



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

ARNG-HRR

5 November 2020

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

SUBJECT: SMOM 21-012, Request for Exception to Policy (ETP) for Attending Prior Service Refresher Training

1. References:

a. AR 601-210, Regular Army and Reserve Components Enlistment Program, 31 August 2016.

b. Memorandum, ARNG-HRH, 1 April 2020, PPOM # 20-012, SUBJECT: Announcement of FY20/21 Army National Guard (ARNG) Accession Options Criteria (AOC) Change 1.

2. In addition to guidance listed in PPOM 20-012, paragraph 3-18, the following rules apply. Prior Service (PS) applicants may request an exception to policy for attending refresher training prior to or after enlistment.

3. The following minimum documents are required for all submissions:

- a. Recruiting Commander Memorandum
- b. USMEPCOM 6803ADP
- c. DD Form 2808
- d. All DD Form 214/215, NGB Form 22, and/or discharge orders
- e. DA 705 (ACFT Scorecard), and DA Form 5500/1 (if applicable)
- f. OPAT Scorecard
- g. All approved lower tier waivers
- h. HRR Form 801

4. ETP requests submitted after an applicant enlists must be submitted at least 60 days prior to the scheduled ship date. Packets submitted when the Soldier is scheduled

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to ship in less than 60 days from submission date will be rejected. Incomplete packets will be returned without action. Final disposition will be returned to the original account requesting the ETP.

5. States unable to complete the OPAT and/or ACFT requirement must have the memorandum (3a) endorsed by the State Adjutant General.

6. All ETP submissions must be submitted by the listed State Operations NCO or designated official to: [ng.ncr.ngb-arng.mbx.arng-recruiting-operations-branch@mail.mil](mailto:ng.ncr.ngb-arng.mbx.arng-recruiting-operations-branch@mail.mil). All workflows will be tracked using the waiver tracker located at: [https://arng.rsn.army.mil/arng-hrr/rob/\\_layouts/15/start.aspx#/SitePages/Home.aspx](https://arng.rsn.army.mil/arng-hrr/rob/_layouts/15/start.aspx#/SitePages/Home.aspx).

7. This policy remains in effect until 30 September 2021 or until officially rescinded or revoked by this office.

8. Point of contact for this action is SFC Javoris Smiley at 703-604-8367, or at [javoris.b.smiley.mil@mail.mil](mailto:javoris.b.smiley.mil@mail.mil).

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