

OHIO MILITARY RESERVE



Regulation 601-2

ENLISTMENT AND REENLISTMENT

Headquarters, Ohio Military Reserve
Office of the Assistant Chief of Staff,
Personnel and Administration, G1
7172 First Street
Rickenbacker Airport
Columbus, Ohio
43217-1186

01 April 2006

Summary of Changes

The changes noted herein are only those changes of significance or which effect ongoing operations.
Changes in terminology, organization or other routine matters are not reflected.

OHMR Regulation 601-2, Enlistment and Reenlistment, dated 01 April 2006

Paragraph	Change
Table 1	<u>Required</u> forms listed for enlistment packets.
Table 2	<u>If Applicable</u> forms listed for enlistment packets.
Appendix A	Pay Grade Determination Matrix for Non Prior Service Personnel
Appendix A	Pay Grade Determination Matrix for Civilian Acquired Skills Program (CASP)

OHMR Regulation 601-2

Headquarters
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Columbus, Ohio 43217-1186
01 April 2006

Enlistment and Reenlistment

By Order of the Governor:

CHARLES S. ROWELL, JR.
Colonel, Ohio Military Reserve
Chief of Staff

Official:



RICHARD B. IOTT
Colonel, Ohio Military Reserve
Assistant Chief of Staff

Supersedes. This regulation supersedes OHMR-R 601-2 dtd 01 September 1998.

Applicability. This regulation applies to all components, elements, detachments, units and personnel of the Ohio Military Reserve.

Supplementation. Supplementation of this regulation and establishment of command and local policies are prohibited without prior written approval from the Assistant Chief of Staff, Personnel and Administration, OHMR-G1.

Suggested Improvements. Suggested improvements which may be considered for this regulation should be forwarded in writing to the proponent agency of this regulation, the Office of the Assistant Chief of Staff, Personnel and Administration, OHMR-G1, 7172 First Street, Rickenbacker Airport, Columbus, Ohio 43217-1186.

Summary. This Regulation sets forth policy and guidance for effecting enlistments and reenlistments of personnel for the OHMR. It also provides instructions for administrative actions required of local commanders..

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Chapter 1 General

1-1. Purpose. The purpose of this this regulation is to set forth policy concerning personnel who enlist or reenlist in the Ohio Military Reserve. It gives instructions for determining eligibility, preparing forms, and outlines administrative procedures.

1-2. References
AR 600-200
NGR 600-200

1-3. Responsibilities of commanders. It is the responsibility of commanders to insure strict compliance with this regulation. Questions pertaining to any part of this regulation or requests for clarification should be directed to Assistant Chief of Staff for Personnel (ACSPER). Requests for waivers of any portion of this regulation should also be addressed to ACSPER.

1-4. Responsibilities of ACSPER. The ACSPER is the approval authority for waivers requested under this regulation.

Chapter 2 Enlistments Section I First Enlistment

2-1. General. This section establishes policy and procedures to be followed when enlisting personnel in the OHMR.

2-2. Period of enlistment. Initially, all personnel enlisting in the OHMR acquire a service obligation of three (3) years and for an indefinite period thereafter.

2-3 Prior service personnel. Prior service personnel of any branch of the U.S. Armed Forces may be enlisted at the highest grade held as shown on their DD214 provided a unit vacancy exists at the time of enlistment, or at a grade approved by the Civilian Acquired Skills Program (CASP) found in Annex A, whichever is higher.

2-4. Commissioned and warrant officers. Former commissioned and warrant officers who choose to enlist rather than accept an OHMR commission should submit a request for a grade determination to the Command Sergeant Major of the OHMR.

2-5. Non-prior service personnel.
a. Non-prior service personnel will be enlisted as an E-1, except as noted below.
b. Individuals who meet certain educational standards and achievement levels, or who meet the requirements of the CASP, may be enlisted in accordance with the provisions of the

Pay Grade Determination for Non Prior Service Personnel matrix in Annex A.

Section II Reenlistment

2-6. Period of reenlistment. All reenlistments are for an indefinite period.

2-7. Criteria continuing on active duty.
a. An OHMR member must have maintained an average attendance record of 70 percent over an anniversary year period, and;
b. Have demonstrated military skill commensurate with his/her grade and have a satisfactory service record.
c. Meet the medical and fitness requirements of OHMR Regulation 40-1.

Chapter 3 Administrative Procedures

3-1. General. This chapter establishes policy and procedure for administrative processing of all enlistments and reenlistments. It sets guidelines to be followed by clerical personnel and establishes responsibilities for commanders.

3-2. Determination of eligibility.
a. Personnel seeking to enlist in the OHMR must meet the following criteria.
(1) Be between the age of 17 and 60. Applicants who are over 60 may request a waiver from ACSPER. Waivers will be granted for prior service personnel only. A prior service member seeking to enlist, who is over 60, will be allowed a waiver based on his prior military service. Example: A person 63 years old must have at least 3 years prior service to qualify for enlistment.
(2) Must be a U.S. citizen.
(3) Must be a citizen of Ohio.
(4) Meet the medical and fitness requirements of OHMR Regulation 40-1.
b. Personnel in the following categories will not be enlisted, unless a waiver is requested in accordance with this regulation.
(1) Conscientious objector. Persons who are or claim to be conscientious objectors, that express abandonment of such beliefs and principles, so far as they pertain to a willingness to bear arms and to give full and unqualified military service to the State of Ohio, may request a waiver. A letter, request for waiver, from the enlisting unit commander with the applicant's statement, notarized or witnessed by a commissioned officer, stating without qualification that he is no longer a conscientious objector.
(2) Convicted felons.
(3) Persons adjudged a youthful offender.
(4) Anyone with a RE4 reenlistment code on his DD214. A RE4 reenlistment code is not subject to waiver under any circumstances.

(5) Persons adjudged a security risk.

(6) Personnel with prior service whose discharge was not as "Honorable" discharge. The phrase "Under honorable conditions" does not qualify a person for enlistment.

(7) Members of any component of the U.S. Armed Forces. A waiver must be run for members of the Inactive Ready Reserve (IRR) who have obtained release from their control group by submitting a DD368 should accompany the request for waiver.

3-4. Enlistment packet of required forms. Administrative personnel will ensure that the enlistment packet forwarded to ACSPER is complete and all signature blocks signed. Listed in the tables below are the forms necessary to complete an enlistment packet. All OHMR forms are available from the OHMR Digital Library which may be accessed online at www.ohmr.ohio.gov.

REQUIRED

- OHMR Form 1963, Accession Worksheet
- OHMR Form 1966, Record of Basic Data
- OHMR Form 93, Report of Medical Examination, Pt 1 - History
- OHMR Form 88, Report of Medical Examination, Pt 2 - Exam
- OHMR Form 705, Physical Fitness Test Record
- OHMR Form 7, Privacy Act Statement
- OHMR Form 369, Police Record Check
- OTHER DOCUMENTS VERIFIED (Copy of awards, education, driver's license, social security card, birth certificate)
- OHMR Form 13/E, Oath of Enlistment
- OHMR Bde, Bn Orders (E1 – E6 only)

TABLE 1.

IF APPLICABLE

- OHMR Form 4, Parental or Guardian Consent (17 year olds only)
- DD Form 214, Discharge from Active Duty (Must be the "long" copy which includes RE code.)
- DD Form 215, Certificate of Release
- DD Form 368, Request for Conditional Release from Reserve or Guard Component
- NGB Form 22, Record of Separation and Service from ARNG
- STATEMENT OF SERVICE (USAR, USNR, USMCR, USAFR,)
- OHMR Form 22-3, Waiver Request for Age, TIG, TIS, meritorious, other)
- Biographical Summary (For all E7 and above)

TABLE 2.

3-5. Establishment of the Military Personnel Records Jacket (OHMR 201), MPRJ. The MPRJ will be established as set forth on OHMR Regulation 640-1.

PAY GRADE DETERMINATION FOR NON PRIOR SERVICE ENLISTEES

RANK	REQUIREMENTS
PV1	No educational exception, No Army Civilian Acquired Skills Program exception.
PV2	1 Year or more of JROTC or 1 year or more of National Defense Cadet Corps (NDCC)
PV2	179 days or less at US Military Service Academy or US MSA Prep school.
PV2	30 or more Semester hours or 45 or more Quarter hours at an accredited College or University
PV2	Participation in the OHMR Referral program (2 qualified NPS enlistees)
PV2	Qualified High School grad with additional training (Attained Eagle Scout in the Boy Scouts)
PV2	Qualified High School grad with additional training (Awarded the Girl Scout Gold Award Certificate)
PV2	Qualified High School grad with additional training (completed Phase II CAP, awarded Billy Mitchell Award)
PV2	Qualified High School grad with additional training (Naval Sea Cadet Corps awarded NSC)
PV2	OPOTC Private Police Training Certificate
PFC	1 year or more years of Senior ROTC
PFC	2 or more years of Post Secondary Vocational school at an accredited College resulting in a certificate of completion
PFC	60 or more Semester hours or 90 or more Quarter hours at an accredited College or University without a 4 year degree
PFC	OPOTC Police Training Certificate
SPC	Successful completion of a 4 year degree program at an accredited College or University resulting in a Bachelor's degree
SPC	OPOTC Police Training Certificate with at least 1 year of Police Supervisory Experience.

Note: Enlistees who can not provide documentation to prove the above claims may be promoted by their commander upon producing proof within the 1st 12 mo's of service if documentation shows completion prior to enlistment. **Non-prior service soldiers are still required to complete BELT, or equivalent, regardless of entry rank.**

Civilian Acquired Skills Program (CASP)

RANK	REQUIREMENTS
SPC	91B10 Medical specialist. State Licensed EMT-P (Paramedic)
SPC	94B10 Food Service Specialist. Combined two years schooling and practical experience (non-fast food).
SPC	96B10 Intelligence Analyst. 2 yrs accredited college (Political Sci, Geology, Journalism, Psych, or Computer science)
SPC	96B10 Intelligence Analyst. 2 yrs experience in intelligence with state or Federal government.
SPC	31C10 Single Channel Radio Operator. Combined 1 year of training and practical experience as teletype operator
SPC	31L10 Cable Systems installer/maintainer. Combined 2 years of training and experience (phone, pole, switchboard, etc.)
SGT	91C20 Practical Nurse. LPN, or Vocational Nurse with current State License.

This is a list of specific MOS's that might be pertinent to the Brigade level and below. This is NOT exhaustive but relative to the mission. Ref AR 601-210, chapter 7, for detailed list of all possible CASP MOS' and grades. **NOTE: ALL non-prior service must be enlisted as PFC and then promoted to the rank outline above AFTER completion of BELT.**