



NATIONAL GUARD BUREAU

111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1382

ARNG-HRR

9 January 2018

MEMORANDUM FOR NG J1 RRF (All-Entire RRF)

SUBJECT: SMOM 18-014, Electronic Fingerprint (FP) Submission via Live Scan (LS) UPDATE

1. References:

- a. Army Regulation 601- 210, Active and Reserve Component Enlistment Program, dated 30 Aug 2017.
- b. Army National Guard Accession Options Criteria (AOC), dated 30 Jun 2017.
- c. SMOM 15-019, Electronic Fingerprint (FP) Submission via Live Scan (LS) devices, dated 11 Feb 2015.
- d. SMOM 17-055, Accessions Suitability Office (ASO) Concerns, Reminders and Corrections, dated 6 Sep 2017.

2. The purpose of this message is to announce the update for use and the policy regarding the use of LS for Army National Guard applicants.

3. Effective immediately, LS results are not required for processing applicants, except for the following applicants. Results are required for these applicants due to the SF86 Questionnaire for National Security Positions is submitted after the Guidance Counselor confirm enlist the reservation. There will be no exceptions granted to enlist without LS for these applicants.

- a. Lawful Permanent Residents (LPR).
- b. Prior Service Field Enlistments.
- c. MEPS Processors with non-operational Electronic Fingerprint Capturing Stations (EFCS).

4. All other applicants (not listed above) will not require an exception from the ASO to enlist without LS results.

5. Applicants that are enlisted without LS results, who failed to disclose Uniform Code of Military Justice (UCMJ) action or Conduct Offense(s), regardless of disposition, are to be

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processed IAW AOC ANNEX A Chapter 4.

6. LS applicants that have not enlisted, who failed to disclose Uniform Code of Military Justice (UCMJ) action or Conduct Offense(s), regardless of disposition, require an approved exception to continue processing. State Operations or MEPS GC will initiate suitability workflow for the following:

a. Non-disclosed offense level 100 and 200, regardless of disposition, require review and approval from State Operations. Proof of payment for undisclosed 100 offense(s), must be uploaded in ERM prior to approval through GCRc.

b. Non-disclosed offense level 300 and 400 and all UCMJ, regardless of disposition, require review and approval from the ASO. Please review the current AOC ANNEX A, Chapter 5 for documentation required prior to submitting review. If the charge is closed and does not require a conduct waiver, a control number will be provided to allow the applicant to continue processing. A waiting period may be imposed based on the type of charge(s) withheld and if applicant requires a conduct moral waiver for the undisclosed charge(s) to enlist.

7. SMOM 15-019 new expiration date is being extended until 30 Sep 2018.

8. The new Live Scan Authorization form (LSA) (Tab A) replaces the LSA dated 11 Feb 2015 (which is obsolete), this form MUST be uploaded in Electronic Record Manager (ERM) prior to the LS submission. Recruiters will only fingerprint applicants (must have status of "Applicant" in Recruiter Zone (RZ)) who agree to enlist.

9. Fingerprints may not be taken more than 30 days prior to the applicants 17th birthday.

10. LS results remain valid for 120 days.

11. Point of contact is Gregory Williamson, Chief, ARNG Accession Security Office, (502) 626-0084 or gregory.c.williamson.civ@mail.mil.



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1 Encls

1. [Live Scan Authorization form.docx](#)