



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

ARNG-HRR (600)

17 March 2021

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

SUBJECT: SMOM 21-025, ARNG Officer and Warrant Officer Exception to Policy (ETP) for Tattoo Processing and Guidance

1. References:

- a. Army Regulation (AR) 670-1 (Wear and Appearance of Army Uniforms and Insignia).
- b. AR 40-501 (Standards of Medical Fitness).
- c. AR 601-210 (Regular Army and Reserve Components Enlistment Program).
- d. National Guard Regulation (NGR) 600-100 (Commissioned Officer Federal Recognition and Related Personnel Actions).
- e. NGR 600-101 (Warrant Officer Federal Recognition and Related Personnel Actions).
- f. Personnel Policy Division, ARNG-HRH, memorandum (PPOM 20-012 Announcement of FY20/21 Army National Guard (ARNG) Accession Options Criteria (AOC) Change 1), 1 April 2020.
- g. Deputy Chief of Staff G1, DAPE-MP, memorandum, (Processing Procedures for Requests for Waivers for Enlistment during COVID-19 Travel Restrictions), 30 March 2020.
- h. Deputy Chief of Staff G1, DAPE-MP, memorandum (Waivers Submission Instructions and Document Requirements for Army Directive (AD) 2020-09), 31 August 2020.

2. The purpose of this message is to provide exception to policy (ETP) guidance for in-service applicants applying for Officer Candidate School (OCS), Warrant Officer Candidate School (WOCS) or any other officer producing program seeking appointment as an officer in the ARNG that are not in compliance with AR 670-1, paragraph 3-3 (tattoo).

3. Prior service or in-service applicants in compliance or previously grandfathered with verification documentation scanned into the Soldiers Interactive Personnel Electronic Records Management System (iPERMS) do not require a waiver. Applicants without verification documents or any applicant from any other branch of service must adhere to this policy and AR 670-1 regardless of status.

ARNG-HRR (600)

SUBJECT: SMOM 21-025, ARNG Officer and Warrant Officer Exception to Policy (ETP) for Tattoo Processing and Guidance

4. Applicants not in compliance with tattoo standards listed in AR 670-1 may request an ETP. All tattoo ETPs will be submitted via eTracker workflow through the chain of command to the National Guard Bureau. Approval authority for tattoo ETPs will remain at ARNG level.

5. Effective immediately, the States, Territories and the District of Columbia will utilize HRR Form 208, "ARNG Officer Accession Tattoo Exception to Policy" (see Enclosure 1), when requesting ETPs for Officers, Warrant Officers, AMEDD, JAG, and Chaplain Applicants. ETPs will be submitted via eTracker with the appropriate case code.

a. Memorandums will go through the Soldiers chain of command, through the Strength Maintenance Division Chief (ARNG-HRR), and for the Army National Guard, G-1, 111 South George Mason Dr, Arlington VA 22204-1382. Request should be on State/Unit letterhead. Commanders below the approval authority can disapprove, but not approve waivers for applicants not meeting the prescribed standards. The memorandum from the Soldiers Commander specifically addressing all exceptional meritorious reason(s) for consideration.

b. Submit photo(s) of tattoo(s) violating AR 670-1 are required. Photos must meet the guidelines outlined in Enclosure 2. In some cases, the approving authority may require additional photos, which will be communicated from the NGB HRR Officer Waivers Section.

6. Tattoo ETP requests for current ARNG Soldiers requesting appointment and all applicants applying for appointment as AMEDD, JAG, and Chaplain as an Officer or Warrant Officer requiring tattoo ETP per reference 1a are not authorized to be appointed without approval of the waiver.

7. Point of contact for AMEDD, JAG, or Chaplain is CPT Michael Moore, (703) 604-4207 or michael.j.moore9.mil@mail.mil.

8. Point of contact for Basic Branch Officer is CPT Marion C. Joiner, (703) 607-2514 or marion.c.joiner2.mil@mail.mil.

9. Point of contact for Warrant Officer is CW4 Jennifer D. Fotinos, (703) 607-2927 or jennifer.d.fotinos.mil@mail.mil.

2 Encls

1. HRR Form 208

2. Tattoo Photo Guidance

HOGSTEN.RONALD | Digitally signed by  
D.DAMON.1046841 | HOGSTEN.RONALD.DAMON.10  
545 | 46841545  
Date: 2021.03.17 18:29:37 -04'00'

RONALD D. HOGSTEN

COL, AG

Chief, Strength Maintenance Division  
Army National Guard