 1 June 1984.

**Successful Completion of the 9<sup>th</sup> grade** – The successful completion of the 9<sup>th</sup> grade in high school is defined in this publication to be the successful completion of every and all requirements, as set by the board of education and/or accreditation entity of the educational institution, necessity for a student to be advanced academically from the 9<sup>th</sup> to 10<sup>th</sup> grades. A passing grade is defined in this publication to be the least stringent grade (or percentage) necessary to be considered, by that educational institution, as having met the satisfactory performance standards qualifying for advancement to the next higher level. (i.e.: If a "D-" is constituted a marginal yet passing grade in that institution - that is successful completion. If in another institution, a "C-" is constituted the lowest passing grade in that institution - that is successful completion.)

**The Adjutant General (TAG)** – The Adjutant General of all States/Commonwealths, Puerto Rico, The U.S. Virgin Islands, Guam and the Commanding General of the District of Columbia.

**Troop Program Unit (TPU)** – A TOE or TDA unit of the Army Reserve organization

**Unfulfilled enlistment** – Soldier was qualified for enlistment and option, but the Army cannot fulfill. This includes failure to train the Soldier within the IADT period established in these criteria.

**United States Army Reserve (Army Reserve or USAR)** – A Federal force consisting of individual reinforcements and combat, combat support, combat service support, and training type units organized and maintained to provide military training in peacetime. Included is a reservoir of trained units and individual reservists to be ordered to active duty in: the event of national emergency.

**U.S. Army Human Resources Command (HRC)** (formerly PERSCOM) – A field operating agency of the Chief, Army Reserve (CAR) which manages the professional career development of individual Army Reserve Soldiers to provide trained Soldiers for mobilization. This agency commands the Individual Ready, Standby, and Retired Reserve and administers the Army Reserve AGR and IMA programs.

**Unsatisfactory Participant** – A member who accrues nine or more unexcused absences from scheduled training assemblies within a 12-month period or failure to attend or complete the entire period of scheduled Annual Training. For counting unexcused absences, the 12-month period will begin on the date of the first absence and will end 12 months later. (See AR 135-91)