



DEPARTMENT OF THE ARMY
ILLINOIS ARMY NATIONAL GUARD
1301 NORTH MACARTHUR BOULEVARD
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NGIL-PRZ-A

12 April 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: PRZ Log 15-011, ILARNG Simultaneous Membership Program (SMP) (Supersedes PRZ Log 11-003, dated 06 Jan 2011)

1. References:

- a. AR 145-1, Senior Reserve Officers' Training Corps (ROTC) Program: Organization, Administration, and Training, RAR 06 September 2011.
- b. AR 601-210, Active and Reserve Component Enlistment Program RAR 12 March 2013
- c. NGR 600-100, Commissioned Officers Federal Recognition and Related Personnel Actions, Chapter 13, 15 April 1994.
- d. NGR 600-200, Enlisted Personnel Management, Chapter 6 dated 31 July 2009.
- e. Current FY Army National Guard (ARNG) Accessions Options Criteria (AOC).
- f. Current FY Selected Reserve Incentive Programs (SRIP).
- g. ARNG-HRH Policy (PPOM 13-012) Assignment of Soldiers with Special Reporting Codes of 09R, 09S, and 09W, 21 February 2013.

2. Purpose. The intent of this guidance is to clarify and establish uniformed procedures in the enlistment, promotion, and management of Simultaneous Membership Program (SMP) enlistees.

3. Enlistment Processing. Processing requirements can vary based on what collegiate year an SMP enrolls in the program. Categorization of SMPs is in Military Science (MS) years I-IV (freshman through senior year).

a. Applicants must meet the criteria in references 1(a), 1(b), 1(c) and 1(e) above.

b. MS II Applicant Processing Guidance.

(1) MS II applicants will process at MEPS. They must satisfactorily meet medical procurement standards by a Chapter 2 physical (AR 40-501). Enlistees will maintain medical readiness requirements thereafter, to include Periodic Health Assessments.

(2) MS II applicants will serve and earn pay in the authorized enlistment grade (promotable to E5 once contracted as an ROTC Cadet).

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(3) Unit S1s, the ILARNG Officer Strength Manager (OSM) and G1 Personnel Actions Branch (PAB) will ensure proper UMR management, coding MS II applicants in DMOS/PMOS 09R10 and assigned against an enlisted position until contracted as a Cadet.

(4) These applicants will attend and successfully complete basic combat training (BCT).

(5) OSM will coordinate attachment to the Recruit Sustainment Program (RSP) until completion of basic training. Recruiting and Retention Command (RRC) will make every effort to schedule training during the Soldier's summer break in order to keep the student academically aligned with the university's ROTC program.

(6) Potential SMPs are not required to complete BCT if contracted as an SMP 90 days prior to their scheduled training date.

(7) RRC will not enlist potential SMPs into the ILARNG without meeting contractual eligibility to include having an approved NGB Form 594-1 (ARNG SMP Agreement) indicating the acceptance of a Dedicated National Guard (DedARNG) or Guaranteed Reserved Forces Dedicated Scholarship (GRFD) and GRFD control number.

(a) DedARNG includes those SMPs that commit to accepting a commission in the ARNG. GRFD requires membership in the USAR or ARNG, these SMPs commit to accepting a commission in the USAR or ARNG. The Cadet will forego the option of requesting active duty with both the DedARNG and GRFD option. In either case, the NGB Form 594-1 will be marked accordingly and signed by (in order of appearance) the ROTC program Professor of Military Science (PMS), the ILARNG unit commander, OSM and the enlisting Cadet.

(b) RRC submits SMP agreements in conjunction with the accession packets to the G1 PAB. In the case of current guardsmen, the OSM working in coordination with the Soldier's unit will submit the SMP agreement via iPERMS to G1 PAB for further processing of the 09R order.

(8) RRC will use an NGB Form 594-1 when enlisting potential SMPs that do not meet DedARNG or GRFD scholarship academic requirements. The NGB Form 594-1 will indicate Non-Scholarship and the ROTC program will include a GRFD control number. The acceptance of a GRFD or DedARNG scholarship prohibits the Cadet from competing for active component.

(9) RRC will inform potential SMPs that failure to contract in an ROTC SMP program within 12 months of enlistment will result in termination of the member as a potential ROTC/SMP participant.

(a) Unit of assignment will retain the member in an enlisted status (in a previously identified MOS during the contracting process) until completion of statutory or contractual MSO.

(b) Member will be required to undergo any Initial Active Duty Training (IADT) not previously completed. Individuals must complete IADT within 180 days, but no more than 24 months from enlistment date, or be discharged IAW PPOM 13-012 (6), 21 February 2013.

(10) A potential SMP's unit of assignment will be within reasonable commuting distance of either their home of record (HOR) or accredited institution of learning.

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(11) If the ROTC program does not accept a potential ROTC/SMP participant for enrollment in the ROTC Advanced Course, the SMP may request discharge from current enlistment agreement or retention in an ARNG unit in an enlisted status IAW AR 601-210, paragraph 9-14 (e)(23), 08 February 2011.

c. MS III and MS IV Processing Guidance.

(1) RRC may field enlist or MEPS process applicants who are MS III and MS IV. These applicants will have a current (within the last 2 years) Chapter 2 Physical or an approved Department of Defense Medical Examination Review Board (DODMERB) examination. Physical will include Drug, Alcohol, and HIV testing screening (SF600). These results must be included in the enlistment packet.

(2) RRC will inform applicants that failure to contract in Advanced ROTC within one year from date of enlistment will result in scheduling for BCT and AIT, as applicable. Individuals must complete training within 180 days, but no more than 24 months from date of enlistment, or be discharged from the ILARNG IAW PPOM 13-012 (6) 21 February 2013 .

(3) OSM will ensure applicants are contracted into the ILARNG SMP with a NGB Form 594-1 indicating the acceptance of DedARNG or GRFD scholarship, a GRFD control number, and a DA Form 597-3.

(4) ICW the G1 PAB, OSM will coordinate an SMP assignment to a unit within commuting distance of either their HOR or accredited institution of learning, as well as a 09R20 DMOS/PMOS and advancement to E5 (if not already serving at that grade or higher).

d. Recruiting personnel will:

(1) With an official transcript, obtain documentation on education level. This document is required to verify enlistment grade.

(2) Enter remark "Enl for ARNG ROTC/SMP Chapter 13, NGR 600-100 as SMP Participant or potential SMP Participant" in Section VI Remarks, DD Form 1966 series.

(3) Non-Prior service (NPS) applicants must enlist under an 8-year obligation with a 4x4 option at a minimum. Prior service (PS) applicants must enlist for a minimum term of four years.

(4) Obtain completed Professor of Military Science (PMS) certification indicating current Military Science participation level and ROTC Advanced Course application status (see NGR (AR) 600-100 Fig 13-1).

(5) Obtain a NGB Form 594-1 signed by (in order of appearance) the ROTC Program PMS, the ARNG unit commander, the ILARNG OSM and the enlisting cadet for MS III and MS IV enlistees. In order to SMP with the ILARNG, NPS applicants must have DedARNG scholarship or GRFD scholarship marked in the "scholarship type" block. PS applicants currently serving in the ILARNG are eligible to SMP Non-scholarship.

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e. Authorized Grade of Rank upon enlistment.

(1) PS or NPS applicants who have completed MS I of Senior ROTC: E2

(2) PS or NPS applicant who has completed 24 semester hours or 36 quarter hours of post secondary education at an accredited institution: E2

(3) PS or NPS applicants who have completed MS II of Senior ROTC: E3

(4) PS or NPS applicant who have completed 48 semester hours or 72 quarter hours of post secondary education at an accredited institution: E3

(5) PS or NPS applicants who have completed a degree-producing program of at least four years in duration and received an official certificate: E4

(6) PS applicants serving at higher grades will enlist to their highest previous grade at the last separation.

4. Promotion Processing Guidance.

a. MS II Enlistees.

(1) The G1 promotes potential SMPs (MS II enlistees) to Cadet/E5 effective the date of the SMP Agreement (NGB Form 594-1) and ROTC Scholarship Contract (DA Form 597-3).

(2) If currently enlisted in the ILARNG, the SMP's unit will forward supporting documentation to NGIL-PRZ-PAO for processing. Upon appointment to Cadet/SMP, the RSP will release the Soldier and coordinate transfer to his or her parent unit of assignment.

b. The G1 will promote MS III and MS IV enlistees to Cadet/E5 the date of their enlistment. The G1 Accessions Team will forward the NGB Form 594-1 with supporting documents to NGIL-PRZ-PAO for processing.

c. In addition to the normal distribution, NGIL-PRZ-PAO will provide a copy of the Cadet Appointment/Promotion Order to Officer Strength Management (NGIL-RRB-OM) in RRC for tracking and monitoring.

5. Disenrollment Process (Reduction).

a. If disenrolled from the ROTC program, the RRC/OSM will drop the Cadet from the SMP.

(1) If otherwise qualified, the ILARNG will retain members in an enlisted status until completion of their military service obligation (statutory or contractual).

(2) If not previously completed, the Soldier must complete BCT and AIT. RRC will coordinate the Soldier's transferred back to their original RSP so they can schedule the Soldier for any remaining training. Individuals who are disenrolled from an ROTC program must

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complete training within 180 days from disenrollment date, but no more than 24 months from the date of enlistment IAW PPOM 13-012 (6) 21 February 2013.

b. If a Soldier drops or is disenrolled from the ROTC program, the Soldier will immediately submit the memorandum from the university ROTC command to his or her unit. The unit will submit this and a DA Form 4187 to NGIL-PRZ-PAE via iPERMS for reduction orders.

c. DA Form 4187 must request reduction to grade previously held (if PV1 at enlistment do not reduce to less than PV2). The date of rank (DOR) will be the date of previous grade or date of enlistment; the effective date will be date of enlistment; the reason will be Administrative.

d. DA Form 4187 will provide unit and Duty Position (DPOS) of enlisted assignment and IADT scheduling, as applicable. The losing unit will coordinate with the gaining RSP.

6. Unit Management of SMP Cadets. Unit S1s will refer to enclosed ARNG-HRH (PPOM #13-012) policy on special reporting codes tied to 09R assignments. Further guidance is as follows:

a. The command will only assign Cadets to Company-level MTOE units.

(1) Cadets assigned to one unit are authorized attachment to another unit located closer to an ROTC detachment. However, the total number of Cadets drilling with and assigned to the unit may not exceed three per commissioned officer supervisor.

(2) The total number of ROTC/SMP participants at any one time will not exceed four percent of the authorized total (officer and enlisted) strength of the command.

(3) SMP Cadets assigned to officer positions will not be counted as excess to unit officer strength (however they will be counted towards the 125% overstrength limit at the AA-level).

b. A Soldier enrolled in the ROTC (09R) Program without a previous Montgomery GI Bill – Select Reserve (MGIB-SR) Kicker contract may do so for the \$350 kicker provided he or she:

(1) Completes (prior to the date of commissioning) an MGIB-SR Kicker addendum (NGB Form 5435) after contracting in the ROTC Advanced Course (DA Form 597 series) and after completion of the SMP agreement (NGB Form 594-1). The unit full-time staff will assist with completion, to include securing an MGIB Kicker control number through GIMS. The unit will submit all documents to G1 Education and Incentives branch via iPERMS (NGIL-PRZ-EIO).

(2) Has a concurrent 6-year service obligation from the date of the Kicker contract. Note: The Soldier may have to extend via a DA Form 4836 to meet the 6-year requirement.

(3) IAW ARNG-HRM-15-004 (23 March 2015) and DoDI 1322.17 (15 January 2015), recipients of a dedicated guard scholarship will be coded "CG" in GIMS and suspended from using Chapter 1606 MGIB-RS, as well as the associated kicker. Reinstatement for Chapter 1606 is not possible, however, the kicker can be reinstated if the recipient gains eligibility for another chapter of the GI Bill such as 1607 (deployment), 30 (Active Duty) or 33 (Post 911).

c. Unit commanders will coordinate with the PMS to:

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- (1) Ensure supervision and mentorship of SMP Cadets by a commissioned officer in the unit to develop their leadership skills and to receive progressive leadership responsibilities.
- (2) Develop training plans to ensure SMP Cadets receive instruction and experience in all basic officer duties in order to enhance development of the officer trainee.
- (3) Ensure that SMP Cadets are advanced to the appropriate pay grade (E5/CDT, unless previously held higher grade) and paid accordingly.
- (4) Evaluate and counsel SMP Cadets continuously on the officer's leadership role and provide regular feedback on how the officer trainee is executing leadership functions.
- (5) Notify PMS of any adverse actions taken against the Cadet. These include, but are not limited to APFT failure, HT/WT failure, AWOL periods and NJP actions.
- (6) Notify the ROTC Battalion of SMP Cadets who should not be continued due to an inability to develop as a leader (after the command conducts/documents appropriate mentoring and counseling). If a commander determines an SMP Cadet is unsuitable, the unit commander will contact the sponsoring ROTC Battalion PMS and coordinate termination of the SMP status.
- (7) Maintain assignment control of SMP Cadets. Reassign any Cadet not remaining in the unit or the ROTC Control Group (see disenrollment process above). To transfer an SMP Cadet, initiate a new NGB 594-1, obtain required signatures and route to ARB for transfer of orders.
- (8) Provide a copy of the unit training schedule to the ROTC Battalion. Work with SMP Cadet and ROTC cadre to resolve scheduling conflicts. If a conflict occurs between an ROTC field training exercise (FTX), Dining In, or military ball and an IDT drill the following applies:
 - (a) If the ROTC event is part of the required program of instruction in MS III or MS IV, attendance is mandatory for the cadet and the ROTC training will have priority. However, the cadet must notify the unit of the conflict in advance and provide a training attendance certificate.
 - (b) If the ROTC training is not part of the required program of instruction and is voluntary, the ARNG weekend drill will have priority. Non-concurrent ROTC and IDT functions mandates attendance at both training periods.
 - (c) When a weekend drill is missed, the commander has the option to grant a split training assembly (SUTA) which authorizes normal drill pay, authorize an excused absence (no pay involved), or authorize equivalent training (for pay). For duties performed with ROTC, the commander may authorize a SUTA or equivalent training.
 - (d) A Cadet who has completed IADT is eligible for Annual Training (AT) with a unit deploying for overseas deployment for training (ODT). ROTC CIET/CLC and/or any combination of MS I, MS II, MS III, or MS IV do not equate to IADT, and do not qualify the individual for ODT deployment (Title 10, USC, section 671).

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(9) The exchange of information or coordination between the PMS and unit commander should be accomplished by utilizing standard Army counseling tools, i.e. DA Form 67-9 1a, developmental support form and DA Form 4856 Developmental Counseling Form, etc.

7. Commissioning of an SMP Cadet.

a. Participation as an SMP Cadet does not guarantee acceptance upon commissioning as Second Lieutenant in the assigned SMP unit or in the ILARNG. Position availability and needs of the organization determines acceptance.

b. If appointing outside the ILARNG, the OSM will provide a copy of the Soldier's appointment orders to his or her assigned unit. The unit will complete a property clearance and send the discharge request to NGIL-PRZ-PAO with a copy of the Soldier's active duty orders.

c. If commissioning into the ILARNG, the cadet will report to the unit they are commissioning into as noted on the letter of acceptance (LOA). The Cadet will report the first drill after commissioning. Until in receipt of appointment orders, the gaining unit will work with the losing unit for pay.

d. Cadets are subject to current Self-Reporting requirements in regards to civil arrests and convictions and are required to identify such incidents on the NGB Form 62E and any Self-Reporting surveys. The ILARNG will review any positive reporting on a case-by-case basis and leverage the events in determining fitness for appointment as an officer. (Refer to NGIL Policy Memorandum 27-13-001 AAG, ILARNG Self-Reporting Policy for Arrests, Criminal Charges and Conviction, 2 January 2013.)

8. File this memorandum in front of NGR 600-200 and NGR 600-100 for reference.

9. Point of contact for this action is Officer Actions NCOIC or Chief, Personnel Branch at (217) 761-3940.

FOR THE ADJUTANT GENERAL:

3 Encls

1. ARNG HRH PPOM #13-012
2. NGB Form 594-1
3. DA Form 597


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