

Summary Report for Individual Task  
805B-79T-3223  
Process a Waiver for Enlistment  
Status: Approved

---

**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD1** - The materials contained in this course have been reviewed by the course developers in coordination with the RRS, Fort Jackson foreign disclosure authority. This course is releasable to students from all requesting foreign countries without restrictions.

**Condition:** You determine an applicant requires a waiver. You have access to Reference materials, applicant records, your RWS, internet, general office equipment, and leadership guidance. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

**Standard:** Prepare and submit a completed waiver for a disqualified applicant using applicable waiver process.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** N/A

<b>Task Statements</b>
------------------------

**Cue:** None

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** None

**Notes:** None

## Performance Steps

1. Determine what type of waiver is required (always refer to both AR601-210 and the ARNG AOC):

a. Conduct (AOC Table 4-1, follow instructions in table for exact paragraph).

(1) Major misconduct.

(2) Misconduct.

(3) Minor non-Traffic.

(4) Traffic.

b. Medical (AR 601-210, Para 4-5).

(1) Military Entrance Processing Station (MEPS) disqualifications (AR40-501 Chapter 2 for initial entry, Chapter 3 for prior service).

(2) Medical prescreen waiver (Refer to local MEPS Guidance/SOP).

c. Administrative (AR 601-210, Para 4-22).

(1) Dependency (Para 2-10).

(2) Tattoos or brands (Para 4-2.d. refers to AR 670-1).

d. Separation/Discharge (AR 601-210, Para 4-23).

(1) Narrative reason/SPD Code (Para 3-22).

(2) Reentry code (RE) (Table 3-1 thru 3-4).

2. Process a conduct waiver.

a. Major misconduct (400 level offense, refer to figure 4-4 in AR 601-210, Table 4-1 in AOC). Below are the required steps.

(1) Conduct interview.

(2) Prepare DD Form 369(s) Police Record Check.

(3) Perform police record checks/ procure necessary court documents

NOTE: To include records checks for the last three years of residency, school, places of employment, and any location where a 200 level offense or higher has occurred.

(4) Written statement from applicant as follows.

(a) What happened in each offense/arrest.

(b) Describe non-traffic offenses only.

(c) What happened with the police.

(d) What happened in court.

(e) Probation, supervision, etc.

(f) What the applicant has done to better themselves and why the ARNG should hire them

NOTE: Comments should not make excuses for the applicant. However, it may explain why the applicant would be an asset to the Army National Guard. Do not include:

(5) Obtain letters of recommendation gathered by applicant based on state SOP.

(6) Complete applicant enlistment packet.

(7) Complete a NGB 22-3 Request for Waiver (signed by gaining unit based on state SOP).

(8) Submit waiver in accordance with state SOP.

(9) Initiate waiver work flow in RZ.

(10) Follow up with chain of command for status of waiver.

(11) Waiver Approval/ Disapproval.

(a) Approved: process for enlistment.

(b) Disapproved: evaluate per the disposition.

b. Minor misconduct (300 level offense(s), refer to figure 4-3 in AR 601-210, Table 4-1 in AOC). Below are the required steps.

(1) Conduct interview.

(2) Prepare DD Form 369(s) Police Records Check.

(3) Perform police record checks/ procure necessary court documents

NOTE: To include records checks for the last three years of residency, school, places of employment, and any location where a 200 level offense or higher has occurred.

(4) Written statement from applicant as follows:

(a) What happened in each offense/arrest.

(b) Describe non-traffic offenses only.

(c) What happened with the police.

(d) What happened in court.

(e) Probation, supervision, etc.

(f) What the applicant has done to better themselves and why the ARNG should hire them

NOTE: Comments should not make excuses for the applicant. However, it may explain why the applicant would be an asset to the Army National Guard. Do not include:

\_1\_ Sob stories.

\_2\_ Statements blaming others.

\_3\_ Telling about all the benefits of enlistment.

\_4\_ Information about traffic.

(g) Obtain letters of recommendation gathered by applicant based on state SOP.

(h) Complete applicant enlistment packet.

(i) Complete a NGB 22-3 Request for Waiver (signed by gaining unit based on State SOP).

(j) Submit waiver in accordance with state SOP.

(k) Initiate waiver work flow in RZ.

(l) Follow up with chain of command for status of waiver.

(m) Follow up with chain of command for status of waiver.

\_1\_ Approved: process for enlistment.

\_2\_ Disapproved: evaluate per the disposition.

c. Minor non-traffic (200 level offenses, refer to figure 4-2 in AR 601-210, Table 4-1 in AOC). Below are the required steps.

(1) Conduct interview.

(2) Prepare DD Form 369(s) Police Records Check.

(3) Perform police record checks/ procure necessary court documents, to include records checks for the last three years of residency, school, places of employment, and any location where a 200 level offense or higher has occurred.

(4) Written statement from applicant as follows:

(a) Include.

(b) What happened in each offense/arrest.

(c) Describe non-traffic offenses only.

(d) What happened with the police.

(e) What happened in court.

(f) Probation, supervision, etc.

(g) What the applicant has done to better them self and why the ARNG should hire them.  
NOTE: Comments should not make excuses for the applicant. However, it may explain why the applicant would be an asset to the Army National Guard.  
Do not include:

\_1\_ Sob stories.

\_2\_ Statements blaming others.

\_3\_ Telling about all the benefits of enlistment.

(5) Obtain letters of recommendation gathered by applicant based on state SOP.

(6) Complete applicant enlistment packet.

(7) Complete a NGB 22-3 Request for Waiver (obtain Commissioned Officer signature based on state SOP).

(8) Submit waiver in accordance with state SOP.

(9) Initiate waiver work flow in RZ.

(10) Follow up with chain of command for status of waiver.

(11) Waiver Approval/ Disapproval.

(a) Approved: process for enlistment.

(b) Disapproved: evaluate per the disposition.

d. Traffic offenses (100 level offenses, refer to figure 4-1 in AR 601-210, Table 4-1 in AOC).

(1) Conduct interview.

(2) Prepare DD Form 369(s) Police Records Check.

(3) Perform police record checks/procure necessary court documents.

e. Documents.

(1) Ensure final disposition of offenses with no outstanding fines.

(2) Written statement from applicant as follows.

(a) What happened in each offense/arrest.

(b) Describe non-traffic offenses only.

(c) What happened with the police.

(d) What happened in court.

(e) Probation, supervision, etc.

(f) What the applicant has done to better themselves and why the ARNG should hire them.

NOTE: Comments should not make excuses for the applicant. However, it may explain why the applicant would be an asset to the Army National Guard.

Do not include:

\_1\_ Sob stories.

\_2\_ Statements blaming others.

\_3\_ Telling about all the benefits of enlistment.

(3) Letters of recommendation based on state SOP.

(4) Complete applicant enlistment packet.

(5) Complete a NGB 22-3 Request for Waiver (obtain commissioned officer signature based on state SOP).

(6) Submit waiver in accordance with state SOP.

(7) Initiate waiver work flow in RZ.

(8) Waiver Approval/Disapproval.

(a) Approved: process for enlistment.

(b) Disapproved: evaluate per the disposition.

3. Process a medical waiver conduct an interview with applicant.

a. Process applicant for enlistment.

(1) CMO (Chief Medical Officer) medically disqualifies applicant per AR 40-501 and recommends a waiver.

(2) Prepare NGB 22-3, Request for Waiver.

(3) Procure all required documents.

(a) Applicant's current MEPS medical examination.

(b) DD Form 214 and DD Form 215 (Correction to DD214) if applicable.

(c) USMEPCOM PCN 680-3ADP form with test results reflected. (REDD Scores if PS).

(d) All reports of separation, discharge, or release from any component of the U.S. Armed Forces.

(e) Medical records if a current member of a TPU in the ARNG or AR.

(f) If separated for medical reasons, must submit DA Form 4707 (Entrance Physical Standards Board (EPSBD) Proceedings), DA Form 3947 (Medical Evaluation Board Proceedings), and/or DA Form 199 (Physical Evaluation Board (PEB) Proceedings).

(g) Evidence that the disqualifying condition no longer exists or justification for the waiver.

(h) Obtain any medical records from past and/or current medical provider's to include a letter of clearance if necessary

NOTE: Approval authority for medical waivers is the Office of the Chief Surgeon for the ARNG.

\_1\_ Height waivers must include the applicant's waist, shoe, and hat size.

\_2\_ Weight standard: waivers will not be considered.

(4) Submit NGB 22-3 and all documents through area NCOIC.

(5) Initiate waiver work flow through RZ.

(6) Follow up with MEPS GC, Operations NCO, and or NCOIC.

(7) Waiver Approval/ Disapproval.

(a) Approved: process for enlistment.

(b) Disapproved: evaluate per the disposition.

(8) Conduct an interview with applicant.

b. Applicant discloses a questionable medical condition.

(1) Complete Medical Pre Screen DD Form 2807-2.

(2) Obtain medical records for questionable condition.

(3) Submit Medical Pre Screen Form and Medical Records to MEPS Guidance Counselor (GC).

(4) CMO requires NGB waiver prior to physical.

(5) Prepare NGB 22-3, Request for Waiver.

(6) Procure all required documents.

(a) DD Form 214 and DD Form 215 (Correction to DD214) if applicable

(b) USMEPCOM PCN 680-3ADP form with test results reflected. (REDD Scores if PS).

(c) All reports of separation, discharge, or release from any component of the U.S. Armed Forces.

(d) If separated for medical reasons, must submit DA Form 4707 (Entrance Physical Standards Board (EPSBD) Proceedings), DA Form 3947 (Medical Evaluation Board Proceedings), and/or DA Form 199 (Physical Evaluation Board (PEB) Proceedings).

(e) Evidence that the disqualifying condition no longer exists or justification for the waiver

NOTE: Approval authority for medical waivers is the Office of the Chief Surgeon for the ARNG.

(7) Submit NGB 22-3 and all documents through area NCOIC.

- (8) Initiate waiver work flow through RZ.
- (9) Follow up with MEPS GC, Operations NCO, and or NCOIC.
- (10) Waiver Approval/ Disapproval.
  - (a) Approved: process for enlistment.
  - (b) Disapproved: evaluate per the disposition.

4. Process an administrative waiver.

- a. Conduct an interview with applicant.
- b. Identify classification of administrative waiver.

- (1) Dependency.
- (2) Tattoo/Brands.

c. Prepare waiver packet.

- (1) Dependency.

3072-2. (a) Family Care Plan per AR 600-20 (DA Form 5304, DA Form 5305, DA Form 5840, DA Form 5841, DA Form

(b) Birth certificates of all dependents.

(c) Custody/court documents to include marriage license and or divorce decree.

(d) Complete a NGB 22-3 Request for Waiver (obtain commissioned officer signature based on state SOP).

(e) DD Form 214, DD Form 215, NGB Form 22, and DD Form 220 if applicable.

(f) DD Form 1966 and SF 86.

(g) If applicable, documentation showing that dependents will not suffer hardship as a result of applicant's enlistment (obtain statement from spouse).

(h) Any other documents required per state SOP.

- (2) Tattoo/Brands.

(a) Applicants having Tattoos will be screened IAW AR 670-1 and current SMOMs.

(b) Complete USAREC Form 1241(Tattoo Worksheet) signed by applicant and recruiter (All applicants, regardless if they have Tattoos or not, will complete a USAREC Form 1241).

(c) Photograph all Tattoos IAW current SMOMs.

(d) Forward USAREC Form 1241 complete with attached photographs to NCOIC for signature (NCOIC signs as First Sergeant).

(e) NCOIC will forward USAREC Form 1241 to first O-5 in chain of command if applicable.

(f) After all required signatures have been obtained, add USAREC Form 1241 to Applicant's Enlistment Packet.

5. Process Separation/Discharge waiver.

a. Conduct an interview with applicant.

b. Determine applicant is PS.

c. Obtain required documents.

(1) Request from Recruiting Battalion Commander including the interview.

(2) Letter from applicant explaining circumstances surrounding reason for waiver (reason for separation or discharge).

(3) DD Form 214, DD Form 215, NGB Form 22, and DD Form 220.

(4) DD Form 368 (Conditional Release), if required.

(5) DD Form 1966, SF 86, and recruiting battalion Conduct Waiver Worksheet.

(6) A copy of applicant's USMEPCOM PCN 680-3ADP or other additional documents that clearly displays ASVAB results and PULHES (or REDD Scores).

(7) If separated for hardship, parenthood or dependency, the following additional documents are required.

(a) DA Form 3072-2 (Applicant's Monthly Financial Statement).

(b) Proof that prior condition upon which separation was approved no longer exists.

(c) Proof must be in the form of affidavits made by the person or organization on behalf of the applicant. Community members who are familiar with the applicant's home condition of the applicant's Family may also provide such substantiation. Any legal documents support the conclusion that the condition no longer exists may also be used.

(d) A waiver may not be considered until a 24-month waiting period has elapsed for applicants who have received a general discharge (under honorable conditions) for reasons that are not listed in paragraph b or c, above, or paragraph 4-16.

d. Complete NGB 22-3, Request for Waiver.

e. Submit completed NGB 22-3 and all required documents to NCOIC.

f. Initiate waiver work flow through RZ.

g. Follow up with MEPS GC, Operations NCO, and or NCOIC.

h. Waiver Approval/ Disapproval.

(1) Approved: process for enlistment.

(2) Disapproved: evaluate per the disposition.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction should the Soldier experience minor difficulty. Consider directing self-study or on-the-job-training for Soldiers who experience major difficulties in task performance.

**Evaluation Preparation:** This task may be evaluated by two methods; a. Self Evaluation. Perform the task on the job using the materials listed in the Conditions Statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section. b. Supervisor's Evaluation. Ensure that the Soldier(s) have the material shown in the Condition Statement to accomplish the task. When you feel they are able, have them perform the task on the job. Grade them using the Performance Measures, in accordance with the Evaluation Guidance section.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Determined what type of waiver is required.			
2. Processed a Conduct Waiver.			
3. Processed a Medical Waiver.			
4. Processed an Administrative Waiver.			
5. Processed Separation/Discharge Waiver.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 40-501	Standards of Medical Fitness	Yes	No
	AR 601-210	Active and Reserve Components Enlistment Program	Yes	No
	AR 670-1 (Change 001 05/11/2012 357 Pages)	WEAR AND APPEARANCE OF ARMY UNIFORMS AND INSIGNIA	Yes	No
	NG PAM 601-1	Personnel Procurement - Army National Guard Strength Maintenance Program	Yes	No
	NGR 601-1	Personnel Procurement - Army National Guard Strength Maintenance Program	Yes	No

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :** None

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None

**ICTL Data :**

<b>ICTL Title</b>	<b>Personnel Type</b>	<b>MOS Data</b>
79T-ARNG Recruiting and Retention-SL3	Enlisted	MOS: 79T, Skill Level: SL3, ASI: V7, Duty Pos: REA, SQI: 4