

## RECRUITING AND TRAINING CADRE SUITABILITY CHECKLIST

The proponent for this form is ARNG-HRR.

### SECTION I: Soldier Information

1a. Soldier's Name (Last, First, Middle):	1b. Rank/Grade:
2a. Unit:	2b. State:
3a. Position:	3b. Status:

### SECTION II: State Screening

(This section must be completed before hiring or performing Recruiting and Training Cadre duties)

#### Recruiting and Retention Battalion (RRB) verifies the status of the following:

4. Soldier input into the Personnel Accreditation and Selective Screening (PASS) tracking system:	
5. National Agency Check with Law and Credit (NACLC) Results <b>NOTE:</b> Soldiers who failed to attain or maintain favorable NACLC are ineligible. No waiver or appeal authorized.	
6. National Sex Offender Public Website search ( <a href="http://www.nsopw.gov">http://www.nsopw.gov</a> ): <b>NOTE:</b> Utilize local DD Form 369 to clear name match.	
7. Soldier completed HRR Form 600.	
8. Soldier has a current Periodic Health Assessment and a medical records review has been completed.	
9. Soldier is not currently under Suspension of Favorable Personnel Actions (FLAG) <b>NOTE:</b> Soldiers currently serving FLAG restrictions as outlined in AR 600-8-2 are ineligible until actions have been removed. No waiver or appeal authorized.	
10. Soldier's information submitted to NGB for Federal screening.	

### SECTION III: Federal Screening

(This section will be completed by the RRB upon notification through PASS portal)

#### Recruiting and Retention Battalion (RRB) verifies the status of the following:

11. Criminal Investigation Command	
12. Department of Army Inspector General (DAIG)	
13. Official Military Personnel File Check	
14. Alcohol Substance Abuse Program	

### SECTION IV: Unfavorable Information

15. Derogatory or unfavorable information found: If yes, list the offense(s) in block 17: <b>NOTE:</b> Type I: No time limitation. Type II: Soldier's career. Type III: Within last 5 years unless otherwise specified.	
16. Soldier appealing decision: <b>NOTE:</b> If the Soldier appeals the decision, complete HRR Form 600-2. <b>NOTE:</b> Submit appeal requests once State and Federal screening checks are complete.	

17. Remarks.	
18. RRC signature block.	

Name.	Signature.	Rank/Grade.	Date.
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