

# ***Army National Guard Accession Options Criteria***



**FY-16-17, Third Edition, 01 April 2016**

**NOTE: This criterion replaces ARNG Accession Options Criteria, FY-14/15, second Edition, 1 June 2014**

# SUMMARY of CHANGE

This document replaces ARNG Accession Options Criteria FY-14/15, Second Edition, which is now rescinded and establishes the following changes. Note: the paragraphs referenced in this document are aligned with guidance prescribed in AR 601-210 and address ARNG unique issues.

- o Updated numbering – preface
- o Revised exceptions to policy – P-2
- o Remove in preface as pertains to eligibility – P-3
- o Revised as pertains to citizenship – para 2-4
- o Updated verbiage as pertains to education – para 2-7
- o Revised applicants categorized as “ CAT IV A” para 2-8 (5)(a)
- o Delete incorporated into Annex A Waivers and Suitability Processing – para 2-11
- o Updated Enlisted Pay grades — para 2-18
- o Remove verification requirements for enlistment in higher grade – 2-19
- o Table 2-1 education codes updated to reflect new table
- o Revised as pertains to trainability – para 3-6
- o Revised as pertains to dependents —para 3-8
- o Revised as pertains to verification of prior service – para 3-20
- o Revised determination of enlistment/assignment eligibility – 3-23
- o Remove incorporated into Annex A Waivers and Suitability Processing – Table 3-1
- o Remove incorporated into Annex A Waivers and Suitability Processing – chapter 4
- o Revised prohibitions para – 5-3
- o Remove refer to AR 601-210 for chapter 7
- o Change Chapter 9-10 c (4) recommended by MAJ Stahl, Carol (Accession Branch Chief)
- o Revised enlistment program 9D, US Army officer/Warrant officer enlistment program – 9-10
- o Revised enlistment program 9H, US Army reserve officers training corps/simultaneous

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- o Currently suspended 09L native/heritage speaker enlistment option – para 9-22
- o Revised foreign language recruiting initiative (FLRI) – para 9-25
- o Updated section II significant terms used in this document
- o Added behind the Glossary Annex A: Waivers and suitability Processing Guide Table of Contents

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## PREFACE

### P-1. Purpose

This criterion is a supplement to AR 601-210 and provides guidance for applicants enlisting for specific enlistment options and/or programs. 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 supersedes previously published guidance entitled Army National Guard Accession Options Criteria (ARNG AOC), FY14-15, First Edition, dated 1 June 2014 and serves as ARNG accessions guidance until incorporated into a future update of AR 601-210.

a. Applicability. These criteria apply to the Army National Guard (ARNG) and are subject to exceptions approved by the proponent and exception authority.

b. Proponent and exception authority. The proponent of these criteria is the Chief, Personnel Policy Division (ARNG-HRH). The proponent has the authority to approve exceptions to these criteria, which are consistent with controlling law and regulation or guidance outlined in AR 601-210.

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

d. Format. These criteria have been formatted so the chapters and paragraphs between the Accession Options Criteria (AOC) and AR 601-210 are aligned. The subparagraphs within the AOC are not aligned with AR 601-210. (For any chapters or paragraphs not noted in this AOC, see AR 601-210 for applicability and regulatory guidance)

e. Suggested improvements. Users of these criteria are invited to submit comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the proponent, ARNG-HRH, at ARNG-HRH-EA@MAIL.MIL.

### P-2. Exceptions to policy

a. All exceptions must be submitted through the appropriate chain of command to the State AG and submitted through the eTracker to ARNG-HRH-E. Exceptions to policy are granted on a case-by-case basis.

b. Exceptions to policy are only granted to applicants whose cases are sufficiently meritorious. Requests for exceptions to policy must provide substantial background information and significant accomplishments to justify the

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applicant's enlistment into the ARNG.

c. A comment will be recorded in the remarks section of the DD Form 1966 series for applicants granted an exception to policy for the purpose of enlistment.

d. Under current procedures, only the state G1 office have access to eTracker. All RRNCOs must coordinate with the G1 to submit ETP's. Medical waivers are submitted through MATs

### P-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-HRR)
USAREC Policy Branch	ARNG-HRH
USAREC Education Division	ARNG-HRM
USAREC Brigade Judge Advocate	ARNG/State JAG

### P-4. NGB Forms

a. This document is the proponent for the following NGB Forms (see Appendix B for completion instructions)

- (1) This document is the proponent for the following NGB Forms (see Appendix B for completion instructions) --NGB Form 21 - Annex A - DD Form 4, Enlistment/Reenlistment Agreement (ARNG).
- (2) NGB Form 22-3 - Request for Waiver (ARNG)
- (3) NGB Form 594 - Annex to DD Form 4 ARNG Civilian Acquired Skills Program Agreement.
- (4) NGB Form 594-1 - Annex to DD Form 4 ARNG Simultaneous Membership Program Agreement.

b. Required and related publications and prescribed and referenced forms are listed in appendix A.

### Chapter 1 Introduction

Chapter 1, AR 601-210 requires no ARNG specific clarification.

### Chapter 2

#### Enlistment in the Regular Army, Army Reserve, or Army National Guard for Non-prior Service Applicants

Following paragraphs are aligned with the guidance prescribed in AR 601-210 to address ARNG specific issues.

#### As pertains to 2-2. Basic eligibility criteria for all non-prior Service applicants

All non-prior service (NPS) and glossary non-prior service (GNPS) applicants enlisting into the ARNG are required to be in a deployable status within 24 months of enlistment. Federal law prohibits delays beyond 24 months.

Soldiers failing to become deployable within 24 months of enlistment must be discharged per NGR 600-200.

No exceptions authorized.

**Note:** This excludes those currently in the Reserve Officers Training Corps (ROTC) Simultaneous Membership Program (SMP); refer to paragraph 9-14 of these criteria.

#### As pertains to 2-3. Age

Applicants 17 years of age (with parental/guardian consent); all applicants must be accessed on or before their 35th birthday.

#### As pertains to 2-4. Citizenship

a. "Applicants born outside of the United States and the 4 territories must show proof of US Citizenship, at the time of enlistment, by presenting one of the authorized documents below."

- (1) US Passport
- (2) FS Form 240 (Consular Report of Birth Abroad of US Citizenship)
- (3) FS Form 545 (Certification of Birth Abroad of US Citizen)
- (4) INS or USCIS form N-550/551/570 (Naturalization Certificate)

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(5) INS or USCIS form N-560 or N-561 (Citizenship Certificate)

(6) USCIS SAVE verification screen

b. "Permanent Resident Alien (PRA) applicants must present a USCIS form I-551 card, at the time of enlistment. Applicants are not authorized to enlist or ship to training without a valid I-551 card. The I-551 card must be valid for more than 6 months from the ship date (phase 2 ship date if applicable). AR601-210 only provides for one type of exception to policy; obtain verification in the form of an original receipt from the USCIS indicating the applicant has paid for an I-90 (Application to Replace Permanent Resident) renewal prior to enlistment. The receipt required is the USCIS form I-797 showing that the Permanent Resident Status has been renewed or extended, and a period of extension (usually one year). If the form does not show the period of extension, it is not valid. If the applicant enlists with an expired, or soon to expire I-551 card and the USCIS form I-797, he/she must have either a new I-551 card or both the old I-551 card and the I-797 to ship to training. Any applicant with an I-551 card that will expire within the next 1 year after enlistment date requires a citizenship suitability approved by NGB-ASO prior to enlistment. Use of an over-stamped foreign passport with a USCIS stamp showing that it is considered as an I-551 card for one year is not authorized.

c. As an exception to policy to AR 601-210, paragraph 2-4f, applicants processing for enlistment into the Regular Army, Army Reserve, or Army National Guard that hold dual citizenship with the United States and another country may now enlist into a Military Occupational Specialty (MOS) that requires a security clearance. Although these applicants do not need to possess a security clearance before enlisting into the qualifying MOS or before shipping to Initial Entry Training (IET), they must still obtain a security clearance by meeting all applicable DoD guidelines and criteria outlined in AR 380-67 (Personnel Security Program) before shipping to first assignment or performing duties in this MOS.

d. All non-citizens who desire US citizenship should ship to BCT with a completed citizenship packet which includes the following:

(1) Completed N-400

(2) N-426 (will be signed at BCT)

(3) Two passport photos

(4) Fingerprints can be taken at a USCIS Application Support Center. Bring a copy of your enlistment contract or your military ID.

### As pertains to 2-7. Education

a. The Army National Guard, in coordination with USAREC Education Specialists, will verify the education credentials, of covered graduate applicants, as needed, with authorized state education verification personnel. This is to ensure that the school concerned is legally operating or the program of secondary education complies with the education laws of the state in which the person resides. In addition to this verification, authorized ARNG personnel will conduct individual tier evaluations, of official transcripts, in accordance with (IAW) USAREC Reg 601-210, Appendix N and using USAREC Form 601-210.41, (Tier Evaluation Worksheets), for education institutions reflecting the "TE" code in Headquarters Support System/Force Structure and Zip Code Realignment System (FAZR)

b. Tier Evaluations: The purpose of this section is to identify those personnel, within the State RRF authorized to conduct individual tier evaluations, using official transcripts, on ARNG applicants whose education institutions are "TE" in HSS-FAZR. This section also identifies the process, standards, and form used to complete these individual tier evaluations. It is of the utmost importance that the standards, regulatory guidance, and procedures are followed without deviation so that all education tiers are accurately identified and accessed.

c. USAREC Form 601-210.41

(1) The purpose of a tier evaluation is to determine if applicant meets the criteria for education enlistment eligibility. Tier evaluations will be completed on all applicants who have completed, graduated from, or currently enrolled in secondary schools listed as "TE" in HSS-FAZR.

(2) USAREC Form 601-210.41(Tier Evaluation Worksheet) will be completed on all applicants from public, non-public, adult, alternative, and charter schools listed as "TE" in HSS-FAZR. Exemption from this rule would be public charter schools listed in HSS-FAZR as Tier 1 and function like traditional public high schools USAREC Reg 601-210).

(3) The RRF Battalion XO or Battalion Operations Officer (commissioned officer or civilian) may act as the evaluating official for individual transcript evaluations. All tier evaluations require completion of USAREC Form 601-210.41 which will determine the applicant's tier status. The evaluating official will review the applicant's education documents to determine tier status. Only those applicants enrolled in or graduated from a HS or adult/alternative education program who meet the following criteria will be classified as Tier 1:

(a) Attended and completed a teacher-directed, structured (teacher-student classroom environment),

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credit-based program of instruction.

(b) Diploma issued from a school or program whose course content and curriculum are similar to a traditional credit-based program or school.

(c) Considering all schools and programs, the individual must have completed a minimum of 11 years (3 years of HS) of classroom credit-based education. (This means the individual must have successfully completed a minimum of 3 years of credit-based education in a mandatory attendance-based, classroom setting).

(d) The majority (50 percent or greater) of the credits were earned in an attendance-based, structured classroom and teacher-directed environment from the school that issued the diploma. Note: The evaluating official is the approval authority for the USAREC Form 601-210.41.

(4) The Battalion XO or Operations officer is the primary evaluating official for all ARNG individual transcript tier evaluations. If a tier evaluation is questioned within the battalion chain of command or support team, the tier evaluation and supporting documentation will be forwarded to the next level in the chain of command for validation and final tier determination prior to applicant processing. Any request for an exception should be accompanied by documentation verifying the educational status of the applicant. All exceptions will be forwarded to HRR, and will be handled on a case-by-case basis.

### As pertains to 2-8. Trainability

a. Standard. NPS/GNPS and applicants are eligible for enlistment provided they meet the minimum criteria of enlistment standard as well as MOS specific test requirements. Applicants must be able to sufficiently speak, read and write the English language 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:

(1) CAT I (AFQT 93-99) 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/NHSG

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

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

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

(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 are not authorized. CAT IV-A applicants will be afforded the opportunity to re-test to improve their score to a higher Test Score Category (TSC) Level. Any HSSR scoring between 16-30 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 ROC until after the retest. Conduct Currently in High School Juniors (CIHSJR) and Alternate High School Credential Holders (AHSCH) who are a TS IV (AFQT 16-30) are ineligible to enlist in the ARNG

(b) MEPS GC must obtain a control number from the ROC at 1-800-356-ARNG (2764) before enlisting a CAT IVA applicant.

(c) The servicing MEPS GC will contact the ARNG ROC to obtain the enlistment control number and Test Score Category over-ride.

(d) CAT IV-A applicants who require a conduct waiver are not eligible for enlistment.

(6) CAT IVB (AFQT 10-15): Ineligible for enlistment.

(7) CAT V (AFQT 1-9): Ineligible for enlistment. Applicants must have a qualifying aptitude area score for the MOS for which enlisting. DARNG (ARNG-HRR) may grant a waiver up to five points (One aptitude area only. No Splitting 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 (except 3 pts GT for 68W). 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), 89B (3 pts only), 89D, 94K.

b. Waivers.

(1) Telephonic aptitude area score waivers up to five points for selected MOS are authorized. Authority: DARNG (ARNG-HRR via the ROC).

(2) CAT IV control numbers must be obtained. Authority: DARNG (ARNG-HRR via the ROC).

c. Proponent exceptions (job qualification).

(1) Exceptions for job qualifications (other than line scores or approved color vision) IAW DA Pam 611-21 will be considered on a case-by-case basis. Only the CMF proponent can grant exceptions to DA Pam 611-21.

(2) Meritorious cases will be forwarded to the ASO after meeting all enlistment qualifications via GCRc workflow (ARNG-HRR via the ROC).

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### As pertains to 2-10. Dependents

- a. A marriage license or marriage certificate with case number may be used to verify marital status.
- b. The approval authority for dependent waivers is TAG.
- c. Dependency issues must be reviewed by the state JAG.

### As pertains to 2-14. National Agency Check with Local Agency check and Credit Check

All accessions require submission of a NACLCL as required by Homeland Security Presidential Directive 12 and as part of their accession process. NACLCL is required for SECRET and TOP SECRET eligibility on specific MOSs and must be submitted prior to entry into training or assignment to unit. Fingerprint check results are required prior to entry onto AD or shipping to training or first duty assignment, unless results are present in Joint Personnel Adjudication System. The United States Investigative Service (USIS) under the direction of the Office of Personnel Management (OPM) may contact the enlistee in order to schedule a subject interview in an effort to complete the background investigation, which is stated in Section VIII of the Guard Annex.

- a. Live-scan fingerprint or FD 258 (Applicant Fingerprint Card) required as part of NACLCL submission.
- b. Documents required for NACLCL include-
  - (1) Live-scan fingerprint or FD 258.
  - (2) SF 86 data and—
    - (a) Authorization for release of information.
    - (b) Authorization for release of medical information.
    - (c) Applicant certification of information.
    - (d) Signature release of credit check.
- c. Documents required for single scope background investigation (SSBI) include NACLCL criteria and processing by the personnel security-screening liaison.
- d. Exceptions to the guidance above may be provided by, ARNG-ASO on a case-by-case basis.
- e. NIAC. All non-US citizens processing for enlistment into the Regular Army, Army Reserve, or Army National Guard require a NIAC, which includes the Foreign Terrorist Tracking Task Force (FTTTF) check.
  - (1) NIACs will be submitted through the Guidance Counselor Resource Center (GCRC) to the Security Vetting Office (SVO).
  - (2) If results indicate a nexus to terrorism, the non-citizen is disqualified from further processing or continued service in the Regular Army, Army Reserve, or the Army National Guard.
  - (3) Polygraphs may be administered with the voluntary consent of the enlistee to mitigate derogative results from the NIAC.
  - (4) Refusal to undergo a counterintelligence-focused interview or an issue-specific polygraph may result in an inability to resolve adverse results.
  - (5) Unresolved results may lead to the disqualification of the non-U.S. citizen from further processing for enlistment or continued service in the Regular Army, Army Reserve, or the Army National Guard.
  - (6) Refer to SMOM 15-039 for Enhanced Security Screening Measures for Permanent Resident Aliens.

### As pertains to 2-16. Authorized enlistment periods

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

a. NPS applicants (GNPS see paragraph 3-15) will be enlisted for eight years. Active participation in an ARNG unit is 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. This is the minimum enlistment period for individuals enlisting for Special Forces Training, or for the 270-day delay for CIHSJR, Split Training Option (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).
- (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).

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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) and desire to enlist in the ARNG must enlist for a period to fulfill their uncompleted Military Service Obligation (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).

### **As pertains to 2-18. Enlistment pay grades for personnel without prior Service**

a. Applicants who claim eligibility for advancement but cannot substantiate will not be advanced on the day of enlistment. Annotate in remarks section of DD Form 1966 series, the applicant must submit supporting documentation prior to ship date or within 6 months of enlistment, whichever comes first, in order to be advanced. DA Form 4187 is authorized to have a retroactive promotion date.

b. Applicants must qualify for the higher grade at the time of enlistment.

c. Advancement based on Stripes for Skills and Stripes for Buddies will be in accordance with AR 601-210. If the Soldier has been accessed into the ARNG, Strips for Skills and Stripes for Buddies will be in accordance with AR 600-8-19. The checklist in figure 2-1 has been included to ensure visibility.

d. Soldier must complete 2 or more years of Junior ROTC (JROTC) or a NDCC Program may enlist at any time at pay grade private E-2 (PV2). Two Years is defined as 2 school years. Two JROTC courses taken in the same school year (i.e. JROTC 1 and JROTC 2 taken as a sophomore) does not meet the requirement for promotion.

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<b>ARMY NATIONAL GUARD STRIPES FOR SKILLS PROGRAM</b>	
NAME AND RANK:	PLATOON SGT/UNIT
<b>Required Task:</b>	Initials/Date of Completion:
<b>Established Bank Account</b>	
<b>Start Direct Deposit</b>	
<b>Set up AKO Account</b>	
<b>Set up MyPay Account</b>	
<b>Military Time</b>	
<b>Drill and Ceremonies</b>	
<ul style="list-style-type: none"> <li>• Execute the Position of Attention</li> <li>• Execute the Hand Salute</li> <li>• Know Who and When to Salute</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Execute Rest Positions</b></li> <li>• Parade Rest</li> <li>• At Ease</li> <li>• Stand at Ease</li> <li>• Rest</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Execute Facing Movements at the Halt</b></li> <li>• Right Face</li> <li>• Left Face</li> <li>• About Face</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Marching</b></li> <li>• Forward March</li> <li>• Half Step</li> <li>• Change Step</li> <li>• Column Left</li> <li>• Column Right</li> <li>• Halt</li> </ul>	
<b>Recite General Orders</b>	
<ul style="list-style-type: none"> <li>• First General Order</li> <li>• Second General Order</li> <li>• Third General Order</li> </ul>	
<b>Identify Rank Structure</b>	
<ul style="list-style-type: none"> <li>• Enlisted</li> <li>• Officer</li> </ul>	
<b>Phonetic Alphabet</b>	
<ul style="list-style-type: none"> <li>• Know/Recite Phonetic Alphabet</li> </ul>	
<b>First Aid</b>	
<ul style="list-style-type: none"> <li>• Evaluate a Casualty</li> <li>• Perform First Aid and Practice Individual Preventative Medicine Countermeasures</li> <li>• Perform First Aid for Bleeding Extremity</li> <li>• Perform First Aid for Splinting a Fracture</li> </ul>	
<b>Army Physical Fitness (APFT) (Applicant must achieve 60 points in each event and all APFT events must be completed on the same day. Events must be performed to standards outlined in FM 21-20, Physical Fitness Training.)</b>	
<b>Push-ups</b>	Repetitions: Points:
<b>Sit-ups</b>	Repetitions: Points:
<b>2 Mile Run</b>	Repetitions: Points:
<b>Land Navigation</b>	
<ul style="list-style-type: none"> <li>• Identify Terrain Features on a Map</li> <li>• Determine Grid Coordinates on a Map</li> <li>• Measure Distance on a Map</li> </ul>	
<b>Basic Lead Qualification Skills (APPLE-MD)</b>	

- Score Soldier a **GO** if the task is performed successfully (Sustainment training should continue during all succeeding months.)
- Score Soldier a **NO-GO** if the Soldier fails one or more areas and the instructor cannot correct the deficiency on the spot (Retraining required at next military formation.)

\_\_\_\_\_  
TRAINER'S SIGNATURE

\_\_\_\_\_  
COMMANDER'S VERIFICATION

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**Figure 2-1, Army National Guard Stripes for Skills Program**

Table 2-1 Education Codes					
Credential	Ed Code	Tier	Definition	Required verification	Juniors/Seniors (109/11M/11S)
Currently in High School (CIHS)	109	1	An individual currently in high school who is not yet a high school senior. This includes Adult Alternative, Online high school and Home School (Covered Grads).	HS letter or telephonic memo specifying applicant is a junior, beginning and last day of current year classes, first day of next year classes and projected graduation date. Permission to ship early and/or return late must be on school letterhead, not telephonic, and be accompanied by a parental letter also giving permission. **GCs will validate school Tier/DoD Ed Code and select Recruiting Program Code "CG" for all DoD Ed Code 7, B, and H applicants.	Not Applicable
High School Senior	11S	1	An individual attending high school, who completed the junior year and is a high school senior, This includes Adult Alternative, Online high school and Home School (Covered Grads).	HS letter or telephonic memo indicating applicant is a senior and projected date of graduation, which must be within 365 days. For 14 month seniors, when open: must have a HS letter stating that the applicant is in good standing and on track to complete all requirements of his or her Junior year and upon completion of the Junior year will be classified as a SY XX Senior. For midterm graduates; must have a letter stating the applicant is currently enrolled and in good standing will be classified as High school graduate upon completion of all required courses. The letter will also state the end date of the Junior year, beginning and expected graduation date. **GCs will validate school Tier/DoD Ed Code and select Recruiting Program Code "CG" for all DoD Ed Code 7, B, and H applicants.	Not Applicable
Currently Enrolled other than High School Diploma	11M	1	An individual who is currently enrolled and attending class in a tier 1 category (credential) other than a High School Diploma and has a tier 2 credential	Letter of enrollment from college or telephonic memorandum verifying applicant is currently enrolled, attending, and verifying number of quarter/semester hours for which enrolled.	Not Applicable
High School Diploma	12L	1	A diploma issued to an individual who completed a 12-year "traditional" graded (credit-based) day program of classroom instruction; the diploma must be issued from the high school where the individual completed the requirements for graduation.	HS diploma or certified transcripts showing actual date of graduation.	11S and 109

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Completed One Semester of College	128	1	A non-high school diploma graduate who attended and completed 15 semester hours of college credit or 22 quarter hours of college credit or 675 clock hours of classroom instruction from an accredited post-secondary institution. Credit earned through testing, adult education, assessment, military training or high school equivalency preparation is not applicable. This includes Job Corps.	Certified transcripts verifying number of clock, quarter, or semester hours completed. Job Corps applicants must provide verification of program completion of 675 hours signed by center director and training director, as well as GED or HS diploma.	11M
Adult/Alternative Program (Covered Grad)	12B	1	A diploma issued to a graduate of a public or private non-traditional school using alternative methods of instruction to complete graduation requirements based on state law (i.e., alternative, accelerated, or high school completion programs). The Army will accept a diploma issued from an institution (attendance based) that is state/local government education agency approved, or accredited by one of the accrediting organizations recognized by the United States Department of Education or the Council for Higher Education Accreditation.	HS diploma issued from an institution, which is listed as Adult/Alternative HS in HSS. The BN Education Services Specialist (ESS) is the primary evaluating official for all tier evaluations (UR 601-101). UF 601-210.41 will be completed on applicants from public and non-public and adult or alternative education programs listed as Tier Evaluation (TE) in HSS-FAZR.	**11S and 109
Virtual/Distance School (Covered Grad)	127	1	A diploma awarded upon completion of an accredited Home Study, Distance Learning, Independent Study, Self-Study, Correspondence School, Cyber School or Virtual Learning Program. The Army will accept a diploma issued from an institution that is either state/local government education agency approved, accredited by the Distance Education Training Council (DETC) or accredited by one of the accrediting organizations recognized by the United States Department of Education or the Council for Higher Education Accreditation.	HS Diploma issued from an institution, which is listed as Virtual/Distance school in HSS. The BN Education Services Specialist (ESS) is the primary evaluating official for all tier evaluations (UR 601-101). UF 601-210.41 will be completed on applicants from public and non-public and adult or alternative education programs listed as Tier Evaluation (TE) in HSS-FAZR.	**11S and 109

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Home School Diploma (Covered Grad)	12H	1	A diploma issued to a graduate of a home school program in accordance with state requirement, administered by a parent, teacher/school district, or umbrella association. Applicants must provide a diploma or certificate and transcripts indicating the individual completed four years of a high school curriculum. Transcripts must reflect successful completion of the last 9 academic months of continuous schooling from the home school umbrella association or parent issuing the diploma. The curriculum must involve parental instruction, supervision and should closely pattern subjects used in traditional high schools.	HS Diploma/Certificate and transcripts confirming four years attendance and graduation IAW state requirements. The ARNG Recruiting BN XO or Operations officer is the primary evaluating official for any required tier evaluations (AOC, Ch. 2-7).	11S and 109 (do not use 11H)
Test-Based Equivalency Diploma	11E	2	A diploma or certificate of General Education Development (GED) or other test-based credential. A state or locally issued secondary school diploma obtained solely on the basis or testing and not graded day coursework.	General Education Diploma or certificate	Not Authorized
National Guard Youth Challenge Program	12X	2	An individual who completed a 22 week National Guard Youth Challenge Program (NGYCP) and passed the GED. Must be identified separately from other GED holders.	National Guard Youth Challenge Certificate and GED.	Not Authorized
High School Certificate of Attendance/ Completion or Special Education	12J	2	An attendance-based High School Diploma or certificate or credential based on an Individualized Education Program (IEP) that involves community experiences, employment, training, daily living skills and post-school transition skills which differ from the traditional high school graduation requirements.	HS Certificate of Attendance or Credential verifying completion of Individual Education Program	Not Authorized

**Chapter 3**

**Enlistment in the Regular Army, Army Reserve, or Army National Guard for Prior Service Applicants**

Following paragraphs are aligned with the guidance prescribed in AR 601-210 to address ARNG specific issues.

**As pertains to 3-3. Age and Service**

**STANDARD:** Applicants are eligible for enlistment if—

- a. PS applicant 35 years of age or older must be eligible for retired pay by age 60 (see AR 135-180, chapter 2, for qualifying service).
- b. Soldiers receiving a conditional release into the ARNG from other branches of service are not subject

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to criteria listed in 3-3a.

**Note:** All qualifying service must be verified by Active Duty Statements of Service (DD Form(s) 214/215/220) and/or Reserve Component retirement point statements. Only NGB Form 22 that indicates retirement service for pay can be used.

### As pertains to 3-6. Trainability

#### a. Standard.

(1) Applicants must have a qualifying aptitude area score for the MOS for which enlisting. No exceptions authorized. PS applicants are eligible to enlist with verifiable test scores or retest scores in an aptitude area for which enlisting. An overall AFQT percentile is not required. If the Armed Services Vocational Aptitude Battery (ASVAB) score cannot be verified the individual must be re-tested. PS 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). PS 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). **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 sent to the unit/recruiting command through the State MILPO to DARNG (ARNG-TR), 111 South George Mason Drive, Arlington, VA 22204-1382, then forwarded to the Army proponent for final determination.

(2) PS applicants must become deployable within 24 months from date of enlistment or be subject to discharge.

#### b. Documentation to verify ASVAB.

- (1) MEPCOM Form PCN 680 ADP.
- (2) Current DMDC (REDD report) or RDMS printout.
- (3) DA Form 1811.
- (4) Soldier record brief
- (5) DD Form 1966/1 (last period of service).
- (6) Any verified record of prior service test score or document for retest scores.

### As pertains to 3-8. Dependents

a. See paragraph 2-10 for definition of dependents and verification requirements.

b. An applicant meets dependency requirements of this rule if they—

- (1) Have no spouse and no dependents.
- (2) Have no spouse and is required by court order to pay child support for two or fewer dependents, regardless of grade.
- (3) Have an entry grade of PV2 or below, is married, and in addition to the spouse has two or fewer additional dependents. (Recruiting Battalion Commander or equivalent member of the ARNG may consider waiver.)
- (4) Have an entry grade of PFC, is married, and in addition to the spouse has three or fewer additional dependents.
- (5) Have an entry grade of SPC or above, is married, and is eligible to enlist without regard to number of additional dependents.
- (6) Have a spouse is a member of the AC or RC of any Service (excluding IRR), and have no dependents under the age of 18.
- (7) Have no spouse, has an entry grade of E-3 or above, and are required by court order to pay child support for three or fewer dependents.

c. An applicant does not meet dependency requirement if—

(1) The applicant's spouse is a member of the AC or RC of any Service (excluding IRR), and applicant's spouse has completed IET, and when dependents are combined applicant and spouse has one or more dependents under the age of 18. (Recruiting Battalion Commander or equivalent member of the ARNG may consider waiver. Note: if applicant and spouse are serving simultaneously and neither applicant nor spouse is required to attend IET, waiver not required.

(2) The applicant has no spouse but has custody of one or more dependents under the age of 18. (RA Waivers will not be considered.) (For RC, see para 2-10 b (8) for waiver approval/authority.)

(3) The applicant is processing as part of a husband and wife team and both are required to attend training at

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the same time, and have one or more dependents under the age of 18. (Recruiting Battalion Commander or equivalent member of the ARNG may consider waiver.)

d. Any applicant for AR enlistment who previously served in the U.S. Armed Forces on AD, and became a single parent while on AD, will not be disqualified for enlistment based upon this fact if—

- (1) The person is otherwise qualified for enlistment.
- (2) The person's status as a single parent was not a factor in the person's discharge or release from AD.

### As pertains to 3-15. Authorized enlistment periods

- a. PS applicants who do not have a current Selected Reserve obligation and who have -
  - (1) Remaining MSO must enlist for remainder of MSO with a minimum of one year served in a drilling status. Applicants that require BCT will enlist for a minimum of three years.
  - (2) No remaining MSO and is DMOSQ must enlist in the ARNG (drilling status) for minimum of one year.
  - (3) No remaining MSO and requires BCT, or is not DMOSQ, 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. PS applicants discharged prior to completing their original MSO, (MSO was terminated) must enlist in a drilling status for a period of whole years equal to or greater than the unfulfilled portion of their original MSO, but not less than 1 year. At a minimum, they must serve the remainder of their MSO in a drilling status, or any period (in whole years) beyond that, up to 6 years.
- 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, which they desire to enter. Refer to the current FY SRIP policy.
- e. GNPS applicants must enlist for a period of whole years equal to or exceed the unfulfilled portion of their original MSO.
- f. WAIVERS or exceptions to policy: None

### As pertains to 3-18. Enlistment pay grades for Prior Service for Reserve Component enlistment

All areas of this paragraph that state the DARNG as the approval authority is delegated to TAG.

- a. PS applicants may enlist up to the previous grade held at the time of last separation/discharge and no higher than the authorized grade of the position. In some instances, PS applicants may be required to enlist one or two grades below the grade held at the time of separation/discharge from previous military service due to position availability.
- b. May enlist into a valid position vacancy in current grade, if there is no projected fill from a valid and current Enlisted Promotion List (EPS) list (requires coordination of State Enlisted Promotion Manager). If applicant is enlisting into a position projected to be filled from a valid and current EPS list, the State CSM must approve the enlistment. Applicants must meet the requirement to become qualified in the MOS for which enlisting. Refer to NGR 600-200 for other assignment restrictions. All E-9 "Command Sergeants Major" require the approval of the State CSM. NCOES requirements and courses credible as equivalent Army NCOES are outlined in Chapter 1, AR 600-8-19 (ARNG Enlisted Promotions).
- c. Former Officer or Warrant Officer without prior enlisted service may enlist up to grade E-5. MILPO determines authorized grade of enlistment based on previous experience and position vacancy availability.
- d. Former Officer or Warrant Officer with prior enlisted service may be enlisted up to the grade E-5 or the grade held prior to commissioning (whichever is higher). Previous enlisted grades held as Warrant Officer/Officer Candidate cannot be considered.

### As pertains to 3-19. General

- a. If the Soldier fails to attend and complete Basic Combat Training (BCT) within 24 months, they will be subject to discharge.
- b. PS enlistees (including OCS/WOCS) who have not successfully completed an Army BCT, WTC, or

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Marine BCT course, completed training for Air Force or Navy Special Operations Forces, or Air Force Security Police during previous military service must enter on IADT within 180 days after enlistment in the AR or ARNG and successfully complete BCT conducted by the Army. Questionable cases will be forwarded to the ASO for determination.

c. Soldiers going to BCT at the direction of TRADOC CG will ship Monday, Tuesday, and Wednesday; there are no exceptions. All shippers that have problems or issues will be cleared by HRR-Recruiting Operations Branch (ROB), not by the BCT site, before they are sent to training. The ROB will 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.

### As pertains to 3-20. Verification of prior Service

a. When a participating RC member applies for enlistment in the ARNG, use DD Form 368 to request RC discharge or clearance. The DD form 368 is not authorized for active duty Soldiers. This form is valid as stipulated by the designated official. The RC must be notified promptly of a member's intent to enlist in the ARNG (if a member of another RC).

(1) For members of units, send DD Form 368 to the member's unit Commander. Members of the Retired Reserve must be reassigned to the IRR per AR 140-10, chapter 6 prior to enlistment in the ARNG (see Table 3-1, line 40 for waiver authority).

(2) Former members of DEP program will be treated as non-prior service personnel.

(3) Extension of the 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.

(4) Extensions can only be granted by the authorized official or individual that currently occupies the position; the person who originally signed the DD Form 368. Submit a new DD Form 368 if the form has expired and a valid extension was not obtained.

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

(1) Policy in this section implements uniform accession procedures for Soldiers moving from Army Reserve Troop Program Unit (TPU) status without a break in military service.

(2) Policy in this section does not apply to the IRR (see AR 601-210 for conditional release procedures for members of the IRR).

(3) Policy in this section is applicable to applicants in the Retired Reserve.

c. Soldiers of Army Reserve TPU who have been granted conditional releases to enlist in the ARNG, must remain members of the Army Reserve until the ARNG enlistment has been accomplished and verified.

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

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

(1) The RRNCO must request a conditional release from the 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 ARNG." Applicants who fail to accomplish the enlistment remain members of the Army Reserve. Use DD Form 368 to obtain a conditional release and specify purpose is to complete a discharge from the Army Reserve to enlist in the ARNG; identify this is not a transfer action. In addition, the RRNCO must request access to the applicant's iPERMS record. Applicant's record will be transferred to the ARNG when they enlist.

(2) Enlistment packets will be assembled and distributed per this chapter.

(3) A new DD Form 1966 series is not required for enlistment processing if the Army Reserve was granted access to the applicant's Army Military Human Resource Record (AMHRR), 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 one.

(4) If the RRNCO has access to the applicant's iPERMS, reproduce copies of all documents applicable to the enlistment process, then prepare new documents as required by AR 601-210.

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

(6) When the applicants are enlisted, notify the Army Reserve TPU by forwarding a completed

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DD Form 4 series and DD Form 368. Notification must be made within 10 days after enlistment per DODI 1205.05.

### **As pertains to 3-23. Determination of enlistment/assignment eligibility**

a. For the purposes of enlistment eligibility, Table 2 (located in Annex A – Waivers & Suitability Processing) identifies those discharge narratives that are acceptable for enlistment and those that are disqualifying. Table 2 applies to both PS and GNPS applicants.

b. The DD Form 214/215 may be used to verify civilian education for PS applicants. If the education section is not on the DD Form 214/215 then the form cannot be used to determine education.

## **Chapter 4**

### **Waivable and Non-waivable Enlistment Criteria**

See Annex A.

## **Chapter 5**

### **Processing Applicants**

**Following paragraphs are aligned with the guidance prescribed in AR 601-210 to address ARNG specific issues.**

### **As pertains to 5-3. Prohibitions**

a. Female applicants will be enlisted and assigned in accordance with AR 600-13 and ARNG-HRH operational messages. Applicants will not be enlisted without their written consent located beyond 50 miles commuting distance 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."

### **As pertains to 5-30. Delayed Entry Program**

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

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

(2) 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.

(3) 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.

(4) RFP Soldier will not be issued a Military ID Card.

b. Enlistment options.

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

c. Other eligibility criteria.

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

(2) 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.

d. 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 in the VULCAN System, RFP management category until they are discharged from the RFP.

### **As pertains to 5-34. Processing procedures**

PS that require Army BCT will process at the MEPS to have their security investigation submitted. PS currently

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holding clearance will have their clearance verified by the State Security Office (SSO), MEPS Security Assistant (SA), or ASO through JPAS that a valid NACLIC exists. Verification must be scanned into the Electronic Record Management (ERM) within 72 hours of accession.

### **As pertains to 5-63. Training pay categories and programs**

a. Split training option (STO). The STO allows an 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 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.

(1) 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).

(2) The STO is the only authorized training option for CIHSJR (Currently in High School Junior).

(3) 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.

b. Eligibility (NPS Only).

(1) To be eligible to enlist under the STO, applicants must:

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

(b) Be classified as a CIHSJR, HSSR, College Student, or a seasonal worker as outlined in AR 601-210.

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

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

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

(f) Must remain fully eligible.

(2) 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.

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

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

## **Chapter 6**

### **Military Entrance Processing Station Processing Phase**

**Following paragraphs are aligned with the guidance prescribed in AR 601-210 to address ARNG specific issues.**

### **As pertains to 6-15. Correction of errors on enlistment forms**

The following procedures are used to correct errors found post-enlistment on forms already distributed:

a. Commander, or designee, may correct minor administrative and typographical errors found after forms are distributed. 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, which is subsequently forwarded to the State AG.

b. Correcting term of enlistment.

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

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

(b) Evidence to support claim of error in period of enlistment, i.e., the DD Form 4 series, the DD Form 1966 series, or other applicable documentation.

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

(2) The State AG, or designated representative, will then review the enlistment correction package for accuracy and, if approved, add a memorandum signed by the State AG to the Soldier's file - or if the correction

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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.
- d. For additional guidance, see AR 601-210.

### **Chapter 7**

#### **Civilian Acquired Skills Program (CASP) option:**

Effective with this Criteria, All CASP MOSs listed in this table are suspended except for MOS 09L, 42R, 68W, and 88M. All CASP MOSs remain eligible for PS.

Following paragraphs are aligned with the guidance prescribed in AR 601-210 to address ARNG specific issues.

#### **As pertains to 7-1. General**

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

#### **As pertains to 7-2. Objectives**

The Civilian Acquired Skills Program (CASP) is designed to attract persons with civilian acquired skills needed by the ARNG. 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. The primary objective of the CASP:

- 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.

#### **As pertains to 7-3. Procedures (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 ARNG 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.

#### **As pertains to 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

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be used to qualify for CASP. CASP is an enlistment option ONLY and cannot be used for Soldiers currently serving in the ARNG. (Soldier(s) currently serving in the ARNG and are requesting MOS determination based on 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.

### **As pertains to 7-5. 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.

### **As pertains to 7-7. Enlistment training options available**

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.

### **As pertains to 7-8. Basic training 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.

### **As pertains to 7-9. Requirement for prerequisite training**

- 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 requires 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 to include prerequisite training. 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 ARNG/USAR schools.

### **As pertains to 7-10. Requirement for 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 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 that allows Soldier to apply acquired civilian skills 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 the 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.

### **As pertains to 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

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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 7-12 b and c.

c. Determination of qualifications and enlistment grades for persons applying under ARNG Bands Enlistment options are specified in table 7-3.

### **As pertains to 7-12. Award of military occupational specialty, enlistment grade, and accelerated promotion**

a. Applicants eligible to enlist 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) provided Soldier is not already serving in that rank.

e. The immediate Commander may defer promotion (for up to 4 scheduled Unit Training Assemblies (UTA)). If so, the Soldier may be promoted to the higher grade or denied promotion at any time at the end of the proficiency training, 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 result in an unfulfilled enlistment commitment. Promotion can only occur with approval of the immediate unit Commander after successful completion of all required training 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 with a MOS counterpart, applies specifically to in-service ARNG Soldiers who gain skills or complete training in a status other than military. This does not pertain to experience a Soldier may gain through duties performed in an Active Guard Reserve (AGR) status (i.e.: Readiness NCO duties). It does apply to traditional ARNG Soldiers and Military Technicians in their civilian pursuits.

### **As pertains to 7-13. Army Civilian Acquired Skills Program enlistment control**

CASP applicants must be projected or assigned to an MTOE/TDA unit vacancy or projected unit vacancy IAW 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.

### **As pertains to 7-14. Annual training**

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

### **As pertains to 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.

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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.

### As pertains to 7-16. Processing procedures

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

(1) RRNCO will review and verify qualifications before sending the applicant to the MEPS GC. RRNCOs will forward all applications that require TAG approval 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 documented 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, fulfilling the remaining statutory obligation period, but not less than one year in a drilling status.

(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 for at least one year in a drilling status (2)(b) and (2)(c) above apply.

(4) All personal documents used to verify applicant's qualification will be reproduced, then 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 IAW USMEPCOM Regulation 601-19.

### As pertains to 7-17. Record entries

For ARNG 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).

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- 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.”

**Table 7-1 Skills and Criteria to Qualify for CASP**

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

**Titled: ArmyBandperson** 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

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.

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**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: 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.

**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, IADT 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 be required to attend Army BCT. (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 BCT. (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>

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**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 ARNG 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 ARNG, 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 ARNG. 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>
<p><b><u>Line: 7</u></b> 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.</p>

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(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.

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 ARNG 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.)

(2) Enter for ARNG 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 ARNG 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 ARNG Bands option for CASP MOS (specify) with appointment to pay grade (specify)

## **Chapter 8**

### **Actions Required After Enlistment**

Chapter 8, AR 601-210 requires no ARNG specific clarification.

## Chapter 9 Enlistment Programs/Options

Following paragraphs are aligned with the guidance prescribed in AR 601-210 to address ARNG specific issues.

### As pertains to 9-10. Enlistment Program 9D, U.S. Army Officer/Warrant Officer Enlistment Program

The Officer Candidate School (OCS) Enlistment option 09S should be used to entice NPS/PS applicants to the ARNG who wish to become a Commissioned Officer. GNPS applicants who were previously disenrolled from the OCS program and subsequently discharged from the ARNG are not eligible for this option upon enlistment. The intent of the OCS enlistment option is to attract applicants to the ARNG 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-HRM-EDU Incentive policy for 09S OCS enlistment option.

- a. Eligibility (NPS/PS). 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.
  - (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-waivable.
  - (4) Meet the eligibility criteria for federal recognition in NGR 600-100.
  - (5) Qualify for 09S 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 their 35th birthday prior to enlistment. Be able to complete the Accelerated OCS course and commissioning requirements prior to reaching age 42. Prior service personnel are eligible to enlist after age 35, if otherwise eligible based on prior Active or Reserve service computation and be eligible for non-regular retirement by age 60.
  - (2) Have at least 90 semester hours from an accredited college or university prior to enlistment. Candidates who do not possess a baccalaureate degree must submit an approved degree completion plan prior to enlistment. Applicants will be counseled that completion of an accredited baccalaureate degree is required for promotion to the rank of Captain.
  - (3) Must be formally counseled that they understand that they will be attending Accelerated OCS.
  - (4) Meet the additional and specific guidance published by ARNG-HRH.
- c. Additional requirements for **Federal OCS**:
  - (1) Be at least 18 and not have reached their 33rd birthday prior to enlistment they must complete the Federal OCS course and commission prior to age 34.
  - (2) Obtained a reservation through REQUEST by their 33rd birthday.
  - (3) Possess a Baccalaureate Degree.
  - (4) Conduct, Administrative and Medical waivers for Federal OCS will be considered only on a case-by-case basis for exceptional reasons.
  - (5) Must be formally counseled that they understand they will be attending Federal OCS.
  - (6) Must meet the requirements as outlined in annual guidance published by HRC (MILPER MESSAGE).
  - (7) Soldier must possess final secret clearance prior to attending Federal OCS.
  - (8) Soldiers will not be scheduled for Army BCT until 90 days after enlistment.
  - (9) All applicants will attend and be recommended by an in-person board conducted by the Recruiting and Retention Battalion. A panel of three Commissioned Officers will conduct the structured interview. Board President must hold the grade of O-4 or above, while the remaining board members hold the grade of O-3 or above. Interviewers will ask as many question as possible from the DA Form 6285

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(Interview Plan #2), but are not limited to the questions on the form.

d. Additional requirements for **State OCS**:

(1) Be at least 18 and not have reached your 35th birthday prior to enlistment and be able to complete the State OCS course and commissioning requirements prior to reaching age 42. Prior service personnel are eligible to enlist after age 35, if otherwise eligible based on prior Active or Reserve service computation and be eligible for non-regular retirement by age 60.

(2) Effective 1 October 2011, have at least 90 semester hours from an accredited college or university prior to OCS enrollment or enlistment. 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.

(4) Meet the additional and specific guidance published by ARNG-HRH.

e. Personnel management of OCS applicants.

(1) MEPS GCs will make reservations in REQUEST using MOS 09S1. OCS applicants may be trained at any basic training installation.

(2) 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.

(3) Upon successful completion of basic training, the following administrative actions apply:

(a) Advanced to pay grade E4.

(b) Issued and authorized to wear the "OCS" insignia. (see AR 670-1)

(c) 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.

(d) Change training pay category (TPC) in SIDPERS to "A" and training status to "I".

(4) Soldiers who enter the State or Accelerated OCS program will be advanced to SSG on the first day of phase 1 and are authorized to wear the OCS insignia. Upon graduation from OCS, orders will be published for BOLC.

(5) Soldiers who enter the Federal OCS program will be advanced to SGT, and awarded SRC 00T as their PMOS.

(6) Those OCS members who voluntarily withdraw or are involuntarily removed from the program or fail to be commissioned 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. The member must be deployable within 24 months (time starts the moment the applicant is no longer in OCS) or be discharged. Immediately discharge applicants that refuse to attend IET. They will not be entitled to SRIP incentives; however, they may be eligible for Federal or State educational benefits.

(7) All PS applicants enlisting into OCS, regardless of component that have not completed an Army BCT, U.S. Marine Corps (USMC) BT, completed training for U.S. Navy Special Operations Forces, or U.S. Air Force Security Police during previous military service are required to attend Army BCT.

(8) The following statement must be entered in the remarks section of DD Form 1966 series: "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 advance individual training or discharged without board action or appeal."

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

f. Processing waivers for OCS applicants.

(1) Post enlistment waivers are not authorized under the OCS option for NPS applicants.

(2) All requests for prior conviction waivers of NPS applicants will be sent via WATS for the waiver approval, once the waiver is approved the state will upload the ARNG-HRR waiver along with other required documents into the E-Tracker system to send to ARNG-HRH-O prior to enlistment. All applicants must meet the criteria for both enlistment and Federal recognition. Applicants, who require civil conviction waiver IAW NGR 600-100, are not authorized to enlist until waiver is approved by, ARNG-HRH-O.

(3) Approval authorities are:

(a) 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.

(b) DARNG (ARNG-HRH-O) approves waivers for prior convictions all request to HRH-O require a TAG endorsement.

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g. The Warrant Officer Candidate School Enlistment option is used to allow Prior Service Non Commissioned officers, with the minimum DA WO MOS proponency 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. To be eligible for enlistment for the Technical Warrant Officer Enlistment option, PS applicants must:

- (1) Must have served in any Active or Reserve Component of the U.S. Armed Forces, including ARNG and ANG with no more than a 12-month break in service from last separation.
- (2) Meet the enlistment eligibility standards of AR 601-210.
- (3) Be a U.S. Citizen.
- (4) Armed Forces Qualification Test (AFQT) GT Score of 110.
- (5) Pass the three-event standard Army Physical Fitness Test (APFT).
- (6) Meet the physical standards for appointment per AR 40-501, Chapter 2.
- (7) Less than 44 years of age.
- (8) Able to attain security clearance required for qualification in WO MOS.
- (9) 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/>

- (10) Meet the minimum DA MOS proponent prerequisites as posted under Warrant Officer MOSs on <http://www.usarec.army.mil/hq/warrant/>.

- (11) Meet the mental, physical and conduct requirements in NGR 600-101.

(a) 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.

(b) 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". "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 (PDP). 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 submit a complete PDP within 365 days of ARNG accession, if I am ineligible/denied Warrant Officer Predetermination, fail to complete WOCS within 12 months of PDP selection, fail to complete WOBC within 24 months of appointment to WO1, or are ineligible/denied Federal Recognition, any of the following actions may be taken based on the needs of the Organization. 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 ARNG in my present grade, providing no Military Service Obligation (MSO) exists. Provided I have no remaining MSO, I may request discharge in the event I become ineligible for the WO program prior to the completion of WOCS.

- (5) Applicant was counseled concerning Prior Service RC Warrant Officer Enlistment Option 09W"

(a) All PS applicants enlisting into the ARNG under Chapter 4 of this criteria, regardless of component, who have not completed an Army BCT, U.S. Marine Corps (USMC) BT, completed training for U.S. Air Force or Navy Special Operations Forces or U.S. Air Force Security Police during previous military service are required to attend Army BCT.

h. Processing waivers for WOCS applicants.

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

i. High School to Flight School. As part of the 09W, program non-prior service applicants can be enlisted under this program for "FLIGHT SCHOOL" only. This is the ARNG version of the Active Army's "High School to Flight School" program.

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- (1) The Soldier must be a high school graduate.
- (2) Must meet all prerequisites for appointment to Warrant Officer (NGR 600-101) and for flight school.
- (3) They will enlist as a 09W and be scheduled for BCT, WOCS and flight school. Split training is not authorized.
- (4) The recruit must be enlisted based on a valid or preserved aviation vacancy or excess within the 125% over strength as authorized by NGB PPOM.
- (5) Recruiters must obtain endorsement from the state CCWO (Command Chief Warrant Officer) and SAO (State Aviation Officer) prior to enlistment.
- (6) Program availability is limited by allocated aviation training seats (IERW) to the applicable state/territory as well as training funds allocated by ARNG-HRR. Training path and funding must be coordinated prior to enlistment with ARNG-AVO and ARNG-HRR.
- (7) If the Soldier does not complete flight school they may come back to the ARNG attend AIT and be retained as an enlisted member or separate them from the ARNG for failure to complete initial training.

### **As pertains to 9-14. Enlistment Program 9H, U.S. Army Reserve Officers' Training Corps/Simultaneous Membership Program**

a. The Reserve Officers 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.

b. Eligibility (NPS/PS).

(1) The SMP is available to ARNG applicants who meet basic eligibility standards of paragraph 9-14 of AR 601-210 and who:

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

(b) 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 ARNG. Once enlisted in the ARNG, the Soldier is a potential SMP participant until enrolled in Advanced ROTC.

(c) Are of good conduct character as evidenced by record in home community.

(d) Are a citizen of the United States.

(e) 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. The Professor of Military Science (PMS) may consider waivers for applicants through age 32 at the projected time of commissioning.

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

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

(h) 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.

(i) 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.

(j) Must have AFQT of 31 or higher.

(2) 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).

(3) Applicants that have not completed an ROTC contract must obtain a completed Professor of Military Science (PMS) Certification, which shows that the applicant will be enrolled in the ROTC Advanced Course.

(4) Complete the NGB Form 594-1 (Army National Guard Simultaneous Membership Program Agreement).

c. Personnel management.

(1) Reporting code 09R20 will be assigned when all provisions for acceptance into the SMP are fulfilled.

(2) SMP participants will be assigned as an officer trainee in a unit based on current or projected commissioned officer vacancies.

(3) A potential SMP not contracted with ROTC will have unit vacancy assignment of 09R1.

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Subsequently, they will be processed as a 09R1, which signifies they need to attend BCT. REQUEST will recognize the 09R1 and allocate a BCT slot during the reservation process. If an applicant is currently contracted with ROTC and is a non-scholarship cadet, they will be placed into a 09R20 vacancy. Although processed as a 09R1, REQUEST will not generate BCT for a 09R2 vacancy.

(4) SMP members who withdraw from the program or fail to commission 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. The member must be deployable within 24 months (time starts the moment the applicant is no longer in the SMP) or be discharged. Immediately discharge applicants that refuse to attend IET.

(5) Advance contracted SMP's to the grade of SGT with title of Cadet.

(6) Upon completion of BCT or ROTC Basic Camp SMP's will be coded with a training status of "C" in SIDPERS.

(7) Under the SMP Enlistment option, applicants who require civil conviction waiver IAW NGR 600-100 are not authorized to enlist until waiver is approved by, ARNG-HRH-O.

d. Waivers.

(1) 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.

(2) Waiver authority: HQDA (DAPC-OPP-P).

### Section IV

Army National Guard Enlistment Programs and Options

#### **9-21. ~~Try One in the Guard Enlistment option~~**

**CURRENTLY SUSPENDED** by (ARNG-HRR) Message 09-105, effective 1 April 2009.

#### **9-23. ~~Army National Guard College First (CF) Enlistment option~~**

**CURRENTLY SUSPENDED** by (ARNG-HRR) Message 09-106, effective 25 March 2009.

#### **9-24. ~~Active First Program (AFP) Enlistment option~~**

**CURRENTLY SUSPENDED** by (ARNG-HRR) Message 11-086, effective 13 September 2011.

#### **9-25. Foreign Language Recruiting Initiative (FLRI)**

The FLRI has been implemented nationwide to cover all ARNG Recruiting and Retention Commands. In order to fully maximize the FLRI and its utility to the ARNG, it will be open to anyone for whom English is a second language.

a. Previous FLRI qualifications have changed. The Spanish Wonderlic Personnel Test (SWPT) has been removed from FLRI qualifications and has been replaced with the Assembling Objects (AO) subtest score. Individuals must score a minimum of 54 on the subtest. The AO is already tested during normal Computerized Adaptive Test (CAT) Armed Services Vocational Aptitude Battery (ASVAB) and requires no additional special tests. If the individual took the SASVAB (School ASVAB Version), they must retest at the MEPS utilizing the CAT ASVAB.

b. All FLRI enlistments are only authorized in the first two quarters of the fiscal year. This is to allow enough time for the FLRI candidate to complete English language training and retest on the Armed Forces Classification Test (AFCT), to minimize the impact of CAT IV enlistments within a fiscal year on other programs. The number and percentage of CAT IV enlistments is derived from the total

number of Non-Prior Service (NPS) enlistments at the end of the fiscal year. The Army National Guard will not exceed the 4% cap on CAT IV enlistments for all ARNG programs.

c. The FLRI falls under Program 9A, MOS 09C1L00YY (Language Trainee). This program is available to ARNG enlistees. Individuals enlisting in the FLRI program will be assigned to the State JFHQ in an excess position until completion of English as a Second Language (ESL) training, retesting, and renegotiation of MOS and unit. The following criteria must be met prior to enlistment:

(1) Basic eligibility requirements IAW AR 601-210 Chapter 2, with the following additional criteria:

(a) Be a high school diploma graduate.

(b) Be a non-prior service applicant.

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(c) Attain an Armed Forces Qualification Test (AFQT) score of 21-30 on the ASVAB with a qualifying line score of 54 in the AO subtest. Applicants with a 31 AFQT or higher will be enlisted for any program they qualify for, to include those applicants required to attend ESL training

(2) FLRI applicants must be tested at the Military Entrance processing Station (MEPS) only. Mobile Examination Test (Met) Sites are not set up to administer the CAT ASVAB.

(3) Take the English Comprehension Language Test (ECLT) or American Language Course Placement Test (ALCPT) at the MEPS and score between 40 and 74.

d. The MEPS Guidance Counselor (GC) must inform FLRI applicants of the following information:

(1) Soldier will not initially be guaranteed training in any specific MOS/CMF.

(2) Soldier will not initially be guaranteed an assignment to any specific station, unit, command, or area.

ARNG Soldiers will be required to attend the ESL Program at one of two locations (Fort Allen, PR or Lackland AFB, TX) for up to 30 weeks based on current ECLT Score.

(a) Applicants living in Puerto Rico will in process and attend ESL at Fort Allen, PR (only PR applicants enlisting as 09E). The GC will ensure that all PRARNG applicants accessing under the FLRI option reflects Reception Battalion of Fort Allen, PR.

(b) All other State or Territory applicants with a primary language of Spanish or any other primary language will access as MOS 09C1L00YY and in process Reception Battalion at Fort Sill, OK prior to attending ESL at Lackland AFB, TX. The GC will ensure that all FLRI applicants accessing under the FLRI option reflects Reception Battalion at Fort Sill, OK

e. Soldier will be administered the ECLT or the ALCPT upon completion of ESL Program. Soldiers scoring 75 or greater, will be required to take the Armed Forces Classification Test (AFCT). If the Soldier fails to attain the required score of 75 or better on the ECLT, the individual will be separated from the Army National Guard as an entry-level separation, regardless of AFQT and aptitude area scores. Telephonic waivers to this rule will be reviewed on a case-by-case basis by (ARNG-HRR) Recruiting Operations Branch (ROB) for Soldiers scoring between 70-74.

f. The resulting scores from the AFCT test will become the scores of record from which qualifications for training and enlistment programs will be determined. If an AFCT of at least 21 is not obtained with at least one qualifying aptitude area score, the Soldier will be assigned an MOS, and enlistment program based on their initial ASVAB scores.

g. If neither the AFCT test nor the initial ASVAB scores qualify the Soldier for a MOS and enlistment program, the Soldier will be separated from the Army National Guard.

h. Renegotiations will be sent through the respective State Initial Entry Training Manager to (ARNG- HRR, ROB) for consideration.

i. Applicants who test positive on a drug or alcohol screening test are not authorized to process for the FLRI program.

j. Soldiers discharged from the FLRI program will be required to meet all enlistment standards outlined in AR 601-210 prior to applying for re-enlistment into the ARNG. They will enlist as a Glossary Non-Prior Service and will not be authorized to re-enter the FLRI program.

### **Chapter 10**

#### **Selected Reserve Incentive Program**

Chapter 10, AR 601-210 requires no ARNG specific clarification

### **Appendix A References**

#### **Section I**

##### **Required Publications**

None

#### **Section II**

##### **Related Publications**

### **Department of Defense Publications**

**DODI 1312.1-I**

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Occupational Conversion Index

### **Army Publications**

#### **AR 40-501**

Standards of Medical Fitness

#### **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 and Reserve Components Enlistment Program

#### **AR 635-5-1 –**

Separation Program Designator (SPD) Codes - (Available ONLY from Army Knowledge Online (AKO))

#### **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 –**

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Enlisted Personnel Management

**NGR 614-1** –

Inactive Army National Guard

### **Section III Prescribed 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 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

### **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

#### **Other Forms**

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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

### Appendix B

#### Prescribed NGB Forms and Directions

##### **B-1. NGB Form 21 - Annex A - DD Form 4, Enlistment/Reenlistment Agreement (ARNG)**

**As referenced in paragraph:** P-5a.

**Intended use:** Will be used as the official record/documentation that the enlistee was duly counseled and advised as to all aspects of their enlistment in the Army National Guard as documented on this form.

**Source of supply:** This form is available only in an electronic format and can be found in the Army National Guard Publications and Forms Library at <http://www.ngbpd.c.ngb.army.mil/forms/ngbf21.htm>.

#### **Preparation Instructions:**

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###### **SECTION III - EXPLANATION TO APPLICANT:** (Required authentication)

The enlistee will, upon execution of the DD Form 4 series and in the presence of the ARNG MEPS GC or State representative, do the following:

- Read Section III of NGB Form 21.
- If necessary, raise questions concerning any issue on the NGB Form 21 to the ARNG MEPS GC or State representative.
- Personally initial each paragraph, which is particular to their enlistment, in the space provided on page 1 and the top of page 2 of NGB Form 21 using DD Form 4 series and DD Form 1966 series as source documents.

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**SECTION IV - STATEMENT OF ACKNOWLEDGMENT AND UNDERSTANDING:** (All items in this block are required and self-explanatory) The applicant will sign and date the form using black or blue-black ink in the presence of the ARNG MEPS GC or State representative.

**SECTION V - CERTIFICATION BY OFFICERS OR GUIDANCE COUNSELORS:** (All items in this block are required and self-explanatory) The ARNG MEPS GC or State representative will sign and date the form using black or blue-black ink in the presence of the applicant.

##### **B-2. NGB Form 22-3 - Request for Waiver (ARNG)**

**As referenced in paragraph:** 4-2b (8).

**Intended use:** Will be used to request from (ARNG) all waivers and exceptions to policy as described in paragraph 4-3 regarding enlistment in the ARNG. TAG, or their designated representative, will determine use of NGB Form 22-3 within the State and will authenticate the form for all requests for waivers submitted through WATS to ARNG-HRR.

**Source of supply:** This form is available only in an electronic format and can be found in the Army National Guard Publications and Forms Library at [http://www.ngbpd.c.ngb.army.mil/forms/ngbf22\\_3.htm](http://www.ngbpd.c.ngb.army.mil/forms/ngbf22_3.htm).

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**TO:** (Required entry)

Enter the approval authority for the disqualifying condition, which is making the waiver request and their mailing address.

**FROM:** (Required entry)

- Enter the unit of assignment, address, and UIC, or
- State TAG and mailing address.

**DATE:** (Required entry)

- Enter the date which request was forwarded to the next higher headquarters.

**NAME (Last, First, Middle Initial):** (Required entry)

- Enter the name of the person for which the waiver is being submitted as described.

**MTOE/TDA PARA/LINE NO., MOS:** (Required entry)

- Enter appropriate MTOE/TDA paragraph and line number and the appropriate MOS for which the applicant is enlisting.

**DISQUALIFICATION(s):** (Required entry)

- Enter the type of waiver being requested (example: dependency, medical, lost time, etc.)

**Item #7: PARAGRAPH:** (Required entry)

- Enter the paragraph from the ARNG Accessions Waiver Criteria for the disqualifying condition requested to be waived.

**Item #8: AUTHORITY/REGULATION:** (Required entry)

- Enter: "ARNG Accessions Waiver Criteria - FY 14/15, First Edition"

**Item #9: RECOMMENDATION:** (Required entry)

- Enter the unit commander's recommendation for approval of the waiver.
- The recommendation must include an appraisal of the applicant's potential value to the service and expected value to the unit.

**SECTION I - PRIOR SERVICE DATA:** (as appropriate; however, if this section is used - then all item entries are required to be completed)

- If applicant is Prior Service (PS) - then complete this section for waivers stemming from PS issues.
- If applicant is Non-Prior Service (NPS) - then enter in the DATE block: "NPS - N/A".

**Item a. LAST RELEASE OR DISCHARGE:**

- Select either: HONORABLE or OTHER.
- If OTHER is selected: specify the specific type of discharge.

**Item b. DATE:**

- For PS: enter the date of discharge from discharge document, or
- For NPS: enter "NPS - N/A"

**Item c. RE CODE:**

- Enter the reenlistment code from discharge document.

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**Item d. SPD:**

- Enter the appropriate Separation Program Designator (SPD).

**Item e. Authority:**

- Enter the authority that the Soldier was separated from on their last release or discharge

**Item f. PAY GRADE/SERVICE NUMBER:**

- Enter the information as listed on the discharge document.
- NOTE: If Service Number is the applicant's Social Security Number - DO NOT record it on this form.

**Item g. SERVICE/COMPONENT:**

- If prior service was with the U.S. Army: select one: USA-Active Duty, USAR, or ARNG.
- If prior service was in another service (to include the reserve components of those services): then enter USN, USAF, USMC, or USCG as appropriate.

**Item h. DATE OF ENTRY:**

- Enter the prior service entry date from discharge document.

**Item i. DATE OF DISCHARGE:**

- Enter the prior service discharge date (or transfer) from discharge document.

**SECTION II - CHARACTER OF SERVICE:** (If the applicant is PS - then this is a required entry)

**Item a. ARTICLE 15 AND/OR COURT MARTIAL DURING ALL PERIODS OF PRIOR SERVICE:** (If Section I above has been used - then Section II must also be completed).

- If no such incidents have occurred - then enter "None" in the DATE block, or
- If applicant has such a history during any or all during all periods of PS - then provide all information requested.

**DATE:**

- Self-explanatory
- If applicant has no incidents - enter "None"

**TYPE:**

- Enter as appropriate: "Article 15", and/or Courts-Martial (example: "CM - summary" or "CM - special", etc.)

**OFFENCE:**

- Enter a concise summary of offense (example: AWOL, adultery, etc.)

**DISPOSITION:**

- Enter a concise summary of the punishment imposed (example: 30 days confinement).

**Item b. TIME LOST DURING LAST PERIOD OF SERVICE:** (Required entry - if applicable)

- Enter "None" in the NUMBER OF DAYS block (if no such incidents have occurred), or
- If applicant has lost time during the last period of PS - then complete all columns in this category.

**NUMBER OF DAYS:**

- If no lost time has been incurred - then enter "None", or

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- If applicant has incurred lost time during the last period of service - enter the number of lost days as annotated on the separation document.

**INCLUSIVE DATES:**

- Enter the inclusive dates of the unauthorized absence (example: 17-28 Oct 05)

**REASON:**

- Enter a concise summary of the lost time (example: AWOL)

**Item c. PROMOTION AND REDUCTION DURING LAST PERIOD OF SERVICE:**

- Enter "None" in the DATE block (if no promotions have occurred in the last period of service), or
- If applicant has received promotion(s) - then provide requested data.

**DATE:**

- If no lost time has been incurred - then enter "None", or
- If promoted during the last period of service - enter the effective date of promotion.

**AUTHORITY:**

- Enter name of the order issuing headquarters, the order number, paragraph, and date of order.

**REASON:**

- Enter a concise reason.

**GRADES:**

- Enter all promotions in the last period of service. (Example: E-5 to E-4.)

**REQUESTING OFFICER:** (Required entry)

- Enter the typed name and grade of unit commander, or
- Enter the typed name and grade of personnel officer.

**SIGNATURE AND DATE:** (Required entry)

- Self-explanatory

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**ACCOMPANYING DOCUMENTS:** (Required entry)

- Select all that apply and verify that they are in fact attached.
- For Item 10. Other: Specify all additional attached documents.

**CONTINUATION FROM PREVIOUS LINES:** (Use as required)

- Identify the item/block being continued - then complete requirement in this block.
- If more space is required - then continue on plain white paper - number additional pages sequentially starting with "3".

**B-3. NGB Form 594 - Annex to DD Form 4 ARNG Civilian Acquired Skills Program Agreement**

**As referenced in paragraphs:** 5-63b (4), 7-16a (5), 7-16d, Table 7-1: MOS 35M, MOS 35P1L, and Table 7-3, Line 8.

**Intended use:** To be used as the official memorandum of understanding stating which enlistment option and pay

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grade an enlistee is entitled to obtain when enlisting into the Army National Guard under the Civilian Acquired Skills Program (CASP) and the subsequent acknowledgement of additional agreements by such an enlistee.

**Source of supply:** This form is available only in an electronic format and can be found in the Army National Guard Publications and Forms Library at <http://www.ngbpd.c.ngb.army.mil/forms/ngbf594.htm>.

**Preparation Instructions: Page**

**1 of 1**

**HEADING - ANNEX** (Required entry)

- Enter the appropriate alphabetical designation (NOTE: NGB Form 21 will always be ANNEX A).

**IN THE TO BE COMPLETED BY THE SERVICE ACCEPTANCE OFFICIAL BLOCK**

**Item 1:** (Required entry)

- Select the appropriate option, complete the MOS, and pay grade entries.

**IN AUTHENTICATION BLOCK:** (All items are required entries)

- Complete all blocks - self-explanatory.

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

**As referenced in paragraph:** 9-14b (4).

**Intended use:** To be used as the official memorandum of understanding - outlining the requirements for either modifying a previous enlistment agreement or for directly enlisting into the Army National Guard Simultaneous Membership Program (SMP) and attending the commissioning program as embodied in the Advanced Reserve Officers Training Program (ROTC).

**Source of supply:** This form is available only in an electronic format and can be found in the Army National Guard Publications and Forms Library at [http://www.ngbpd.c.ngb.army.mil/forms/ngbf594\\_1.htm](http://www.ngbpd.c.ngb.army.mil/forms/ngbf594_1.htm).

**Preparation Instructions:**

**Page 1 of 2**

**HEADING - ANNEX** (Required entry)

- Enter the appropriate alphabetical designation (NOTE: NGB Form 21 will always be ANNEX A).

**IN SECTION A - AGREEMENTS ITEM 1 a:** (Required entry)

- Must select either "am" or "am not".

**Page 2 of 2**

**IN CONFIRMATION OF SMP AGREEMENT BLOCK - ITEM 6:** (Required entry)

- Complete as necessary.

**IN AUTHENTICATION BLOCK:** (All items by Applicant, ROTC Program, ARNG Unit Commander and State OSM are required entries before the action is authorized)

- Complete all blocks - self-explanatory.

**IN REMARKS BLOCK:** (Use as appropriate)

- Complete as necessary.

**B-5. NGB Form 594-4 - Annex to DD Form 4 ARNG Split Training Option**

**As referenced in paragraph:** 5-63b (4).

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**Intended use:** To be used as the official memorandum of understanding - outlining the requirements for enlisting in the Army National Guard under the Split Training Option.

**Source of supply:** This form is available only in an electronic format and can be found in the Army National Guard Publications and Forms Library at [http://www.ngbpdc.ngb.army.mil/forms/ngbf594\\_4.htm](http://www.ngbpdc.ngb.army.mil/forms/ngbf594_4.htm).

### **Preparation Instructions: Page 1**

**of 1**

**HEADING - ANNEX** (Required entry)

- Enter the appropriate alphabetical designation (NOTE: NGB Form 21 will always be ANNEX A).

**IN AUTHENTICATION BLOCK:** (All items are required entries)

- Complete all blocks - self-explanatory.

## **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**

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American Language Comprehension Placement Test

**AMOS**

Additional Military Occupational Specialty

**ANG**

Air National Guard

**APFT**

Army Physical Fitness Test

**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+

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

**CHEA**

Council for Higher Education Accreditation

**CIHSJR**

Currently in High School Junior

**CMF**

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Career Management Field

**CNGB**

Chief, National Guard Bureau

**COPA**

Commission on Post-secondary Accreditation

**CORPA**

Commission on Recognition of Post-Secondary Accreditation Education Council

**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

**ETS**

Expiration of Term of Service

**FTA**

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Federal Tuition Assistance

**FTNGD**

Full-Time National Guard Duty

**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

**IAW**

In Accordance With

**IDT**

Inactive Duty Training

**IET**

Initial Entry Training

**IMA**

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Individual Mobilization Augmentee

**ING**

Inactive Army National Guard

**iPERMS**

Interactive Personnel Record Management System

**IRR**

Individual Ready Reserve

**JPAS**

Joint Personnel Adjudication System

**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**

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New England Association

**NGB**

National Guard Bureau

**NGR**

National Guard Regulation

**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

**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**

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Recruiting Operation Branch

**ROC**

REQUEST Operations Center

**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**

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Table of Distribution and Allowances

### **TPU**

Troop Program Unit

### **USAR**

United States Army Reserve

### **USAREC**

United States Army Recruiting Command

### **USC**

United States Code

### **WASC**

Western Association of Schools and Colleges

### **WATS**

Waiver Action Tracking System

### **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:

- a. Officers and Enlisted Soldiers of the United States Army serving on active duty in the end strength of the Army.
- b. 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 or 32 USC and are not accessed to the strength of the United States Army.
- c. Officers and enlisted Soldiers of the Army National Guard of the United States pursuant to call by the President of the United States.
- d. 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).

- a. The initial period of training required by 10 USC, 511 and 671 for enlisted members of the ARNG.
- b. Training conducted outside the boundaries of the Continental United States while serving as a member of the Army National Guard of the United States.
- c. 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.
- d. Special tours of ADT authorized and conducted under the auspices of Title 32 USC. For example: A

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three-year AGR tour performed within a specific State.

**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.

**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. A land force.
- b. Trained, and has its officers appointed, under the sixteenth clause of section 8, article I, of the Constitution;
- c. Organized, armed, and equipped wholly or partly at Federal expense, and
- d. 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:

- a. Federally recognized units and organizations of the Army National Guard.
- b. 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.

**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 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).

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

- a. Minority (under age).
- b. Erroneous enlistment or extension.
- c. Fraudulent entry.
- d. Unfulfilled enlistment – Soldier was qualified for enlistment and option, but the Army cannot fulfill. This

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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.

**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)**

a. An ascending series of alphanumeric 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.

b. Female Soldiers will not be assigned to P-I positions identified on MTOE. Codes O, W, and E on MTOE identify positions for males only.

c. 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)**

a. High school diploma or 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.

b. 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.

c. An individual who has attended an accredited post-secondary institution and has completed 15 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)**

a. 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.

b. 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.

c. 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.

d. 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.

e. Secondary school diploma or certificate typically awarded by a parent or guardian certifying that an

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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, 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:

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

**Erroneous Enlistment 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).

**eTracker** - A web-based product designed for the creation and tracking of military personnel cases that are submitted from the 54 State Military Personnel Offices to the National Guard Bureau. It electronically streamlines a historically manual process of analysis, approval, and archiving.

**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.

**Glossary Non-prior Service (GNPS)** – Persons who were previously separated from any US Armed Force, to include reserve components, are classified as GNPS if they have served on active duty for less than 180 days and have not previously been awarded an MOS. Applicants who are MOS qualified regardless of time on active duty are considered prior service.

**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:

- a. Violates law, regulation, directive, or policy.
- b. Occurs during the processing of a prospect or applicant for enlistment.
- c. 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 (1ET), ADT, AGR, TTAD, EAD, and AD.

The term includes the following whether performed with or without pay.

- a. Regularly scheduled unit-training assemblies.

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- b. Additional training assemblies.
- c. Multiple unit training assemblies.
- d. Attendance at Army Reserve schools.
- e. 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 (BOLC), and the warrant officer basic course (WOBC).

**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 (BOLAC), and the warrant officer basic course (WOBC).

**Interstate Transfer Program** – ARNG 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 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. A person who becomes a member of an armed force will 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) and eight years if the obligation was incurred on or after 1 June 1984 (Public Law 98-94), unless sooner discharged because of personal hardship, or involuntarily, 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.

b. Each person covered in *a* above who is not a Reserve, and who is qualified, will upon release from active

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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:

- a. Has never been a member of the Armed Forces.
- b. Had an enlistment voided.
- c. Attended a Service academy but had no follow-on active service.
- d. 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, enlistment NCO, strength maintenance NCO, retention NCO, and any other personnel that process individuals for enlistment, 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:

- a. Has had a break in ARNGUS service.
- b. Has been discharged from one State to join the ARNGUS of another State (regardless of break in service).
- c. Is joining the ARNGUS from the ANG.
- d. 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. These codes may also be referred to as "Reentry Codes."

**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.

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**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)** – An 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:

- a. 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.
- b. ARNGUS and Army Reserve Selected Reserve units and individuals that comprise of all ARNGUS Units, TPU's, IMAs, and full-time AD support personnel.
- c. Members assigned to Army Reserve TPU's or Army Reserve - Control Group (IMA).

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

- a. Release from active duty.
- b. Discharge.
- c. Retirement.
- d. Dropped from the rolls.
- e. Release from military control of personnel without a military status.
- f. 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:

- a. Unmarried, divorced, or legally separated.
- b. Widowers/widows.
- c. Deserted by their spouse; (for a period established by state law).
- d. Married to a spouse who is incarcerated.

**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:

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

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**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.

**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) –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.

***Accession Options Criteria***  
***Annex A:***  
***Waivers and Suitability Processing Guide***



**FY-16-17, Second Edition, 1 April 2016**

***Accession Options Criteria***  
***Annex A - Waivers & Suitability Processing***

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## **PREFACE**

### **P-1. Purpose**

This annex establishes policies for processing waivers and suitability reviews. Waivers for enlistment require that a meritorious case exists to warrant an exception to the standards established in AR 601-210. The Army National Guard (ARNG) will adhere to requirements as contained in AR 601-210, paragraph 4-22 (Nonwaivable medical, conduct, and administrative disqualification) and 4-23 (Nonwaivable disqualifying separations or discharges), except in cases where ARNG policy is more constraining.

*a.* Conduct waiver processing procedures are aimed at identifying and screening applicants who could present disciplinary problems. Major Misconduct or Misconduct offenses pose serious questions as to an applicant's fitness for service, as do an excessive number of Minor Traffic and Non-Traffic offenses. Such applicants are likely to become serious disciplinary problems and could divert resources from the performance of military missions. All commanders are charged with the responsibility of recommending or approving waivers only for applicants who, to the satisfaction of the commander concerned, have been rehabilitated; are good risks from a conduct standpoint; and possess a documented, meritorious waiver request.

*b.* Administrative waivers for prior service (PS) and non-prior service (NPS) applicants that have administrative disqualifications (e.g.: re-entry eligibility (RE) code, dependency, etc.) under AR 601-210 are considered as an exception for persons not qualified for enlistment but seem to have significant potential for productive service.

*c.* Medical waivers are granted when a defect is considered disqualifying under the standards established in AR 40-501. The objective is to procure and retain personnel who are physically fit and emotionally adapted to the conditions of military lifestyle.

*d.* Waivers approved by other branches of service (Air Force, Navy, Marine Corps, and Coast Guard) are not authorized.

*f.* This annex is valid for one year or until rescinded.

### **P-2. Responsibilities**

The Army National Guard Strength Maintenance Division (ARNG-HRR) is responsible for processing waivers for exceptionally meritorious individuals for those disqualifications listed in AR 601-210, chapter 4, which designates the Director, Army National Guard (DARNG) as the approval authority. The individual states or territories are responsible for processing waivers for exceptionally meritorious individuals for those disqualifications listed in AR 601-210, chapter 4, which designates the State/Territory Adjutants General (TAG), as the approval authority. Any questions pertaining to waivers which include regulatory clarification and exceptions to process waivers will be addressed only to ARNG-HRR-O, Waivers Section. Further coordination with Department of the Army or other staff elements will be accomplished by the Waivers Section. The TAGs will designate waivers personnel, in writing, within their respective headquarters to review and process waivers

### **P-3. Exceptions to policy**

*a.* Recruiting personnel and waiver authorities must understand that exceptions to policy are only granted to applicants whose cases are sufficiently meritorious. Requests for exceptions to policy must provide substantial background information and significant accomplishments to justify the applicant's enlistment into the ARNG.

*b.* All exceptions must be submitted through the appropriate chain of command to TAG and submitted through the eTRACKER-HRH to ARNG-HRH for conduct and administrative exceptions or through Medical Action Tracking System (MATS) system to ARNG-ARS for medical waivers. IAW AR 601-210 4-35, exceptions to policy are granted on a case-by-case basis.

*c.* A comment will be recorded in the remarks section of the DD Form 1966 series for applicants granted an exception to policy for the purpose of enlistment.

### **P-4. Equivalent position titles within the ARNG**

The ARNG Recruiting Battalion has no waiver authority. The following matrix translates the hierarchy of position descriptions as used in AR 601-210 to an equivalent title used by the ARNG. The ARNG RRB-CDR/XO/CSM are not equivalent to the USAREC Recruiting Battalion Leadership team in regards to waiver authority. TAG is the equivalent where a Battalion waiver is listed in AR 601-210.

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AC/USAR/USAREC Position Title	Equivalent ARNG Position Title
Recruiting Battalion Commander	TAG
CG, USAREC	DARNG (ARNG-HRH/ARNG-HRR)
USAREC Policy Branch	ARNG-HRH
USAREC Education Division	ARNG-HRM
USAREC Brigade Judge Advocate	ARNG/State JAG

## Chapter 1

### General

#### 1-1. General Rules

*a.* Prior to submission of a waiver the applicant's packet must be completed (all sections marked as complete in Recruiter Zone (RZ)), passing SF-86 Validation, and all source documents and documents necessary to process the waiver type must be scanned into Electronic Records Management (ERM).

*b.* For multiple level waivers, all state level waivers will be processed and have a final disposition (approved/disapproved) prior to NGB level waivers being submitted to determine enlistment eligibility.

*c.* All waivers must be processed electronically using the ARISS system at the State and NGB. All Waivers analysts/State Operations will utilize this system for all waivers. Any administrative or conduct waivers performed outside of ARISS will be invalid and cannot be used for enlistment.

*d.* The Medical Action Tracking System (MATS) is used to facilitate the medical accession waiver process for the ARNG. All medical waivers performed will be entered into and approved using MATS.

#### 1-2. Approving authority

*a.* Enlistment waiver authorities are established at two levels: Director, Army National Guard (DARNG) and the individual TAGs. The DARNG further delegates waiver authority for selected conduct and administrative disqualifications to TAGs of the individual States and territories. TAG may further delegate waiver authority, but no lower than the rank or position of Military Personnel Officer (MILPO).

*b.* NGB waiver authority has been delegated from DARNG to the Guard Strength Maintenance Division (ARNG-HRR).

*c.* Waivers of multiple disqualifications involving approval by separate levels of authority will be approved by the highest approval authority. For dual waivers requiring a conduct and medical waiver, the conduct waiver must be approved before submission of medical waiver.

#### 1-3. Disapproving authority

Recruiters do not have the authority to disapprove a waiver request or refuse to forward to the approval authority.

*a.* Commanders below the approval authority can disapprove, but not approve, conduct and administrative waivers for applicants not meeting the prescribed standards. This can be delegated to the RRNCOIC. RRNCOIC disapprovals will be accomplished using the Army Recruiting Information Support System (ARISS) Leader Zone (LZ) application. When the RRNCOIC reviews the waiver request in LZ, they have the option to recommend approval and forward the workflow, or disapprove the request which will stop the workflow at their level. Justification of the disapproval will be annotated in the ARISS Remarks section of the workflow in LZ.

*b.* Approval authorities are required to review the waiver request and all documentation on an individual basis and determine if it is meritorious prior to approving, disapproving, or forwarding recommendations to higher headquarters. When a waiver is disapproved below DARNG level do not forward to the approval authority. If a waiver is disapproved (conduct and administrative) the waiver cannot be resubmitted for six-months from the date of disapproval or when additional documentation has been submitted. Disapproved medical waivers cannot be resubmitted unless a change in medical status occurs. No member of a recruiting battalion has the authority to preclude an applicant who is otherwise qualified for enlistment in accordance with AR 601-210 and current NGB policy from requesting a waiver.

#### 1-4. Validity period

Unless otherwise stated on waiver cover sheet or document, administrative and conduct waivers are valid for six-months from approval date unless a change in status occurs. Applicants who acquire additional offenses or disqualifications after waiver approval must resubmit waiver for reconsideration before enlistment. Medical waivers are valid for the duration of the physical examination. Applicants who received a conduct waiver for enlistment into any component and were subsequently discharged prior to shipping must process a new waiver prior to enlisting.

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## Chapter 2

### Waiver Procedures

#### 2-1. Routing of waiver requests

*a.* Waiver requests (with the exception of medical waivers) will be initiated by the RRNCO in RZ and forwarded to the RRNCOIC. RRNCOIC will review waiver requests and make recommendations to the State recruiting operations for approval. This action will be accomplished in LZ. The State recruiting operations will review waiver requests and if recommending approval will send a workflow to ARNG-HRR. Waivers will not be forwarded to ARNG-HRR if a TAG disapproves the waiver.

*b.* If waiver approving authority is TAG, once a determination has been made by TAG, a workflow will be initiated and completed using ARISS to reflect the approval/disapproval.

*c.* Approval Memorandums must be scanned into ERM under Waiver Cover Letter.

#### 2-2. Conduct waiver procedures

*a.* Waiver requests received at recruiting battalions will be reviewed and analyzed by the military personnel technician (waivers analyst), assistant operations NCO, or the operations noncommissioned officer in charge. The waiver will be thoroughly reviewed for accuracy. They will also review the packet to ensure the applicant did not process with open charges. The waivers expert and operations NCO will validate the packet's completeness and forward it to the approving authority.

*b.* TAG or acting TAG (on orders) will interview all applicants requiring a serious criminal misconduct waiver. This requirement can be delegated to (but no lower than) the MILPO.

*c.* Applicants will submit a detailed description of all offenses (applicant statement). This account will be included as part of the documentation in the waiver packet.

*d.* Once a determination is made by TAG, the approval memorandum will be scanned into ERM under waiver cover letter. The operations NCO or waivers analyst will then approve or disapprove the workflow upon receipt. For waivers requiring approval from ARNG-HRR, the memorandum requesting waiver will be scanned into ERM under memorandum requesting waiver and forwarded to ARNG-HRR for final determination.

*e.* If an applicant declines or requests termination of a pending waiver action, each level will notify the next level in the chain of command by e-mail or telephone to permit final disposition of suspense files.

*f.* Under the 09S Enlistment option, applicants who require a conduct waiver per AR 601-210 4-6 or NGR 600-100 are not authorized to enlist until approved by ARNG-HRH-O. Approvals must be processed through ARNG-HRH-O via the eTRACKER-HRH.

*g.* AR 601-210 4-24 provides instructions for processing prior service applicants with law violations that occurred prior to Honorable Service. These rules only apply in cases where the applicant ETS from an Army component. All other cases must be submitted to the ASO for review by DA-G1. Charges that are not considered current must be listed.

*h.* Submissions must adhere to the waiting periods after confinement in AR 601-210 4-32.

#### 2-3. Administrative waiver procedures

*a.* Waiver requests received at MILPOs will be thoroughly reviewed and analyzed by the waivers analyst prior to submitting the waiver to TAG for recommendation or approval.

*b.* The waivers analyst will review the waiver packet to ensure all required documentation is included in the packet. The waivers analyst will also review the packet for administrative correctness and to ensure the applicant did not process with open charges.

*c.* The ARNG will not accept an administrative waiver from any other service. Waivers from other Army components will be reviewed.

(1) For Dependency waivers, the following documents are required if applicable:

(a) A memorandum prepared in place of applicant statement (See figures 1 and 2).

(b) DD Form 214, DD Form 215, NGB Form 22/22a, and DD Form 220.

(c) SF86 (Electronic).

(d) DA Form 3072-2 - financial statement. (See appendix B-14 for instructions)

(e) DA Form 7666 - parental consent.

(f) DA Form 7667 - preliminary screening.

(g) DA Form 5304 - family care plan counseling checklist.

(h) DA Form 5305 - Family care plan.

(i) Divorce decree.

(j) NGB 22-3 - Request for waiver.

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(2) The Family Care Plan must be validated and approved by the commander of the unit the applicant will be assigned to prior to enlistment. DA Form 5304 may also be completed by the RRC, XO or designated operations officer.

(3) Review the statement (must be notarized) from the person responsible for the care of dependents in cases of a dependency waiver, ensuring they are functionally able to care for the dependents with which they will be entrusted. In cases of a hardship waiver, ensure the statement supports the claim that the hardship no longer exists.

d. Prior to the electronic submission of a waiver to DARNG, ensure the endorsement from TAG is included in the packet.

e. If applicant has law violations then include an applicant statement per paragraph 2-2b about the offenses in the waiver packet.

f. The following separations require submission of a complete discharge packet to validate narrative or SPD Code.

(1) Erroneous Entry

(2) Fraudulent Entry

(3) Hardship

(4) Entry Level Performance and Conduct

(5) Unsatisfactory Performance

(6) Any discharge for medical reasons

(7) Character of service classified as General Under Honorable Conditions for reasons not covered in

Table 2

g. Prior service RE Code qualifications will be based on the applicant's last period of service though all periods of service will be considered toward the whole person concept. .

## 2-4. Medical waiver procedures

a. A request for medical waiver will be submitted with required documents if the applicant is otherwise qualified.

b. The ARNG will not accept a medical waiver from any other service. Medical waivers from other Army components will be reviewed.

c. The following steps will be followed in processing a medical waiver.

(1) Requests for all medical waivers will be submitted by the GC for NPS medical waivers and waivers for PS disqualified during MEPS physical examination (PE). When the GC receives notification that the applicant is disqualified, they will initiate the Medical Waiver workflow.

(2) A PS or GNPS applicant who was discharged from any component of the Armed Forces for the following reasons requires a medical waiver regardless of PE results at the MEPS.

(a) Disability (Temporary, Permanent, Aggravation, Severance Pay, Not in line of duty)

(b) Disability (Existed Prior to Service, Physical Evaluation Board)

(c) Failure to meet medical procurement standards (excludes for Drug Abuse)

(d) Medically Unfit for Retention

(e) Physical Condition (includes: Physical Condition not a disability)

(f) Personality Disorder (includes Character or Behavior Disorder)

The approval authority is the ARNG Office of the Chief Surgeon (ARNG-CSG). GCs will submit the waiver following the same procedures as NPS applicants.

(3) The ARNG-CSG has the authority under the provisions of AR 40-501, paragraph 7-8e, to revise the physical profiles for approved medical waivers of applicants processing for enlistment into the ARNG.

(4) Any change made by the ARNG-CSG to the physical profile of an approved medical waiver is valid for enlistment. For example: An applicant is disqualified by the MEPS physician and receives a 3 physical profile under the PULHES. The applicant receives an approved medical waiver with a new physical profile, either 1 or 2, which was changed by the ARNG-CSG. This is the correct physical profile used to enlist the applicant.

(5) Any changes made to an applicant's physical profile by the Chief Surgeon will be stamped indicating the new physical profile on the workflow.

d. Recruiting personnel will not request the applicant perform an exercise in their presence or administer a physical fitness test.

e. Medical waivers are approved or disapproved based on the disqualification. The fact that an applicant has good mental test scores, no police record, and is motivated to enlist does not alter the medical disqualification

f. Approved medical waivers will be valid for the duration of the physical.

g. Under height waivers up to 1 inch (for enlistment purposes only) may be approved by the Chief Surgeon for the ARNG. (ARNG-CSG via MATS). If approved, a control number must be received from ARNG-HRR-O

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via the ROC. Per AR 601-210, paragraph 4-5(e), height waivers require a memorandum submitted with applicant's waist, shoe, and hat size.

*h.* Documents required for waiver consideration are-

- (1) Applicant's current MEPS medical examination.
- (2) DD Form 214 and DD Form 215, if applicable.
- (3) USMEPCOM PCN 680-3ADP Form with test results reflected. (REDD Scores if PS).
- (4) All reports of separation, discharge, or release from any Component of the U.S. Armed Forces.
- (5) Medical records if a current member of a TPU in the ARNG or USAR.
- (6) If separated for medical reasons, must submit DA Form 4707 (Entrance Physical Standards Board (EPSBD) Proceedings), DA Form 3947 (Medical Evaluation Board Proceedings), and/or DA Form 199 (Physical Evaluation Board (PEB) Proceedings).

(7) Evidence that the disqualifying condition no longer exists or justification for the waiver.

*i.* Suspension of Enlistment Waivers, the following conditions are ineligible for a waiver:

- (1) Self-mutilation as a means of emotional coping (ICD-9 code 300.9)
- (2) Suicide attempt/gesture; any overdose on medication whether prescription or over-the-counter (ICD-9 code 989.9/E950-E959)
- (3) Mood disorders (ICD-9 codes 296.00-296.99)
- (4) Depression (ICD-9 codes 296.00 – 319.9)
- (5) Bipolar disorder (ICD-9 code 296.00-296.99)
- (6) Drug/alcohol dependence (recurrent or less than 12 months in sustained remission)(ICD-9 codes 303-304).

Requests for waivers on above conditions cannot be considered and also slow the entire waiver process for conditions that warrant consideration.

*j.* Conditions not looked upon favorably and unlikely for waiver except in rare circumstances

- (1) Inflammatory bowel disease (ulcerative colitis ICD-9 code 556.9, Crohn's disease ICD-9 code 555.9, toxic megacolon ICD-9 code 564.7, and other nonspecified inflammatory noninfectious colitis ICD-9 code 558.9 )
- (2) Neurofibromatosis or Von Recklinghausen syndrome (ICD-9 code 237.7)
- (3) Keratoconus (ICD-9 code 371.60)
- (4) Glaucoma (ICD-9 code 365.0 – 365.9)
- (5) Lattice degeneration (may be considered with successful laser repair) (ICD-9 code 362.63)
- (6) Duane's syndrome/esotropia when bilateral (ICD-9 code 378.71)
- (7) Herpes disciform keratitis (ICD-9 code 054.0 – 054.9)
- (8) Organ transplant recipients on immunosuppressant (ICD-9 code V42.0 – V42.9)
- (9) Repeat orthopedic surgeries on same joint
- (10) Post-adolescent asthma (ICD-9 code 493 )
- (11) ADHD on medication after age of 14 or with comorbid diagnoses (ICD-9 code 314)
- (12) HIV (ICD-9 code 042 - 044)
- (13) Anaphylaxis: peanut, sting, latex, aminoglycoside or 3<sup>rd</sup> gen cephalosporin, any epi-pen (ICD-9 code 995)
- (14) Dysplastic nevus syndrome (ICD-9 code 216.3)
- (15) Diabetes mellitus (ICD-9 code 250.00 – 250.93)
- (16) Most cancers unless cleared by oncologist and at least 5 years since last treatment
- (17) Epilepsy (ICD-9 code 345.0 – 345.9); may apply if off all medications and no seizures for past 5 years and negative EEG done by a Neurologist

## **2-5. Pre accession drug and alcohol waivers (BAT and DAT)**

*a.* Any applicant or enlistee who or is confirmed positive for the presence of drugs or alcohol at time of original physical examination is not eligible for enlistment into the ARNG unless a waiver is granted. The commander will be notified of soldiers who test positive for drugs so the soldiers can be processed for separation in accordance with appropriate regulatory guidance.

*b.* Waiting periods are required under the following circumstances:

- (1) Positive for marijuana and alcohol.
  - (a) If applicant's first test is positive, they must wait 90 days from the date the results are posted before retest. (ARNG-HRR-O is the approving authority.)
  - (b) If applicant's second test is positive, applicant is permanently disqualified and no waivers or exceptions to policy will be considered.
- (2) Positive for cocaine or any other drug tested for (excluding marijuana).

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(a) If applicant's first test is positive, the applicant is permanently disqualified.

(b) There are no waivers or exception to policy authorized for positive tests other than marijuana.

c. In the event an applicant states they tested positive for alcohol or drugs, but the MEPS neither has that physical on file nor information in the computer database, a waiver is required. The DD Form 2807-1 and DD Form 2808 will be the current physical. Annotate DD Form 1966, page 3, as follows: "Applicant tested positive for (disqualification) at the (city) MEPS in (year). Waiver processed on (date), and based on that information is approved."

d. All applicants who test positive will be required to have police record checks accomplished as part of the waiver process regardless of any admission or record of civil offenses.

### **2-6. Counseling of applicants**

a. To prevent frustration and confusion on the part of both the recruiter and the applicant, care should be taken in counseling applicants on waivers. For this purpose, all personnel will become completely familiar with the contents of appendix C.

b. Recruiters will explain to applicants that their application for waiver of disqualification was not favorably considered. However, under no circumstances will the recruiter disclose the name, organization, or telephone number of the final disposition authority. In processing PS waivers, the individual should be advised that the denial of the waiver was after a thorough evaluation of their PS records in conjunction with their current waiver request. Only those documents which belong to the applicant will be returned. State Ops personnel will not return waiver memorandums or copies thereof to the field force. The correspondence pertaining to the approvals or disapprovals of waivers will be filed and maintained at TAG level only.

### **2-7. Submission of waivers**

Waiver requests that contain two different disqualifications will be processed through all necessary subordinate commanders prior to reaching the final approving authority.

a. Applicants requiring four or more TAG level waivers are ineligible for enlistment.

b. Two or more NGB level waivers (excludes medical) are ineligible for enlistment.

c. Three or more TAG level waivers combined with two or more NGB level waivers (excludes medical) are ineligible for enlistment.

### **2-8. Administrative guidelines**

All approved and disapproved waivers will be maintained electronically in ARISS and MATS.

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Table 1 (Waiver authority for law violations/criminal offenses (conduct))

<u>LINE</u>	<u>CLASSIFICATION OF OFFENSE</u>	<u># OF OFFENSES</u>	<u>WAIVER AUTHORIZED</u>	<u>WAIVER AUTHORITY</u>	<u>REFERENCE</u>
<b>1.</b>	<b>TRAFFIC (LEVEL 100)</b>				
		1 or more	Not required	N/A	AR 601-210
<b>2.</b>	<b>MINOR NON-TRAFFIC (LEVEL 200)</b>				
		5	Yes	TAG	AR 601-210 Para 4-6a
		6 or more	Yes	ARNG-HRR-O	
<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-HRR-O	AR 601-210 Para 4-7c
c.	Poss. of Marijuana /Paraphernalia(316)	1	YES	ARNG-HRR-O	AR 601-210 Para 4-6a.(4).
d.	Poss. of Marijuana /Paraphernalia(316)	2	NO	No Waiver Authorized	AR 601-210 Para 4-7c.
e.	Combination of 1x(309) and 1x(316)	1	YES	ARNG -HRR-O	AR 601-210 Para 4-7c.
f.	Prostitution/Solicitation(317)	1	NO	No Waiver Authorized	AR 601-210 Para 4-6a.(4).
g.	Possession of a weapon on school grounds	1	YES	ARNG-HRR-O	
h.	Domestic Violence (308)	1 or more	YES	ARNG -HRR-O	AR 601-210 Para 4-6a.(4).
i.	Other 300 level offenses	2	YES	TAG	AR 601-210 Para 4-6a(2).
j.	Other 300 level offenses	3 to 5	YES	ARNG-HRR-O	AR 601-210 Para 4-6a(2).
k.	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 (200 and 300).</b>				
	4 x (200) offenses and 1x(300)		YES	TAG	AR 601-210 Para 4-6a
<b>5.</b>	<b>MAJOR MISCONDUCT OFFENSES (LEVEL 400)</b>				
a.		1	YES (Juvenile authorized)	ARNG-HRR-O	ARNG-HRH
b.		2 or more	NO	No Waiver Authorized	AR 601-210

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### **NOTES:**

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

**Domestic battery/violence offenses include but are not limited to: Charge(s) of assault, simple assault, harassment, 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. 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.**

**3. Enlistment of applicants with a qualifying conviction for Domestic Violence under the Lautenberg Amendment is prohibited. No waivers authorized.**

**4. DUI Offenses: A DUI waiver is required for any applicant who received an underage drinking and driving, wet and reckless, zero tolerance and/or refusal to take breathalyzer or similar offenses.**

**5. See current SMOM / DA Memo Operational Messages for suspensions.**

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Table 2 (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-Waivable AR 601-210 Para 4-23	6
2.	Alcoholism/Alcohol Abuse *	Non-Waivable AR 601-210 Para 4-23	6
3.	Attend School ( <i>includes police school and Officer Training Program</i> )	----- AR 601-210 Para 3-22	1
4.	Completion of Required Active Service ( <i>includes: Expiration of Active Service, Expiration Term of Service LBK, MBK, KBK, JBK</i> )	----- AR 601-210 Para 3-23	1
5.	Conscientious Objector	----- AR 601-210 Para. 4-23	6
6.	Convenience of the Government	ARNG-HRR	3
7.	Court Martial *	Non-Waivable	6
8.	Defective Enlistment Agreement	TAG AR 601-210 Para. 4-13	2
9.	Dependency	TAG AR 601-210 Para. 4-13	7, 8
10.	Desertion /Dropped from Roll*	Non-Waivable AR 601-210 Para. 4-23	6
11.	Disability ( <i>Temporary, Permanent, Aggravation, Severance Pay, Not in Line of Duty</i> )	ARNG-CSG	9
12.	Disability (Existed Prior to Service, Physical Evaluation Board)	ARNG-CSG	9
13.	Drug abuse ( <i>includes RSP Soldiers &amp; applicants who were flagged at the time of discharge and/or Barred from reenlistment because of Drug Abuse</i> )	Non-Waivable AR 601-210 Para. 4-23	6
14.	Drug Rehabilitation Failure *	Non-Waivable AR 601-210 Para. 4-23	6
15.	DAT Positive* (Pre-accession from MEPS) from any component (Second DAT positive the applicant is ineligible for enlistment)	ARNG-HRR	16, 17
16.	a. Entry level Separation b. Entry level performance and conduct	ARNG-HRR	3 4,10, 11, 17
17.	Early Release - Discontinuance of Active Duty ( <i>includes: Holiday Early Release Program</i> )	-----	1
18.	Early Release - Insufficient Retainability, Special Separation Benefit, or Voluntary Separation Incentives	----- AR 601-210 Para. 3-22	1
19.	Early Release -Seasonal Employment and Incompatible Occupation	TAG	7
20.	Erroneous Entry ( <i>excludes separation for Drug Abuse, See Line 13</i> )	ARNG-HRR	3,10, 17
21.	Failure to Complete IADT within 24 months	ARNG-HRR	3, 17
22.	Failure to meet medical procurement standards ( <i>excludes for Drug Abuse, See Line 13</i> )	ARNG-CSG	10
23.	Failure to Report to Gaining State upon Interstate Transfer ( <i>includes: IRR no-show</i> )	TAG	2
24.	Failure to Report to IADT *	TAG	3
25.	Fraudulent Entry *	ARNG-HRR	4,10
26.	Hardship (including discharges for unreasonable commuting distance)	TAG AR 601-210 Para. 4-13	2,7,10
27.	Homosexuality	-----	12
28.	In Lieu of Trial by Court Martial * ( <i>includes: For the Good of the Service</i> )	ARNG-HRR AR 601-210 Para. 4-13	5,10,11, 17
29.	Marriage	TAG	7, 8
30.	Medically Unfit for Retention	ARNG-CSG	2, 7
31.	Misconduct (Any Type) to include Patterns of Misconduct * ( <i>excludes separation for Drug Abuse, See Line 13</i> )	ARNG-HRR	5,10,11, 17

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32.	Non-Retention on Active Duty (RE-3)	ARNG-HRR	4
33.	Non-Retention on Active Duty with RE-1	----	<u>1</u>
34.	Non-Selection, permanent promotion (officer two time non-select)	ARNG-HRR	2
35.	Parenthood	TAG AR 601-210 Para. 4-13	7, 8
36.	Physical Condition (includes: Physical Condition not a Disability)	ARNG-CSG	10
37.	Physical Standards	ARNG-HRR	10, 17
38.	Pregnancy (Childbirth)	TAG AR 601-210 Para. 4-23	8
39.	Personality Disorder (includes: Character or Behavior Disorder)	ARNG-CSG	5, 11
40.	Reduction in Force (includes Reduction in Authorized Strength) SPD Code JCC only, KCC, LCC and MCC no waiver required (See para 3-23)	TAG AR 601-210 Para. 4-13	2
41.	Retirement, Active Duty (Voluntary, Sufficient Service)	AR 601-210 Para. 4-23	6
42.	Retirement, Reserve Component	ARNG-HRH	9
43.	Secretarial Authority	----	17
44.	Sole Surviving Son or Daughter	TAG AR 601-210 Para. 4-20	2
45.	Unsatisfactory Participation (RC) *	ARNG-HRR	4, 17
46.	Unsatisfactory Performance	ARNG-HRR AR 601-210 Para. 4-13	5,10,11, 17
47.	Unsuitability *	ARNG-HRR AR 601-210 Para. 4-13	5,10,11, 17
48.	Weight-Control Failure	TAG AR 601-210 Para. 4-13	3
<b>DISQUALIFYING CHARACTERS OF SERVICE</b>			
49.	General under honorable conditions for reasons not covered above	ARNG-HRR AR 601-210 Para. 4-23	5,11, 17
50.	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-Waivable AR 601-210 Para. 4-23	6
	AWOL (Absent without leave or lost time)		
51.	5 days or less	TAG AR 601-210 Para. 4-14	4
52.	6 - 29 days	ARNG-HRR AR 601-210 Para. 4-14	5, 17
53.	30 or more days (consecutive)	Non-Waivable AR 601-210 Para. 4-14	6
<b>DISQUALIFYING REENTRY CODES (Table 3-1 thru Table 3-4, AR 601-210)</b>			
54.	Any RE Codes requiring a waiver not otherwise covered may not process until 90-days have elapsed from separation date. Approval authority is ARNG-HRR (AR 601-210, para 4-13)		

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### **NOTES:**

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 single parent or if their spouse is a member of the Armed Services (active or reserve).
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 current SMOM / DA Memo Operational Messages for suspensions (See para 3-1e)
12. The following SPD codes do not require a waiver: BRA/JRA, BRB/JRB, BRC/JRC.
13. All NGB RE Code waivers must be submitted to NGB, ARNG-ASO, suitability review.
14. All applicants who have EVER received any Misconduct discharge must have a suitability review by NGB, ARNG-ASO.
15. All waiver authorities and waiting periods listed in this table supersede those listed in AR 601-210.
16. Pre accession DAT discharges may be considered 90 days after date of discharge. Positive urinalysis from a RSP /Unit/TPU is not eligible for waiver consideration.
17. Suitability review required

" \* " = Unfavorable Separation/Discharge

"----" = Enlistment waiver is not needed

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## Chapter 3 Suitability Reviews

### 3-1 Suitability

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

a. ARNG Accessions Suitability Office (ASO) is the final determination authority for moral suitability issues in the ARNG to include the following:

(1) Domestic violence/domestic crimes: If an applicant is originally charged with any type of domestic violence/domestic crime (as defined in table 1 notes of this ANNEX), regardless of final disposition, requires a suitability review by the ASO.

(2) Sex crimes (any offense 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 ASO.

(3) Adult/juvenile felony charge(s) under the local law and any offense(s) listed as major misconduct (level 400), regardless of the final disposition.

(4) Actions as defined in AR 601-210, paragraph, 4-4c(2).

(5) Charges listed in Table 3 below

b The ASO will not process waivers, but will recommend follow-on actions to be conducted to clarify any deficiencies.

c. A suitability review will be processed via GCRc workflow exceptions with subsequent recommendation by the State waiver liaison recommending approval.

d. The required documentation for the submission of suitability reviews, include but are not limited to, completed Security Clearance Application (SF 86), all police reports, court documents, probation reports, DD Form 369s, hand written detailed applicant statements for all offenses (except traffic), and the suitability checklist listing all offenses (including traffic) regardless of disposition. The whole person concept will be applied in determining the applicant's moral qualification for enlistment. Areas of consideration under this concept include, but are not limited to: number of offenses, severity of the charges, actual sentence, applicant's age at the time of violation, and favorable comments from probation and parole officers.

e. PS members from services other than Army who had law violations prior to enlistment that would have required a waiver for enlistment into the ARNG require a suitability review. PS members from any service with violations listed in paragraph 3c of the DA suspension policy are not eligible for enlistment.

**Table 3 Suitability Review Authority**

<b>1.</b>	<b>SUITABILITY REVIEW AUTHORITY</b>				
<b>a.</b>	<b>Combination of 4x(200) or more &amp; 1x(300)</b>	<b>4x(200) w/1x(300)</b>	<b>Yes</b>	<b>ARNG-HRR-O</b>	<b>AR 601-210 Para 4-2e</b>
<b>b.</b>	<b>Misconduct (300)</b>	<b>2 or more</b>	<b>Yes</b>	<b>ARNG-HRR-O</b>	<b>AR 601-210 Para 4-2e</b>
<b>c.</b>	<b>Major Misconduct</b>	<b>1 or more</b>	<b>Yes</b>	<b>ARNG-HRR-O</b>	<b>AR 601-210 Para 4-2e</b>
<b>d.</b>	<b>Domestic Violence offense</b>	<b>1 or more</b>	<b>Yes</b>	<b>ARNG-HRR-O</b>	<b>AR 601-210 Para 4-2e</b>
<b>e.</b>	<b>Criminal offense of a sexual nature</b>	<b>1 or more</b>	<b>Yes</b>	<b>ARNG-HRR-O</b>	<b>AR 601-210 Para 4-22</b>
<b>f.</b>	<b>Any offense involving a weapon on school grounds</b>	<b>1 or more</b>	<b>Yes</b>	<b>ARNG-HRR-O</b>	<b>AR 601-210 Para 4-2</b>

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## Chapter 4

### Retain Procedures

#### 4-1 Post Enlistment Arrests

a. Soldiers who incur offenses after enlistment but prior to shipping to IADT must follow the following procedures. No soldier will be allowed to ship to IADT with; unpaid fines; pending court date; on probation (See AR 601-210, paragraph 4-36 for unsupervised probation exceptions); or unresolved charges.

(1) Police checks must be ran per AR 601-210 paragraph 2-11b(3). Court records are required showing all conditions have been met and the case has been closed. New police checks are required if new arrest or convictions occurs after previous checks were conducted. All new law violations must be reported to the Central Adjudication Facility (CAF) by the state security manager by filing an incident report on the JPAS website, regardless of MOS.

(2) Soldiers with new traffic and minor-non traffic (100 and 200 level) offenses may be approved by the RRB operations to ship. Approval must be processed through GCRC. A retain workflow will be initiated and approved/disapproved by the operations section, no TAG endorsement required. The operations person completing the workflow will validate that all required documents are present in ERM, the law violations are closed with the court and that the Soldier still meets the MOS qualifications as outlined in DA PAM 611-21.

(3) Soldiers with new misconduct or major misconduct (300 and 400 level) offense (s), regardless of disposition, require an ASO retain exception. No retain endorsement required. The RRB operations will verify the status of the case and that the documents are in ERM then forward the retain workflow to the ASO.

(4) Soldiers requiring training who have had law violations and no longer meet the enlistment eligibility as outlined in AR 601-210 or MOS qualifications as outlined in DA PAM 611-21 will have their unit commander (or designated representative) notified by the RSP.

(5) If a retaining action is approved then renegotiation into a MOS for which the Soldier is qualified will only be performed with the Soldier present.

#### 4-2. Concealed Offenses Revealed after Enlistment

a. Soldiers who conceal an offense that would have required a waiver will be discharged. The Soldier must wait one-year from the date of separation prior to submitting a request for a fraudulent enlistment waiver from ARNG-HRR along with any additional waivers required.

b. Soldiers who conceal an offense (other than traffic) that would not have required a waiver will not be immediately discharged. The Soldier must receive a retain endorsement from the MILPO or higher within 72-hours of notification of rap sheet and an approval from the ASO.

c. Soldiers who conceal traffic offenses that would not have required a waiver will require an approved retain exception by the MILPO or higher. Does not require a retain exception from ASO.

d. The retain endorsement will include, but is not limited to, why the Soldier failed to disclose the law violation, documentation that a meritorious case exists to warrant an exception to the standards established in AR 601-210, and if there was any involvement by recruiting personnel to conceal the offense(s). If Recruiter or Guidance Counselor impropriety is suspected, TAG will initiate a Recruiting Impropriety (RI) investigation per NGR 601-1. All requests for retain exceptions will have police, court and probation records per AR 601-210 paragraph 2-11.

e. Prior Service non-trainers will have their unit commander (or designated representative) notified of the fraudulent enlistment in writing by the MEPS GC for procedures per AR 135-178, paragraph 7. REQUEST reservation must be cancelled with cancellation code FE the same day the rap sheet is received by MEPS GC. MEPS will keep a copy of the notification on file for two-years.

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## Chapter 5

### Police and Court Records Checks

#### 5-1. Policy

It is the policy of this command that all information pertaining to alleged or suspected records of arrest and/or conviction on applicants for enlistment will be verified with state and local law enforcement agencies.

#### 5-2. Police Check Procedures

a. DD Form 369 will indicate the name the applicant is requesting to be enlisted as; as well as the name on their birth certificate, maiden name, and any other name the applicant is also known as. In situations where an applicant is known as Matt but his actual name is Matthew, Matt is not needed as also known as (also true with Tom, Tommy, Thomas; Jim, Jimmy, James, etc.). However, in cases where the name is not clearly derived from the originating name (such as Dick, Richard; Esteban, Stephen, etc.), all names will be listed prior to DD Form 369 being completed by the servicing agencies.

(1) DD Form 369 must be signed by the applicant.

(2) Computer generated and photocopies of DD Form 369 are acceptable.

b. DD Form 369 from civilian agencies will complete section III, items 12 through 16, and must be original.

c. Telephonic police checks are authorized by NCOIC, commissioned officers, company commanders, recruiting First Sergeants, guidance counselor, recruiting battalion operations personnel or equivalent contracted personnel assigned to the ARNG. The person obtaining telephonic police records check will sign written report on DD Form 369. Forwarding DD Form 369 to the Federal Bureau of Investigation, a foreign government, or foreign police agencies is not authorized.

d. A police record check is not required from law enforcement agencies that charge a fee and/or require fingerprints for arrest and/or conviction information. When police record checks are not required as described above, the recruiter will reference information obtained in DD Form 369, section III, item 12. An example of DD Form 369 with statement is at figure 3. The recruiter will complete DD Form 369 as if it were going to be forwarded to the appropriate law enforcement agency.

e. If a city or county does not have their own police agency and/or is covered by another agency, and/or arrest records are maintained by another agency, the RRNCO will have a statement written in block 12 of DD Form 369 explaining which agency has jurisdiction over that area. The RRNCO will complete blocks 14 through 16, and enter the city name in the agency block. (See figure 4).

f. If law enforcement agencies will not complete DD Form 369, but will allow recruiting personnel to view the records, the recruiter will complete and sign the DD Form 369. In so doing, the recruiter will include a comment to the effect that they have viewed the police records that relate to the alleged offense or offenses.

g. DD 369s are for use with police/sheriff/trooper only, they are not be used for court record checks.

h. The use of USAREC Police Agency List (PAL) is not authorized.

i. The DD369 is valid indefinitely unless new law violations have occurred after the DD 369 was ran. For waiver purposes, the DD369 is valid for six months.

#### 5-3. Conduct and administrative criteria.

a. Applicants with disqualifications:

(1) Applicants who claim the following conduct offenses require the police agency arrest report or court document to clearly identify the other person involved:

(a) Assault, simple assault, fighting, or battery.

(b) Domestic battery and/or violence.

(2) Applicants who claim the following conduct offenses require the police agency arrest report or court document with the dollar value to determine the offense level:

(a) Check, worthless, making or uttering, with intent to defraud or deceive.

(b) Illegal and/or fraudulent use of a credit card, bank card, or automated card.

(c) Grand larceny, larceny, or conversion.

(d) Stolen property, knowingly received.

(2) Applicants who claim the following conduct offenses require court document with the fine dollar amount, restitution, and confinement to determine the offense level.

(a) Assault, simple assault, aggravated assault, fighting, or battery.

(b) Malicious mischief or criminal mischief.

(c) Vandalism.

(d) Reckless, careless, or imprudent driving.

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(3) Applicants who claim possession related conduct offenses require police or court document with the type of drug/alcohol to determine the offense level.

(4) Unauthorized use of a vehicle or joyriding. Require the police agency arrest report or court document with the owner/relationship of the vehicle to determine the offense level.

(5) Applicants who claim the following conduct offenses require police agency arrest report to determine the nature of the offense:

(a) Indecent exposure.

(b) Contributing to delinquency of minor.

(6) Applicants that receive additional punishment (i.e.: additional fine, suspended license, extended probation, etc.) for failure to appear, failure to pay fine, or contempt of court is considered an Other Adverse Disposition (OAD). Questionable cases are to be sent to ASO for suitability review.

### **5-4. Court Check Procedures**

a. Use of the USAREC Form 601-210.02 is used to obtain court dispositions only when original court documents are unavailable.

b. USAREC Form 601-210.02 will be filled out by court or probation officials (See figure 5).

c. When a court will not complete USAREC Form 601-210.02, but will allow recruiting personnel to view the records, the recruiter will complete and sign the USAREC Form 601-210.02. In so doing, the recruiter will include a comment to the effect that they have viewed the court records that relate to the alleged offense or offenses.

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## **Appendix A Supporting Documents**

**A-1.** DD Form 370 will be used for all required references. The individual providing a character reference on an applicant may compose their own on bond paper or stationery instead of using the DD Form 370. However, identification data must be included.

NOTE: DD Form 370 may be hand-carried.

**A-2.** DD Form 370 will be obtained from all employer(s) for the year prior to waiver application. If the applicant has been unemployed for the year prior to waiver application then DD Form 370 will be obtained from the most recent employer. Any period of unemployment of three-months or longer will be explained in hand written statement. If an applicant states that a reference request will jeopardize current employment, DD Form 370 will not be obtained. If an applicant has been self-employed during the year period prior to waiver application a minimum of one DD Form 370 will be obtained from person(s) for whom the applicant performed services.

NOTE: DD Form 370 from employer(s) is not required to process TAG level conduct waivers unless required by TAG.

**A-3.** DD Form 370 will be obtained from schools and/or colleges where the applicant attended within three-years of application. Academic transcripts will be included if the applicant is currently attending college.

DD Form 370 will be addressed to counselor or school administrator having access to the applicant's records.

An example of DD Form 370 that sent to schools will be addressed as follows:

East St. Louis Senior High School  
ATTN: Counselor  
4901 State Street  
East St. Louis, IL 62207

or

Chicago State University  
ATTN: Registrar  
9500 South King Drive  
Chicago, IL 60628

NOTE: When the school in question is not in session and the DD Form 370 is required; notify the ASO for instructions to continue to process.

**A-4.** DD Form 370 obtained by other armed service, RA or USAR recruiters will not be used for ARNG applications.

**A-5.** Recruiting office information block on DD Form 370 will be filled in completely. The date signed will be the date the DD Form 370 is initiated.

NOTE: DD Form 370 is valid for six-months. DD Form 370 over six-months old from employers and schools may be used if the applicant has not been rehired or attended school since the date of initial reference. Telephonic completion of DD Form 370 is not authorized.

**A-6.** DD Form 369 will be used to obtain all criminal record information from law enforcement agencies. This information is considered confidential and will not be disclosed for other than recruiting purposes.

NOTE 1: DD Form 369 is valid for six-months when processing waiver applications. (DD Forms 369 will be reprocessed if older than six-months.) If an applicant alleges or there is reason to suspect new arrests or convictions, new records checks must be obtained.

NOTE 2: The applicant will sign DD Form 369 regardless if required by the law enforcement agency. The applicant's signature is not required for agencies that do not release.

**A-7.** DD Form 369 obtained by other armed services, RA or USAR recruiters will not be accepted for ARNG processing.

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**A-8.** Recruiters will obtain the court documents for the charges requiring the waiver; however the applicant has the burden of proof. In cases where records have been sealed, expunged, destroyed or carry a fee it is the applicant's responsibility to provide sufficient documentation to determine their eligibility.

**A-9.** USAREC Form 601-210.02 may be used to obtain information from probation and parole officers. It will include the period of probation or conditions and the reason terminated. If checks with court agencies indicate that no probation or parole history is involved, then USAREC Form 601-210.02 is not required.

NOTE: USAREC Form 601-210.02 has the same validity period as DD Form 369.

**A-10.** A copy of the DD Form 2807-1 and DD Form 2808 (with DAT results posted) will be submitted with all waivers sent to DARNG. These are also required for TAG level waivers when the charge(s) being waived are related to drugs or alcohol.

**A-11.** Applicants requiring a dependency, hardship, or spouse of a military member waiver will complete DA Form 3072-2. The applicant will fill out the form using their monthly income and liabilities against civilian and military pay.

Instructions for preparing the form are:

- a.* Blocks 1 and 2: Self-explanatory.
- b.* Block 3: Enter current income or if currently unemployed, enter monthly salary and termination date of last period of employment. Other income includes spouse's income, money from odd jobs, and child support. The applicant must state clearly where the income comes from. Other income if enlisted should cover any anticipated income while serving in the military from sources other than military.
- c.* Block 4a: Liabilities against current income will include all expenses paid out by the applicant and spouse (i.e., credit cards, loans, child support). Explain and break down what constitutes the "payment of other debts and other indebtedness or financial obligations" indicated in block 6.
- d.* Block 4b: Liabilities against military income should include most of the liabilities listed in block 4a unless that particular debt is paid prior to enlistment. In this case, explain in the Remarks section. This block must be completed regardless of whether processing for RA or ARNG. When completing this block, do not assume housing will be provided.
- e.* Block 5: Include all assets owned (i.e.: boats, RVs, mutual funds, and certificates of deposit).
- f.* Block 6: Use this block to clarify anything on the form where a question might arise. This block should include any pertinent information regarding current and future financial stability.
- g.* The applicant and a witness will sign the form.

**A-12.** NGB Form 22-3 (Request for Waiver) is required for all conduct and administrative waivers.

**A-13.** All documents used in waiver applications will be typed or completed in ink. Pencil and crayon entries are not authorized.

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## Appendix B Whole Person Concept

**B-1.** Conduct standards generally deal with acceptability of persons with police records. They are designed to screen out persons who are likely to become serious disciplinary problems and who thus divert resources from the performance of military missions.

**B-2.** Conduct and physical standards and education level are considered in determining the applicant's acceptability for military service. Therefore, the applicant's history of police involvement will be elicited and checked. Conduct waivers will be required when the applicant has another adverse disposition (OAD) as a juvenile and/or adult, or when criminal charges resulting in conviction or action by a court amount to a finding of guilty. This in accordance with the Department of Defense principle that an individual whose pattern of behavior poses a serious question as to their fitness for service should be given a special review at an appropriate level before being accepted or rejected for service. Waivers in AR 601-210, chapter 4, are required only in cases of conviction or OAD. Suitability will be determined in accordance with AR 601-210, paragraph 4-2.

**B-3.** The whole person concept will be applied in determining the applicant's moral qualification for enlistment. Areas of consideration under this concept include, but are not limited to: number of offenses, severity of the charges, actual sentence, applicant's age at time of violation, physical qualification for enlistment, employment history of applicant, educational achievements of applicant, and favorable comments from probation and parole officers, employers, and school officials.

*a.* Conduct waivers will be granted only in exceptionally meritorious cases. These cases must present clear evidence of rehabilitation and a high assurance that the individual will not become a disciplinary problem.

*b.* Commanders will closely adhere to the above criteria for conduct waiver processing. The authority to grant or recommend approval on an application for conduct waiver will neither be routine nor a rubber stamp exercise.

**B-4.** The review of waiver applications is very important. The waivers expert (civilian or military), operations NCO, or the action officer must thoroughly review all documentation provided prior to making a recommendation to TAG. Each applicant must be considered on an individual case based on such factors as the nature of the offense, age when committed, punishment imposed, etc. No specific formula can be developed which determines that the applicant is acceptable. The required documents contain significant facts which will provide insight and must be thoroughly reviewed.

*a.* An important factor to be considered is the offense and its seriousness. AR 601-210 lists offenses ranging from traffic to major misconduct. Insight into the seriousness of the offense may be accomplished by analyzing the sentence (i.e.: amount of the fine, length of probation or parole, whether confinement was imposed, and if so, the length of confinement).

*b.* The frequency and number of offenses, both serious and minor, provides an indication of the applicant's respect or disrespect for authority. However, initial impression and comparison to other people that the reviewer has known must be tempered with consideration of supporting documents.

*c.* The age of the applicant at the time of the offense is also extremely important. Younger offenders may not have attained enough maturity to recognize the seriousness of the offense or to have developed the necessary self-control to inhibit impulses. Association with other and more aggressive persons can influence a youth to follow the crowd and commit an offense as a member of a group. To the contrary, an offense which appears to have been deliberately planned and committed alone would be considered more serious.

*d.* Periods and types of civil restraint (confinement, parole, probation, or suspended sentence), coupled with officials' reports will provide some indication of the applicant's ability to conform to rules.

*e.* The record of employment and reports from employers will provide a good indication of the applicant's professional abilities, work habits, reliability, leadership potential, and determination to better themselves.

**B-5.** There may be a feeling that personnel at higher headquarters do not have personal contact with applicants, thereby the disapproval rate is high. Two things are important to remember: first, requests received by personnel at higher headquarters are normally for more serious civil offenses than those for which waiver authority has been delegated to a lower level; second, in all determinations for waiver of enlistment eligibility requirements, a detached, objective viewpoint is necessary to assure that meritorious cases warrant the exception to enlistment standards.

## **AOC - ANNEX A ARNG Waivers & Suitability Processing**

1 April 2016

**B-6.** A conduct waiver request may not be resubmitted until after six-months has elapsed from date of disapproval or additional documentation shows a meritorious case has been established.

**B-7.** Termination of probation or parole within a short period of time prior to application should be closely reviewed. In the absence of specific and unequivocal remarks by the probation or parole officer that the applicant truly merited early termination, it is possible that the Army is viewed as a panacea for social rejects. Cases involving an early termination of probation or parole will include a statement from the probation or parole officer indicating the basis for early termination and whether it was related or unrelated to the individual's prospective enlistment application.

**B-8.** When a recruiter cannot make a determination as to the actual offense, they will contact the State operations. If the operations NCO is unable to make a determination as to the classification of the offense they will contact NGB HRR-O ASO. If further coordination is needed NGB HRR-O ASO will contact other staff elements or Department of the Army.

# AOC - ANNEX A ARNG Waivers & Suitability Processing

1 April 2016

SUBJECT: Request for Enlistment Waiver, Administrative (Dependency)

TO: The Adjutant General, \_\_\_\_\_

1. In accordance with AR 601-210 and current AOC, I must have an approved dependency waiver to be processed for enlistment in the ARNG. Therefore, I request the waiver be granted. I understand the enlistment standard requiring a dependency waiver. It is to prevent a prospective member from creating great personal and financial hardship for themselves and their immediate family members because of a possible mobilization or order to active duty. I have been counseled on this matter and have determined that my dependents will not be subject to undue personal or financial hardship if I am mobilized or ordered to active duty.

2. My dependents as of this date are as follows:

Name:	Relationship to me:	Age:
-------	---------------------	------

3. I fully understand and acknowledge the obligation to take part in the training of my unit. I understand that as a member of the ARNG, I am subject to order to active duty at any time for a period of time that cannot be anticipated.

4. In consideration of my enlistment under this waiver, I agree:

a. To serve the entire term for which I enlist.

b. That dependency status, whether as declared here or as may exist in the future, will not be the basis for my request for hardship discharge, delay or deferral from any order to active duty, or for any consideration not determined by proper authority to be in the best interest of the United States.

(Signature)...

(Printed Name)...

(SSN)...

(Date)...

**Figure 1 - Dependency Memorandum (Single parent)**

**AOC - ANNEX A ARNG Waivers & Suitability Processing**

1 April 2016

SUBJECT: Request for Enlistment Waiver, Administrative (Dependency/Spouse)

TO: The Adjutant General, \_\_\_\_\_

1. I (Spouse Name) am the Spouse of (Applicant's Name.), a member of the United States (service/component), whose pay grade is E-\_\_and length of service is (number) years.

2. We are the parents/legal guardians of (number) child(ren).

Name:                      Relationship to me:                      Age:

3. We have a valid and current family care plan. Under that plan, short-term care would be provided by (Name(s)) and long-term care would be provided by (Name(s)).

4. I request a waiver for my disqualification of dependents so that I may enlist into the Army National Guard.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Spouse's Signature

(Printed Name)...

(SSN)...

(Date)...

**Figure 2 - Dependency Memorandum (Spouse)**

# AOC - ANNEX A ARNG Waivers & Suitability Processing

1 April 2016

POLICE RECORD CHECK				1. DATE OF REQUEST (YYYYMMDD)		OMB No. 0704-0007 OMB approval expires Oct 31, 2014	
<p>The public reporting burden for this collection of information is estimated to average 27 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Service Directorate, Information Management Division, 4300 Mark Center Drive, Suite 02059, Alexandria, VA 22304-3100 (0704-0007). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p><b>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO ADDRESS SHOWN AT BOTTOM OF FORM.</b></p>							
<b>SECTION I - (To be completed by Recruiting Service)</b>							
2. NAME OF APPLICANT (Last, First, Middle Name(s), Alias)			3. SEX		4. PLACE OF BIRTH		
Smith, John A			<input checked="" type="checkbox"/> MALE <input type="checkbox"/> FEMALE		a. CITY Radcliff		b. COUNTY Hardin
5. DATE OF BIRTH (YYYYMMDD)		6.a. RACIAL CATEGORY (X one or more)			b. ETHNIC CATEGORY		7. SOCIAL SECURITY NUMBER
19950101		<input type="checkbox"/> (1) AMERICAN INDIAN/ALASKA NATIVE <input type="checkbox"/> (2) ASIAN <input type="checkbox"/> (3) BLACK OR AFRICAN AMERICAN <input checked="" type="checkbox"/> (4) WHITE <input type="checkbox"/> (5) NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER			<input type="checkbox"/> (1) HISPANIC OR LATINO <input checked="" type="checkbox"/> (2) NOT HISPANIC OR LATINO		111-22-3333
8. ADDRESS IN ADDRESSEE'S JURISDICTION (See "MAIL TO" block)						9. DATES RESIDED AT THIS ADDRESS	
a. NUMBER AND STREET (Include apartment no.) 123 Any St		b. CITY Arlington		c. STATE VA	d. ZIP CODE 22204-0000	a. FROM (YYYYMMDD) 20010101	b. TO (YYYYMMDD)
<b>10. PERSON MAKING THIS REQUEST</b>							
a. NAME (Last, First, Middle Name(s)) Doe, John		b. RANK SFC	c. SIGNATURE			d. TITLE Recruiting & Retention NCO	
<b>SECTION II - (To be completed by Applicant)</b>							
<b>PRIVACY ACT STATEMENT</b>							
<p><b>AUTHORITY:</b> 10 U.S.C. Sections 136, 504, 505, 12102; 14 U.S.C. Sections 351 and 632; DoDI 1304.2; DoDI 1304.26; AR 601-270; OPNAVINST 1100.4C Ch-1; AFI 36-2003_IP; MCO 1100.75E; COMDTINST M 1100.2E; AR 601-210; and E.O. 9397, as amended (SSN).</p> <p><b>PRINCIPAL PURPOSE(S):</b> The information collected on this form is used to screen and identify applicants to the Armed Forces who may have discreditable involvement with the police or other law enforcement agencies. Completed forms are used to conduct background records checks used to determine eligibility of applicants for accession into the Armed Forces. Completed forms are covered by recruiting and official military personnel SORNs maintained by each of the Services.</p> <p><b>ROUTINE USE(S):</b> DoD "Blanket Routine Use" 2. Disclosure When Requesting Information Routine Use, specifically applies: A record from a system of records maintained by a DoD Component may be disclosed as a routine use to a Federal, State, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a DoD Component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit. The DoD Blanket Routine Uses found at <a href="http://privacy.defense.gov/blanket_uses.shtml">http://privacy.defense.gov/blanket_uses.shtml</a> apply to this collection.</p> <p><b>DISCLOSURE:</b> Voluntary. However, failure of the applicant to complete Section II may result in refusal of enlistment in the Armed Forces of the United States. An applicant's SSN is used to conduct the police records check and keep all records together during the enlistment process.</p> <p>The data are for OFFICIAL USE ONLY and will be maintained and used in strict confidence in accordance with Federal law and regulations. Making a knowing and willful false statement on this DD Form 369 may be punishable by fine or imprisonment or both. All information provided by you, which possibly may reflect adversely on your past conduct and performance, may have an adverse impact on you in your military career in situations such as consideration for special assignment, security clearances, court martial and administrative proceedings, etc.</p>							
11. I HEREBY CONSENT TO RELEASE FROM YOUR FILES THE INFORMATION REQUESTED BELOW.				SIGNATURE			
<b>SECTION III - (To be completed by Police or Juvenile Agency)</b>							
The person described above, who claims to have resided at the address shown above, has applied for enlistment in the Armed Forces of the United States. Please furnish from your files the information relative to Section III below. A return envelope is provided for your convenience.							
12. DOES THE APPLICANT HAVE A POLICE OR JUVENILE RECORD, TO INCLUDE MINOR TRAFFIC VIOLATIONS? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(If YES, what was the offense or charge, date, disposition and sentence?)</i>							
The (NAME) agency charges a fee of (PRICE) for the release of arrest records.							
13. IS APPLICANT NOW UNDERGOING COURT ACTION OF ANY KIND? (If YES, give details.) <input type="checkbox"/> YES <input type="checkbox"/> NO							
THIS IS TO CERTIFY THAT THE ABOVE DATA, AS CORRECTED, ARE TRUE AND CORRECT ACCORDING TO THE RECORD ON FILE IN THIS OFFICE. THIS INFORMATION IS CONFIDENTIAL AND CANNOT BE USED IN ANY OTHER MANNER EXCEPT FOR OFFICIAL PURPOSES.							
14. DATE (YYYYMMDD) 20120217		15. TITLE RRNCO		16. VERIFIED BY (Signature)			
LAW ENFORCEMENT AGENCY MAIL TO:				RECRUITING AGENCY MAIL FROM:			
Name of Police Agency <input type="checkbox"/>				Store Front Location <input type="checkbox"/>			
Address <input type="checkbox"/>				ATTN: RRNCO <input type="checkbox"/>			
City, State, Zip <input type="checkbox"/>				Address <input type="checkbox"/>			
<input type="checkbox"/>				City, State, Zip <input type="checkbox"/>			

DD FORM 369, OCT 2011

PREVIOUS EDITION IS OBSOLETE.

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Figure 3 - DD Form 369, Rev Dec 2014

# AOC - ANNEX A ARNG Waivers & Suitability Processing

1 April 2016

POLICE RECORD CHECK			1. DATE OF REQUEST (YYYYMMDD)		OMB No. 0704-0007 OMB approval expires Oct 31, 2014	
<p>The public reporting burden for this collection of information is estimated to average 27 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services Directorate, Information Management Division, 4500 Mark Center Drive, Suite 02G09, Alexandria, VA 22304-3100 (0704-0007). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p><b>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO ADDRESS SHOWN AT BOTTOM OF FORM.</b></p>						
<b>SECTION I - (To be completed by Recruiting Service)</b>						
2. NAME OF APPLICANT (Last, First, Middle Name(s), Alias)			3. SEX		4. PLACE OF BIRTH	
Smith, John A			<input checked="" type="checkbox"/> MALE <input type="checkbox"/> FEMALE		a. CITY Radcliff      b. COUNTY Hardin      c. STATE KY	
5. DATE OF BIRTH (YYYYMMDD)		6.a. RACIAL CATEGORY (X one or more)			7. SOCIAL SECURITY NUMBER	
19950101		<input type="checkbox"/> (1) AMERICAN INDIAN/ALASKA NATIVE <input type="checkbox"/> (2) ASIAN <input type="checkbox"/> (3) BLACK OR AFRICAN AMERICAN <input checked="" type="checkbox"/> (4) WHITE <input type="checkbox"/> (5) NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER			b. ETHNIC CATEGORY <input type="checkbox"/> (1) HISPANIC OR LATINO <input type="checkbox"/> (2) NOT HISPANIC OR LATINO 111-22-3333	
8. ADDRESS IN ADDRESSEE'S JURISDICTION (See "MAIL TO" block)						
a. NUMBER AND STREET (Include apartment no.)		b. CITY		c. STATE		d. ZIP CODE
123 Any St		Arlington		VA		22204-0000
9. DATES RESIDED AT THIS ADDRESS						
a. FROM (YYYYMMDD)			b. TO (YYYYMMDD)			
20010101						
<b>10. PERSON MAKING THIS REQUEST</b>						
a. NAME (Last, First, Middle Name(s))		b. RANK		c. SIGNATURE		d. TITLE
Doe, Joe		SFC				Recruiting & Retention NCO
<b>SECTION II - (To be completed by Applicant)</b>						
<b>PRIVACY ACT STATEMENT</b>						
<p><b>AUTHORITY:</b> 10 U.S.C. Sections 136, 504, 505, 12102; 14 U.S.C. Sections 351 and 632; DoDI 1304.2; DoDI 1304.26; AR 601-270; OPNAVINST 1100.4C Ch-1; AFI 36-2003_IP; MCO 1100.75E; COMDTINST M 1100.2E; AR 601-210; and E.O. 9397, as amended (SSN).</p> <p><b>PRINCIPAL PURPOSE(S):</b> The information collected on this form is used to screen and identify applicants to the Armed Forces who may have discreditable involvement with the police or other law enforcement agencies. Completed forms are used to conduct background records checks used to determine eligibility of applicants for accession into the Armed Forces. Completed forms are covered by recruiting and official military personnel SORNs maintained by each of the Services.</p> <p><b>ROUTINE USE(S):</b> DoD "Blanket Routine Use" 2, Disclosure When Requesting Information Routine Use, specifically applies: A record from a system of records maintained by a DoD Component may be disclosed as a routine use to a Federal, State, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a DoD Component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit. The DoD Blanket Routine Uses found at <a href="http://privacy.defense.gov/blanket_uses.shtml">http://privacy.defense.gov/blanket_uses.shtml</a> apply to this collection.</p> <p><b>DISCLOSURE:</b> Voluntary. However, failure of the applicant to complete Section II may result in refusal of enlistment in the Armed Forces of the United States. An applicant's SSN is used to conduct the police records check and keep all records together during the enlistment process.</p> <p>The data are for OFFICIAL USE ONLY and will be maintained and used in strict confidence in accordance with Federal law and regulations. Making a knowing and willful false statement on this DD Form 369 may be punishable by fine or imprisonment or both. All information provided by you, which possibly may reflect adversely on your past conduct and performance, may have an adverse impact on you in your military career in situations such as consideration for special assignment, security clearances, court martial and administrative proceedings, etc.</p>						
11. I HEREBY CONSENT TO RELEASE FROM YOUR FILES THE INFORMATION REQUESTED BELOW.				SIGNATURE		
<b>SECTION III - (To be completed by Police or Juvenile Agency)</b>						
<p>The person described above, who claims to have resided at the address shown above, has applied for enlistment in the Armed Forces of the United States. Please furnish from your files the information relative to Section III below. A return envelope is provided for your convenience.</p>						
12. DOES THE APPLICANT HAVE A POLICE OR JUVENILE RECORD, TO INCLUDE MINOR TRAFFIC VIOLATIONS? <input type="checkbox"/> YES <input type="checkbox"/> NO						
(If YES, what was the offense or charge, date, disposition and sentence?)						
The (NAME) City Police/County Sheriff/State Police does not have a police department, city is covered by (AGENCY)						
13. IS APPLICANT NOW UNDERGOING COURT ACTION OF ANY KIND? (If YES, give details.) <input type="checkbox"/> YES <input type="checkbox"/> NO						
THIS IS TO CERTIFY THAT THE ABOVE DATA, AS CORRECTED, ARE TRUE AND CORRECT ACCORDING TO THE RECORD ON FILE IN THIS OFFICE. THIS INFORMATION IS CONFIDENTIAL AND CANNOT BE USED IN ANY OTHER MANNER EXCEPT FOR OFFICIAL PURPOSES.						
14. DATE (YYYYMMDD)		15. TITLE		16. VERIFIED BY (Signature)		
20120217		RRNCO				
LAW ENFORCEMENT AGENCY MAIL TO:				RECRUITING AGENCY MAIL FROM:		
Name of Police Agency _____ Address _____ City, State, Zip _____				Store Front Location _____ ATTN: RRNCO _____ Address _____ City, State, Zip _____		

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PREVIOUS EDITION IS OBSOLETE.

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Figure 4 - DD Form 369, Rev Dec 2014



# AOC - ANNEX A ARNG Waivers & Suitability Processing

1 April 2016

# Individual: Peterson, Nathaniel Ray (Name) Date: 4/1/2016

has any type of record please complete the following:

Technical name of offense for which tried	Date of offense	Date of trial or hearing	Disposition to include sentence (also list charges amended or reduced to a lesser charge)	Indicate whether probation was supervised or unsupervised	What are the conditions of probation (including unsupervised probation) or condition of release	Was guilty entered in court records	Include date(s) of delinquency (all time)	Maximum penalty when committed by an adult	Tried as an adult or juvenile
									Juvenile

Remarks and recommendation (include ability to work with others, character, family background, etc):

Is there any pending court action?  Yes  No

Have all fines (and/or restitution) been paid?  Yes  No  NA

Name of Agency: \_\_\_\_\_ Signature: \_\_\_\_\_ Official Title: \_\_\_\_\_

USAREC Form 601-210.02, 1 Mar 2015 (Reverse) V1.00

Figure 6 - USAREC Form 601-210.02, Rev 1 Mar 2016

## **AOC - ANNEX A ARNG Waivers & Suitability Processing**

1 April 2016

OFFICE SYMBOL

Date

MEMORANDUM FOR Director, Army National Guard (DARNG), 111 South George Mason Drive,  
Arlington, VA 22204-1382

SUBJECT: Enlistment waiver request for Smith, John., XXXX (last 4)

1. XXARNG (Your State) Recommends approval for applicant with a disqualifying conviction of **Domestic Violence (308)**. IAW AR 601-210, Para 4-6a(4), applicant requires approval from ARNG-HRR.
2. Applicant was convicted as a juvenile, has maintained a clean record since his/her last infraction and has satisfied all requirements from the court. Applicant has paid all fines and/or restitution and has no outstanding obligations to include traffic tickets.
3. Applicant has a favorable Suitability Review, cntrl # SR13-0000 (If applicable)
4. (Needs to be scanned in ERM under "memorandum requesting waiver")
5. The POC for this correspondence is (Operations NCO, Waivers Analyst)

NATHAN R. JESSUP  
Major General,  
Adjutant General

**Figure 7 – Sample DARNG Memorandum**

# AOC - ANNEX A ARNG Waivers & Suitability Processing

1 April 2016

OFFICE SYMBOL

Date

MEMORANDUM THRU XXARNG RRB (Your State), 1000 Any St Fort Myer, VA 22211-1116

FOR: Commander (Unit of assignment)

SUBJECT: Enlistment waiver request for Smith, John, XXXX (last 4)

1. Waiver for applicant is **APPROVED** for disqualifying MISCONDUCT offense(s) **DUI (309)** and **Reckless Driving (318)**. IAW AR 601-210, Para 4-6a(4), applicant requires TAG approval.
2. Applicant was convicted as a juvenile, has maintained a clean record since his/her last infraction and has satisfied all requirements from the court. Applicant has paid all fines and/or restitution and has no outstanding obligations to include traffic tickets.
3. (This memorandum should be scanned under "waiver cover letter" in ERM)
4. Applicant has favorable Suitability Review, cntrl # SR13-0000 (If applicable)
5. The POC for this correspondence is (Operations NCO, Waivers Analyst)

FOR THE ADJUTANT GENERAL

NATHAN R. JESSUP  
COL, AG, XXARNG  
Chief of Staff

**Figure 8 – Sample TAG Memorandum**



# **AOC - ANNEX A ARNG Waivers & Suitability Processing**

1 April 2016

## **Glossary**

### **Section I**

#### **Abbreviations**

##### **AD**

Active duty

##### **ARISS**

Army Recruiting Information Support System

##### **ARNG**

Army National Guard

##### **CG**

Commanding General

##### **DAT**

Drug and alcohol test

##### **ERM**

Electronic Records Management

##### **GC**

Guidance counselor

##### **GCRc**

Guidance counselor redesign

##### **HIV**

Human Immunodeficiency Virus

##### **IADT**

initial active duty for training

##### **MATS**

Medical Action Tracking System

##### **MEPS**

Military Entrance Processing Station

##### **MIRS**

MEPCOM Integrated Reporting System

##### **NCO**

Noncommissioned officer

##### **NPS**

Nonprior service

##### **OAD**

Other adverse disposition

##### **PE**

Physical examination

##### **PS**

# **AOC - ANNEX A ARNG Waivers & Suitability Processing**

1 April 2016

Prior service

## **RA**

Regular Army

## **RC**

Reserve Component

## **RE**

Reentry eligibility

## **REQUEST**

Recruit Quota System

## **RSP**

Recruit Sustainment Program

## **S-3**

Operations officer

## **TAG**

The Adjutant General (See definition in terms below)

## **USAR**

U.S. Army Reserve

## **USMEPCOM**

United States Military Entrance Processing Command

## **WATS**

Waiver Action Tracking System

## **XO**

Executive officer

## **Section II**

### **Terms**

#### **Adjutant(s) General [The] (TAG)**

Refers to the Adjutants General of the 50 States, the Commonwealth of Puerto Rico, the territories of Guam and the Virgin Islands, as well as the Commanding General of the District of Columbia National Guard.

#### **Conviction**

When a judgment of guilty or accepted plea of nolo contendere is entered into adult criminal court records.

#### **Nolle prosequi**

Commonly called "nolle pros." A formal entry on the record, by the prosecutor, that they will not prosecute the case any further. A nolle pros may be considered equivalent to dropping charges if the applicant has not had to meet any requirements by a governmental agency or court, there was no pretrial diversion and the prosecutor does not contemplate any further proceedings on the case and the case has not been handled through a pretrial deferment program.

#### **Other adverse disposition (adult or juvenile)**

## **AOC - ANNEX A ARNG Waivers & Suitability Processing**

1 April 2016

Any finding, decision, sentence judgment, or disposition other than unconditionally dropped, dismissed, acquitted, or convicted. Participation in a pretrial diversion or intervention program as defined below is an OAD and shall be processed in the same manner as an OAD. Cases tried in juvenile court will always be treated as OAD. An example of an OAD are applicants with law violation(s) that occurred while attending school and were given the option to be suspended, expelled, or removed from the school district in exchange for not being criminally prosecuted).

### **Pretrial intervention or deferment**

Every state has a program by which offenses are diverted out of the regular criminal process of a probationary period. While the programs vary from state to state, they all require the defendant to meet some requirement. When a condition is met (e.g., reporting or nonreporting probation, diversion, Juvenile Alternative Services Program, restitution, community service, etc.) or after successful completion of which the charge is disposed of in a manner which does not result in a final adjudication of guilt. (Most often, the defendant is required to plead guilty to get accepted into the various programs.) Charges disposed of in this manner shall be processed as OAD.

### **State(s)**

As referred to in this regulation, the term State or States refers, either singularly or collectively, to the 50 States of the United States, the Commonwealth of Puerto Rico, the Territories of Guam and the U.S. Virgin Islands, and the District of Columbia.