

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



**FY-14/15, First Edition, 01 May 2014**

**NOTE: This criterion replaces ARNG Accession Options Criteria, FY-13/14, First Edition, 22 Apr 2013.**

# ***SUMMARY of CHANGE***

This document replaces ARNG Accession Options Criteria FY-13/14, First Edition, which is now rescinded and establishes the following changes.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 Added clarification on what is considered deployable - Para 2-2
- o Added clarification that the applicant must be accessed on or before age 35 - para 2-3
- o Revised the note section of citizenship in regards to I-551 cards - para 2-4
- o Revised trainability with adding NHSG to the CATs and proponent exceptions - para 2-8
- o Added the reference and approval authority for dependent waivers - para 2-10
- o Revised conduct and administrative criteria - para 2-11
- o Revised National Agency Check with Local Agency and Credit Check - para 2-14
- o Revised Advancements - para 2-18
- o Added Checklist for Stripes for Skills - Figure 2-1
- o Revised Education Codes - Table 2-1
- o Revised Age and Service - para 3-3
- o Added Physical - para 3-7
- o Revised Authorized Enlistment Periods - para 3-15
- o Revised General to reference PS enlistees who must complete BCT - para 3-19
- o Revised Verification of Prior Service - para 3-20
- o Revised PS/GNPS Military Separations/Discharges - Table 3-1
- o Revised Conduct and Administrative Disqualifications - para 4-2
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- o Revised CASP effective only for MOS 09L, 42R, 68W, and 88M - chap 7
- o Revised Enlistment Program 09S - para 9-10
- o Revised ROTC/SMP - para 9-14
- o Revised 09L - para 9-22
- o Added Foreign Language Recruiting Initiative - 9-25
- o Administrative changes throughout the publication

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## PREFACE

### P-1. Purpose

This criterion 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), FY13-14, First Edition, dated 22 April 2013 and serves as ARNG accessions guidance until incorporated into the next 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.
- 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 NGB, ARNG-HRH, at ARNG-HRH-EA@MAIL.MIL.

### P-2. 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 the State AG and submitted through the Waiver Action Tracking System (WATS) to ARNG-GSS for moral and administrative waivers, or through Medical Action Tracking System (MATS) system to ARNG-ARS for medical waivers. ARNG-GSS will review the request and forward it to ARNG-HRH for final determination. 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-3. Eligibility

- a. Applicants who qualify for advanced pay grades upon enlistment per AR 601-210 will be enlisted at the grade more advantageous to the applicant.
- b. Prior Service (PS) applicants who were previously discharged under honorable conditions may qualify for one of the programs/options listed in this document. However, they can only enlist into the grade held at the time of separation/discharge. Applicants discharged under other than honorable conditions are not eligible.

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

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

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

### P-5. NGB Forms

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

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- (1) 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 Nonprior 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 nonprior service (NPS) and glossary nonprior service (GNPS) applicants enlisting into the ARNG are required to be in a deployable status within 24 months of enlistment. Delays beyond 24 months are prohibited by federal law. Soldiers failing to become deployable within 24 months of enlistment must be discharged per NGR 600-200. No exceptions authorized. The length of time the person must spend on IADT while undergoing AIT depends on the MOS in which they are to be trained. However, minimum period of time on IADT (BT and AIT) must total at least 12 weeks (10 USC 12103(d)) for the person to be considered deployable.

**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) and are not beyond their 35th birthday. The applicant must be accessed on or before their 35th birthday.

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

#### *a.* Born outside the United States.

Use of the U.S. Passport to verify eligibility will be limited to only those applicants born in the United States, Puerto Rico, the U.S. Virgin Islands, Guam, and American Samoa. All applicants born outside the United States (OCONUS) and its territories, listed above, are required to provide proof of citizenship:

- (1) FS Form 545 (Certification of Birth Abroad of U.S. Citizen).
- (2) FS Form 240 (Consular Report of Birth Abroad of U.S. Citizen).
- (3) INS or USCIS Form N-550/551/570 (Naturalization Certificate).
- (4) INS or USCIS Form N-560 or N-561 (Certificate of United States Citizenship).
- (5) USCIS Form G-845 (Document Verification Request).
- (6) WAIVERS or exceptions to policy: None

**Note:** The use of USCIS Form G-845 for Immigrant Alien applicants who have lost, stolen or expired I-551 cards is for enlistment only, and Applicant must present a valid I-551 card in order to ship. Submit a citizenship workflow for approval via Guidance Counselor Resource Center (GCRc) prior to enlistment. If the I-551 is received prior to ship date, TAG can renegotiate the Soldier's reservation and ship the Soldier.

#### *b.* Derived Citizenship

Applicants with US Passports NOT born in the United States must present documentation of becoming a Naturalized US Citizen. If the applicant states citizenship was "derived" via their parent(s), they must present one of their parent's Naturalization Certificate, and the applicant must have been age 17 or younger at the date the certificate was issued to the parent(s). Citizenship information cannot be completed on the SF86 using the US Passport. The parent's Naturalization Certificate and completed USCIS Form G-845 on applicant must be scanned in ERM with the US Passport. Verification must be processed through the Accession Suitability Office (ASO).

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## 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 is in compliance 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 Pamphlet 601-30 and using USAREC Form 1015a, (Tier Evaluation Worksheets), for education institutions reflecting the “TE” code in FAZR. After verification, the authorized ARNG Personnel, working in coordination with the USAREC ESS, will ensure the school is added to the Headquarters Support System Force Structure, Address, and ZIP code Realignment (HSS-FAZR) database under the appropriate education tier level.

### *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 1015-A

(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 1015-A (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 (see para 1-12h USAREC Reg 601-101).

(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 1015-A 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), 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 1015-A.

(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 GSS-I, 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 so as to understand the oath of enlistment and the TECH CHECK (security) interview. Test score category (CAT), education, and aptitude area scores required for enlistment are:

(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



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(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 IV's" must meet the trainability standards outlined below and the aptitude area score of the MOS for which enlisting. Line score waiver(s) for CAT IV applicants is not authorized. CAT IVA applicants with an AFQT between 28 and 30 must retest to improve their score.

(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 NGB ROC to obtain the enlistment control number and Test Score Category over-ride.

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

(7) CAT V (AFQT 1-9): Ineligible for enlistment.

(8) Applicants must have a qualifying aptitude area score for the MOS for which enlisting. DARNG (ARNG-GSS) may grant a waiver 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.

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

b. Waivers.

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

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

c. Proponent exceptions (job qualification).

(1) Exceptions for job qualifications (other than line points or approved color vision) IAW DA Pam 611-21 will be considered on a case-by-case. 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-GSS-I via the ROC).

### **As pertains to 2-10. Dependents**

a. A marriage license or marriage certificate with case number may be used to verify marital status.

b. For dependent children refer to AR 601-210, chapter 2-10.

c. The approval authority for dependent waivers is TAG.

### **As pertains to 2-11. 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.

(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.

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

- (a) Disorderly conduct.
- (b) Indecent exposure.
- (c) Malicious mischief or criminal mischief.
- (d) Trespass (non-criminal, criminal or simple).
- (e) 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.

*b.* DOCUMENTS:

(1) Applicants must have a signed, unused DD Form 369 (Police Record Check) in their enlistment packet.

(2) Cities or counties that do not have their own police agency and/or is covered by another agency, and/or arrest records are maintained by another agency, the Recruiting & Retention NCO (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.

(3) Statewide computerized police checks are authorized as state level checks only. City and county checks will be run on the DD Form 369.

(4) Statewide computerized courts checks are authorized but the court records must include all facts of the disposition.

(5) Police agencies that attach a letter to the DD Form 369, stating that the agency does not release information, must state in the letter that the agency is not subject to the Freedom of Information Act.

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

### **As pertains to 2-14. National Agency Check with Local Agency 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 NGB, 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 Linguist Support Office (LSO).

(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.

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### **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 HSJR, 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).

*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 will not be advanced if they meet the advancement criteria AFTER the date 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.

### **As pertains to 2-19. Verification requirements for enlistment in higher grade**

DA Form 4187 must be produced for all advancements.

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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

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

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**TABLE 2-1 Education Codes**

**IAW 2012 NDAA applicants will be processed in regard to education credentials and their eligibility. The following are the new education codes:**

<b><u>TIER 1</u></b>		
<b><i>Code</i></b>	<b><i>Status</i></b>	<b><i>Definition</i></b>
<b>9</b>	Currently in High School	An individual currently in high school who is not yet a high school senior, but successfully completed 10 <sup>th</sup> grade.
<b>S</b>	High School Senior	An individual attending high school as a senior.
<b>M</b>	Currently Enrolled, Other Than a High School Diploma	An applicant who is currently enrolled and attending class in a Tier 1 adult education or college program other than a high school diploma and who is expected to graduate or attain the required credits within current term may be enlisted. Verification is required in the form of the statement from the school that the applicant is enrolled and must indicate the expected graduation or completion date. Applicants enrolled in college require transcripts (unofficial transcripts are authorized at enlistment) or class schedule with statement from school. Applicants enlisted as 11M who fail to obtain required credits will be discharged.
<b>L</b>	High School Diploma	A diploma issued to a graduate of a public or private 12-year, "traditional," credit-based day program of classroom instruction. Includes individuals who met all requirements for graduation, but failed to pass mandated exit exams (formerly Code F).
<b>8</b>	Completed one Semester of College	A non-high school diploma graduate who completed 15 semester hours/22 quarter hours of college level credit or 675 clock hours from an accredited traditional or online Post-secondary institution.
<b>D</b>	Associate Degree	An associate degree from an accredited traditional or online post-secondary institution.
<b>G</b>	Professional Nursing	A diploma from an accredited 3-year hospital school of nursing program.
<b>K</b>	Baccalaureate Degree	A baccalaureate degree from an accredited traditional or online post-secondary institution.
<b>N</b>	Master's Degree	A master's degree from an accredited traditional or online post-secondary institution.
<b>R</b>	Post Master's Degree	A degree conferred from an accredited institution that is beyond the master's level but below the doctorate level.
<b>U</b>	Doctorate Degree	A doctorate degree from an accredited degree granting institution.
<b>W</b>	First Professional Degree	A degree/certificate awarded upon completion of the academic requirements in selected professions: Dentistry (D.D.S. or D.M.D.), Law (L.L.B. or J.D.) Medicine (M.D.) Theology (B.D.) and so forth.
<b>"Covered Graduates," Possessing:</b>		
<b>B</b>	Adult/Alternative Diploma	A diploma issued to a graduate of a public or private non-traditional school using alternative methods of instruction to complete graduation credit requirements based on state law (i.e., all alternative, accelerated, or high school completion programs to include the GED Test Option). <i>See Notes 1 and 2</i>
<b>7</b>	Virtual/Distance School Diploma	A diploma awarded upon completion of an accredited Home Study, Distance Learning, Independent Study, Self-Study, Correspondence School, Cyber School or Virtual Learning Program. <i>See Note 1</i>
<b>H</b>	Home School Diploma	A diploma issued to a graduate of a home school program in accordance with State requirements, administered by a parent, teacher/school district, or umbrella association. <i>See Note 1</i>
<b><u>TIER 2</u></b>		
<b>E</b>	Test-Based Equivalency Certificate	A certificate of General Educational Development (GED) or other test-based credential obtained solely by testing.

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<b>X</b>	National Guard Youth Challenge Program	A General Educational Development (GED) Certificate or other test-based credential obtained by completing a 22- week National Guard Youth Challenge Program (NGYCP) and passing the General Educational Development (GED) tests.
<b>C</b>	Occupational Program	Certificate received for completing a 6-month vocational-technical program and a minimum of 11 years of secondary education.
<b>J</b>	High School Certificate of Attendance, Completion or Special Education	An attendance-based high school certificate issued to students 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.
<b>TIER 3</b>		
<b>I</b>	Less than High School Diploma or Credential	An individual who is not currently in a secondary education program and has no diploma/credential.
<p><b>Notes:</b></p> <p><u>1.</u> To qualify under the “Covered Graduate” section, the applicant’s education credentials must be reviewed by authorized personnel and meet the criteria for Tier I. Covered Graduates must take all required tests, but will not be required to score 50 or better on the AFQT for Tier 1 enlistment consideration.</p> <p><u>2.</u> The GED Test Option. The GED Tests are designed to measure the major academic skills and knowledge associated with a high school program of study. Students enrolled in this Option Program take (and pass) the GED Tests to demonstrate and document the attainment of high school-level skills. The GED score report is one of the academic components required for the awarding of a <u>High School Diploma</u> by the local district, and as such, is placed in the student's permanent record. Since the purpose of this Option Program is to qualify the student for a high school diploma, the scores are only valid in that context. If a GED Certificate is awarded then the applicant is a GED holder (Tier II) and must take all required tests.</p>		

## 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 to criteria listed in 3-3*a.*

**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

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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 discharged.
  - (3) Applicants with a break in service of ten or fewer years from any component may enlist in their previous MOS or allowable conversion without recompilation of test scores or re-testing.
  - (4) Also see AR 610-210 for more information on PS ASVAB scores.
- b. Documentation to verify ASVAB.
- (1) MEPCOM Form PCN 680 ADP.
  - (2) Current DMDC or RDMS printout.
  - (3) DA Form 1811.
  - (4) DA Form 2-1 - ERB.
  - (5) DD Form 1966/1 (last period of service).
  - (6) Any verified record of prior service test score or document for retest scores.

### As pertains to 3-7. Physical

Applicants enlisting with current military status must have had a physical\PHA within 12 months from the date of enlistment.

### 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 years, months and days 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 from which they desire. 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 qualification 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

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State CSM. NCOES requirements and courses credible as equivalent Army NCOES are outlined in Chapter 7, 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 discharged.

*b.* PS enlistees (including OCS/WOCS) who have not successfully completed an Army BCT, WTC, or 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.

*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 GSS-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. 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. DD Form 368 is not required for non-unit members of the RC. However, certified official clearance from other services must be obtained prior to enlistment. The MEPS GC for the losing service can assist to obtain the release of non-unit members. Members of the Retired Reserve must be released per AR 140-10, chapter 6 prior to enlistment in the ARNG (see Table 3-1, line 40 for waiver authority).

*(2)* Enlistment may be accomplished when the approved clearance is received.

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

*(4)* 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.

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

*(1)* Training - No additional requirements.

*(2)* Education - No requirement.

*(3)* Medical - Applicant must meet height and weight standards or body composition prescribed by AR 600-9 at time of enlistment. This requirement is non-waivable.

*(4)* Pregnancy - Ineligible until term completion and postpartum.

*(5)* Administrative - Applicants will not be permitted to enlist in the ARNG under this part who:

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

*(b)* Have been denied Army Reserve enlistment or extension.



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

(d) Failed their last APFT. Applicant may conditionally enlist if Commander believes applicant can pass APFT. Applicant will be enlisted, re-tested, and processed IAW provisions of AR 350-1. In the event, applicant fails current retest, Soldier will be processed for discharge IAW applicable regulations.

(6) Grade - See AR 601-210.

(7) Dependency - No restrictions.

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 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 3-1 (located at the end of this chapter) identifies those narratives that are acceptable for enlistment, and those that are disqualifying. Table 3-1 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.

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TABLE 3-1 PS/GNPS Military Separations / Discharges

<u>LINE</u>	<u>NARRATIVE REASON FOR SEPARATION</u>	<u>WAIVER AUTHORITY</u>	<u>NOTES</u>
1.	Alcohol Rehabilitation Failure *	Non-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"</i> )	----- AR 601-210 Para 3-23	1
5.	Conscientious Objector	----- AR 601-210 Para. 4-23	6
6.	Convenience of the Government	ARNG-GSS-I	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 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* from any component (Second DAT positive the applicant is ineligible for enlistment)	ARNG-GSS-I	4, 12
16.	a. Entry level Separation	ARNG-GSS-I	3
	b. Entry level performance and conduct		4,10, 12
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-GSS-I	3,10
21.	Failure to meet medical procurement standards ( <i>excludes for "Drug Abuse", see Line 13</i> )	ARNG-CSG	10
22.	Failure to Report to Gaining State upon Interstate Transfer ( <i>includes: "IRR no-show"</i> )	TAG	2
23.	Failure to Report to IADT *	TAG	3
24.	Fraudulent Entry *	ARNG-GSS-I	4,10
25.	Hardship (including discharges for unreasonable commuting distance)	TAG AR 601-210 Para. 4-13	2,7,10
26.	Homosexuality	-----	12
27.	In Lieu of Trial by Court Martial * ( <i>includes: "For the Good of the Service"</i> )	ARNG-GSS-I AR 601-210 Para. 4-13	5,10,12
28.	Marriage	TAG	7, 8
29.	Medically Unfit for Retention	ARNG-CSG	2, 7
30.	Misconduct (Any Type) to include Patterns of Misconduct * ( <i>excludes separation for "Drug Abuse", see Line 13</i> )	ARNG-GSS-I	5,10,12
31.	Non-Retention on Active Duty	ARNG-GSS-I	5
32.	Non-Retention with RE-1 (SPD codes LGH and JGH do not require a waiver)	-----	<u>1</u>

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33.	Parenthood	TAG AR 601-210 Para. 4-13	7, 8
34.	Physical Condition (includes: "Physical Condition not a Disability")	ARNG-CSG	10
35.	Physical Standards	ARNG-CSG	10
36.	Pregnancy (Childbirth)	TAG AR 601-210 Para. 4-23	8
37.	Personality Disorder (includes: "Character or Behavior Disorder")	ARNG-CSG	5, 12
38.	Reduction in Force (includes "Reduction in Authorized Strength") SPD Code JCC only, KCC and MCC no waiver required (see para 3-23)	TAG AR 601-210 Para. 4-13	2
39.	Retirement, Active Duty (Voluntary, Sufficient Service)	AR 601-210 Para. 4-23	6
40.	Retirement, Reserve Component	ARNG-HRH	9
41.	Secretarial Authority	----	14
42.	Sole Surviving Son or Daughter	TAG AR 601-210 Para. 4-20	2
43.	Unsatisfactory Participation (RC) *	ARNG-GSS-I AR 601-210 Para. 4-16	10,11
44.	Unsatisfactory Performance	ARNG-GSS-I AR 601-210 Para. 4-13	5,10,12
45.	Unsuitability *	ARNG-GSS-I AR 601-210 Para. 4-13	5,10,12
46.	Weight-Control Failure	TAG AR 601-210 Para. 4-13	2
<b>DISQUALIFYING CHARACTERS OF SERVICE</b>			
47.	"General under honorable conditions" for reasons not covered above	ARNG-GSS AR 601-210 Para. 4-23	5,10,12
48.	"Other Than Honorable", "Bad Conduct", or "Dishonorable" Character of Service or who were discharged as a result of a Qualitative Management Program (i.e. QRB/SRB)	Non-Waivable AR 601-210 Para. 4-23	6,10
<b>Disqualifying Reentry Codes (Table 3-1 thru Table 3-4, AR 601-210)</b>			
<b>Any RE Codes requiring a waiver not otherwise covered may not process until 90 days have elapsed from separation date. Approval authority is ARNG-GSS-I (AR 601-210, para 4-13)</b>			
<b>NOTES:</b>			
<ol style="list-style-type: none"> <li>1. Eligible for enlistment.</li> <li>2. No waiting period is required to process a waiver</li> <li>3. Six (6) month waiting requirement from date of discharge/separation from military service.</li> <li>4. Twelve (12) month waiting requirement from date of discharge/separation from military service.</li> <li>5. Twenty Four (24) month waiting requirement from date of discharge/separation from military service</li> <li>6. Ineligible for enlistment - no waiver authorized.</li> <li>7. Applicant must provide evidence that hardship or conflict was resolved or no longer exists.</li> <li>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).</li> <li>9. Waivers are only considered in cases where the applicant's disability is not more than 30%..</li> <li>10. Must submit a complete Discharge packet validating Separation Program Designator (SPD), to include all board procedures.</li> <li>11. See current SMOM / DA Memo Operational Messages for suspensions.</li> <li>12. The following SPD codes do not require a waiver: BRA/JRA, BRB/JRB, BRC/JRC.</li> <li>13. All RE Code waivers must be submitted to NGB, ARNG-ASO, suitability review.</li> <li>14. All applicants who have EVER received any Misconduct discharge must have a suitability review by NGB, ARNG-ASO.</li> </ol>			
" * " = Unfavorable Separation/Discharge			
"----" = Enlistment waiver is not needed			

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## Chapter 4

### Waivable and Non-waivable Enlistment Criteria

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

#### As pertains to 4-1. General

Enlistment waivers (including medical) granted from other armed services will not be used for enlistment into the ARNG. Applicants requiring enlistment waivers will be processed by the ARNG command for which enlisting.

**Exception:** In cases where the applicant changes unit after the waiver is granted by the ARNG, the new Commander only needs to provide a statement that they are aware of the applicant's disqualification.

#### As pertains to 4-2. Conduct and administrative disqualifications

a. Applicants having tattoos will be screened IAW AR 670-1.

b. Suitability Determination.

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

(2) ARNG National Security Manager (ARNG-GSS-I) is the final determination authority for suitability issues in the ARNG to include the following:

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

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

(c) All adult/juvenile felonies and all level 400 offenses.

(3) ARNG National Security Manager is also the point of contact for actions as defined in AR 601-210, paragraph 4-4c(2).

(4) The ARNG security manager will not process waivers, but will recommend follow-on actions to be conducted to clarify any deficiencies.

(5) A suitability review will be processed via GCRC workflow exceptions with subsequent recommendation by the State waiver liaison recommending approval.

(6) The criteria for moral/administrative waiver authority for the ARNG are contained in Tables 3-1 and 4-1.

(7) Under the 09S Enlistment option, applicants who require civil conviction waiver per NGR 600-100, are not authorized to enlist until waiver is approved by NGB, ARNG-HRH-O.

(8) 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 NGB form 22-3 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 are: 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.

c. Concealed Offenses Revealed after Enlistment.

(1) Soldiers who conceal an offense that would have required a waiver will be discharged. The Soldier must wait 6-months from the date of separation prior to submitting a request for a fraudulent enlistment waiver from the TAG along with any additional waivers required. The request for a fraudulent enlistment waiver must first receive a retain endorsement from the MILPO (O-6 or O-5 promotable) and then an approval from the NGB ASO, prior to submission to the TAG.

(2) 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 (O-6 or O-5 promotable) or higher within 72 hours of notification of rap sheet and an approval from the ASO.

(3) Soldiers who conceal traffic offenses will require an approved retain exception by the MILPO (O-6 or O-5 promotable) or higher. Does not require a retain exception from ASO.

(4) 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

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Guidance Counselor impropriety is suspected, the TAG will initiate a Recruiting Impropriety (RI) investigation IAW NGR 601-1. All requests for retain exceptions will have police, court and probation records IAW AR 601-210 paragraph 2-11. Approved or disapproved retain endorsement must be completed within 72 hours of rap sheet notification.

(5) Every applicant must state in writing and verbally acknowledge that were not advised to withhold information and/or conceal any offense. Most common excuses have been “it was expunged, dismissed, dropped, my lawyer told me not to reveal it, or a judge told me I had no record.” These excuses are not valid and will not be accepted. Endorsements stating these types of excuses will be returned as disapproved.

(6) If retain exception is denied or any offense was open/pending at time of enlistment the Soldier must be discharged IAW AR 601-210. Retain exceptions previously disapproved may only be resubmitted after six months. However, the case may be reconsidered or appealed if there is substantial information that was not disclosed during the previous consideration, or the Soldier’s situation has changed significantly to merit such reconsideration.

(7) Prior Service Field Enlistments (no training required) that are identified as Positive Match will be processed for retain by NGB ARNG-ASO. REQUEST reservation must be cancelled with cancellation code “FE” the same day the rap sheet is received by MEPS GC. Retain exception will not be processed if reservation has not been cancelled.

### d. Offenses after Enlistment.

Soldiers with law violation/ticket after enlistment are authorized one-time renegotiation to allow appearance in court and/or complete court issued conditions. MEPS GC or Recruit Sustainment Program (RSP) must have the ticket, police agency arrest report, or police agency probable cause statement scanned into ERM REP 63 Folder “Other” prior to making a new reservation. Must have court records with a date of when the conditions were completed and a DD 369 IAW AR 601-210 paragraph 2-11b(3) scanned into ERM Waiver Folder prior to processing retain. If traffic offense is Reckless, Careless, or Imprudent Driving, MEPS GC must have court records with court issued conditions.

(1) Soldiers with new traffic or non-traffic offense(s) when added to current offense(s) meets waiver threshold, Soldier requires an ASO retain exception IAW paragraph 4-2d, no retain endorsement required.

(2) Soldiers with new traffic or non-traffic offense(s) when added to current offense(s) that does not meet waiver threshold, Soldier requires TAG retain exception, no retain endorsement required.

(3) Soldiers with new Misconduct or Major Misconduct offense(s), regardless of disposition, require an ASO retain exception IAW paragraph 4-2d, no retain endorsement required.

(4) Any new arrest or convictions that occur after the previous police checks, will require new police checks in accordance with paragraph AR 601-210, paragraph 2-11b.

(5) Post enlistment waivers are not authorized.

### e. Reservation Cancelled.

Soldiers that had their reservation cancelled, for any reason, must have their JPAS (security/background investigation) submission verified prior to new reservation. When the initial reservation is cancelled, the ASO will cancel the investigation due to OPM policy. Regardless of the date of cancellation, the Soldier must update Recruiter Zone with any changes (example: HS grad date, law violation(s), new employment, etc) and resign the four signature pages of the Security Clearance Application-SF86. Resubmission will be completed by the ASO, State Operations or MEPS GC must initiate a “JPAS Enlist” exception workflow through GCRC. Exception comments must state “JPAS push required for new investigation due to previous reservation being cancelled.” New reservation will not be made without an approved exception from the ASO.

### f. ASO Exception to ship WITHOUT RAP sheet.

Interviews conducted by the Recruiting & Retention Commander (RRC), Recruiting & Retention NCO (RRNCO), or GC’s will not be accepted. The interviewer must state they feel reasonably sure the Soldier has no other charges other than what is listed on the Security Clearance Application-SF86, and they are confident the Soldier is not concealing any information. Interview results must be on State letterhead with signature block by the person conducting the interview and signed, not signed “for.” Scan interview into core admin under “Memorandum ENTNAC Interview.” Forward a suitability workflow to the ASO for consideration. The interview must include, but is not limited to, the following questions (yes answers must be explained):

(1) Have you ever been questioned by police, sheriff, probation officer, or court official (Juvenile or Adult)?

(2) Have you ever been arrested and/or fingerprinted for any reason (Juvenile or Adult)?

(3) Have you ever been told to say “no” to being questioned by police, being arrested, being given a ticket, or ever being fingerprinted (Juvenile or Adult) by any Law Enforcement personnel?

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- (4) Have you ever been told to say “no” to charges after you have completed a diversion program, charges were expunged, removed, wiped off record, or resulted in no charges filed.
- (5) Have you ever been on probation (supervised or unsupervised), or traffic court probation (Juvenile or Adult)?
- (6) Did anyone tell you or coach you on how to respond to my questions?
- (7) Do you understand that any charge that is uncovered that was not previously disclosed will result in a fraudulent discharge?
- (8) Is there anything you feel you want or need to add to your records?

### As pertains to 4-3. Submission of requests

This Section prescribes procedures for processing requests for waivers for NPS/GNPS/PS with administrative, moral, medical, and separation/discharge disqualifications. Applicants found to be disqualified for military service are ineligible for enlistment in the ARNG. Applicants not meeting the minimum standards for enlistment may request a waiver for enlistment to the appropriate authority. Waivers, when authorized under these criteria, should only be granted to those applicants whose cases merit special consideration. The waiver authority will consider the "whole person" concept when making their final determination. Waiver authority for several categories of violations of law or for several criminal offenses is contained in Table 4-1. Applicants requiring a waiver will be processed for authorized unit vacancies per paragraph 4-2.

#### a. Waiver approval/disapproval authority:

- (1) Waivers must be initiated and processed through WATS and electronically approved.
- (2) 09S enlistment civil/military conviction waivers must be processed through ARNG-HRH-O via eTRACKER. Applicants are not authorized to enlist until waiver is approved by NGB, ARNG-HRH-O.
- (3) Enlistment waiver authorities are established at two levels: Director, Army National Guard (DARNG) and the individual Adjutants General (AG) of the States and territories. The DARNG further delegates waiver authority for selected moral and administrative disqualifications to the AGs of the individual States and territories. The AG may further delegate waiver authority but no lower than a Colonel (O-6) Military Personnel Officer (MILPO).
- (4) Established waiver authorities determine if waiver requests warrant favorable consideration by thoroughly reviewing the waiver application and associated documentation. The burden rests with the applicant to prove and provide all documentation to the waiver authority that they have overcome their disqualification(s) for enlistment, and that their acceptance for enlistment would be in the best interest of the ARNG. Waiver authorities may disapprove waivers for applicants who do not meet prescribed standards, or who cannot substantiate the merits of their cases.
- (5) If the review can be accomplished in a timely manner, the State surgeon should review MEPS requests for medical waivers. Medical waivers disapproved by the State surgeon will not be forwarded to the DARNG (ARNG-CSG via MATS) unless they are specifically appealed by the applicant.
- (6) Waivers previously disapproved may only be resubmitted if there is substantial additional and/or relevant information that was not disclosed during the previous consideration, or the applicant’s situation has changed significantly to merits reconsideration. Appeals will only be considered when there is substantial additional and/or relevant information that was not included in the original request for waiver.
- (7) Each eligibility standard paragraph/table identifies the approval authority based on the disqualification.

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

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

- #### d. Waiver authorities are identified in each enlistment standard. Applicants requiring -
- (1) Four or more State AG level waivers are ineligible for enlistment.

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(2) Two or more NGB level waivers (excludes “medical” and “telephonic” waivers) are ineligible for enlistment.

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

### **As pertains to 4-5. Waiver requirements for medical disqualifications**

Under height waivers up to 2 inches (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-GSS-I via the ROC.

### **As pertains to 4-6. Civil court convictions/dispositions conduct waivers (other than major misconduct)**

a. A waiver is required for any applicant who received an underage drinking and driving, wet and reckless, zero tolerance and/or refusal to take breathalyzer.

b. Applicants applying for enlistment in OCS, approval is required from DARNG (ARNG-HRH-O) for any offense(s) resulting in a conviction or OAD for non-traffic offense(s) or higher. Refer to paragraph 9-10.

### **As pertains to 4-14. Absent without leave or lost time**

Any applicant who, during their last period of Service, was AWOL or had lost time of 1 day or more is required to have a waiver for enlistment. TAG is the approval authority for 5 days or fewer and ARNG-GSS-I is the approval authority for 6 days or more. No waiver authorized for any applicant with AWOL or lost time of 30 consecutive days or more.

### **As pertains to 4-18. Positive drug or alcohol test**

Applicants who test positive for drugs during their pre-accession physical will be accessed into the ARNG (via SIDPERS) to establish a record of enlistment. Applicants will be discharged per NGR 600-200, paragraph 6-35c(5)(a), with SIDPERS loss transaction code OE. Discharge will be effective the date the test results are provided from the servicing MEPS and full REQUEST reservation cancelled immediately. Applicants with DAT positive results from any component are ineligible for enlistment. No exceptions authorized.

### **As pertains to 4-22. Non-waivable medical, conduct, and administrative disqualifications**

The ARNG will adhere to requirements as contained in AR-601-210, paragraph 4-22 (non-waivable medical, conduct, and administrative disqualification), except in cases where Table 4-1 is more constraining.

### **As pertains to 4-24. Prior Service applicants**

a. PS applicants must reveal all medical, moral, and administrative disqualifications regardless of the outcome or date incurred.

b. Medical. The ARNG will not accept a medical waiver from any other service or component of the Army.

c. Administrative.

(1) The ARNG will not accept an administrative waiver from any other service or component of the Army. Although all previous discharges will be reviewed, administrative waivers will only be required for the last period of service (excluding IRR). Applicants currently in a RC of all other services that had a waiver approved for that RC must process a waiver for enlistment.

(2) If an applicant received a RE-4 from the U.S. Army or a RE-4 or equivalent from another service, applicant is ineligible to enter the ARNG (waivers are not authorized). If an applicant received an RE-4 or its equivalent from another service that would have been ruled an RE-3 by the U.S. Army, a suitability review may be submitted to allow the RE code to be treated as an RE -3. Questionable cases may be forwarded to HQDA (DAPE-MPA) for consideration.

d. Moral.

(1) PS must reveal all law violations, regardless of the final disposition or when they occurred, on their SF86.

(2) Charges incurred during and after the last Expiration Term of Service (ETS) (excluding IRR) are considered current. Charges incurred prior to that period of service are not considered current, except as described in d(3) below. If the applicant did not ETS, all charges are considered current (see Note)

(3) When current charges meet waiver thresholds or when current charges (when added to charges that occurred prior to military service) would raise the approval authority of the waiver, all charges are considered current.

Note: Questionable cases may be forwarded to the ASO for review.

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### **As pertains to 4-30. Rules governing processing of conduct waivers**

Another example of 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 or the school district in exchange for not being criminally prosecuted.



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**TABLE 4-1 Waiver/Suitability review authority for law violations/criminal offenses (moral)**

<u>LINE</u>	<u>CLASSIFICATION OF OFFENSE</u>	<u># OF OFFENSES</u>	<u>WAIVER AUTHORIZED</u>	<u>WAIVER 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-GSS-I	
<b>3.</b>	<b>MISCONDUCT OFFENSES (LEVEL 300) AR 601-210 Figure 4-3</b>				
a.	DUI (309)	1	YES	TAG	AR 601-210 Para 4-6a.(4).
b.	DUI (309)	2	YES	ARNG-GSS-I	AR 601-210 Para 4-7c
c.	Poss. of Marijuana /Paraphernalia(316)	1	YES	TAG	AR 601-210 Para 4-6a.(4).
d.	Poss. of Marijuana /Paraphernalia(316)	2	YES	ARNG-GSS-I	AR 601-210 Para 4-7c.
e.	Combination of 1x(309) and 1x(316)	1	YES	ARNG -GSS-I	AR 601-210 Para 4-7c.
f.	Prostitution/Solicitation(317)	1	YES	TAG	AR 601-210 Para 4-6a.(4).
g.	Domestic Violence (308)	1 or more	YES	ARNG -GSS-I	AR 601-210 Para 4-6a.(4).
h.	Other 300 level offenses	2	YES	TAG	AR 601-210 Para 4-6a(2).
i.	Other 300 level offenses	3 to 5	YES	ARNG-GSS-I	AR 601-210 Para 4-6a(2).
j.	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-GSS-I	ARNG-HRH
b.		2 or more	NO	No Waiver Authorized	AR 601-210
<b>6.</b>	<b>SUITABILITY REVIEW AUTHORITY</b>				
a.	Combination of 4x(200)or more & 1x(300)	4x(200) w/1x(300)	Yes	ARNG-GSS-I	AR 601-210 Para 4-2e
b.	Misconduct (300)	2 or more	Yes	ARNG-GSS-I	AR 601-210 Para 4-2e
c.	Major Misconduct	1 or more	Yes	ARNG-GSS-I	AR 601-210 Para 4-2e
d.	Domestic Violence offense (see Note 1)	1 or more	Yes	ARNG-GSS-I	AR 601-210 Para 4-2e
e.	Criminal offense of a sexual nature	1 or more	Yes	ARNG-GSS-I	AR 601-210 Para 4-22

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

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

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

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

(3) Female applicants will not be enlisted or assigned to any MOS closed to females (see DA Pam 611-21).

b. Applicants will not be enlisted without their written consent and consent from the unit located beyond 50 miles commuting distance one way (i.e.: 51 miles one way when the unit conducts four drills on two consecutive days and government meals and quarters are provided, or 51 miles one way if the preceding conditions do not apply). If the applicant lives outside of a radius of 50 miles one way; the following statement will be placed in the remarks section of the DD Form 1966: "I understand that the unit into which I am enlisting is farther than the reasonable commuting distance as defined in AR 135-91, paragraph 5-5." The unit representative giving approval must also be annotated in the remarks section.

#### 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.

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(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 by the 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 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 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.**

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## **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 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.

## **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.

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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 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

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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 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.

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

CASP applicants must be projected or assigned to a 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.

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.

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(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).
- d.* Enlisted for CASP MOS (specify) with promotion to pay grade (specify) on completion of BCT (if required), or prerequisite AIT (if required), or both (if required) and on return to unit (see table 7-2, option 5).
- e.* Enlisted for CASP MOS (specify).
- f.* In item 32, Specific options Enlisted For, enter the following: "CASP option (specify), table 7-2, Enlistment Criteria."



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

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

<p><b><u>MOS: 12N10</u></b> <b><u>Titled: Construction Equipment Operator</u></b> Will enlist as: E-4/SPC Options: 1, 3, or 5, per table 7-2. The following criteria must be met: a. Have two years of experience as operator of crawling or wheeled tractors, graders, or loaders and be certified as Civil Service-rated Heavy Construction Equipment Operator, WB-10, or have two years of experience and be apprenticed member of International Union of Operating Engineers, AFL-CIO. b. Have valid State motor vehicle license.</p>
<p><b><u>MOS: 12G10</u></b> <b><u>Titled: Quarrying Specialist</u></b> Will enlist as: E-4/SPC Options: 1, 3, or 5, per table 7-2. Must have at least two years of experience, or combination of formal training and experience totaling two years, in the operation of quarry machinery.</p>
<p><b><u>MOS: 12K10</u></b> <b><u>Titled: Plumber</u></b> Will enlist as: E-4/SPC Options: 1, 3, or 5, per table 7-2. Have at least two years of experience, or combination of formal training and experience totaling two years, as a plumber or pipe fitter helper installing and repairing pipe systems, plumbing fixtures, and equipment.</p>
<p><b><u>MOS: 12M10</u></b> <b><u>Titled: Firefighter</u></b> Will enlist as: E-4/SPC Options: 1, 3, or 5, per table 7-2. Must have at least two years of full-time experience as a member of an aircraft crash/rescue crew.</p>
<p><b><u>MOS: 12Q10</u></b> <b><u>Titled: Power Line Distribution Specialist (RC)</u></b> Will enlist as: E-4/SPC Options: 1, 3, or 5, per table 7-2. The following criteria must be met: Have two years of experience and be certified as a Civil Service-rated electrician WB-8, or have two years of experience in the installation of electrical transmission and distribution systems and exterior services and be an apprentice member of the International Brotherhood of Electrical Workers, or its equivalent.</p>
<p><b><u>MOS: 12R10</u></b> <b><u>Titled: Interior Electrician</u></b> Will enlist as: SPC Options, 1, 3, or 5, per table 7-2. Must have at least two years of experience and be certified as a Civil Service rated electrician, WB-8, or have two years of experience and be an apprentice member of International Brotherhood of Electrical Workers, or equivalent.</p>
<p><b><u>MOS: 12T10</u></b> <b><u>Titled: Technical Engineer</u></b> Will enlist as: E-4/SPC Options: 1, 3, or 5, per table 7-2. Must have two years experience, or combination of formal training and experience totaling two years, as a surveyor.</p>
<p><b><u>MOS: 12V10</u></b> <b><u>Titled: Concrete and Asphalt Equipment Operator</u></b> Will enlist as: E-4/SPC Options: 1, 3, or 5, per table 7-2. The following criteria must be met: a. Have two years of experience or a combination of formal training and experience totaling two years, in concrete or asphalt paving operations. b. Have a valid State motor vehicle license.</p>

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### **MOS: 12W10**

#### **Titled: Carpentry and Masonry Specialist**

Will enlist as: E-4/SPC

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

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

### **MOS: 15B10**

#### **Titled: Aircraft Powerplant Repairer**

Will enlist as: E-4/SPC

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

The following criteria must be met:

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

[http://www.rucker.army.mil/AP/waivers\\_page.htm](http://www.rucker.army.mil/AP/waivers_page.htm) .

### **MOS: 15D10**

#### **Titled: Aircraft Powertrain Repairer**

Will enlist as: E-4/SPC

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

The following criteria must be met:

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

### **MOS: 15F10**

#### **Titled: Aircraft Electrician**

Will enlist as: E-4/SPC

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

The following criteria must be met:

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

### **MOS: 15G10**

#### **Titled: Aircraft Structural Repairer**

Will enlist as: E-4/SPC

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

The following criteria must be met:

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

### **MOS: 15H10**

#### **Titled: Aircraft Pnedraulics Repairer**

Will enlist as: E-4/SPC

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

The following criteria must be met:

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

[http://www.rucker.army.mil/AP/waivers\\_page.htm](http://www.rucker.army.mil/AP/waivers_page.htm).

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## **MOS: 15J10**

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

Will enlist as: E-4/SPC

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

The following criteria must be met:

- a. Be eligible for security access under AR-380-15.
- b. Must have two years OH-58D/ARH armament, electrical, avionics systems experience and proper FCC certificate for maintenance of aircraft OH-58D/ARH armament, electrical and avionics systems.
- c. Applicant must have no record of conviction of any Federal or State Statute relating to use, growth, processing, manufacture, sale, disposition, possession, or transportation of depressant or stimulant drugs or substances.
- d. Applicant must have no record of conviction of any Federal or State Statute relating to alcohol abuse.
- e. Must be a U.S. Citizen.

## **MOS: 15M10**

### **Titled: UH-1 Helicopter Repairer**

Will enlist as: E-4/SPC

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

The following criteria must be met:

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

## **MOS: 15N10**

### **Titled: Avionic Mechanic**

Will enlist as: E-4/SPC

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

The following criteria must be met:

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

## **MOS: 15Q10**

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

Will enlist as: E-4/SPC

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

The following criteria must be met:

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

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### **MOS: 15R10**

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

Will enlist as: E-4/SPC

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

The following criteria must be met:

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

### **MOS: 15S10**

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

Will enlist as: E-4/SPC

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

The following criteria must be met:

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

### **MOS: 15T10**

#### **Titled: UH-60 Helicopter Repairer**

Will enlist as: E-4/SPC

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

The following criteria must be met:

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

### **MOS: 15U10**

#### **Titled: CH-47 Helicopter Repairer**

Will enlist as: E-4/SPC

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

The following criteria must be met:

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

### **MOS: 15V10**

#### **Titled: Observation/Scout Helicopter Repairer**

Will enlist as: E-4/SPC

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

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## **MOS: 25B10**

### **Titled: Information Technology Specialist**

Will enlist as: E-4/SPC

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

The following criteria must be met:

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

## **MOS: 25C10**

### **Titled: Radio Operator - Maintainer**

Will enlist as: E-4/SPC

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

The following criteria must be met:

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

## **MOS: 25F10**

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

Will enlist as: E-4/SPC

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

The following criteria must be met:

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

## **MOS: 25L10**

### **Titled: Cable Systems Installer - Maintainer**

Will enlist as: E-4/SPC

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

The following criteria must be met:

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

## **MOS: 25N10**

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

Will enlist as: E-4/SPC

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

The following criteria must be met:

- a. Be eligible for security clearance under AR 380-67.
- b. Must meet requirements for MOS per DA Pam 611-21.
- c. Must have completed a minimum of one year of accredited college or technical school studies in electronics/electronic switching systems repair and WAN network or have two years verifiable experience, or combination of formal training, experience and certification totaling two years, in installing, operating and maintaining telephone exchange or primary branch exchange systems to include certified promina switch network equipment training. This

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experience base should include knowledge of Internet Protocol (IP) based switching, multiplexing, Video Teleconferencing (VTC) systems and proficiency at the configuration, operation and troubleshooting of routers and E-switches. Having a working knowledge of Network Operation Center (NOC) operations and Promina Multi-service access platform certification is recommended.

d. Must be a U.S. Citizen.

### **MOS: 25P10**

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

Will enlist as: E-4/SPC

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

The following criteria must be met:

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

c. Must be a U.S. Citizen.

### **MOS: 25S10**

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

Will enlist as: E-4/SPC

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

The following criteria must be met:

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

c. Must be a U.S. Citizen.

### **MOS: 35G10**

#### **Titled: Imagery Analyst**

Will enlist as: E-4/SPC

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

The following criteria must be met:

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

### **MOS: 35M**

#### **Titled: Human Intelligence Collector**

Will enlist as: E-4/SPC

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

The following criteria must be met:

- a. Be eligible for security clearance under AR 380-67.
- b. Meet additional requirements for MOS under AR 614-200.
- c. Have reading and listening comprehension of at least "2" in needed foreign language under AR 611-6. Language proficiency testing will be accomplished at MEPS under AR 601-270 for applicants who claim proficiency in needed foreign language and meet above requirements.

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- d. Successfully complete Voice Interrogator Course.
- e. Special instructions are as follows:
  - (1) Persons who enlist through this program will not receive language training. On the Annex to DD Form 4, NGB Form 594, guidance counselors will complete the statement to indicate enlistee's language. (Example: "I understand that my civilian acquired skill as a Korean linguist, MOS 35MLKP, will be recognized upon enlistment and...").
  - (2) The MOSC, to include proper language identifier, also will be entered as shown above.
- f. Must be an U.S. Citizen.
- g. No record of conviction by court-martial.
- h. No record of conviction by civil court other than minor traffic.

### **MOS: 35P1L**

#### **Titled: Voice Interceptor**

Will enlist as: E-4/SPC

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

The following criteria must be met:

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

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

#### **Titled: Army Bandperson**

**ASIs for Army Band**

**To qualify for ASI: 9B**

**Titled: Cornet/Trumpet Player**

**To qualify for ASI: 9C**

**Titled: Baritone/Euphonium Player**

**To qualify for ASI: 9D**

**Titled: French Horn Player**

**To qualify for ASI: 9F**

**Titled: Tuba Player**

**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**

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**To qualify for ASI: 9L**  
**Titled: Saxophone Player**

**To qualify for ASI: 9M**  
**Titled: Percussion Player**

**To qualify for ASI: 9N**  
**Titled: Keyboard Player**

**To qualify for ASI: 9T**  
**Titled: Guitar Player**

**To qualify for ASI: 9U**  
**Titled: Electric Bass Guitar Player**

Will enlist as SPC/E-4

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

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

### **MOS: 68D10**

**Titled: Operating Room Specialist**

Will enlist as: E-4/SPC

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

The following criteria must be met:

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

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

### **MOS: 68E20**

**Titled: Dental Specialist**

Will enlist as: E-4/SPC

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

The following criteria must be met:

a. Have successfully completed a six-month course for dental assistants and have at least 30 months of experience in chair-side assistant duties or possess certificate, diploma or associate or higher level degree, awarded for successful completion of a two year or longer course in dental hygiene.

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

### **MOS: 68E10N5**

**Titled: Dental Laboratory Specialist**

Will enlist as: E-4/SPC

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

The following criteria must be met:

a. Successful completion of an American Dental Association Accredited Dental Laboratory Technician Program, or:

b. Be a Certified Dental Technician (CDT) in complete dentures, partial dentures, crown and bridge.

c. Have three years experience, or a combination of formal education and experience totaling three years, as a dental laboratory technician with experience in complete dentures, partial dentures, crown and bridge and orthodontics.

d. *Proficiency* training required by paragraph 7-10 must be performed under supervision of a NCO qualified MOS 68E or a dental officer.

### **MOS: 68G10**

**Titled: Patient Administration Specialist**

Will enlist as: E-4/SPC

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

The following criteria must be met:

a. Have one year training or experience or a combination of one year training and experience in medical terminology, medical administration, and management of medical records in a health care setting.

b. *Proficiency* training required by paragraph 7-10 must be performed under supervision of an NCO qualified in MOS



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68G or a Patient Administration Officer (AOC 67E).

c. Be able to type 20 WPM.

### **MOS: 68H10**

#### **Titled: Optical Laboratory Specialist**

Will enlist as: E-4/SPC

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

The following criteria must be met:

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

### **MOS: 68H20**

#### **Titled: Optical Laboratory Specialist**

Will enlist as: E-4/SPC

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

The following criteria must be met:

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

### **MOS: 68K10**

#### **Titled: Medical Laboratory Specialist**

Will enlist as: E-4/SPC

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

The following criteria must be met:

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

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

### **MOS: 68K10P9**

#### **Titled: Biological Science Research**

Will enlist as: E-4/SPC

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

The following criteria must be met:

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

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paragraph 7-10.

- e. Foreign transcripts must be evaluated prior to contacting U.S. Army Human Resources Command (HRC).

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

### **MOS: 68K20M2**

#### **Titled: Cytology Specialist**

Will enlist as: E-4/SPC

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

The following criteria must be met:

- a. Have earned an Associate Degree in a laboratory science, or medical technology from an accredited institution AND:
- b. Have graduated within 36 months of enlistment from a School of Cytotechnology accredited by the Committee on Allied Health Education and Accreditation (CAHEA); or
- c. Be certified within 36 months of enlistment as a cytotechnologist by the Board of Registry of the American Society of Clinical Pathologist.
- d. Documentation of the Associated degree requires an official transcript from the degree-granting institute. A certified copy of documentation of certification by ASCP or graduation from CAHEA-accredited School of Cytotechnology is required.

### **MOS: 68M10**

#### **Titled: Nutrition Care Specialist**

Will enlist as: E-4/SPC

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

The following criteria must be met:

- a. Have two years of experience, or a combination of formal training and experience totaling two years, in preparing hospital meals, special foods, formulas, and nourishment's, or be a graduate of an approved dietetic assistant or dietetic technician program.
- b. Successfully complete 92G10 (Food Service Specialist) course.
- c. Proficiency training required by paragraph 7-10 must be performed under supervision of a Hospital Dietitian (AOC 65C).

### **MOS: 68P20**

#### **Titled: Radiology Specialist**

Will enlist as: E-4/SPC

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

The following criteria must be met:

- a. Have one year experience after completing a CAHEA approved radiography program, or the documented equivalent, or have one year experience after being certified/registered in medical radiography (X-ray Technology) by American Registry of Radiological Technologist (ARRT), or American Registry of Clinical Radiological Technologist (ARCRT) or a State credentialing agency.
- b. Proficiency training required by paragraph 7-10 must be performed under supervision of a Radiologist (AOC 61Q, 61R or 61S) or a NCO qualified in MOS 68P.

### **MOS: 68Q10**

#### **Titled: Pharmacy Specialist** (see NOTES).

Will enlist as: E-4/SPC

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

The following criteria must be met:

- a. Have successfully completed a Pharmacy Technician training program accredited by the American Society of Hospital Pharmacists.
- b. If employed as a Pharmacy Technician in a State that requires licensure or certification, possesses such a current license or certificate to practice.
- c. Proficiency training required by paragraph 7-10 must be performed under supervision of a Pharmacy Officer (AOC 68H) or a NCO qualified in MOS 68Q (see NOTE 2).

### **MOS: 68Q20**

#### **Titled: Pharmacy Specialist** (see NOTES)

Will enlist as: E-4/SPC

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

The following criteria must be met:

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- a. Be a graduate of an accredited college of pharmacy, or have successfully completed a Pharmacy Technician training program accredited by the American Society of Hospital Pharmacists and have one year experience as a pharmacy technician.
- b. If employed as a Pharmacy Technician in a state that requires licensure or certification, possess such a current license or certificate to practice.
- c. Proficiency training required by paragraph 7-10 must be performed under supervision of a Pharmacy Officer (AOC 68H) or a NCO qualified in MOS 68Q (see NOTE 2).

### **MOS: 68T10**

#### **Titled: Animal Care Specialist**

Will enlist as: E-4/SPC

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

The following criteria must be met:

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

### **MOS: 68V20**

#### **Titled: Respiratory Specialist**

Will enlist as: E-4/SPC

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

The following criteria must be met:

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

### **MOS: 68W10**

#### **Titled: Health Care Specialist**

Will enlist as: E-4/SPC

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

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

The following criteria must be met:

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

### **MOS: 88H10**

#### **Titled: Cargo Specialist**

Will enlist as: E-4/SPC

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

The following criteria must be met:

Have two years of experience as longshoreman.

### **MOS: 88K10**

#### **Titled: Watercraft Operator**

Will enlist as: E-4/SPC

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

The following criteria must be met:

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

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obtaining certification in accordance with AR 56-9, Surface Transportation Watercraft.

**MOS: 88L10**

**Titled: Watercraft Engineer**

Will enlist as: E-4/SPC

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

The following criteria must be met:

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

**MOS: 88M10**

**Titled: Motor Transport Operator**

Will enlist as: E-4/SPC

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

The following criteria must be met:

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

**MOS: 91B10**

**Titled: Wheel Vehicle Mechanic**

Will enlist as: E-4/SPC

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

The following criteria must be met:

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

**MOS: 91C10**

**Titled: Utilities Equipment Repairer**

Will enlist as: E-4/SPC

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

The following criteria must be met:

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

**MOS: 91D10**

**Titled: Power-Generation Equipment Repairer**

Will enlist as: E-4/SPC

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

The following criteria must be met:

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

**MOS: 91E10**

**Titled: Allied Trades Specialist**

Will enlist as: E-4/SPC

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

The following criteria must be met:

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

**MOS: 91H10**

**Titled: Track Vehicle Repairer**

Will enlist as: E-4/SPC

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

The following criteria must be met:

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

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### **MOS: 91L10**

#### **Titled: Construction Equipment Repairer**

Will enlist as: E-4/SPC

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

The following criteria must be met:

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

### **MOS: 91W10**

#### **Titled: Metal Worker**

Will enlist as: E-4/SPC

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

The following criteria must be met:

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

### **MOS: 92G10**

#### **Titled: Food Service Specialist**

Will enlist as: E-4/SPC

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

The following criteria must be met:

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

### **MOS: 92L10**

#### **Titled: Petroleum Laboratory Specialist**

Will enlist as: E-4/SPC

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

The following criteria must be met:

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

### **MOS: 92S10**

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

Will enlist as: E-4/SPC

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

The following criteria must be met:

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

### **MOS: 92W10**

#### **Titled: Water Treatment Specialist**

Will enlist as: E-4/SPC

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

The following criteria must be met:

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

### **MOS: 94A10**

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

Will enlist as: E-4/SPC

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

The following criteria must be met:

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

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### **MOS: 94D10**

#### **Titled: Air Traffic Control Equipment Repairer**

Will enlist as: E-4/SPC

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

The following criteria must be met:

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

### **MOS: 94H10**

#### **Titled: Fuel and Electrical Systems Repairer**

Will enlist as: E-4/SPC

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

The following criteria must be met:

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

### **MOS: 94M10**

#### **Titled: Radar Repairer**

Will enlist as: E-4/SPC

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

The following criteria must be met:

- a. Be eligible for security clearance under AR 380-67.
- b. Must have two years of experience or combination of formal training and experience totaling two years as ground surveillance radar repairer.
- c. Must be a U.S. citizen.

### **MOS: 94Y10**

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

Will enlist as: E-4/SPC

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

The following criteria must be met:

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

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

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

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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.

e. Accelerated promotion to SGT will be at the discretion of the promotion authority based on a memorandum of recommendation issued by the Bandmaster and contingent on availability of a position vacancy in rank and MOS in which recommended. Authority for the accelerated promotion will be this table.

## Line: 8

Item: Statement of enlistment

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

## Line: 9

Item: Record entries and orders

Comment:

a. For applicants required to enter on IADT, orders will be prepared using Format 260 (Active Duty/Active Duty for Training (AD/ADT) for 89 days or less) or Format 261 (ADT for 90 days or more), NGR 310-10. Orders will contain "ARNGUS Bands option, as the response to the "Auth" lead line.

b. In section VI, DD Form 1966, enter proper statement from one of the following:

(1) Enter for 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 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

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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 35<sup>th</sup> 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 commissioning. 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 32<sup>nd</sup> birthday prior to enlistment and must be enrolled into Federal OCS prior to their 33<sup>rd</sup> birthday. They must complete the Federal OCS course prior to age 34.
  - (2) Obtained a reservation through REQUEST by their 32<sup>nd</sup> birthday.
  - (3) Possess a Baccalaureate Degree.
  - (4) Civilian/Military/Administrative and Medical waivers for Federal OCS are not authorized.
  - (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).
- d. Additional requirements for **State OCS**:
  - (1) Be at least 18 and not have reached your 35<sup>th</sup> birthday prior to enlistment and be able to complete the State OCS course and commissioning requirements prior to reaching age 42. 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.

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(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 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 Soldiers who fail to complete OCS must enroll into AIT (if not already completed) within 180 days of disenrollment, or be discharged. Soldiers will be administratively reduced to their previous enlisted grade prior to entering OCS. 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 advanced 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-GSS 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 NGB, 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.

*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/>

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(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 moral 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 while awaiting the start of Warrant Officer Candidate School (WOCS). I understand I will not be competitive for promotion under the ARNG enlisted promotion system, while awaiting attendance of WOCS. I further understand that if I fail to complete WOCS I will either be –

(i) 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;

(ii) Administratively reduced to the grade authorized by the position to which I am assigned;

(iii) Discharged and transferred to the USAR Control Group;

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

h. Personnel management of WOCS applicants.

(a) Applicants should be assigned to an enlisted position appropriate to the Soldier's PMOS and grade. Upon being determined by the MOS proponent as technically qualified to enter certification training and being found to meet all of the appointment criteria by Federal recognition board, the State will appoint the applicant as a Warrant Officer Candidate (WOC) on orders per NGR 600-101, Chapter 4-6. Once appointed on orders WOCs may be assigned and perform duties in one of the following positions for which selected IAW NGR 600-101.

(1) In a vacant Warrant Officer position.

(2) As overstrength in a currently occupied position projected to be vacant within two years.

(3) Remain in current enlisted position until successful completion of WOCS and appointed as a Warrant Officer.

(a) If Soldier fails to complete WOCS, they will either be:

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

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

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

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

(b) 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 U.S. Navy Special Operations Forces, or U.S. Air Force Security Police during previous military service are required to attend Army BCT. Soldiers currently enrolled for O9W prior to 4 April 2011 are exempt from BCT requirements.

i. Processing waivers for WOCS applicants.

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

### 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).

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(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 moral 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 a 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.

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 withdraws from the program or fails to be 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) Assign contracted SMP's excess against officer positions and code in SIDPERS with a 9990 position excess code.

(6) Promote contracted SMP's to the grade of SGT with title of Cadet.

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

(8) 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 NGB, 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).

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## Section IV

*Army National Guard Enlistment Programs and Options*

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

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

### **9-22. 09L - Native/Heritage Speaker Enlistment option**

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

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

(1) For the English Language:

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

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

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

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

(a) Applicants who are immigrant aliens who have been lawfully and permanently admitted to the United States are eligible for enlistment as a 09L. The requirement to obtain U.S. Citizenship within 8 years of service is hereby rescinded per AR 601-210. As long as the applicant or Prior Service Soldier is a US Citizen or a lawfully permanent resident alien and is otherwise qualified; they may enlist or reenlist without constraint.

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

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

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

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

(5) Will be subject to counterintelligence screening as well as traditional National Agency Check/Local Records and Credit Check (NACLAC). INSCOM conducts additional counter intelligence screening of the recruits. Applicants will be advised that in order to obtain a security clearance higher than Entrance National Agency Check (ENTNAC), they must be a U.S. Citizen and successfully pass an ENTNAC.

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

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

### c. Training Requirements

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

### d. Waivers

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

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

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

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

**CURRENTLY SUSPENDED** by (ARNG-GSS) 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), authorized by reference 1e, 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

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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.

(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 the English Training Program.

(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 with a primary language of Spanish will in-process and attend ESL at Fort Allen, PR (only PR applicants enlisting as 09E). The GC will ensure that all FLRI 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 a MOS of 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 NGB (ARNG-GSS) 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, 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 NGB (ARNG-GSS, 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. There is no cap on the number of FLRI enlistments during the period authorized above.

k. 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.



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## **Appendix A References**

### **Section I Required Publications**

None

### **Section II Related Publications**

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

DODI 1312.1-I - Occupational Conversion Index

#### **Army Publications**

AR 40-501 - 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 - Enlisted Personnel Management

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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**

MEPCOM Form PCN 680 ADP

SOM Form 1230 - Band Audition Report

Standard Form 50 - Notification of Personnel Action

Standard Form 86 - Questionnaire for National Security Positions

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## 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.

##### **Page 2 of 2**

**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 NGB (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-GSS.

**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.

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**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.

**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.

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- 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
- 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:**

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- 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 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:**

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**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 and 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.ngbpdn.ngb.army.mil/forms/ngbf594\\_1.htm](http://www.ngbpdn.ngb.army.mil/forms/ngbf594_1.htm).

#### **Preparation Instructions:**

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**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".

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**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).

**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.ngbpdn.ngb.army.mil/forms/ngbf594\\_4.htm](http://www.ngbpdn.ngb.army.mil/forms/ngbf594_4.htm).

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**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.



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## **Glossary**

### **Section I Abbreviations**

#### **AC**

Active Component

#### **ACE**

Accredited Institutions of Post-secondary Education

#### **ACP**

Accelerated Citizenship Program

#### **AD**

Active Duty

#### **ADOS**

Active Duty for Operational Support

#### **ADT**

Active Duty for Training

#### **AFCT**

Armed Forces Classification Test

#### **AFP**

Active First Program

#### **AFQT**

Armed Forces Qualification Test

#### **AGR**

Active Guard Reserve

#### **AHSCH**

Alternate High School Credential Holder

#### **AIT**

Advanced Individual Training

#### **ALCPT**

American Language Comprehension Placement Test

#### **AMOS**

Additional Military Occupational Specialty

#### **ANG**

Air National Guard

#### **APFT**

Army Physical Fitness Test

#### **AR**

Army Regulation

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## **ARNG**

Army National Guard

## **ARNGUS**

Army National Guard of the United States

## **ASI**

Additional Skill Identifier

## **ASVAB**

Armed Services Vocational Aptitude Battery

## **AT**

Annual Training

## **ATRRS**

Army Training Requirements and Resources System

## **AUVS**

Automated Unit Vacancy System

## **BESD**

Basic Enlisted Service Date

## **BOLC**

Basic Officer Leadership Course

## **BCT**

Basic Combat Training

## **CASP**

Civilian Acquired Skills Program+

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

~~College First~~

## **CHEA**

Council for Higher Education Accreditation

## **CHSJR**

Currently in High School Junior

## **CMF**

Career Management Field

## **CNGB**

Chief, National Guard Bureau

## **COPA**

Commission on Post-secondary Accreditation

## **CORPA**

Commission on Recognition of Post Secondary Accreditation Education Council

## **CPMOS**

Career Progression MOS

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## **DA**

Department of the Army

## **DARNG**

Director, Army National Guard

## **DAT**

Drug and Alcohol Test

## **DCPC**

Direct Combat Probability Code

## **DCSPER**

Deputy Chief of Staff for Personnel

## **DEP**

Delayed Entry Program

## **DMDC**

Defense Manpower Data Center

## **DMOS**

Duty Military Occupational Specialty

## **DoD**

Department of Defense

## **DOS**

Days of Service

## **ECLT**

English Comprehension Level Test

## **ENTNAC**

Entrance National Agency Check

## **EPMS**

Enlisted Personnel Management System

## **EPSQ**

Electronic Personnel Security Questionnaire

## **ETS**

Expiration of Term of Service

## **FTA**

Federal Tuition Assistance

## **FTNGD**

Full-Time National Guard Duty

## **FY**

Fiscal Year

## **GC**

Guidance Counselor

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## **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**

Individual Mobilization Augmentee

## **ING**

Inactive Army National Guard

## **iPERMS**

interactive Personnel Record Management System

## **IRR**

Individual Ready Reserve

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## **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**

New England Association

## **NGB**

National Guard Bureau

## **NGR**

National Guard Regulation

## **NHSG**

Non-High School Graduate

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## **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**

Recruiting Operation Branch

## **ROC**

REQUEST Operations Center

## **ROTC**

Reserve Officers' Training Corps

## **RRB**

Recruiting and Retention Battalion

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## **RRC**

Recruiting and Retention Commander

## **RRM**

Recruiting and Retention Manager

## **RRNCO**

Recruiting & Retention NCO

## **RSP**

Recruit Sustainment Program

## **RTI**

Regional Training Institute

## **SACS**

Southern Association of Colleges and Schools

## **SIDPERS**

Standard Installation/Division Personnel System

## **SLRP**

Student Loan Repayment Program

## **SMOS**

Secondary Military Occupational Specialty

## **SMP**

Simultaneous Membership Program

## **SPD**

Separation Program Designator

## **SQI**

Special Qualification Identifiers

## **SRIP**

Selected Reserve Incentive Program

## **STO**

Split Training option

## **TAG**

The Adjutant General

## **TDA**

Table of Distribution and Allowances

## **TPU**

Troop Program Unit

## **USAR**

United States Army Reserve

## **USAREC**

United States Army Recruiting Command

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## **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 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 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. Military personnel on full-time National Guard duty or on AD (other than-for training or active duty in the AC) for 180 days law as the U.S. Air Force. The term "United States Army" will be used in preference to the term "Army of the United States." The United States Army includes the Regular Army, the Army National Guard of the United States, and the Army Reserve; all persons appointed, enlisted, or inducted in the Army without specification of component; and all persons serving in the Army under call or conscription under any provision of



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law, including members of the National Guard of the States, Territories, and the District of Columbia, when in the service of the United States pursuant to call as provided by law.

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

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

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

- a. 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. The three administrative characterizations are:

- a. Honorable.
- b. Under Honorable Conditions (General Discharge).
- c. Under other than Honorable Conditions.

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

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

**Contractual Term of Service** – The military service obligation incurred by completion of the oath of enlistment on an enlistment 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 includes failure to train the Soldier within the IADT period established in these criteria.

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**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 alphanumerical codes that indicate the relative risks of engaging in direct combat for military members serving in MTOE/TDA positions in the total Army. The code is based on MOS/SQI duties, mission of unit/activity, battlefield location, and doctrine. It does not consider risk of injury or death.

*b.* Female Soldiers will not be assigned to P-1 positions identified on MTOE. Codes 0, 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.* Diploma or official certified copy of the transcript issued to an individual who has attended and completed a 12-year or grade day program of classroom of instruction. The diploma must have been issued from an accredited secondary education institution where the individual completed the school requirements.

*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 individual has completed their secondary education at home.

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

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

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

- 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).

**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 a 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.

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

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

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

- 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 (IET), ADT, AGR, TTAD, EAD, and AD. The term includes the following whether performed with or without pay.

- a. Regularly scheduled unit-training assemblies.
- b. Additional training assemblies.
- c. Multiple unit training assemblies.
- d. Attendance at Army Reserve schools.

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

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

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

**Membership** – Membership in the ARNGUS is acquired by the concurrent voluntary enlistment 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 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 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.

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**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 at the time of application into the U.S. Armed Forces. 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.

**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.

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

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

- 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.
- e. Married to another member of the Armed Services to include Reserve components; (excluding IRR).
- f. Married to applicant attempting to enlist at same time.

**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.

**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.

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

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

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

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

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

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

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