



NATIONAL GUARD BUREAU

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ARNG-HRR (600-37a)

13 October 2022

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

SUBJECT: SMOM 23-004 - Screening of Army National Guard Recruiting and Training Cadre

1. References:

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

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

c. Army Directive 2018-16 (Suitability Criteria for Military Personnel in Specified Positions), 8 November 2018.

d. Secretary of the Army memorandum (Exception to Policy Request for Delegation of Appeal Authority Pursuant to Army Directive 2018-16), 24 October 2019.

2. This memorandum rescinds SMOM 22-009.

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. Policy. All Soldiers, regardless of rank, performing a direct recruiting function that supports the accomplishment of the recruiting mission require a suitability screening. This policy applies to AGR, ADOS and MDAY personnel.

5. Duty Positions.

a. Recruiting Cadre. This includes all Soldiers with 4-digit Recruiting Station Identification (RSID), a 3-digit RSID, Military Entrance Processing Station Guidance

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Counselors, Soldiers holding the primary military occupational specialty (MOS) of 79T, special qualification identified code 4 (SQI-4) and supporting personnel.

b. Training Cadre. All Recruit Sustainment Program (RSP) Cadre and Drill Sergeants, regardless of the MOS, who work with RSP Soldiers during Inactive Duty Training weekend for RSP or Direct Ship training, and T10 TRADOC Liaison Noncommissioned Officers.

c. Support Staff. All Soldiers performing a direct recruiting function that supports the accomplishment of the recruiting mission require suitability screening.

d. Officers. Recruiting Officers and Recruiting Warrant Officers at the company level and below requires suitability screening.

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

7. Process.

a. Each Recruiting and Retention Battalion Commander (RRC) will designate a 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. Soldiers can request an appeal/rebuttal at the conclusion of centralized/Federal screening. Enclosure 1 of this memorandum provides guidance of the appeal, rebuttal, and suspension process.

(1) Local/State screening.

(a) Soldiers must declare or update any issues that may prevent their approval for appointment by completing HRR Form 600 (Recruiting and Training Cadre Suitability Questionnaire) dated September 2022.

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

(c) State Recruiting and Training Cadre Suitability representative will ensure a medical record review is conducted to verify the Soldier has an Army Physical Profile

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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 (NACLAC), 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.

(g) If derogatory information is identified during local/State screening, indicate the offense type in the state screening memo (Enclosure 3).

(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 office via encrypted email.

(b) All screening requests must contain full name, rank, State, social security number, DoD ID number, and type (initial/rescreen).

(c) A memorandum, (Enclosure 3) signed by the RRC, verifying the completion of state/local 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 or applicable source document (DD Form 214). 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 the 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.

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(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). These four national level screening results check against the list of disqualifying conditions as outlined in reference 1c.

(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 600-1 (Recruiting and Training Cadre Suitability Checklist) dated September 2022 at the end of the screening process for each Soldier performing recruiting and training cadre duties and annotate federal screening date.

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

a. Soldiers serving in designated positions will be rescreened every three years from the initial screening date. The rescreening process includes the same screening requirements as outlined in paragraph 7. Disqualifying information uncovered during a rescreen requires suspension or removal from the designated position unless an appeal was previously approved for the offense. Any Soldier with disqualifying information without a previously approved appeal or rebuttal, will be subject to suspension and potential disqualification from a designated position.

b. Rescreening requests are required 120 days before expiration of the Soldier's current screening.

9. Recruiter Systems Network (RSN) Account Suspension. The Recruiting Standards Branch (RSB) will initiate the suspension process of RSN account access for noncompliant personnel.

a. Soldiers who are functioning in a recruiting or training cadre position without a suitability screening initiated within 45 days of appointment.

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b. Soldiers without an initiated appeal packet within 45 days from notification of disqualifying offense(s).

(1) The RSB will send notification of noncompliance to the RRC 30 days prior to the suspension of a Soldier's RSN account.

(2) If the Soldier becomes suitability compliant prior to RSN account suspension, the account will not be suspended.

(3) Once the RSB has confirmed initiation of the required screening request or appeal packet, the RSN account will be reactivated.

10. Responsibilities.

a. Recruiting and Retention Commander will:

(1) Provide required information pertaining to ARNG Recruiting and Training Cadre Suitability screening. Utilize Enclosure 4 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.

11. Soldiers may dispute incorrect information by following the process outlined in

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Enclosure 1.

12. The Adjutant General will ensure the suitability screening process will be included in the Organizational Inspection Program.

13. This message remains valid until rescinded by this office.

14. Point of contact for this message is MSG Melissa A. Martin at (703) 604-4226 or melissa.a.martin20.mil@army.mil.

4 Encls

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

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