NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1373

ARNG-HRR 24 October 2019

MEMORANDUM FOR Army National Guard (ARNG) Recruiting and Retention Force (RRF)

SUBJECT: SMOM 20-008, Screening of Army National Guard Recruiting and Training Cadre

1. References.

a. Memorandum, ARNG-HRR, 4 January 2019, subject: SMOM 19-009, Screening of Army National Guard Recruiting and Training Cadre.

b. DoDI 6495.02, Sexual Assault Prevention and Response (SAPR) Program Procedures, Change 3, 24 May 2017.

c. Memorandum, Director of Military Personnel Management (DMPM), 8 November 2018, Army Directive 2018-16, subject: Suitability Criteria for Military Personnel in Specified Positions.

d. HQDA Executive Order (EXORD) 085-19, 2 February 2019, subject: ISO Army Directive 2018-16 (Suitability Criteria for Military Personnel in Specified Positions) Suitability Quarterly Reporting Instructions.

2. This memorandum rescinds SMOM 19-009.

3. Purpose. To establish guidance to the RRF regarding suitability screening policy for personnel identified in or nominated to occupy a recruiting or training cadre position. Further, it establishes the procedures for appeals, suspensions, rebuttals, and removals of Soldiers identified in, or nominated for a recruiting and training cadre position. All HRR forms pertaining to suitability screening and appeals are available on the Recruiting Standards Branch (RSB) MilSuite page, (https://www.milsuite.mil/book /groups/arng-recruiting-standards-branch).

4. Refer to Strength Maintenance Training Center (SMTC) memorandums, messages and course welcome letters which provide guidance for suitability screening.

5. Definitions.

a. Recruiting Cadre. All Soldiers performing a direct recruiting function that supports the accomplishment of the recruiting mission. This includes all Soldiers with 4-digit Recruiting Station Identification (RSID) and Military Entrance Processing Station Guidance Counselors. This may include Soldiers with a 3-digit RSID, Soldiers holding the primary military occupational specialty (MOS) 79T, special qualification identifier code 4 (SQI-4) as well as recruiting officers, and recruiting warrant officers.

b. Training Cadre. All Recruit Sustainment Program (RSP) Cadre and Drill Sergeants, regardless of MOS, who work with RSP warriors during Inactive Duty Training weekends for RSP or Direct Ship training.

c. Support Staff. Non-recruiting battalion staff, recruiters serving in the Title 10 AGR program and Soldiers who assist with the recruiting mission, but do not perform direct recruiting functions, are exempt from the screening requirements.

6. All screening requirements for military personnel outlined in this memorandum must be met prior to appointment to a recruiting or training cadre position and upon reassignment to another designated position identified in reference 1c.

7. Methodology.

a. Each State Adjutant General will assign the appropriate unit(s) to establish a State Recruiting and Training Cadre Suitability representative to collect local level screening results for Soldiers nominated to serve in, or currently serving in recruiting and training cadre positions.

b. The two phases of the screening process (Local/State and Centralized/Federal), must be conducted consecutively. Appeals and rebuttals will be addressed at the conclusion of both phases. The appeal, rebuttal and suspension processes can be found in enclosure 1 of this memorandum.

(1) **Local/State screening.**

(a) Soldiers must declare or update any issues which may prevent them from being approved for appointment by completing HRR Form 600 (Recruiting and Training Cadre Suitability Questionnaire).

(b) The State Recruiting and Training Cadre Suitability representative will check for current Periodic Health Assessment (PHA).

(c) The State Recruiting and Training Cadre Suitability representative will ensure a medical record review is conducted to verify the Soldier has an Army Physical Profile Serial System code of 1 for psychiatric and no indication of derogatory information.

(d) Commanders will verify with local security managers that all personnel nominated to designated positions have a favorable National Agency Check with Local Agency Check and Credit (NACLC), Tier 3 investigation or higher background investigation.

(e) The State Recruiting and Training Cadre Suitability representative will conduct a search for the Soldier's name on the National Sex Offender Public Website (http://www.nsopw.gov). The Recruiting and Retention Commander (RRC), will print and sign a copy of the search results.

(f) Commanders will ensure all local/State screening requirements are complete before submitting names for centralized screening.

(2) **Centralized/Federal screening.** The federal screening process begins once the local/State level screening is complete and the Federal request (enclosure 2) has been submitted to RSB. The Annex H submission process includes:

(a) Forward centralized/Federal screening requests to the Suitability Compliance Officer via encrypted email.

(b) All screening requests must contain full name, rank, State, and social security number.

(c) A memorandum, (enclosure 3) signed by the RRC, verifying the completion of local/State checks. A single memorandum listing the names of individuals with favorable local/State checks is acceptable.

(d) Attach a copy of each service member's social security card. All copies must be clear and legible. If multiple social security cards are in one document, they must be organized in the same order as they appear on Annex H.

(3) The RSB will review the documents for accuracy and completeness. The Federal screening process will not begin for any service member that does not have a signed State screening memorandum and copy of their social security card.

(4) Recruiting Commands are responsible for ensuring screening packets are complete, accurate and submitted on time to the RSB. Failure to adhere to the above standards will result in processing delays.

(5) Centralized/Federal screening includes review of the Department of Army Inspector General (DAIG), Criminal Investigation Command, the Soldier's Official Military Personnel File (OMPF), and the Army Substance Abuse Program (ASAP). All four of these national level screening results are checked against the list of disqualifying conditions as outlined in reference 1b.

(6) Upon completion of the above mentioned checks, Special Actions Personnel Division, (ARNG-HRP-R), will identify all personnel as having a Type I, Type II, or Type III offense, and forward the findings to the RSB, Strength Maintenance Division (ARNG-HRR-I). The RSB will notify the State of the findings.

(7) The RRC will complete the HRR Form 601-1 (Recruiting and Training Cadre Suitability Checklist) at the end of the screening process for each Soldier performing recruiting and training cadre duties.

8. **Rescreening Procedures.** A rescreening is required in order for Soldiers to be retained in suitability positions.

a. Soldiers serving in designated positions will be rescreened every 3 years from the date of their initial assignment to a recruiting or training cadre position. The rescreening process includes the same screening requirements as outlined in paragraph 7. Rescreening will search records for the 5 years preceding the rescreening date. Disqualifying information will subject a Soldier to suspension and potential disqualification from a designated position.

b. A separate Annex H is required when listing individuals that require a rescreening. Rescreening requests will be submitted 180 days before expiration of the Soldier's current screening.

c. Rescreening requests for currently expired screenings must be submitted no later than 1 December 2019.

d. Initial screening requests will take priority over rescreening requests.

9. Responsibilities.

a. Recruiting and Retention Commander will:

(1) Provide required information pertaining to ARNG Recruiting and Training Cadre Suitability screening. Enclosure 4 will be utilized when submitting the quarterly suitability report. Quarterly reporting will include:

(a) The number of adjudicated Type III approvals and appeals that occurred during the quarter.

(b) The number of Soldiers removed due to suitability related offenses during the quarter.

(2) Ensure their RRB submits the quarterly report to the RSB 10 business days before the end of each Quarter.

b. The RSB, Recruiting and Training Cadre Suitability Compliance Officer will:

(1) Process Type II offense appeal requests for authority disposition.

(2) Ensure completion of local/State and centralized/Federal screenings for all ARNG personnel serving in or nominated for recruiting and training cadre positions.

(3) Provide a quarterly consolidated report of approvals, disapprovals, removals, and approved or disapproved appeal packets to the Office of the Army DCS, G-1 Suitability Division.

10. Soldiers may dispute incorrect information by following the process outlined in enclosure 1.

11. The Adjutant General will ensure the suitability screening process is included in the Organizational Inspection Program.

12. This message remains valid until 30 September 2020 unless rescinded or superseded by this office.

13. Point of contact for this message is LTC Scott W. Anderson at (703) 692-2396 or scott.w.anderson3.mil@mail.mil.

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4 Encls
1. Suspension, Removals, and Appeals
2. Annex H
3. RRC Memo Template
4. Quarterly Report