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Army Regulation 601-210

S/S 11 Sept 1987

Personnel Procurement

**Regular Army  
and Army  
Reserve  
Enlistment  
Program**

Headquarters  
Department of the Army  
Washington, DC  
2 January 1987

# SUMMARY of CHANGE

AR 601-210  
Regular Army and Army Reserve  
Enlistment Program

This revision--

- o Adds provisions for processing during mobilization (para 1-16).
- o Allows additional documents to be used for persons born abroad to verify citizenship (table 2-1, rule B).
- o Authorizes telephone verification of education and makes several clarification and administrative corrections to education verification (table 2-1, rule D).
- o Deletes the requirement for all prior service applicants to have a GT score of at least 100 unless they previously reenlisted (table 3-2).
- o Completely revises enlistment pay grades for prior service applicants (table 3-3).
- o Includes new and revised RE codes for all Services (table 3-6).
- o Authorizes the Chief Medical Officer (MEPS) to grant a 2-pound underweight waiver (table 4-4, line B).
- o Provides a waiver requirement for unsatisfactory participants (USAR/ARNG) applying for RA enlistment (table 4-4, line V-1).
- o Updates the ARCOM/GOCOM Command Codes (table 5-1).
- o Requires USAR ECLT score entry on DD Form 1966 (table 5-1).
- o Provides new instructions for movement of prior service applicants to overseas locations (para 5-18).
- o Provides for changes in authorization to ship HHG and family members (para 5-18).
- o Requires USAR prior service applicants requiring training to undergo BT/BCT if a 5-year break in service occurred (para 5-18).
- o Requires a complete DD Form 1966 for ARNG enlistments into the USAR (para 5-28).
- o Provides new Army Civilian Acquired Skills MOSs and titles (table 7-1).
- o Provides special provisions for Special Bandsman promotions (para 7-11).
- o Adds detailed procedures for the USAREC Liaison role for correcting terms of enlistment due to administrative error (para 8-6).

Effective 30 January 1987

Personnel Procurement

Regular Army and Army Reserve Enlistment Program

This UPDATE printing publishes a revision which is effective 30 January 1987. Because the structure of the entire revised text has been reorganized, no attempt has been made to highlight changes from the earlier regulation dated 2 June 1986.

By Order of the Secretary of the Army:

JOHN A. WICKHAM, JR.  
General, United States Army  
Chief of Staff

Official:

R. L. DILWORTH  
Brigadier General, United States Army  
The Adjutant General

**Summary.** This regulation governs eligibility criteria, policies, and procedures for enlistment and processing of persons into the Regular Army and the U.S. Army Reserve (USAR) for enlistment on or after the effective date of this regulation.

**Applicability.** This regulation applies to the Active Army, the USAR Control Group (Delayed Entry), the USAR unless otherwise stated, and DA civilians involved in recruitment activities. This regulation does not apply to the Army National Guard (ARNG). In case of conflict between this and other regulations establishing enlistment eligibility criteria, this regulation will take precedence.

**Impact on New Manning System.** This regulation prescribes policies for enlistment and assignment to Cohesion, Operational Readiness, and Training (COHORT) units in support of the New Manning System.

**Internal control systems.** This regulation is not subject to the requirements of AR 11-2. It does not contain internal control provisions.

**Supplementation.** Supplementation of this regulation and establishment of forms other than DA forms are prohibited, except upon approval of the Deputy Chief of Staff for Personnel. Request for exception with justification will be sent through Command channels to HQDA (DAPE-MPA), WASH DC 20310-0300.

**Interim changes.** Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration unless sooner superseded or rescinded.

**Suggested improvements.** The proponent agency of this regulation is the Office

of the Deputy Chief of Staff for Personnel. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DAPE-MPA), WASH DC 20310-0300.

**Distribution.** This issue is distributed in accordance with DA Form 12-9A-R requirements for 601-series publications. The number of copies distributed to a given subscriber is the number of copies requested in Block 388 of the subscriber's DA Form 12-9A-R. AR 601-210 distribution is B for the Active Army, B for the ARNG, and B for the USAR. Existing account quantities will be adjusted and new account quantities will be established upon receipt of a signed UPDATE subscription form from the publications account holder.

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- DA Form 5586-R (Addendum to Certificate of Acknowledgement of Service Requirement for Enlistment into the United States Army Reserve Officer Candidate School Enlistment Option)

## Chapter 1 Introduction

### 1-1. Purpose

This regulation—

a. Prescribes eligibility criteria governing the enlistment of persons, with or without prior service (PS), into the Regular Army (RA) and the US Army Reserve (USAR).

b. Provides policies and procedures to process applicants for enlistment in the—

- (1) RA.
- (2) Delayed Entry Program (DEP).
- (3) USAR.

### 1-2. References

Required and related publications are listed in appendix A. Prescribed and referenced forms are listed in appendix B.

### 1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

### 1-4. Responsibilities

a. *Deputy Chief of Staff for Personnel (DCSPER)*. The DCSPER has overall responsibility for developing and maintaining policy and programs for RA and USAR enlistments.

b. *Commanding General (CG), US Army Military Personnel Center (MILPERCEN)*. The CG, MILPERCEN—

(1) Controls enlistments under the RA enlistment program.

(2) Has final responsibility for personnel actions pertaining to RA enlistments.

c. *Commander, US Army Reserve Personnel Center (ARPERCEN)*. The Commander, ARPERCEN—

(1) Controls enlistments under the USAR enlistment program.

(2) Has final responsibility for personnel actions pertaining to USAR enlistments.

d. *Commanding General (CG), US Army Recruiting Command (USAREC)*. The CG, USAREC—

(1) Controls enlistment under the DEP.

(2) Has final responsibility for personnel actions pertaining to DEP enlistments.

### 1-5. US Military Academy Preparatory School

This regulation provides authority to enlist applicants into the USAR who have accepted invitations to attend the US Military Academy Preparatory School (MAPS). On enlistment, the person incurs an 8-year military service obligation (MSO) (under sec 651, title 10, United States Code) (10 USC 651), and immediately enters on active duty for the duration of the school period. Persons interested in attending MAPS will be advised to write the Commandant, US Military Academy, West Point, NY 10996 for information.

### 1-6. Exceptions

Exceptions to nonstatutory provisions of this regulation may be made by HQDA (DAPE-MPA).

### 1-7. Secretarial authority

a. *Establishment of qualifications for enlistment*. Except as specifically provided by law, establishment of qualifications for enlistment in the RA and the USAR is the prerogative of the Secretary of the Army (SA).

b. *Denial of enlistment*. Except as delegated herein or by special Army directive, denial of enlistment will be at the discretion of the SA. Denial may be given either in an individual case or by an order applicable to all cases specified in that order. The SA may deny enlistment to any person who otherwise meets criteria in this regulation: However (for RA only), the SA may not deny the enlistment of the following:

(1) A former enlisted member of the RA who—

(a) Has served on active duty as a Reserve officer of the Army, or was discharged as an enlisted member to accept a temporary appointment as an officer of the Army of the United States (AUS).

(b) Is separated from active duty as an AUS or Reserve commissioned officer or warrant officer; this is true, provided service as a commissioned or warrant officer was terminated by an honorable discharge or by relief from active duty for a purpose other than to await appellate review of a sentence that includes dismissal or dishonorable discharge.

(c) Makes application for enlistment within 6 months after separation from active duty as a Reserve or AUS officer.

(2) Any RA enlisted member who—

(a) Has been placed on the Temporary Disability Retired List (TDRL).

(b) Is later found to be physically fit (under sec 1211(a)(3), title 10, United States Code (10 USC 1211(a)(3))).

(c) Reenlists within 90 days after removal from the TDRL.

### 1-8. Penalties for violating this regulation

a. This is a punitive regulation. Military personnel who violate or fail to comply with this regulation are subject to punishment, under the Uniform Code of Military Justice (UCMJ), for violation of Article 92(1) (Failure to Obey a Lawful General Regulation). Also, military members may be subject to punishment under the UCMJ for violation of Article 92(3) (Derelict in Performance of Duty) or Article 84 (Effecting an Unlawful Enlistment). Particular attention should be given to UCMJ, Article 84, which states: "Any person subject to this chapter who effects an enlistment ... in or a separation from the Armed Forces of any person who is known to him to be ineligible for enlistment ..., or separation because it is prohibited by law, regulation, or order shall be punished as court martial may direct."

b. Department of the Army (DA) civilians who violate or fail to comply with this regulation are subject to disciplinary action under the proper Office of Personnel Management (OPM) regulation.

c. Commanders will consider initiating disciplinary action against military personnel and DA civilians when proper.

### 1-9. Eligibility

a. All persons who process applicants for enlistment in the RA and USAR will use the utmost care to procure qualified personnel. Eligibility of personnel will be based on their ability to meet all requirements, to include procurement of prescribed waivers. No applicant will be accepted before approval of any required waiver.

b. Applicants for enlistment in the USAR will not be accepted unless reasonable assurance exists that they will be available and able to take part satisfactorily with the unit concerned; they also will be available for immediate order to active duty in an emergency or partial or general mobilization. In this respect, careful thought will be given to the following:

(1) Normal commuting time and distance of day-to-day job.

(2) Possible conflicts with civilian occupation.

(3) Past performance as a USAR member.

(4) Frequency of past relocations of residence.

(5) Persons with spouse and dependent children who apply for waiver of the dependency restriction. These persons should thoroughly understand that responsibility for dependent children in no way lessens their obligations for satisfactory participation in the USAR and availability for mobilization.

### 1-10. Enlistment in any US Armed Force by USAR members

a. Enlisted members of the USAR who desire to enlist in the Reserve Component (RC) of another US Armed Force will be governed by AR 140-10, chapter 9.

b. Enlisted members of troop program units (TPUs) of the USAR who desire to enlist in the Active Component (AC) of any US Armed Force, to include their DEP, may enlist if the following conditions exist:

(1) The member has successfully completed required initial active duty for training (IADT), has been awarded a military occupational specialty (MOS), and has been properly separated from IADT.

(2) The member's USAR TPU commander has approved clearance and discharge of the member from the USAR by completing DD Form 368 (Request for Discharge or Clearance from Reserve Components). The approved DD Form 368 must be in the possession of the recruiting activity before enlistment. Under no circumstance may an applicant enlist without clearance or discharge.

(3) The member has not been alerted for mobilization.

(4) The member is not currently serving on IADT, active duty for training (ADT), special active duty for training (SADT), annual training (AT), active duty support (ADS), or Active Guard Reserve (AGR).

Processing these persons, including submission of the DD Form 368, will not commence until the member has been released from IADT, ADT, SADT, AT, ADS, or AGR.

c. Enlisted members of the Individual Ready Reserve (IRR), or Standby Reserve, who desire to enlist in the AC of any Armed Force, to include their DEP, may enlist without prior clearance or approval of the Commander, ARPERCEN, if—

(1) The member has successfully completed required IADT, has been awarded an MOS, and has been separated from IADT.

(2) The member has not been alerted for mobilization.

(3) The member is not currently serving on IADT, ADT, SADT, AT, ADS, or AGR. Processing will not commence until the member has been released from IADT, ADT, SADT, AT, ADS, or AGR.

(4) The member is not a commissioned or warrant officer who was released from active duty by reason of reduction in force or by having been twice passed over for AUS promotion.

d. Enlisted members assigned to USAR Control Group (ROTC), who desire to enlist in the RA, to include the DEP, may enlist if—

(1) The member's ROTC Commander has approved clearance and discharge of the member from the USAR by completing DD Form 368 (Request for Discharge or Clearance from Reserve Components). The approved DD Form 368 must be in possession of the recruiting activity before processing.

(2) The ROTC/SMP participant has obtained a DD Form 368 from unit assignment as well as the ROTC Commander.

(3) The member is not an ROTC scholarship recipient.

#### 1-11. USAR membership

a. Personnel become enlisted members of the USAR (Selected Reserve or IRR) by—

(1) Transfer from the Active Army to the USAR to complete the balance of an MSO. On completion of the statutory obligation (expiration term of service (ETS)), the member must continue in a military status by reenlistment or extension under AR 140-111 or be discharged from the USAR.

(2) Enlistment of ARNG members in the USAR. On discharge from the ARNG a member may still retain Reserve of the Army status and be required to complete a remaining contractual or statutory MSO. On completion of the obligation, either statutory or contractual (ETS), the member must either reenlist immediately under AR 140-111 or be discharged from the USAR. Extensions are authorized under the policy contained in AR 140-111. Enlistment of ARNG personnel into the USAR will be under chapter 5, section IX.

(3) Transfer from the Retired Reserve to the Ready Reserve under AR 140-10, with the approval of the SA, if the member is drawing retired pay. These personnel are not required to execute a DD Form 4-Series

(Enlistment/Reenlistment Document—Armed Forces of the United States) or process for enlistment or reenlistment. They remain on an indefinite Ready Reserve status until age 60.

(4) Transfer from the Retired Reserve to the Ready Reserve under AR 140-10, with the approval of Commander, ARPERCEN, if the member is not drawing retired pay. These personnel must be reenlisted under AR 140-111.

(5) Enlistment in the USAR by completing a DD Form 4-Series and executing an Oath of Enlistment when applying from civilian or from another military service of the United States, either an AC or RC. These enlistments are accomplished under policy contained in chapters 2, 3, and 5.

b. Service in the USAR is either statutory or contractual. It is—

(1) Statutory when a person having no previous military service in the US Armed Forces is drafted or enlisted into a US Armed Force and executes an "Oath of Enlistment" (DD Form 4-series). Personnel in this category incur an 8-year MSO.

(2) Contractual when a person who has previous military service in a US Armed Force and no remaining statutory obligation executes an "Oath of Enlistment" (DD Form 4-series) for a specified term of military service.

#### 1-12. Valid enlistment or reenlistment agreements

a. The DD Form 4-Series. The DD Form 4-Series, together with appropriate annexes is the only valid agreement that exists between the person and DA on enlistment in the RA and the USAR. For continued RA or USAR membership, when the term of service agreed to in such an agreement expires, one of the following applies:

(1) The agreement will be extended.

(2) A new DD Form 4-series and Oath of Enlistment will be executed.

b. For USAR only, Transfer order (reassignment order). A transfer order (reassignment order) is a personnel management action that may be taken for a person during the period of service while an enlistment agreement is in effect. This order never alters terms of an enlistment agreement and never replaces an enlistment agreement.

c. Statement of Acceptance. A Statement of Acceptance is executed by applicants for USAR membership on their release from active duty. It is a contract between the USAR and the applicant, executed by the USAR in-service recruiter. It guarantees applicants a unit assignment on their return home and their acceptance into the USAR by transfer and assignment, if they have a remaining statutory obligation, or by enlistment if they are being discharged. The USAR in-service recruiter processes this document under the Active Army In-Service Recruiting Program. The document—

(1) Guarantees that unit vacancies have been reserved for applicants on their release from active duty and later return home.

(2) Serves as the authority for the military personnel office (MILPO) to issue orders and dispose of military records.

(3) Serves as authority for the in-service recruiter to process applicants for USAR enlistment under this regulation when applicants are discharged from the Active Army.

#### 1-13. Referral of applicants to higher headquarters

US Army recruiting personnel have detailed knowledge about enlistment eligibility. They also have a general knowledge of normal conditions in the Army. The recruiter will resolve cases locally or request data or assistance through the chain of command; therefore, do not advise or instruct applicants to visit or write HQDA or other headquarters (HQ).

#### 1-14. Cooperation between Army recruiting stations and local State Employment Service offices

a. Policy. (DOD) Department of Defense and Department of Labor have a reciprocal working agreement. Under this agreement the Armed Forces give local State Employment Service offices data on job and training opportunities available to Armed Forces personnel. State Employment Service local offices may then inform persons seeking training or employment of such opportunities. Interested persons are referred to the proper Armed Forces recruiting offices. Local offices of the State Employment Service are affiliates of the US Employment Service, Department of Labor. These offices test, counsel, and select persons for occupational training or employment. Opportunities in the Job Corps and Neighborhood Youth Corps (NYC) are included.

b. Procedures. US Army recruiting personnel will work with their State Employment Service offices to make satisfactory arrangements for providing data and assistance required. The CG, US Army Recruiting Command (USAREC) is responsible for issuing necessary instructions to establish agreements between USAREC subordinate elements and State Employment Service local offices. USAREC elements will make the above arrangements. Recruiting personnel will do the following:

(1) Provide printed data on job opportunities in the Army.

(2) Furnish data in their areas of responsibility on request.

(3) Take part in group guidance sessions that may be arranged by their area State Employment Service offices.

(4) Provide current data as manpower procurement programs change.

(5) Urge all applicants found unacceptable for enlistment to visit their State Employment Service local office.

(6) Inform the proper office of the State Employment Service of each applicant found unacceptable for enlistment if the person authorizes such referral. Referral procedures are given in table 2-1, rule K.

(7) Inform all applicants found unacceptable for enlistment of their reemployment

rights. Data to give such applicant is in table 2-1, rule K.

(8) Assist State Employment Service offices in other mutually desirable ways.

### 1-15. Forms

Forms used in enlistment processing and composition of enlistment packets are listed in appendix B. Refer to this appendix for titles of forms cited in this regulation.

### 1-16. Processing during mobilization

Upon direction of the Secretary of the Army, the requirements of this regulation will not be enforced during mobilization. The following will apply during mobilization:

a. Medical standards prescribed in AR 40-501, chapter 6.

b. The requirement for an AFQT percentile score of 10 or higher as prescribed in section 520, title 10, United States Code.

c. The moral requirements in AR 601-270 (paras 9-15, 9-16, and 9-17).

## Chapter 2 Basic Qualifications and Verification for Enlistment in the RA and USAR, Nonprior-Service Applicants

### Section I Basic Eligibility Criteria

#### 2-1. General

a. Enlistment considerations. Enlistment of qualified persons will be the foremost thought of persons who take part in, or are connected with, processing applicants for enlistment in the RA and the USAR.

b. Meeting requirement. Eligibility will be determined by the person's ability to meet all requirements of this regulation, to include obtaining waivers. Applicants will not be enlisted if any doubts on their qualifications cannot be resolved.

c. Source Documents. Recruiting personnel must examine all source documents for discernible evidence of tampering or alteration. Documents used to substantiate basic eligibility criteria will be legible, written in English, or officially translated to English (Notarized). These documents include transcripts for MOS requirements or advance grade, high school diploma, or marriage license or certificate. They will be forwarded with the enlistment packet or hand-carried by the applicant to the guidance counselor for compliance with instruction in chapter 6, section II.

#### 2-2. Basic eligibility criteria for all nonprior service applicants

Persons who apply for enlistment in the RA or the USAR must meet eligibility criteria in table 2-1 and any other requirements in table 2-2 for the MOS in which they are enlisting. Persons considered NPS, but previously separated from any branch of the Armed Forces with less than 180 days on

active duty are identified as "GLOSSARY-NON-PRIOR SERVICE" (NPS). All provisions applicable to NPS are also applicable to "GLOSSARY NPS" unless a specific exception exists. Rules or tables that do not apply to "GLOSSARY NPS" will be annotated to reflect applicability. ALL DISQUALIFICATIONS THAT EXIST FOR PRIOR SERVICE APPLICANTS APPLY TO GLOSSARY NPS AS LISTED IN TABLE 4-1.

#### Table 2-1 Basic eligibility criteria and verification procedures for enlistment of nonprior- service personnel

Rule A: Age. (Waiver requests not considered.)

Applies to: RA and USAR.

Criteria and eligibility: Applicant is eligible for enlistment if he or she is not less—

a. Than 18 years of age and has not reached the 35th birthday.

b. Than 17 years of age, has not reached the 18th birthday, and DD Form 1966, section VII, page 6 (Record of Military Processing — Armed Forces of the United States) has been properly completed.

(1) Recruiters will obtain parental consent for applicants who have not reached their 18th birthday. This consent of parents or legal guardians must be in writing before physical examination or enlistment. Enlistment is not authorized if either parent objects. However, if only one parent is entitled to custody and control of the applicant (for example, by reason of a divorce decree), then only that parent's consent is required.

(2) DD Form 1966, section VII, will be used to obtain written consent to enlist. If the applicant has neither parents nor guardian or is married, legally separated, or divorced, a statement to this effect will be entered in the Remarks block of the form and the applicant may be enlisted without consent of parents.

(3) Both parents must sign the form. (An exception is that the signature of one parent is acceptable if the other will be absent at an unknown destination for an extended period. When only one parent signs, the reason will be explained in the Remarks block of the DD Form 1966-Series. The recruiter will state in the verification block what documents were used to verify the single signature.)

c. Explanation of single parent signature will be made by the parent on page 4 of DD 1966 in addition to signing the consent. This statement must show the reason the other parent was unable to sign the form. (Example: Deserted by spouse, husband or wife is at an unknown location or other parent incapacitated.) Recruiter will witness and sign his or her name next to signature of person making statement.

d. The signature of the parents or legal guardian on the DD Form 1966-Series will be witnessed by a commissioned officer, warrant officer, or noncommissioned officer (NCO) or civilian recruiting specialist. Otherwise, the signature must be notarized. The recruiter will verify all entries; supporting data, such as birth certificates, will be examined. The form will be completed and signed where applicable. The DD Form 1966-Series, section VII will suffice for enlistment and medical examination consent.

(Note: Explanation in C above is not required if recruiter has witnessed a document such as a death

certificate, divorce decree, etc.) Identify the supporting document in the verification block, item 47, DD Form 1966; type of document, identification of document by number, court, file or other clearly specific identifying marking. Recruiter must see actual document, no requirement exist to include this document in the enlistment packet.

Items to be verified: Age. Applicants under 18 years of age must have parents consent. Documents and procedures to verify eligibility:

1. Birth certificate (including hospital or delayed birth certificate) must indicate city and State.

2. Written statement from State Registrar of Vital Statistics or similar officials. All documents submitted by applicant must be originals or notarized copies. If documents are in a language other than English, applicant must present certified English translation of documents.

3. DD Form 214, (Certificate of Release or Discharge from Active Duty), DD Form 215 (Correction to DD Form 214 Certificate of Release or Discharge from Active Duty), or DD Form 372 (Request for Verification of Birth).

4. Immigration and Naturalization Service (INS) Form I-151 or I-551.

5. US passport (unaltered and originally issued for 5 years), naturalization papers, certificate of citizenship, or any other official US document (issued by a Government bureau or department and affixed with a raised seal) which shows applicant's full name and date of birth.

6. Department of State (DS) Form 1350 (Certificate of Birth).

7. Foreign Service (FS) Form 545 (Certificate of Birth) or FS Form 240 (Counselor Report of Birth Abroad).

8. INS Form N 560.

9. AE Form 360 (Report of a Birth Abroad of a Citizen of the United States).

10. Telephonic birth verification. When undue delay in receipt of birth certification will cause excessive processing time for otherwise eligible applicant (except immigrant aliens), obtain birth verification telephonically. Record name, title, and telephone number of official supplying information in DD Form 372.

11. If age cannot be verified by birth certificate or State Registrar of Vital Statistics, one of the following types of data must be submitted:

a. Baptismal record or official document that required proof of age at the time of issue.

b. Sworn statement of one or both parents or legal guardian supported by one of the following:

(1) Notarized copy of school record, showing date of birth, age, or attendance.

(2) Certificate from the physician in attendance at birth.

(3) Hospital record of birth.

Rule B: Citizenship. (Waiver requests not considered.)

Applies to: RA and USAR.

Criteria and eligibility: Applicant is eligible for enlistment if any of the following apply:

a. Citizen of the United States.

b. Alien who has been lawfully admitted to the United States for permanent residence.

c. National of the United States.

Items to be verified: Citizenship.

Documents and procedures to verify eligibility: Establish citizenship as indicated below. (Return all documents to applicant after proper citizenship entries are made on the DD Form 1966 series.)

1. *US citizens.* Applicants must present birth certificate, naturalization certificate, U.S. passport, or other legally acceptable document to verify date and place of birth and establish US citizenship. In doubtful cases, forward documents from INS to the CG, (USARCO-PP) USAREC. Enlistment eligibility will be established on a case-by-case basis.

2. *Aliens.* Applicants must present their INS I-151 or I-551 issued by the INS showing that the person has been admitted to the United States for permanent residence. (INS Form 181B may be used in place of INS I-151 or I-551 when application for an I-551 is being processed but has not yet been issued. This is temporary evidence of lawful admission and is only valid for 6 months from issue date. Reproduction of these forms is prohibited.)

3. *Nationals of the United States.* A native of American Samoa is issued a birth certificate which indicates the village of birth followed by the words, "American Samoa." (Citizens of American Samoa, and the Virgin Islands are US nationals.)

4. *Proof of birth of US citizens born abroad.* Children born of an American parent outside the United States acquire citizenship through the parent. Citizenship verification of persons born abroad of an American parent will be made by presentation of a certified copy of one of the following:

- (1) DS Form 1350. (See line 8)
- (2) INS Form N-560. (See line 8)
- (3) FS Form 545. (See line 8)
- (4) FS Form 240. (See line 8)
- (5) AE Form 380 (Report of a Birth Abroad of a Citizen of the United States.)
- (6) U.S. passport, unaltered and originally issued for 5 years to the applicant.
- (7) Naturalization Certificate.
- (8) Document or letter issued by the Justice Department or Department of State (must be original or certified).

5. *Panamians.* Under section 1403, title 8, United States code, any person born in the Canal Zone on or after 26 February 1904, whose father or mother, or both, at time of birth of such person, was or is a citizen of the United States, is declared to be a citizen of the United States. Further, any person born in the Republic of Panama on or after February 26, 1904, whose father or mother or both at the time of the birth of such person was or is a citizen of the United States employed by the Government of the United States or by the Panama Railroad Company, or its successor in title, is declared to be a citizen of the United States. An applicant therefore must derive US citizenship through one or both parents, or through normal immigration and naturalization procedures. Birth certificates of applicants born in the Canal Zone indicating that one or both parents were US citizens do not establish that citizenship has been attained through either of the above methods. To qualify for enlistment, applicant must verify his or her US citizenship by presenting one of the documents listed in 4 above. If he or she does not possess any of these documents, he or she should apply for the proper document under line 8. Persons applying under line 8 should be advised to include, with their application, those documents that establish citizenship of one or both parents if applicant is claiming citizenship through his or her parents.

6. *Citizens of Northern Mariana Islands.* Public Law (PL) 96-531 authorizes enlistment of citizens of the Northern Mariana Islands into the Armed Forces of the United States.

Processing will be identical to that of native-born US Citizens with two exceptions, as follow:

a. "Citizens of the Northern Mariana Islands must have a "Certificate of Identity" as issued by the Commonwealth of the Northern Mariana Islands.

b. DD Form 1966/6, in item 37, the following statement must be included: I, \_\_\_\_\_, a citizen of the Northern Mariana Islands, hereby declare my intent to become a citizen, and not a national, of the United States of America upon full implementation of the Covenant to Establish a Commonwealth of the Northern Mariana Islands in Political Union with the United States of America (approved on March 24, 1976 by Public Law 94-241).

Applicant signature  
Social Security No.:

7. Recruiters in overseas locations must ensure the validity of non-DOD sponsored applicants' documents. (i.e., passport, I151, I551, alien registration cards, etc) through local officials (U.S.)

8. Applicants who have lost their documents may obtain new documents as indicated below.

a. Applicant may apply to Passport Correspondence, Department of State, Room 386, 1425 K Street, NW, WASH DC 20524, for a copy of DS Form 1350 (Certificate of Birth), FS Form 240 (Counsel or Report of Birth Abroad), or FS Form 545 (Certificate of Birth). No cost will be charged for FS Form 240 if application shows it is needed for US Army enlistment. Otherwise, one copy of either DS Form 1350 or FS Form 240 is \$3; additional copies are \$1.60 each. To obtain Form N-560 (Certificate of Citizenship), applicant must apply at nearest INS Office and complete Form N-600 (Application for Certificate of Citizenship). When requesting verification of birth that occurred in the former Canal Zone, write to the Vital Statistics Unit, Administrative Service Division, Panama Canal Commission, APO Miami 34011.

b. Forms used instead of lost or nonreceipt of original (INS) Form I-151 or I-551 cards.

(1) *INS Form I-94 (Arrival and Departure Records.)* This form may be issued to a lawful permanent resident as temporary alien registration receipt card. When issued for this purpose, action block in lower right-hand corner will be implemented with a rubber stamp notation that is a temporary I-151 and will indicate date and port of entry for lawful permanent residence. The alien's picture will be attached to the form with the INS seal partially covering the picture.

(2) *INS Form G-641 (Application of Verification of Information from Immigration and Naturalized United States Citizen).* This form is used to request verification of lawful permanent residence or naturalization. It must be properly noted at the bottom by an INS office and delivered directly from the INS office to the office requesting this form (recruiting station or BN).

(3) *Overstamped Passports.* These may be used when the passport is valid and the INS stamp shows alien registration number as well as the statement "valid for employment for six (6) months from date of issue". Overstamped passport is only valid for enlistment during the six month period indicated.

9. *Verification of Permanent Alien Registration Documents.*

a. When an applicant is a permanent resident alien and presents proof of this status via I-551, I-151, I-94, I-181B or overstamped passport, a verification must be made using INS Form G-641 (Application for Verification of Information from the Immigration and Naturalization Service).

b. When an applicant has an I-551 and has resided in the United States or its territories for two or more years and has graduated from a U.S. high school, verification is not required.

c. Verification will not delay shipment on IADT or RA ship date, however if verification is received after applicant departs a copy of this verification must be sent to the reception station via the USAREC liaison for enclosure into servicemembers file. If applicant is USAR, a copy will be sent to the unit commander. Each recruiting battalion will also ensure that a copy of this form is maintained in the residual file.

d. If status of applicant is not verified and it appears that the document he or she presented was false or a forgery, the location of the individual will be reported immediately to the local INS office. If the applicant has shipped and verification is negative, contact the USAREC liaison at the reception station and advise of these findings. Applicants in the DEP who have negative verification will be separated after contacting INS and appropriate inquiry into the applicant's status is completed.

e. Verification will be included in all packets and distributed in the same manner as other documents used in verifying criteria.

#### Rule B-1:

Items to be verified: Name  
Documents and procedures to verify eligibility:

1. *Court order changing name.* Compare this document with applicant's driver's license or social security card to insure that individual is same person. If names do not correspond, require applicant to complete DD Form 1966-series, item 48.

2. *Preferred enlistment name.* Ordinarily, applicant will be enlisted in name shown in birth, baptismal, naturalization certificate, or court order authorizing name change. Person may enlist at his or her request in name by which he or she is known, if name was not assumed for fraudulent purposes (for example, to conceal criminal record, to evade capture by police authorities, or to obtain monetary gain).

a. Applicants who wish to enlist in another name must complete item 48 on the DD Form 1966-series.

b. In appropriate cases, complete DD Form 369 (Police Record Check) to show both name (maiden, if applicable and assumed name on one of the official documents indicated above).

c. The preferred name under which an individual may initially enlist in the US Armed Forces will be the name on the individual's SSN card or proof of SSN application.

Rule C: Trainability. Waiver requests not considered if applicant does not meet requirements discussed below. See notes 2 and 3. (For administration of tests and retests, see chap 5.)

Applic to: RA and USAR.  
Criteria and eligibility:

1. Applicant is eligible for enlistment if he or she meets the following criteria:

a. Mental requirements in table 2-2 and specific mental requirements of MOS or option for which enlisting.

b. Be a high-school graduate (HSG) with a score of 85 or above in one or more aptitude areas; or pass the General Educational Development (GED) Test or be a non-high school graduate (NHSG) with scores of 85 or above in two or more aptitude areas of Armed Services Vocational Aptitude Battery (ASVAB).

c. Must have the ability to read, write, and speak sufficient English; to understand the oath of enlistment and the Entrance National Agency Check (ENTNAC) interview.

**Rule D: Education.** (Waiver requests not considered.)

**Applies to:** RA and USAR.

**Criteria and eligibility:** Applicant is eligible for enlistment if he or she meets education requirements outlined in table 2-2 and requirements of specific MOS or option for which enlisting.

**Applied to:** RA and USAR.

**Criteria:** If applicant, including aliens, completes high school requirements in a foreign country, he or she must meet one of the following requirements to be considered a high school diploma graduate (HSDG):

a. Pass the GED test.

b. Obtain evaluation outlined in 8 below.

c. Have transcripts evaluated by State Board of Education or other agency designated by the State. (Exempted from this policy are citizens of Puerto Rico, Guam, American Samoa, the Virgin Islands, and the Northern Mariana Islands.)

**Item to be verified:** Education

**Documents and procedures to verify**

**eligibility:** The following documents may be used to verify education:

1. *High School Diploma (HSDG) (GRADUATE).*

a. Has earned a high school diploma through completion of a prescribed course of study at an established high school. (An established high school is one which contains student class population and conducts classes within a curriculum leading to the award of a high school diploma. Normally is of four year duration and not less than three.)

b. Has a diploma from a foreign high school. This does not include a diploma from a school under the Department of Defense Dependents School System (DODDS), which are the same as any U.S. school. Education documents must be translated into English and evaluated for equivalency to the U.S. system of education by an agency listed in this table. If foreign high school diploma is not evaluated and the applicant has successfully completed the General Education Development (GED) test, the diploma (translated into English) and the GED results together allow the applicant to be enlisted as a high school diploma graduate.

c. Did not complete high school, but has successfully completed 15 semester hours of college or 22 1/2 quarter hours that have been graded. Official transcript of credits completed must be provided. All credits to include any transfer credits must be from an institution as listed in the Educational Directory of Colleges and Universities published by the Superintendent of Documents, U.S. Government Printing Office.

d. Has been awarded a certificate of completion for successfully completing the

High School Diploma Correspondence Home Study Course, accredited by the National Home Study Council.

e. Awarded or authorized a high school diploma by the state for the successful completion of an Adult Education Program (DIPLOMA MUST BE FROM THE STATE THE APPLICANT ATTENDED THE ADULT PROGRAM). Certificates or diplomas that are awarded or authorized based solely on the fact that the applicant took a GED test are not recognized as a high school diploma for enlistment purposes, but are classified as GED. Applicant must have attended a state recognized and authorized adult education program which requires attendance in a classroom and provides instruction in high school level subjects that result in issuance and are required for issuance of a high school diploma. Transcripts or a letter which indicate clearly that the diploma was issued as a result of attendance is required for verification. Transcript or letter must clearly indicate the type and nature of the subjects taught and required and that a diploma was issued. Battalion commanders will ensure that adult education programs are valid and in fact are state recognized. Questionable diplomas or programs will be referred to HQ USAREC ATTN: Education Programs Branch. Final approval for any program will be made by HQDA (DAPE-MPA-EA) WASH DC 20310-0300. (Diploma and transcript or letter must be presented prior to enlistment) (including DEP).

f. Certificate of graduation, school transcript or letter, dated and signed by the principal, vice principal, custodian of records, registrar or other official of the applicants school attended that states he or she is a high school diploma graduate and has been issued a diploma. (Verification is for those applicants who may have lost or were not issued their diploma due to fees pending etc. Only education level attained at that school may be verified, no education verification of other school or programs may be accomplished by a third party school.

g. Vocational/technical schools must be a post secondary and State approved. Applicant must have been awarded a diploma or certificate of completion for one (1) academic year or 750 clock hours. (An academic year is considered not less than nine (9) months in duration.) (Vocational/technical experience or training conducted as part of a high school curriculum does not qualify an individual under this rule.) (Job Corps Training is not considered post secondary schooling.)

2. *High School Graduate (HSG) (NO DIPLOMA).*

a. Letter from school attended, showing attendance of entire 12th grade (senior year) and that applicant did not drop out. Letter must be on school's letterhead stationery from the principal, vice principal, registrar, or custodian of school records.

(1) Prior to DEP, RA, or USAR enlistment, a commissioned officer will verify with the principal, vice principal, registrar, or custodian of school records, that the applicant is a high school graduate (ARS code 126).

(2) If verification is telephonic, a DD Form 751 or OF Form 271 (conversation record) will be prepared by the commissioned officer and attached to a copy of the school letter.

(3) This copy of the school letter and any attachments will be retained in the Recruiting Battalion's residual file.

b. Applicant who has completed all course requirements for high school graduation and received certificate or letter of attendance, but was not awarded a diploma or did not pass the comprehensive tests, if required.

3. *GED.*

RA/USAR:

a. GED certificate issued by the State or Job Corps.

b. Letter from State board of education or other State agency that ultimately issues GED certificate stating that person has passed all State requirements and will be issued a GED certificate.

c. DD Form 214 or DD Form 215 for PS personnel if it shows applicant possesses GED equivalency. If not, provide documents shown in a and b above.

d. Official GED test score sheet only if—  
(1) Score sheet reflects that person meets State requirements.

(2) It is signed by an authorized State official.

(3) It constitutes official document of certification by the State (such as, State does not issue other certificates).

4. *High School Senior (HSSR).*

a. An individual who has completed the junior year in an established high school and is in or about to enter (promoted to) the senior year of high school.

b. Applicant must be a candidate for graduation within 365 days.

c. Where historically school graduation has been delayed due to "snow days", or other reoccurring reasons, care should be taken to not enlist applicant for the full 365 days which will result in undue hardship on the applicant if his or her graduation exceeds the ship date.

d. Letter, transcript, or (if school is closed) a report card is required to verify status as a senior. Telephonic verification by a commissioned officer, operations NCO or company first sergeant is authorized.

e. Enlistment into the delayed entry program or USAR is authorized for seniors.

5. *Currently in High School (CIHS) (FOR USAR ENLISTMENT ONLY).*

a. High school students, other than a senior, who have completed the tenth (10th) grade of an established high school.

b. Verification is the same as that for a high school senior.

c. Enlistment into the USAR Alternate Training Program entering IADT phase 1 after completion of the 11th grade.

6. *Potential Diploma Graduates.* Any person who (other than a senior) is enrolled in a program leading to the award of credentials authorized for high school graduate or high school diploma status and will receive such documents within 365 days

7. *Non High School Graduate (NHSG).* Any applicant not meeting any other criteria of this table/rule will be classified as a non high school graduate.

8. *Foreign Credentials Evaluation.*

a. Applicants completing high school, college, or having college credits from foreign colleges or universities must have their documents evaluated and accredited by one of the following:

(1) International Education Research Foundation, PO Box 24679 or 24070, Los Angeles, CA 90024.

(2) World Education Services Inc., Old Chelsea Station, PO Box 745, New York, NY 10011.

(3) International Consultants Inc. (ICI) of Delaware, 107 Barksdale Professional Center, Newark, DE 19711.

(4) State Board of Education, State University or recognized university or college as defined in 1c above.

(5) Educational Credential Evaluators Inc. (ECE), PO Box 17499, Milwaukee, WI 53217. Any service cost must be paid by the applicant. After accreditation of transcripts, applicant may be enlisted under rule E of table 2-3, or as a high school diploma graduate under paragraph 1 of this table. A copy of the validation letter must be attached to the DD Form 4-Series. This requirement also applies to applicants for the ACASP, with foreign education; as an exception for RA only, applicants enlisting for medical and scientific skills also require US Army Military Personnel Center (MILPERCEN) approval in addition to this accreditation.

b. Evaluation centers or consultants not listed above must be approved for use through HQ USAREC (USARCRO-PP) to HQDA DAPE-MPA WASH DC 20310.

9. *Verification of successful course completion.* Some MOS require that an applicant successfully complete a specific school course (example: algebra, biology, or chemistry). Verification must be made by school transcript or letter before applicant enlists into the Regular Army or USAR.

10. *Current year dropouts.* Send a letter of notification to the applicants high school if he or she is a current year dropout. Obtain verification from the high school that such notification has been received (see fig 5-1 and 5-2 for sample letters). (These samples are located in the last chapter of this regulation.)

#### 11. Telephone verification.

Telephone verification is authorized for entry into the Delayed Entry Program/Delayed Training Program. Hard copy of the diploma or other required documents must be included in the packet when applicant ships. Company commanders, operations officers, operations NCOs, senior guidance counselors (E-8), and first sergeants may make verification. (This applies to HSDG, HSSR, and CHS.)

#### Rule E: Physical.

Applies to: RA and USAR.

##### Criteria and eligibility:

1. Applicant is eligible for enlistment if he or she meets procurement physical fitness standards of AR 40-501, chapter 2, and meets added requirements of specific option for which enlisting. Not applicable to "GLOSSARY NPS" who have been awarded an MOS.

2. Waivers may be requested if the—

a. MEPS medical examining officer recommends an exception.

b. Applicant is a body builder.

3. Waivers are not authorized for confirmed positive results for the presence of HTLV-III virus or antibody (AR 40-501, para 2-39m).

#### Rule F: Dependents.

Applies to: RA and USAR.

##### Criteria and eligibility:

1. An applicant with spouse—

a. And two or less additional dependents is eligible for enlistment.

b. And three or more additional dependents is not eligible for enlistment; waiver requests will be considered.

c. Whose spouse is a member of an AC or RC (excludes the IRR) of any Service and has

dependents under 18 years of age is not eligible for enlistment; waiver requests will not be considered.

d. Whose spouse is a member of an AC or RC of any Service and whose dependents under 18 years of age have been placed in the custody of an adult (other than the spouse) by court order or as provided by State law is eligible for enlistment.

e. Who is part of a husband-and-wife team and who has dependents under 18 years of age is not eligible for enlistment; waiver requests will not be considered.

f. Who is a part of a husband-and-wife team and who has dependents under 18 years of age who have been placed in custody of another adult (other than the spouse) by a court order or as provided by State law is eligible for enlistment.

2. An applicant without a spouse and who has dependents under 18 years of age who have—

a. Been placed in the custody of the other parent or another adult by court order or as provided by State law and the applicant is—

(1) Not required to provide child support or required by court order to provide child support for two or less dependents is eligible for enlistment.

(2) Required by court order to provide support for three or more dependents is not eligible for enlistment; waiver requests will be considered.

b. Not been placed in the custody of the other parent or another adult by court order or as provided by State law is not eligible for enlistment; waiver requests will not be considered.

3. Service members who have surrendered custody of dependents under this rule will certify at the time of enlistment that their intent is that the custody agreement will survive the term for which enlisting. Applicants in this category are eligible for enlistment. DA Form 3286-series will be executed at time of enlistment. (Service members who enlist subject to this provision and who regain custody of their children during the term of enlistment will be processed for involuntary separation for fraudulent enlistment unless they can show that the regaining of such custody is not contrary to the intent stated on enlistment.)

4. The approval authority to retain soldiers who have regained custody of their child/children is the CG MILPERCEN. AR 635-200 (para 7-17c(8)) provides for separation of soldiers who have misrepresented their intent regarding custody at time of enlistment. The burden of proof rests with the soldier to demonstrate that regaining custody was/is not contrary to their intent at time of enlistment.

##### Items to be verified: Dependency Documents and procedures to verify eligibility:

1. For lawful spouse or legitimate child under 18 years of age, certified, notarized, or photostat copy of certified copy of marriage certificate, or public or church record of marriage issued over the signature and seal of the church or public records custodian.

2. For legally adopted child, certified or notarized copy of court order of adoption, or certified or notarized copy of court order proceeding equivalent to adoption which terminated all parental rights and obligations.

3. To show if dependent has been placed in custody of other parent or another adult and whether or not applicant is required to pay (by court order) child support, use—

a. Divorce decree.

b. Court order.

c. Separation order.

d. Other form or format prescribed by State law.

4. For dependent parent, affidavits establishing dependency.

5. Verify initial status (other than single) with following documentation:

a. Marriage certificate.

b. Divorce decree.

c. Legal separation decree.

d. Annulment decree.

e. Civil action document (divorce pending).

f. Death certificate (widowed).

#### Rule G: Moral and administrative criteria.

Applies to: RA and USAR.

Criteria and eligibility: See chapter 4. (May be eligible for enlistment with or without waiver as indicated in each case.)

##### Items to be verified: Moral eligibility Documents and procedures to verify eligibility:

1. *Applicant interview.* Recruiter will interview applicant on any records of arrest, charges, juvenile court adjudications, or convictions, including those which have been expunged or sealed.

a. If applicant claims none, processing may continue without a police records check.

b. If applicant is subject to pending charge or is in confinement or on probation, parole, or under suspended sentence, see paragraph 4-16a and b.

c. If applicant admits to an offense, or recruiter has reasons to suspect applicant may be concealing a record, start police records check procedures in 2 below.

d. For minor traffic offenses, DD Form 369 (Police Record Check) is not required unless waiver is indicated by table 4-1 Line C.

e. DD Form 369 is required for all other admitted offenses, regardless of disposition.

##### 2. Police clearance.

Note: Criminal history record information obtained for recruiting purposes will be maintained with confidentiality. It will not be disclosed for other than recruiting purposes.

Check with—

a. Municipal, county, and State law enforcement officials of community where applicant has resided, worked, or attended school for 6 months or more in the previous 3-year period.

b. Municipal, county, and State law enforcement officials of community in which applicant is residing, working, or attending school at time of enlistment application.

c. Municipal, county, and State law enforcement officials for each community where applicant alleges, or other sources reveal, the person was charged with law violation or act of delinquency.

d. Courts, probation departments, State juvenile correctional facilities, and parole officers concerned with any offenses alleged by applicant, or revealed by police records check or other sources to determine—

(1) Disposition of charges;

(2) Conditions on which sentences were suspended.

(3) Inclusive date of probation, confinement or commitment, and parole.

e. DD Form 369 is not required under a through d for traffic offenses unless a waiver

for traffic offenses is required. (exception: reckless driving)

3. *Use of DD Form 369.* This form will be used to record information obtained in police records check. Recruiter will provide self-addressed official mail envelopes to minimize work of police authorities. Telephonic police record checks are not authorized in place of submitting the DD Form 369 to proper authorities (except as provided in 4 below).

4. *Telephonic police records check.* To prevent lost enlistments because of delay in obtaining written police checks, commissioned officers, company commanders, recruiting first sergeants, or recruiting battalion operations personnel are authorized to make telephonic police records check on any type of offense.

a. Telephonic police records check for moral waivers is not authorized.

b. Field recruiters will not obtain telephonic police record check.

c. Written report on DD Form 369 will be signed by person obtaining telephonic police records check. Enter name and position of person who gives information to the BN officer, date obtained, and telephone number in remarks section of DD Form 369.

5. *Delay of policy reply.* If reply from police authorities is not received within 21 days, a copy of the DD Form 369 request will be forwarded to the BN whose area includes the city in question. BN commander will exert every effort to obtain police clearance and return results to requesting recruiting station. If efforts to obtain information fail, process allegation as self-admitted offense.

6. *Disposition of DD Form 369.* See appendix B. Under any circumstances, do not forward DD Form 369 to the Federal Bureau of Investigation (FBI), a foreign government, or police agencies.

7. *New police clearance.* If more than 60 days elapses between initial check with law enforcement agency and enlistment, new clearances will be obtained if new arrest or convictions are alleged or suspected. If police checks are older than 6 months, then new police checks are required for waiver processing, regardless of whether new offenses are suspected.

8. *Updating police records check.* For persons in the DEP, police records check is required if new arrest or convictions are alleged or suspected since DEP enlistment.

9. *Police records check not required.* If law enforcement agency states in writing that it will not provide information or that a fee is required and copy of that statement is maintained in recruiting battalions, police records check will not be required. DD Form 369 will contain reference to that written statement. The form will be forwarded with enlistment packet. Update written documents used for references each year.

10. *Military Locations.* Mail DD Form 369 to the provost marshalls office or other military law enforcement agency of the post, concern, base or installation. Do not mail to a foreign government or law enforcement agency.

#### Rule: H

**Items to be verified:** SSN  
**Documents and procedures to verify eligibility:**

1. No person will be tested or processed for enlistment into the DEP, RA, or USAR without an SSN.

2. DD Form 214 or DD Form 215.

3. Each SSN must be verified by an SSN card (or retained portion), driver's license, IRS Form W-2, high school transcript, or other document such as employment papers.

Number and name on documents used for verification must correspond to enlistment name and SSN on the DD Form 1988-series.

4. Provide applicants who have lost their SSN cards or have not been assigned an SSN with SS Form 5 (Application for Social Security Number).

5. For those who do not have an SSN—

a. Verify applicant's age, citizenship, and identity.

b. Complete SS Form 5 and note on the form: "For enlistment in the US Army."

c. Forward completed application to the proper Social Security Administration Office.

6. Telephonic verification is not authorized.

7. Commercially produced facsimiles of SSN cards are not authorized for SSN verification.

#### Rule: I

**Items to be verified:** Prior military service (See chap 3, para 3-7) (Glossary NPS)  
**Documents and procedures to verify eligibility:**

1. DD Form 214 or DD Form 215, original or records depository certified copy or copy 1 or 4 of DD Form 214, 1 Jul 79 or as provided by paragraph 3-7b(1), (2), or (3).

2. DD Form 368, NGB form 61 (Conditional Release), or NGB Form 22 (Report of Separation and Record of Service) (for periods of service in RCs only).

3. DD Form 220 (Active Duty Report), DA Form 1569, or GSA Form 6851 may be used only when they are furnished by the records custodian—

a. Directly to recruiting officials.

b. Through military channels.

c. Instead of DD Form 214.

4. Pay grade. To determine, see table 3-3 or 3-4, as appropriate. PS applicants may use table 2-3 (line E) if more advantageous.

#### Rule: J

**Items to be verified:** Suggested civilian or military clothing list  
**Documents and procedures to verify eligibility:**

1. Give potential enlistee required to attend initial entry training (IET); IADT the suggested civilian clothing list.

2. Inform PS (Army) personnel enlisting with a break in service of less than 90 days of provisions of AR 700-84, paragraph 5-13.

(This requires PS personnel to have their clothing issue in their possession when reporting to their first duty station.) (Includes USAR/ARNG, "Glossary NPS.")

#### Rule: K

**Items to be verified:** Reemployment rights of rejected applicants.

**Documents and procedures to verify eligibility:**

1. *Counseling.* Recruiting personnel will counsel each applicant on his or her reemployment rights if, as the result of preliminary processing at recruiting stations, he or she is found to be not qualified for

enlistment. (See fig. 5-3. This figure is located after the last chapter in this regulation.) Each applicant will be given help in obtaining civilian employment. (See 2 and 3 below.)

2. *Reemployment rights.* Federal law provides reemployment rights to persons who report for the purpose of entering or determining their physical fitness to enter the US Armed Forces. Applicants found not qualified for military service during recruiting station processing will be given a locally reproduced copy of the information sheet shown at figure 5-3.

3. *Referrals.* Referrals will be made by use of Department of Labor cards (Parts I or II). Local offices of the State Employment Service will provide these preprinted and preaddressed forms on request.

#### Rule: L

**Items to be verified:** Review of enlistment forms and documents.

**Documents and procedures to verify eligibility:** Each applicant's forms and documents will be reviewed by the station commander for completeness and accuracy before forwarding packet to MEPS. The Commander also will insure that a specific MOS or enlistment option will not be guaranteed to an applicant before processing by the Army guidance counselor.

#### Rule: M

**Items to be verified:** ENTNAC/NAC  
**Documents and procedures to verify eligibility:**

1. DD Form 398-2 (Personnel Security Questionnaire (National Agency Check)) will be initiated on all ENTNAC/NAC requests.

2. An original copy of DD Form 2280 (Armed Forces Finger Print Card) will be completed on all NPS enlistee ENTNAC requests.

3. Two copies of FD Form 258 will be completed on all NAC requests for PS. A NAC is not required when a break in service of less than 12 months exists.

4. Special processing for enlistments of immigrant aliens will be under section XVII, chapter 5.

5. For an MOS requiring background investigation (BI), DD Form 398 (Personnel Security Questionnaire) (5 each), DD Form 2280, DD form 1879 (Request for Personnel Security Investigation) (1 set), and DD Form 398-2 will be completed. MEPCOM will provide fingerprint service.

6. Automated ENTNAC instructions—See section XXI.

#### Table 2-2 Trainability and minimum ASVAB requirements

**Minimum number of qualifying ASVAB  
Aptitude Area Scores:** HSDG, 1; GED, 2;  
NHSG, 2; and HSSR, 1. (See note 4)

#### Nonprior service—RA

**Test score category: I.**

**Test score:** 83-100.

**Educational requirements (see note 1):**

HSDG, GED, (NHSG) (see note 2), and high school senior who is a candidate for graduation (HSSR) (see note 3).

**Test score category: II.**

**Test score:** 65-82.

**Educational requirements:** HSDG, GED,  
NHSG (see note 2), and HSSR (see note 3).

---

**Test score category:** III-A.  
**Test score:** 50-84.  
**Educational requirements:** HSDG, GED, NHSG (see note 2), and HSSR (see note 3).

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**Test score category:** III-B.  
**Test score:** 31-49.  
**Educational requirements:** HSDG, GED, NHSG (see note 2), and HSSR (see note 3).

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**Test score category:** IV.  
**Test score:** 16-30.  
**Educational requirements:** HSDG and HSSR (see note 3).

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**Test score category:** V.  
**Test score:** 00-15.  
**Educational requirements:** None

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**Nonprior service—USAR**

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**Test score category:** I.  
**Test score:** 93-100.  
**Education requirements:** HSDG, CIHS, GED, NHSG (see note 2), and HSSR.

---

**Test score category:** II.  
**Test score:** 65-82.  
**Education requirements:** HSDG, CIHS, GED, NHSG (see note 2), and HSSR.

---

**Test score category:** III-A.  
**Test score:** 50-84.  
**Education requirements:** HSDG, CIHS, GED, NHSG (see note 2), and HSSR.

---

**Test score category:** III-B.  
**Test score:** 31-49.  
**Education requirements:** HSDG, CIHS, GED, NHSG (see note 2), and HSSR.

---

**Test score category:** IV.  
**Test score:** 16-30.  
**Education requirements:** HSDG and HSSR.

---

**Test score category:** V.  
**Test score:** 00-15.  
**Education requirements:** None

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**Notes:**

1. All applicants must meet requirements of option or options for which enlisted.
  2. In addition, male applicants must score 62 or higher on Military Applicant Profile (MAP) and qualify on the Armed Forces Qualification Test (AFQT) and Aptitude Area Scores.
  3. If HSSR does not graduate and fails to meet the definition of HSDG in the glossary, applicant must meet criteria of an NHSG, or HSG.
  4. ASVAB Aptitude Qualifications Scores. (General technical aptitude area (GT) score will not be used to qualify nonprior-service (NPS). NPS: 85 or above.
- 

**Section II**

**Enlistment Periods and Pay Grades**

**2-3. Authorized enlistment periods**

a. (NPS) applicants enlisting in the RA and USAR incur an 8-year MSO (10 USC 651 and sec 511, title 10, United States Code (10 USC 511)).

b. Enlistment in the RA is authorized for a period of at least 2 but not more than 6 years. A specific MOS may require a minimum term of service. The member will serve the remaining portion of an 8-year MSO in the IRR or, on election and qualification, in a TPU of the Selected Reserve.

c. Enlistment in the USAR will be for a period of 8 years. The applicant may select

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the period of time to be assigned to a TPU of the Selected Reserve as authorized by table 5-3A and table 5-3B.

d. Those applicants scoring 0-39 on the ECLT will be enlisted for 4 years regardless of MOS for which enlisting.

**2-4. Pay grade and date of rank**

a. Persons enlisting in the RA or USAR without PS will be enlisted in pay grade E1. Exceptions are as shown in table 2-3 or when the enlistment option authorizes a higher entry pay grade. (An example is the Army Civilian Acquired Skills Program (ACASP) in chap 7.)

b. Date of rank (DOR) for persons without PS will be as follows:

- (1) RA—date of enlistment on active duty.
  - (2) USAR—date of enlistment.
- 

**Table 2-3**

**Enlistment pay grades for personnel without PS**

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**Rule A**

**Applicant:** Has no PS and does not qualify for any of the criteria in rules B through G below.

**Enlists:** At any time.

**Pay grade:** E1.

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**Rule B**

**Applicant:** Has taken part in Junior Reserve Officer's Training Corps (JROTC) or National Defense Cadet Corps (NDCC) programs and—

1. Has successfully completed the first 2, 3, or 4 years of a prescribed Army, Navy, Marine Corps, or Air Force secondary education division program, but has not been recommended in writing by the senior service instructor (SSI) concerned.

**Enlists:** At any time.

**Pay grade:** E2. (See notes 1, 4, 5, and 7.)

2. Has completed the first 3 or 4 years of a prescribed Army, Navy, Marine Corps, or Air Force program and has been recommended in writing by the SSI concerned.

**Enlists:** At any time.

**Pay grade:** E3. (See notes 1, 4, 5, and 7.)

3. Has completed the first 3, 4, or 5 years of a prescribed Army, Navy, Marine Corps, or Air Force program, presents evidence of validation by test or proficiency in an MOS authorized for the grade for which applying, and has been recommended in writing by the SSI concerned.

**Enlists:** At any time.

**Pay grade:** E4. (See notes 1, 2, 3, 4, 5, and 7.)

---

**Rule C**

**Applicant:** Has—

1. Taken part in a prescribed Army, Navy, Marine Corps, or Air Force Senior ROTC (SROTC) program by successfully completing the first year and has been recommended in writing by the SSI concerned.

**Enlists:** At any time.

**Pay grade:** E2. (See notes 1, 4, 5, and 7.)

2. Completed the first 2 or more years of a prescribed SROTC program and has been recommended in writing by the SSI concerned.

**Enlists:** At any time.

**Pay grade:** E3. (See notes 1, 4, 5, and 7.)

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**Rule D**

**Applicant:** Has successfully completed 1 year or more at the US Military Academy, US Naval Academy, US Air Force Academy, US Coast Guard Academy, or US Military Academy Preparatory School.

**Enlists:** At any time.

**Pay grade:** As determined by Commander, US Army Enlistment Eligibility Activity (USAEAA) (for RA) and the CG, USAREC (for USAR). (See notes 1, 6, and 7.) The following documents will be submitted to USAEAA or USAREC, as proper:

1. Written recommendation from academy company tactical officer.
  2. Transcript of academy records.
  3. Document giving reason for release from the academy.
- 

**Rule E**

**Applicant:** Has successfully completed—

1. Twenty to twenty-nine classroom semester hours (30 to 44.5 quarter hours) (750-1124 clock hours) of college program.

**Enlists:** At any time.

**Pay grade:** E2. (See notes 1, 4, 6, and 7.)

2. Thirty to fifty-nine classroom semester hours (45 to 89.5 quarter hours) (1125-2249 clock hours) of college program

**Enlists:** At any time.

**Pay grade:** E3. (See notes 1, 4, 6, and 7.)

3. College program of 2 years' duration (60 semester hours or 90 quarter hours) (2250 clock hours) with or without a degree.

**Enlists:** At any time.

**Pay grade:** E3, with advancement to E4 after completion of the service shown below and recommendation by the unit commander. (See notes 1, 4, 6, 7, and 8.)

- a. Twelve months of continuous active military service (for RA).

- b. Twelve months of military service and completion of IADT (for USAR).

4. Three or more years (90 semester hours of 135 quarter hours) (3375 clock hours) of a college program of 4 years.

**Enlists:** At any time.

**Pay grade:** E3, with advancement to E4 after completion of the service shown below and recommendation by the unit commander. (See notes 1, 4, 6, 7, 8, and 9.)

- a. Six months of continuous active military service (for RA).

- b. Six months of military service and completion of IADT (for USAR).

5. A degree-producing college program of 4 years' duration (120 semester hours or 180 quarter hours) (4500 clock hours). (Bachelor's degree is required.)

**Enlists:** At any time.

**Pay grade:** E3, with advancement to E4 after completion of the service shown below and recommendation by the unit commander. (See notes 1, 4, 6, 7, 8, and 9.)

- a. Four months of continuous active military service (for RA).

- b. Four months from entry date into IADT (for USAR).
- 

**Rule F**

**Applicant:** 1. For RA—

- a. Refers three qualified NPS applicants or two HSDG or HSSR who enlist in the DEP, RA, ARNG, or USAR on or before the date applicant enlists in the RA.

- b. Refers one qualified NPS HSDG 1-111A who enlists in the DEP/RA before the applicant enlists in RA. (Must be a high school diploma graduate.)
-

**Enlists:** At any time.

**Pay grade:** E2. (See notes 1, 4, and 7.)

2. For USAR—See AR 140-158.

NOTE: pending update of AR 140-158 rule F, 1 b. above also applies to USAR. Applicant must make referral prior to entry on IADT.

#### Rule G

**Applicant:** Is qualified for enlistment in the ACASP.

**Enlists:** At any time.

**Pay grade:** See chapter 7.

#### Rule H

**Applicant:** Has completed all phase II requirements of the Air Force Civil Air Patrol (CAP) Program and is awarded the General Billy Mitchell Award.

**Enlists:** At any time.

**Pay grade:** E2. (See notes 1, 4, 5, and 7.)

#### Rule I

**Applicant:** Has served less than 180 days on active duty as a member of the Armed Forces of the United States.

**Enlists:** At any time.

**Pay grade:** IAW table 3-3 or 3-4.

#### Rule J

**Applicant:** Has taken part in the Naval Sea Cadet Corps (NSCC) program and has been awarded NSC page-19A (Record of Cadet Advancement) verifying rank to which advanced in NSCC.

**Enlists:** At any time

**Pay grade:** E-2 (see notes 1, 4, 5, and 7)

The page 19A Record of Cadet Advancement may show advancement to grade E-2 or E-3, however enlistment into the Army will only be authorized in grade E-2.

#### Notes:

1. Entry into the Service in this pay grade does not exempt applicant from basic training.

2. Applicant must present evidence of validation by test of MOS proficiency. Validation requires a passing score on the written part of the skill qualifications test (SQT) for the skill level corresponding to grade E4. Validation must be accomplished before active duty (AD) date. Evaluation tests will be given for this purpose by the installation. The following will not give evaluation tests: US Army Military Enlistment Processing Command (MEPCOM); USAREC; reception stations; or Army training centers. The ROTC instructor will identify the student and notify the local recruiter or USAREC. USAREC will arrange for testing, including the written request.

3. For RA only—applicant will be advised that failure to achieve an SQT score of 80 or higher disqualifies him or her from advanced promotion to pay grade E4.

4. Persons may lack necessary documents at time of processing for enlistment. If so, they may present such documents to their personnel officer at any time before completing 12 months of service. Documents will support entitlement for enlistment pay grade that existed before entry on active duty. (For USAR—Prior to entry on initial active duty for training.)

5. Applicant must present one of the forms shown below to support entitlement for a higher enlistment pay grade. The proper form is completed by the applicant's JROTC or SROTC senior instructor, presented for taking part in the following:

a. Army ROTC. DA Form 134 (Military Training Certificate—Reserve Officers' Training Corps).

b. Air Force ROTC. Local provided certificate of completion or school transcript verifying number of years completed.

c. Navy ROTC. Certificate of completion or school transcript verifying number of years completed.

d. NDCC. DA Form 254 (Military Training Certificate—National Defense Cadet Corps).

e. USMC. Completion certificate.

f. Air Force CAP. Any of the following:

(1) General Billy Mitchell Award Certificate.

(2) Letter from CAP-US Air Force (USAF), Air Force Base (AFB), Maxwell AL.

(3) Letter from the CAP unit commander showing successful completion of phase II of the CAP training program.

g. Naval Sea Cadet Corps (NSCC): NSC (Form) page-19A

6. Academic credits of applicants will be accepted as discussed below.

a. Rule E provides the potential for accelerated advancement to qualified applicants based upon "college level" education. The educational institution which the applicant attended must meet the "college level" criteria as defined by the National Center for Education Statistics. Only institutions listed in the "Education Directory, Colleges and Universities" published by the Superintendent of Documents, US Government Printing Office, are acceptable. Academic credits from institutions not contained in the above directory are not acceptable.

b. Battalion Education Coordinator may consult with the publisher of the "Education Directory, Colleges and Universities" to verify the standing of any school not listed. A DA Form 751 or OF 271 (Conversation Record) will be prepared and forwarded with the application to MEPS to ensure that the applicant is enlisted in the proper grade.

c. Documents will include a diploma or other college-issued evidence showing resident academic programs completed and award of degree. Official transcripts, showing academic credit hours will be provided, if necessary, to determine eligibility for accelerated promotion under Rule E, table 2-3.

d. Applicants with completed high school requirements, college credits, or degrees from foreign colleges or universities must have their documents evaluated and accredited by one of the following:

(1) International Education Research Foundation, PO Box 24679 or 24070, Los Angeles, CA 90024.

(2) World Education Services Inc., Old Chelsea Station, PO Box 745, New York, NY 10011.

(3) International Consultants Inc. (ICI) of Delaware, 107 Barksdale Professional Center, Newark, DE 19711.

(4) State Board of Education, State University or recognized university or college as defined in a above.

(5) Educational Credential Evaluators Inc. (ECE), PO Box 17489, Milwaukee, WI 53217.

A service cost must be paid by the applicant. After accreditation of transcripts, applicant may be enlisted under rule E of this table, or as a high school graduate under table 2-1, rule D. A copy of the validation letter must be attached to the DD Form 4-Series. This requirement also applies to applicants for the ACASP, with foreign education; as an exception for RA only, applicants enlisting for medical and scientific skills also require US Army Military Personnel Center (MILPERCEN) approval in addition to this accreditation.

7. Authority for an enlistment pay grade other than E1 will be explained in DD Form 1968/4, Application for Enlistment into the Armed Forces of the United States remarks. An example is "Reference, AR 601-210, table 2-3, rule C-2."

8. After 12 months of AD (rule E-3), 6 months of AD (rule E-4), or 4 months of AD (rule E-5), as appropriate. A soldier not being recommended for advancement by his or her unit commander will be counseled on reasons for denial. The document denying promotion will be filed in the soldier's Military Personnel Records Jacket (MPRJ) under AR 640-10.

## Chapter 3 Basic Qualifications for Enlistment in the RA and USAR, PS Applicants

### Section I

#### Basic Eligibility Criteria

##### 3-1. General

This chapter prescribes basic eligibility criteria for PS applicants for enlistment in the RA and USAR. Note: Verification if not specified is the same as that of non-prior service.

##### 3-2. Basic eligibility criteria for all PS applicants

a. Persons applying for enlistment in the RA and USAR must meet eligibility criteria outlined in table 3-1. (See exemptions in para 3-3.) PS applicants also must meet requirements of options for which they are enlisting. (See table 3-2.)

b. Prior Service definition for Regular Army and USAR is—

(1) (For persons enlisting in the RA) Have 180 days or more of active duty as a member of the armed forces.

(2) (For persons enlisting into the USAR) Have served 180 days or more on active duty as a member of the armed forces. Applicants who are MOS qualified regardless of time on active duty are considered as prior service.

c. Rules applicable also to "Glossary NPS" are indicated, otherwise they do not apply.

#### Table 3-1 Basic eligibility criteria for enlistment of PS personnel

**Rule A:** Age. (Waiver requests not considered, except as noted below.)

**Applies to:** RA and USAR.

**Criteria and eligibility:** Applicant is eligible for enlistment if the following apply:

a. Not less than 18 years of age, not reached the 55th birthday, and can qualify for retired pay by age 60.

b. Not less than 17 years of age, not reached 18th birthday, and DD Form 1966, section VII is completed. Parental consent is the same as required for non-prior service.

**Applies to:** RA.

**Criteria and eligibility:**

1. Applicant is eligible for enlistment if he or she is 35 years of age or older, but less than 55 years of age, and meets the following standards:

a. Is not more than 35 (35th birthday) years of age, plus prior honorable active service completed in any of the US Armed Forces.

2. Applicant is exempt from age criteria outlined above, and therefore is eligible for enlistment, if he or she qualifies for retirement by age 60, is not 55 years of age or older with 20 or more years of active service, and is a former—

a. AD commissioned officer or warrant officer honorably relieved from AD who apply within 6 months of separation date from AD.

b. Enlisted member last separated from the RA with an honorable or general discharge who enlists within 3 months from separation date.

c. Former member of service who was awarded the Medal of Honor, Distinguished Service Cross, or Silver Star Medal.

**Applies to:** USAR.

**Criteria and eligibility:** Applicant who is 55 years of age or older, but less than 60 years of age, and can qualify for retired pay by age 60, is not eligible for enlistment. To be eligible for non-regular retired pay, an individual must meet eligibility outlined in AR 135-180. Waiver requests will be considered, however, if applicant is a former enlisted member of the Armed Forces last separated with an honorable discharge. (However, enlistment term of service may not exceed the last day of the month in which the applicant attains age of 60.)

(Note: Both RA and USAR rules applicable to "Glossary NPS")

**Rule B: Citizenship.** (Waiver requests not considered.)

**Applies to:** RA and USAR.

**Criteria and eligibility:** Applicant is eligible for enlistment if one of the following apply:

- a. Citizen of the United States.
- b. Alien who has been lawfully admitted to the United States for permanent residence.
- c. National of the United States. (See table 2-1 for verification of citizenship.)

**Rule C: Trainability.**

**Applies to:** RA.

**Criteria and eligibility:** Applicant is eligible for enlistment if he or she meets mental requirements outlined in table 3-2 and specific mental requirements of MOS or option for which enlisting.

**Applies to:** RA and USAR.

**Criteria and eligibility:**

1. Applicant is eligible for enlistment if he or she attains a score of 90 or above in two or more aptitude areas of ASVAB.
2. Applicant will qualify for exemption from enlistment requirements if one of the following pertains:
  - a. Has been awarded the Medal of Honor, Distinguished Service Cross, Navy Cross, or Silver Star Medal.
  - b. Is a partially disabled, combat-wounded Army Veteran with less than 20 years of—
    - (1) Active military service (for RA).
    - (2) Federal service (for USAR).
3. Test scores recorded on the forms listed below will be used instead of administering ASVAB if enlistment is accomplished within 5 years from date of last discharge from any US Armed Force.
  - a. DA Form 1811 (Physical Data and Aptitude Test Scores Upon Release from Active Duty).
  - b. DA Form 2-1 (Personnel Qualification Record—Part II).
4. MOS aptitude area test score does not apply if enlisting for former MOS and separated for 5 years or less. (For RA also see table 3-2.) (Includes "GLOSSARY NPS".)

**Applies to:** RA.

**Criteria:** Applicant's PS must meet requirements of table 2-1, rule E, if discharged under the Trainee Discharge Program (TDP) for overweight only.

**Applies to:** RA.

**Rule D: Education.** (Waivers not considered.)  
**Applies to:** RA and USAR.

**Criteria and eligibility:** Applicant is eligible for enlistment if he or she meets educational requirements of specific MOS or option for which enlisting.

**Applies to:** RA.

**Rule E: Physical.** (See figure 5-5. (Applicants must meet weight standards of AR 600-9. (Includes "Glossary NPS").

**Applies to:** RA.

**Criteria and eligibility:** Applicant is eligible for enlistment if he or she—

**Applies to:** RA.

**Criteria and eligibility:**

1. Applicant is eligible for enlistment if he or she meets educational requirements of table 3-2.

2. If applicant completes high school requirements in a foreign country, he or she also must meet one of the following requirements to be considered an HSDG:

- a. Pass the GED test.
- b. Obtain evaluation as outlined in table 5-2.
- c. Have transcripts evaluated by the State Board of Education or other agency designated by the State. (Exempted are citizens of Puerto Rico, Guam, American Samoa, the Virgin Islands, and the Northern Mariana Islands.)

**Rule E: Physical.** See figure 5-5. (Applicants must meet weight standards of AR 600-9. (Includes "Glossary NPS").

**Applies to:** RA.

**Criteria and eligibility:**

1. Applicant is eligible for enlistment if he or she—

- a. Meets either of the following criteria:
  - (1) Completed BT, AIT, or OSUT and meets medical retention standards (less weight) of AR 40-501, chapter 3, if enlisting within 6 months of release from AD or currently a member of a USAR or ARNG unit. All applicants must meet the procurement standard of para 2-39m if enlisting after a break in RA or USAR enlisted service in excess of 72 hours.
  - (2) If PS of other Service or enlisting after 6 months of release from AD and meets procurement standards (less weight) of AR 40-501, chapter 2.
  - (3) Applicants determined to be pregnant will not be enlisted regardless of applicable standards of retention if they fall in the following category: Applicant is without a spouse or is married to a member of the armed forces (excluding the IRR).
- b. Meets other requirements for specific option for which enlisting.
- c. Qualifies as indicated in chapter 5, section XIV, if—
  - (1) Removed from the TDRL.
  - (2) A partially disabled combat veteran wounded in Army service.

2. Medical information recorded on DA Form 1811 may be used if enlisting in the RA within 6 months of release from AD; however, weight standards of AR 600-9 take precedence.

3. Waivers will not be considered for applicants not meeting the weight standards of AR 600-9 or the medical procurement standard of AR 40-501 (para 2-39m).

**Applies to:** USAR.

**Criteria and eligibility:**

1. Applicant is eligible for enlistment if he or she—

- a. Meets one of the criteria listed below.
  - (1) Retention medical fitness standards in AR 40-501, chapter 3, provided enlistment is accomplished within 6 months of separation from the Active Army.
  - (2) Procurement medical fitness standards in AR 40-501, chapter 2, (less weight) if enlistment is accomplished after 6 months from date last separated from the Active Army or if last separated from other Service or component.
  - (3) Retention medical fitness standards in AR 40-501, chapter 3, if an active member of an RC of the US Armed Forces, and any added requirement prescribed for specific

option for which enlisting. (HTLV-III screen applies.)

**Applies to:** USAR.

**Criteria and eligibility:**

1. Applicant is eligible for enlistment if he or she—

- a. Meets one of the criteria listed below.
  - (1) Retention medical fitness standards in AR 40-501, chapter 3, provided enlistment is accomplished within 6 months of separation from the Active Army.
  - (2) Procurement medical fitness standards in AR 40-501, chapter 2, (less weight) if enlistment is accomplished after 6 months from date last separated from the Active Army or if last separated from other Service or component.
  - (3) Retention medical fitness standards in AR 40-501, chapter 3, if an active member of an RC of the US Armed Forces, and any added requirement prescribed for specific

option for which enlisting. (HTLV-III screen applies.)

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option for which enlisting. (HTLV-III screen applies.)

b. Qualified as indicated in chapter 5, section XIV if—

- (1) Removed from the TDRL.
- (2) A partially disabled, combat-wounded veteran.

2. If enlistment is accomplished within 6 months of last separation from the Active Army, medical fitness data recorded on DA Form 1811 may be used instead of administration of medical examination. (See table 4-4, line A or B.)

3. See table 4-4, line A or B for waiver of medical requirements; however, waivers are not authorized for weight standards of AR 600-9 or the medical procurement standard of AR 40-501 (para 2-39m) (confirmed positive results for the presence of HTLV-III virus or antibody).

(Note: All prior service, must meet standards of AR 600-9.) Applies to RA/USAR. (Includes "GLOSSARY NPS".)

**Rule F: Dependents.**

**Applies to:** RA and USAR.

**Criteria and eligibility:**

1. Criteria outlined below pertains to applicants with spouse.

a. Applicants with spouse and—

- (1) Two or less additional dependents are eligible for enlistment.
- (2) Three or more additional dependents are not eligible for enlistment (see below); however, waiver requests will be considered. In addition, applicants in this category are eligible if they enlist at—

(a) Pay grade E4 or above (for the USAR).

(b) Pay grade E5 or above (for the RA).

b. Applicants whose spouses are members of an AC or RC (excluding the IRR) of any Service and dependents—

(1) Are under 18 years of age are not eligible for enlistment; waiver requests will not be considered.

(2) Under 18 years of age have been placed in custody of an adult (other than the spouse) by court order or as provided by State law are eligible for enlistment.

c. Applicants who are part of a husband-and-wife team and who have dependents under 18 years of age—

(1) Are not eligible for enlistment; waiver requests will not be considered.

(2) Who have been placed in custody of another adult (other than spouse) by a court order or as provided by State law are eligible for enlistment.

2. Criteria outlined below pertain to applicants without a spouse. Applicants without a spouse who have dependents under 18 years of age who have—

a. Been placed in custody of the other parent or another adult by court order or as provided by State law and the applicants are—

(1) Not required to provide child support or required by court order to provide child support for two or less dependents, are eligible for enlistment.

(2) Required by court order to provide child support for three or more dependents, are not eligible for enlistment; waiver request will be considered.

b. Not been placed in custody of the other parent or another adult by court order or as provided by State law are not eligible for enlistment; waiver requests will not be considered.

3. Service members who have surrendered custody of dependents under this rule are eligible for enlistment; DA Form 3286-31-R (Statement of Understanding, U.S. Army Enlistment Policy for Applicants Without Spouse Who Surrender Custody of Dependents) will be executed at time of enlistment. (DA Form 3286-31-R may be reproduced locally on 8½" by 11-inch paper; a copy of this form for local reproduction is located at the back of this regulation.) These service members will certify at time of enlistment that their intent is that the custody agreement will survive the term for which they are enlisting. Service members who enlist subject to this provision and who regain custody of their children by court decree, as provided by State law, or as a result of the child resuming residency with the service member instead of the legal custodian during the term of enlistment will be processed for involuntary separation for fraudulent enlistment unless they can show that the regaining of such custody is not contrary to the intent stated on enlistment.

4. The fact that custody of the child(ren) is with another adult is not, by itself, cause for denial of quarters allowance on behalf of the child(ren). Application for quarters allowance may be made upon entrance on active duty. **Applies to:** USAR.

**Criteria and eligibility:**

Applicants who are members of the US Armed Forces and are fully qualified to reenlist immediately in that US Armed Force may enlist in the USAR on separation from the Armed Force, with no restriction on number of dependents or marital status. Enlistment in the USAR must be accomplished within 24 hours of separation from the US Armed Force.

**Rule G: Moral and other administrative criteria.**

**Applies to:** RA and USAR.  
**Criteria and eligibility:** See chapter 4. (includes "Glossary NPS".)

**Rule H: Prior grade and service.**

**Applies to:** RA. (Does not apply to (IADT) Initial Active Duty for Training.)

**Criteria and eligibility:**

1. Applicants are eligible for enlistment if they qualify under criteria listed below. Active duty tours UP AR 135-18, including periods of IADT or ADT served subsequent to periods of active duty with a regular component will not be included in determining total active service under this rule. (Waivers of these criteria may be requested if applicant was last separated from active military service in pay grade E6 or below and service officially was characterized as honorable. NHSGs must have completed initial term of active Federal service.)

- a. Was last separated in pay grade E1 with total active service of 6 months or less.
- b. Was last separated in pay grade E2 with total active service of 1 year or less.
- c. Was last separated in pay grade E3 with total active service of 3 years or less.
- d. Was last separated in pay grade E4 with total active service of 5 years or less.
- e. Was last separated in pay grade E5 with total active service of 10 years or less.
- f. Was last separated in pay grade E6 with total active service of 17 years or less.
- g. Was last separated in pay grade E7 with total active service of 21 years or less.
- h. Was last separated in pay grade E8 with total active service of 24 years or less.

i. Was last separated in pay grade E9 with total active service of 27 years or less.

2. If applicants meet qualifications in 1 above, they may be enlisted for a period as required by the chosen MOS or option.

3. If applicants desire to enlist for a period of 4, 5, or 6 years, this may be authorized if the following apply:

a. Grade in which enlisting is E2 or below and desired enlistment period plus total PS does not exceed a total of 5 years.

b. Grade in which enlisting is E3 and desired enlistment period plus total PS does not exceed a total of 7 years.

c. Grade in which enlisting is E4 and desired enlistment period plus total PS does not exceed a total of 9 years.

d. Grade in which enlisting is E5 and desired enlistment period plus total PS does not exceed a total of 14 years.

e. Grade in which enlisting is E6 and desired enlistment period plus total PS does not exceed a total of 20 years.

f. Grade in which enlisting is E7 and desired enlistment period plus total PS does not exceed a total of 24 years.

g. Grade in which enlisting is E8 and desired enlistment period plus total PS does not exceed a total of 27 years.

**Applies to:** USAR.

**Criteria and eligibility:** See table 3-4.

**Rule I: Armed Forces reenlistment eligibility codes. (Includes "Glossary NPS")**

**Applies to:** RA.

**Criteria and eligibility:** See table 3-6.

**Applies to:** USAR.

**Criteria and eligibility:** If applicant's last period of military service ended with a discharge from an AC, see table 3-6, or RC, see paragraph 3-9.

**Table 3-2**

**Trainability/Minimum ASVAB requirements—RA only (Does not apply to "Glossary NPS").**

**Prior Service Active Component—complete (PSAC).**

**HSDG:** Three ASVAB scores of 90 or greater

**High school graduate (HSG):** Three ASVAB scores of 90 or greater.

**GED:** Three ASVAB scores of 90 or greater.

**HSSR:** Three ASVAB scores of 90 or greater.

**Prior Service Reserve Component (PSR).**

**Prior Service Active Component—**

**Incomplete (PSAI)**

**HSDG:** ASVAB scores of 90 or greater.

**HSG:** Three ASVAB scores of 90 or greater.

**GED:** Three ASVAB scores of 90 or greater.

**HSSR:** Three ASVAB scores of 90 or greater.

**Applicants who have previously reenlisted (Army only)**

Has less than 10 years' service and entry grade is E-5 or below. (Does not apply to

initial term)

GT of 100, two additional ASVAB scores of 90

**3-3. Eligibility of former officers for RA enlistment (for RA enlistment only).**

a. Army officers with statutory entitlement under Section 3258, Title 10, United States Code (10 USC 3258), are exempt from requirements in table 3-1 if—

(1) They apply for enlistment within 6 months after being honorably discharged or relieved from AD in a Reserve officer or AUS officer status. Those who apply later than the sixth month after separation as a commissioned officer or warrant officer are not eligible for enlistment.

(2) They are former enlisted members of the RA who meet one of the following requirements:

(a) Served on AD as Reserve officers of the Army.

(b) Were discharged as an enlisted member to accept temporary appointment as officers of the Army.

(3) They were relieved from AD for a purpose other than to await appellate review of a sentence that includes dismissal or dishonorable discharge.

b. Persons in a above will be—

(1) Enlisted in the grade last held in the RA enlisted status before receiving USAR commissioned officer/warrant status or E-5, whichever is higher. Consideration for a higher enlistment grade may be made if the former member was on a promotion list to the next higher grade at the time of acceptance of commission/warrant.

(2) Enlisted without regard to—

(a) Physical disqualifications incurred or having its inception in the line of duty.

(b) Existence of a vacancy in the proper grade.

(3) MILPERCEN will determine the MOS in which the persons in a above will be enlisted.

c. Former Army officers (commissioned and warrant) who are not entitled under 10 USC 3258 may apply for enlistment provided they meet (1) or (2) below.

(1) Were separated as Regular enlisted members of the Navy, Air Force, Marine Corps, or Coast Guard to enter AD as an Army Reserve commissioned officer or warrant officer. Applications must be submitted within 6 months of separation from officer status.

(2) At any time in their service, they received the Medal of Honor, Distinguished Service Cross, the Silver Star, or an equivalent decoration awarded by one of the other Services. Applications may be submitted at any time.

d. Applications for enlistment under a or c above will be sent to Commander, USAEEA, 9700 Page Boulevard, St. Louis, MO 63132-5295.

e. Former officers who were separated from the Navy, Air Force, Marine Corps, or Coast Guard are not eligible for enlistment.

f. Minimum documentation required is in table 4-4, line Y.

**Section II**

**Enlistment Periods and Pay Grades**

**3-4. Authorized enlistment periods**

a. Enlistment in the RA is authorized for a period of at least 2 but not more than 6 years. A specific MOS may require a minimum term of service.

b. PS applicants for the USAR must enlist for a period of whole years that will be equal or exceed their remaining MSO when—

(1) They have been granted a conditional release from another RC or the ARNG, to enlist in the USAR.

(2) They have a remaining statutory MSO.

c. The enlistment period in the USAR will be for 1 or more years, not to exceed 8. The entire period will be for assignment to a TPU.

d. PS applicants who previously were discharged before completing their MSO must enlist in the USAR for a period of whole years that will equal or exceed the unfulfilled portion of the previously incurred MSO.

e. PS applicants, 18 through 54 years of age, with no remaining MSO, who can qualify for retired pay by age 60 (see AR 135-180 for nonregular retired pay qualification), may enlist in the USAR for assignment to a TPU for 1, 2, 3, 4, 5, 6, 7, or 8 years; or they may enlist in the USAR for assignment to USAR Control Group (Reinforcement) for a period of 3, 4, 5, 6, 7, or 8 years. (Exceptions are provided for in option 9-54. However, the enlistment period may not exceed the last day of the month in which the member attains age 60.)

f. PS applicants, 55 through 59 years of age, who can qualify for retired pay by age 60 (see AR 135-180), and have been granted a waiver permitting enlistment over 55 years of age (table 4-4, line Q), may enlist in the USAR for assignment to a TPU or USAR Control Group (Reinforcement). Enlistment may be for a period of time (but not less than 1 year) that will not exceed beyond the last day of the month in which the member attains age 60.

g. PS applicants with no remaining MSO may select their term of service as follows:

(1) Enlistment for assignment to TPU of the Selected Reserve may be for 1, 2, 3, 4, 5, 6, 7, or 8 years. The entire period of the enlistment will be with a TPU of the Selected Reserve (except as otherwise authorized by AR 140-10).

(2) Enlistment in the IRR for assignment to the USAR Control Group (Reinforcement) is authorized for persons with no remaining statutory obligation. Enlistment may be for 3, 4, 5, 6, 7, or 8 years, except as otherwise provided for in option 9-54. The period of enlistment will be served in the IRR. (The exception is one in which the member is voluntarily transferred to a TPU of the Selected Reserve during the period of enlistment.)

h. PS applicants with a remaining unfulfilled portion of a previously incurred MSO may select their term of service as follows:

(1) Enlistment for assignment to a TPU of the Selected Reserve may be for 1, 2, 3, 4, 5, 6, 7, or 8 years if the term of service is equal to, or greater than, the remaining unfulfilled portion of a previously incurred MSO. The enlistment must be in whole years. The person will remain a member of

the TPU for the entire period of enlistment (except as otherwise authorized by AR 140-10).

(2) Enlistment in the IRR for assignment of USAR Control Group (Reinforcement) may be for 3, 4, 5, 6, 7, or 8 years. Term of service must be equal to, or greater than, the remaining unfulfilled portion of a previously incurred MSO, and the applicant must have completed BT and have been awarded an MOS. The period of the enlistment will be served in the IRR unless the member is voluntarily transferred to a TPU of the Selected Reserve.

### 3-5. Authorized enlistment pay grades

a. The pay grade and date of rank on enlistment into the RA or USAR will be determined under AR 600-20, and table 3-3 for RA and table 3-4 for USAR.

(1) For Regular Army (RA)

(a) Table 3-3 may be used only if the provisions below are met:

1. No waiver requiring approval by the Commander, USA Enlistment Eligibility Activity, is needed to permit enlistment. (See Tables 3-6 — 4-4 and 4-5.)

2. Applicant must have no more than the indicated years of service, those that exceed service and grade require a waiver.

3. Reenlistment eligibility code (Army) is RE-1, RE-1A, RE-1B, RE-1C, RE-2, RE-2B, or RE-4A. This also includes RE-3B when approval authority for lost time is below the CG MILPERCEN approval level.

4. Applicants with RE-3A are not authorized to use Table 3-3, all former Army soldiers with RE-3A will have grade determination made by CDR USAEEA.

5. Use Table 3-3 for other service personnel only when applicant received an honorable separation or discharge from last period of active service and RE Code is listed as qualified for enlistment.

(b) Grade determination submitted to CDR USAEEA will also be evaluated for enlistment eligibility.

(c) As required, grade determinations submitted to USAEEA will also have determination of vacancy in former PMOS made.

(d) Request for grade determination will not be made for persons currently serving on active duty in any Armed Force of the US.

(e) All requests for grade determination will be submitted to Commander, US Army Enlisted Eligibility Activity, St. Louis, Missouri 63132, for all prior service persons in categories not qualified for consideration under Table 3-3.

(f) All prior service (Army) to include "Glossary NPS" must enlist for their former MOS if available regardless of authorized pay grade.

(g) Applicants who have been separated from the Army for more than five years will require retraining. Exception is for ACSAP qualified applicants who will undergo BT/BCT only.

(h) Years of (active) service must be verified from DD-214/DD-215.

(i) All applicants who enlist in grade E-5 or above must have approval for assignment from the CG MILPERCEN, Retention Management Branch, AUTOVON 221-0675 or Commercial 202-325-0675.

(j) Date of Rank will be adjusted at the time of RA enlistment in accordance with AR 600-20. Guidance Counselors will advise applicants that this entry will be reviewed at first duty station or RECSTA for correct entry.

(k) Grade determination received from Commander, Enlistment Eligibility Activity take precedent over this table.

(l) All applicants will have the authority for pay grade clearly annotated in the remarks section of the DD Form 1966 as shown below:

1. If grade was determined by Commander, USAEEA, enter "Enlistment Grade Authorized by Commander, USAEEA dated YYMMDD, Grade E-".

2. If grade was determined by table 3-3, enter "Enlistment Grade Authorized by Table 3-3, AR 601-210, dated (Day-Mo-Year) Rule \_\_\_\_, Grade E-".

(m) Grade for prior service including "Glossary NPS" will be determined at time of entry into DEP. Grade authorized at time of DEP will be the enlistment grade authorized at time of RA enlistment.

#### Table 3-3

Enlistment pay grade for applicants with prior military service who are enlisting into the Regular Army.

(This table applies to "glossary NPS" and prior service.)

(All determinations are based upon the applicants entry into the DEP.)

Use this table only if applicant meets provisions of para 3-5.

#### Rule: A

Applicant: Has taken part in an IADT program and has been awarded an MOS. Enlists: After 6 but within 24 months from the date released from active duty (IADT).

Pay grade: That held at time of release from IADT but not less than E-2. (Enlistment within 6 months requires approval from HQ USAREC; exceptions will only be granted in cases of extreme hardship. Enlistment pay grade will be the grade held at time of release from IADT including grade E-1.)

Enlists: After 24 months from release from IADT.

Pay grade: One grade lower than that held at time of release from IADT but not less than grade E-2.

(See para 3-5.)

#### Rule: B

Applicant: Was last separated from the Regular Army in pay grade E-1 with not more than six (6) months' total active service.

Enlists: At any time after separation.

Pay grade: E-1.

(See para 3-5.)

#### Rule: C

Applicant: Was last separated from the Regular Army in pay grade E-2 with not more than one (1) year total active duty.

Enlists: At any time after separation.

**Pay grade:** E-2  
(See para 3-5.)

**Rule: D**

**Applicant:** Was last separated from the Regular Army in pay grade E-3, with not more than three (3) years' total active duty.  
**Enlists:** Within 24 months following separation  
**Pay grade:** E-3.  
**Enlists:** After 24 months following separation.  
**Pay grade:** E-2  
(See para 3-5.)

**Rule: E**

**Applicant:** Was last separated from the Regular Army in pay grade E-4 with not more than five (5) years' total active service.  
**Enlists:** Within 24 months following separation.  
**Pay grade:** E-4  
**Enlists:** After 24 months but within 30 months following separation.  
**Pay grade:** E-3.  
**Enlists:** After 30 months following separation.  
**Pay grade:** E-2  
(See para 3-5.)

**Rule: F**

**Applicant:** Was last separated from the Regular Army in pay grade E-5 with not more than ten (10) years' total active service.  
**Enlists:** Within 24 months following separation.  
**Pay grade:** E-5, provided a valid vacancy exists for PMOS in grade E-5. (Contact CG, MILPERCEN, Retention Management Branch, for assignment and vacancy approval, phone 202-325-0675.  
**Pay grade:** E-4, if no vacancy exists in former PMOS.  
**Enlists:** After 24 months but within 30 months following separation.  
**Pay grade:** E-4  
**Enlists:** After 30 but within 36 months following separation.  
**Pay grade:** E-3.  
**Enlists:** After 36 months following separation.  
**Pay grade:** E-2  
(See para 3-5.)

**Rule: G**

**Applicant:** Was last separated from the Regular Army in pay grade E-6 with not more than 17 years total active service.  
**Enlists:** Within 24 months following separation from the Regular Army.  
**Pay grade:** E-6, provided a vacancy exists in former MOS at grade E-6.  
**Pay grade:** E-5, provided a vacancy does not exist as an E-6 but does exist for grade E-5.  
**Pay grade:** E-4, if no vacancy exists for grade E-5 or E-6.  
(Contact CG, MILPERCEN, Retention Management Branch, to obtain vacancy and assignment approval (phone 202-325-0675).)  
**Enlists:** After 24 but within 30 months following separation.  
**Pay grade:** E-5, provided a vacancy exists at this grade.  
**Pay grade:** E-4, if no vacancy exists for former PMOS.  
**Enlists:** After 30 days but within 36 months following separation.  
**Pay grade:** E-4  
**Enlists:** After 36 months following separation.  
**Pay grade:** E-3  
(See para 3-5.)

**Rule: H**

**Applicant:** Was last separated in pay grade E-7, E-8, or E-9, regardless of years on active duty.  
**Enlists:** At any time.  
**Pay grade:** As determined by Cdr, USAEEA, advise applicants that pay grade will be at least one grade lower than the pay grade in which last separated.  
(See para 3-5.) (Note: Exception for E-7 in Rule I.)

**Rule: I**

**Applicant:** Was last separated from the Regular Army—  
1. With an SQT of "S" in pay grade E-4 through E-7, and is qualified for enlistment without a waiver (EEA level).  
**Enlists:** Within 36 months following separation and enlists for a special operations unit.  
**Pay grade:** Grade held at time of separation.  
2. In pay grade E-4 through E-6 and is qualified for enlistment in MOS code 05C, 11X, 12B, 31V or 91A. Without a waiver (EEA level).  
**Enlists:** Within 36 months following separation and enlists for a special operations unit.  
**Pay grade:** One pay grade lower than the pay grade in which separated with advancement to former pay grade upon successful completion of MOS and Special Forces Qualification Course (SFQC) and assignment or detail to a Special Operations Unit, filling an authorized position.  
3. Applicants who meet 1 or 2 above, but require a waiver from Cdr USAEEA for enlistment, will have their grade determined by Cdr USAEEA. Upon submitting a waiver, indicate that this soldier will be enlisting under Rule "I" if waiver is approved. The Cdr USAEEA will specify enlistment grade authorized for entry and subsequent advancement grade for applicants with an RE-3A who will be required to enter with not less than a two (2) grade reduction and subsequent advancement to not more than one (1) grade lower than grade separated in.  
(See para 3-5.)

**Rule: J**

**Applicant:** Was last separated from the active Navy, Air Force, Marine Corps or Coast Guard in pay grades E-7 through E-9, regardless of years of service.  
**Enlists:** At any time.  
**Pay grade:** As determined by Cdr USAEEA, (but in no case higher than grade E-5).

**Rule: K**

**Applicant:** Was last separated from the active Navy, Air Force, Marine Corps, or Coast Guard in pay grade E-6 with not more than 17 years' total active service.  
**Enlists:** Within 24 months following separation.  
**Pay grade:** E-5, provided PMOS converts to an Army MOS for which a valid vacancy for grade E-5 exists. (Contact CG, MILPERCEN, Retention Management Branch, for conversion, vacancy and assignment.)  
**Pay grade:** E-4, if no vacancy exists or MOS is not converted to an Army MOS.  
**Enlists:** After 24 months but within 30 months following separation.  
**Pay grade:** E-4  
**Enlists:** After 30, but within 36 months following separation.  
**Pay grade:** E-3

**Enlists:** After 36 months following separation.  
**Pay grade:** E-2  
(See para 3-5.)

**Rule: L**

**Applicant:** Last separated from the active Navy, Air Force, Marine Corps, or Coast Guard in pay grade E-5 with no more than 10 years' total active service.  
**Enlists:** Within 24 months following separation.  
**Pay grade:** E-5, provided MOS converts to an Army MOS and a valid vacancy exists (assignment, conversion and vacancy must be obtained from CG, MILPERCEN, Retention Management Branch, phone 202-325-0675).  
**Pay grade:** E-4, if no vacancy or if MOS is not converted.  
**Enlists:** After 24 but within 30 months following separation.  
**Pay grade:** E-4  
**Enlists:** After 30 but within 36 months following separation.  
**Pay grade:** E-3  
**Enlists:** After 36 months following separation.  
**Pay grade:** E-2

**Rule: M**

**Applicant:** Last separated from the active Navy, Air Force, Marine Corps, or Coast Guard in grade E-4 with not more than five (5) years, E-3 with not more than three (3) years, E-2 with not more than one (1) year or E-1 with not more than six months total active service.  
**Enlists:** Within 24 months following separation.  
**Pay grade:** Same grade as separated.  
**Enlists:** After 24 months but within 30 months following separation.  
**Pay grade:** One grade lower than the grade separated in, but not less than E-2 unless applicant was separated as an E-1.  
**Enlists:** After 30 months but within 36 months following separation.  
**Pay grade:** Two grades lower, but not less than E-2 unless applicant was separated as E-1.  
**Enlists:** After 36 months following separation.  
**Pay grade:** E-2, unless separated as an E-1. (Applicants who were separated as an E-1 with not more than 6 months' active service will be enlisted as an E-1.)

**Rule: N**

**Applicant:** Any prior service or glossary nonprior service with college credits may be enlisted with grade determined under rule E, table 2-3, if it is more advantageous to the soldier.  
**Enlists:** At any time after separation.  
**Pay grade:** As shown in table 2-3, Rule E.

**Rule: O**

**Applicant:**  
1. Was last separated as a member of the ARNG or USAR on active duty (not a training tour), under AR 135-210 or 135-18, and has remained in the Reserve Component and in the same pay grade or higher as held upon release from active duty. (Applicants who require a waiver for enlistment may not use this rule. This includes any applicant who previously received a disqualification on last period of Regular component service prior to entry on AGR tour.)  
2. Who meets the criteria of 1 above but exceeds the prior grade and service of rule H table 3-1, must have a grade determination submitted to Cdr, USAEEA.

**Enlists:** Within 24 months following release from active duty.

**Pay grade:**

1. If separated as an E-6 or above, E-5 provided a vacancy exists in former MOS at this grade.

2. If separated E-5 or below, one grade lower than the grade separated in.

**Enlists:** After 24 months but within 30 months following separation.

**Pay grade:**

1. If separated as an E-6 or above, pay grade E-4.

2. If separated as an E-5 or below, two grades lower but not less than E-2.

**Enlists:** After 30 months but within 36 months after separation.

**Pay grade:**

1. If separated as an E-6 or above, pay grade E-3.

2. If separated as an E-5 or below, three grades lower but not less than E-2.

**Enlists:** After 36 months from release from active duty.

**Pay grade:** E-2

#### Rule P

**Applicant:** Was a former officer and—

1. Has a statutory entitlement to reenlist. (See para 3-3a.)

**Enlists:** Within 6 months after separation from AD.

**Pay grade:** Enlisted grade held before becoming an officer.

2. Is entitled to reenlist. (See para 3-3c(1).)

**Enlists:** Within 6 months after separation from AD.

**Pay grade:** As determined by Commander, USAEEA.

3. Is entitled to reenlist. (See para 3-3c(2).)

**Enlists:** At any time.

**Pay grade:** As determined by Commander, USAEEA.

**Note:** (Current or former Reserve officers who have only active duty for training to include OBC are eligible to enlist.) Enlistments into DEP requires resignation; applicants who wish to retain USAR officer status must straight ship.

#### (2) USAR.

(a) For applicants eligible to enlist with grades held at time of last separation from the Army, grade, title, and NCO or specialist status will be the same as that held on date of separation.

(b) For applicants eligible to enlist with grades different from those held at time of last separation from the Army, grade, title, and NCO or specialist status will be compatible with the requirements of AR 600-20 and standards of grade authorization in AR 611-201.

b. Enlisted members of the RA on the TDRL, later found to be physically fit, have a statutory right to enlist in the regular enlisted grade or the next higher regular enlisted grade held at the time they were placed on the TDRL (10 USC 1211(a)(3)). (See chap 5, sec XVI.) The USAR extends the same provisions to RA members removed from the TDRL if the TPU selected has a vacancy in that pay grade.

c. This regulation will not place a PS applicant in a more favorable position as far as enlistment grade than he or she otherwise would have been entitled to had his or her service been continuous.

#### Table 3-4

**Enlistment pay grades for PS personnel (for USAR enlistment)**

##### Rule A

**Applicant:** Is a former member of any of the Armed Forces and is ineligible to enlist in a higher pay grade.

**Enlists:** At any time.

**Pay grade:** E2. (See note 9.)

##### Rule B

**Applicant:** Is a former Army enlisted member, either AC or RC.

**Enlists:** Within 30 months.

**Pay grade:** Same grade held when last discharged. (See note 3.)

##### Rule C

**Applicant:** Is a former member of the Navy, Air Force, Marine Corps, or Coast Guard, either AC or RC.

**Enlists:** Within 30 months.

**Pay grade:** One grade lower than at last discharge, but no lower than E3. (See notes 1, 4, 9, and 11.)

##### Rule D

**Applicant:** Is a former Army enlisted member, either AC or RC.

**Enlists:** After 30 months.

**Pay grade:** At least one grade lower than at last discharge, but no lower than E3. (See notes 2, 5, and 9.)

##### Rule E

**Applicant:** Is a former member of the Navy, Air Force, Marine Corps, or Coast Guard, either AC or RC.

**Enlists:** After 30 months.

**Pay grade:** At least one grade lower but no more than three grades lower than at last discharge, but no lower than E3. (See notes 2, 5, 9, and 11.)

##### Rule F

**Applicant:** Is an enlisted person on the TDRL and has been found medically qualified to perform duties of the grade.

**Enlists:** Within 90 days after removal of name from TDRL.

**Pay grade:** Same grade held when released from duty.

##### Rule G

**Applicant:** Is a former enlisted member who was separated from active service as an Army commissioned officer or warrant officer with an honorable discharge or by relief from AD for a purpose other than to await appellate review of a sentence, including dismissal or dishonorable discharge.

**Enlists:** Within 6 months after separation from AD in an officer status.

**Pay grade:** That held immediately before commencement of officer service without regard to existence of grade vacancy. (See note 7.)

##### Rule H

**Applicant:** Was last separated from any of the Armed Forces as a commissioned officer or warrant officer, except those covered by rule G above. (See note 6, and table 4-3, lines J, K, and M.)

**Enlists:** At any time after discharge.

**Pay grade:** As determined by authorities listed in note 10. (Also see notes 6 and 8.)

##### Rule I

**Applicant:** Enlists for ACASP, and authorized enlistment grade under this table is lower than that authorized for the ACASP MOS by table 7-1.

**Enlists:** At any time after discharge.

**Pay grade:** That authorized—

1. By table 7-1, no prerequisite training or BT required.

2. Under this table, with subsequent appointment to grade authorized by table 7-1 on successful completion of prerequisite training or BT, if required.

##### Rule J

**Applicant:** Has college credits, may be enlisted under table 2-3, rule E, if more advantageous.

**Enlists:** At any time after discharge.

**Pay grade:** As shown in table 2-3, rule E.

##### Notes:

1. Authorities in note 10 below may authorize enlistment in grade held by the person when he or she was last discharged, if MOS held in previous service equals the MOS for which enlisting. If the person is enlisting for a TPU, a vacancy in the MOS must exist. Area commanders (see glossary) are authorized to delegate this authority on a permissive basis to Commanders of US Army Reserve Commands (ARCOMs) and US Army Reserve General Officer Commands (GOCOMs), but not below.

2. Authorities prescribed in note 10 below may authorize enlistment of the person in grade held when he or she was last discharged if he or she has technical or administrative skills needed for the MOS vacancy in which he or she is enlisting and the MOS is considered a hardskill MOS. (A hardskill MOS is an MOS requiring formal training specified in the MOS qualification section of AR 611-201.)

3. Applicants with PS in any component of the Army who enlist within 24 months after discharge will be given a DOR of original DOR plus elapsed time since discharge. Those who enlist more than 24 months after discharge will be given a DOR of date of enlistment.

4. Applicants with PS in any component of the Armed Forces who enlist within 12 months after discharge will be given a DOR of original DOR plus elapsed time since discharge. Those who enlist more than 12 months after discharge will be given a DOR of date of enlistment.

5. Applicants who enlist more than 24 months after date of discharge will be given a DOR of date of enlistment.

6. Applications submitted under rule H above to authorities in note 10 below for grade determination will be evaluated for enlistment eligibility as well.

7. Applicants will be given an adjusted DOR. The date will be the date of current enlistment, backdated to include that time spent in the highest enlisted grade before being commissioned. An example is shown below.

a. 27 April 1969: applicant's DOR pay grade E6.

b. 27 April 1971: discharged from enlisted status to accept commission.

c. 28 April 1971: commissioned officer.

d. 27 November 1960: honorable discharge from the Army as a commissioned officer.

e. 28 April 1961: enlisted in USAR, pay grade E6.

f. Applicant spent 2 years in pay grade E6 before accepting commission. Current enlistment date is 28 April 1961; therefore, backdating enlistment date to include the 2 years in pay grade E6 results in a DOR of 28 April 1979.

8. Applicant's DOR will be the same as the date of his or her current enlistment.

9. Rule A above will permit an applicant last discharged from any Armed Force, in pay grade E1 or E2, to enlist in the USAR in pay grade E2. Rule J above will permit enlistment in a higher pay grade than previously held on last discharge, based on certain conditions. However, no other rule within this table authorizes enlistment in a pay grade higher than that held at the time of last discharge from military service. Rules C, D, and E above do not

authorize enlistment in pay grade E3 to applicants who previously were discharged in pay grades E1 and E2.

10. Authority for grade determination is shown below.

a. Pay grades E1 through E5, when assignment is for a TPU of the Selected Reserve: Commander, Recruiting Battalion.

b. Pay grades E6 through E9, when assignment is for a TPU of the Selected Reserve: Area commander (see glossary). (Except for lines F and I, area commanders are authorized to delegate this authority on a permissive basis to ARCOM or GOCOM commanders, but not below.)

c. Pay grades E6 through E9, when assignment is to the US Army Mobilization Support Detachment (RCPAC Augmentation): the CG, RCPAC.

d. Pay grades E1 through E7, when assignment is to the IRR if the enlistment is accomplished within Continental United States (CONUS): Commander, Recruiting Battalion.

e. Pay grades E8 and E9, if enlistment is to be accomplished CONUS when assignment is to the IRR: Commander, ARPERCEN.

f. Pay grades E-1 through E-9 if enlistment is accomplished OCONUS when assignment is to the IRR: Commander, ARPERCEN.

11. The term "former member" as used here is explained as current or past member of the Navy, Air Force, Marine Corps, or Coast Guard, either AC or RC.

### Section III

#### Verification and Qualification for PS Personnel

##### 3-6. General

This section provides guidance to qualify and verify applicants with PS in a US Armed Force.

a. *Evaluation of applicants.* Application for enlistment from former members of the Armed Forces will be evaluated thoroughly. Veterans qualified for possible RA or USAR enlistment will be identified. Greater opportunity will not be provided to PS applicants enlisting from civilian status than given to RA or USAR members reenlisting within their respective component.

a.1 *Disqualification of applicants due to adverse RE codes.*

(1) Inform applicant that an RE code is not upgraded unless it was administratively incorrect when originally issued.

(2) Depending on the disqualification, a waiver may or may not be authorized.

(3) Depending on the needs of the Army, waivers may not be considered even though the disqualification is waivable. In these cases, applicants should be informed to contact recruiters periodically to see if waiver applications are being considered.

(4) Advise applicants whose previous separation requires a 2 year waiting period before application for enlistment, that the waiting period is mandatory.

b. *For USAR only.*

(1) PS personnel must meet basic eligibility requirements outlined in table 3-1 and this section. They also must have successfully completed a BT course conducted by a US Armed Force during previous military service. These personnel will not be sent to BT.

(2) PS enlistee who have not successfully completed a BT course during previous military service in a US Armed Force must—

(a) Enter on IADT within 180 days after enlistment in the USAR.

(b) Successfully complete BT conducted by the US Army.

##### 3-7. Verification of PS

Commanders at all levels in USAREC will emphasize the need for early detection of possible erroneous or fraudulent enlistment of applicants. Applicants who are thought to have had, or who claim to have had, PS in any US Armed Force will not be enlisted in the RA or USAR until their PS, if any, is determined.

a. Authorized personnel with telephonic access to the Defense Manpower Data Center (DMDC) may access for reenlistment eligibility data. (See table 3-5.) The applicant must have received a copy of the Privacy Act Statement. If an inquiry is made and reenlistment eligibility data is favorable, processing will continue. If response is unfavorable, processing will be suspended until data can be verified. A DD Form 214 (Certificate of Release or Discharge from Active Duty) and DD Form 215 (Correction to DD Form 214 Certificate of Release or Discharge from Active Duty) with RE code and separation program designator (SPD) code can be obtained by writing the proper agency listed in e below.

Table 3-5  
Instructions for accessing the DMDC on PS applicants

1. The system may be queried daily from 0700 to 1600, Pacific time, Monday through Friday.
2. Authorized personnel may access the system by phoning 800-538-5916 (within California 800-682-4825) to DMDC.
3. Authorized user must provide the data below.
  - a. Name.
  - b. Organization.
  - c. Access code.
  - d. Last four digits of user's social security number (SSN).
4. Data below must be provided for the PS applicant whose reenlistment eligibility information is being required.
  - a. SSN.
  - b. First four letters of last name.
  - c. Separation date.
  - d. Branch of service from which separated.
5. The DMDC operator will provide the *Interservice RE Code (IRE)* and the *Interservice Separation Code (ISC)* as follows:

Code	Interpretation
1	Immediately eligible for reenlistment at time of separation.
2	Not eligible for immediate reenlistment.
3	May be eligible with waiver—check reason for separation.
4	Definitely not eligible for reenlistment.
5	Not a "1" but codes 2, 3, and 4 for submission period may have different interpretations than above.
9	Conflicting data in file—check hard copy records.

Code	Definition
0	Unknown.
0	Release from Active Service
01	ETS.
02	Early Release—Insufficient Retainability
03	Early Release—To Attend School
04	Early Release—Police Duty
05	Early Release—In the National Interest
06	Early Release—Seasonal Employment
07	Early Release—To Teach
08	Early Release—Other (Including reduction in force (RIF)).
1	Medical Disqualifications
10	Conditions Existing before Service
11	Disability—Severance Pay
12	Permanent Disability—Retired
13	Temporary Disability—Retired
14	Disability—Nonexisted Prior to Entry Service (EPTS)—No Severance Pay
15	Disability—Title 10 Retirement
16	Unqualified for AD—Other
2	Dependency or Hardship
22	Dependency or Hardship
4	Entry Into Officer Programs
40	Officer Commissioning Programs
41	Warrant Officer Program
42	Service Academy
5	Retirement (Other than Medical)
50	20-30 Years of Service
51	Over 30 Years of Service
52	Other Categories
6	Failure to Meet Minimum Behavioral or Performance Criteria
60	Character or Behavior Disorder
61	Motivational Problems
62	Enuresis
63	Inaptitude
64	Alcoholism
65	Discreditable Incidents—Civilian or Military
66	Shirking
67	Drugs
68	Financial Irresponsibility
69	Lack of Dependent Support
70	Unsanitary Habits
71	Civil Court Conviction.
72	Security
73	Court Martial
74	Fraudulent Entry
75	Absent without leave (AWOL).
76	Desertion
76	Homosexuality
77	Sexual Perversion
78	Good of the Service
79	Juvenile Offender
80	Misconduct (Reason Unknown)
81	Unfitness (Reason Unknown)
82	Unsuitability (Reason Unknown)
84	BT Attrition
85	Failure to Meet Minimum Qualifications for Retention
86	Expeditious Discharge
87	Trainee Discharge
9	Other Separation or Discharge
90	Secretarial Authority
91	Erroneous Enlistment or Induction
92	Sole Surviving Son
93	Marriage
94	Pregnancy
95	Minority
96	Conscientious Objector

97	Parenthood
98	Breach of Contract
99	Other

b. Prior military service can be verified as follows:

(1) *RA applicants.* Documents below will verify PS; however, entries may appear to the Army recruiter or to the Prior Service Management Branch (PSMB), MILPERCEN, to be in error or the applicant may dispute the entries.

(a) Original copy or carbon copy of latest DD Form 214, dated 1 July 1979, from Active Component or IADT.

(b) Copy of the latest DD Form 214 obtained under c below.

(c) Certified (court or VA) copy of the original DD Form 214 may be used, provided it agrees with MEPCOM verification procedures or DMDC check to verify that the RE Code and separation code are the same.

(2) *USAR applicants.*

(a) The DD Form 214 or DD Form 215 will be used to verify all periods of active and inactive military service of the member before the date of his last separation from active military service; however, entries may appear in error to the recruiter, or the applicant may dispute the entries. Only the original form, the actual carbon copy, a certified copy of the original form, or a records depository copy, furnished the recruiting official under c below, is authorized for verification purposes. The DD Form 214 or DD Form 215 will not be used to verify RC membership or the nature of the RC service, after the member's date of last release from active military service unless recruiting officials obtain a discharge order or discharge certificate. Effective date of discharge must coincide with terminal date of Reserve obligation shown on the DD Form 214.

(b) When the MPRJ (Field #201 File) is available, recruiting officials may use it to verify previous military service. (For example, in-service recruiters who administer the Active Army In-Service Recruiting Program often have access to MPRJs of applicants who apply for enlistment in the USAR; or field recruiters may have access to the MPRJs of active ARNG personnel enlisting in the USAR.)

(3) For both RA and USAR applicants, if the DD Form 214 or DD Form 215 is not available, the documents below may be used to verify PS. Copies must be furnished recruiting officials directly or through military channels by the records custodian for forms cited in (a) through (f).

(a) DD Form 13 (Statement of Service).

(b) DA Form 1569 (Transcript of Military Record).

(c) Certified, true copy of copy 2 of the DD Form 214, which is filed in the service member's MPRJ.

(d) DD Form 220 (Active Duty Report). This form will serve to verify periods of active military service.

(e) NGB Form 22 (Report of Separation and Record of Service). This form may be used to verify periods of ARNG or Air National Guard (ANG) service. Entries may appear to be in error or the applicant may dispute the entries. If so, previous ARNG or ANG service may be obtained by writing the Adjutant General of the State where the last separation from the ARNG or ANG was effected.

(f) DD Form 368 (Request for Discharge or Clearance from Reserve Component). This form may be used to obtain a conditional release to provide for enlistment in the RA or USAR. If so, it may be used to verify periods of service in the RC, unless entries appear to be in error or the applicant disputes the entries.

c. A person may not be able to substantiate his PS under b above. If so, a request for verification of PS will be submitted to the USAREC Liaison Team located at RCPAC, St. Louis, Mo. Such requests will contain—

(1) Exact name under which the person served.

(2) Service number.

(3) Organization from which last discharged.

(4) Type of discharge claimed.

(5) If exact dates of service are not known, approximate dates.

d. The USAREC Liaison Team will access the categories of PS records below. The team will provide documented responses directly to Recruiting Battalion operations by mail.

(1) Army PS personnel separated more than 4 months with or without an Army Reserve obligation.

(2) Armed Services PS personnel separated more than 4 months without Reserve obligation.

e. Request for PS verification or IRR membership of applicants with an Army Reserve obligation will be made by telephone. Requests for PS verification of applicants without a Reserve obligation from all Services will be made to Commander, USAREC Liaison Team (ATTN: USAR-CRO-PP-RL), 9700 Page Boulevard, St. Louis, MO 63132, or direct to the proper agency listed below.

(1) *Prior Marine Corps service.* For applicants—

(a) Separated less than 4 months with or without Reserve obligation, send request to:

Commander, Marine Corps (Code MSRB-10).

HQ, US Marine Corps

WASH, DC 20380.

(b) Separated more than 4 months with Reserve obligation, send request to:

Commander Marine Reserve Forces  
(Admin Activity)

1500 East Bannister Road

Kansas City, MO 64131.

Note: If the applicant is a member of an active Marine Corps Reserve unit, the member's Reserve unit maintains the DD Form 214. A certified, true copy of the DD Form 214 may be used to verify prior Marine Corps service.

(2) *Prior Navy service.* For applicants separated less than 4 months with or without Reserve obligation, send request to:

Department of the Navy

ATTN: NMPC/036C

WASH, DC 20370.

(3) *Prior Coast Guard service.* For applicants—

(a) With Reserve obligation, send request to:

Commandant

US Coast Guard

ATTN: G-PE

WASH, DC 20590

(b) Without Reserve obligation despite time separated, send request to:

Director

National Personnel Records Center

ATTN: 6NCPMN

9700 Page Boulevard

St Louis, MO 63132.

(4) *Prior RA, ARNG, or USAR service.* For applicants—

(a) Separated from active military service less than 4 months, with or without Reserve obligation, send request to proper transfer point or separation activity.

(b) Separated from active military service more than 4 months and completely discharged from military service, send request to:

Director

National Personnel Records Center

ATTN: 6NCPMA

9700 Page Boulevard

St Louis, MO 63132.

(c) Separated from active military service more than 4 months with Reserve obligation, send request to:

Commander

US Army Reserve Components Personnel and Administration Center

ATTN: AGUZ-PSE-VS

9700 Page Boulevard

St Louis, MO 63132-5200.

(d) Separated from active military service and currently a member of a TPU of the ARNG or USAR, send request to Commander, proper ARNG of USAR TPU. DD Form 368, NGB Form 61 (Conditional Release) or FORSCOM Form 265R (Conditional Release) may be used to verify periods of service in the RC only.

(e) Discharged from ARNG without previous active military service, send request to the proper State adjutant general.

(f) Discharged from USAR without previous active military service, send request to the same address as (b) above.

(5) *Prior Air Force service.* For applicants—

(a) With reserve obligation despite time separated, send request to:

Air Reserve Personnel Center

ATTN: DSFSB

Lowry AFB

Denver, CO 80290

(b) Without Reserve obligation despite time separated, send request to:

Director  
National Personnel Records Center  
ATTN: 6NCPMF  
9700 Page Boulevard  
St Louis, MO 63132.

f. For an applicant enlisted in the RA when his or her last DD Form 214 is presented, or for an applicant enlisted in the USAR when one or more of the documents listed in b above are presented, but all PS claimed for computation of basic pay cannot be verified—

(1) Annotate the document that verified the last previous military service at the top of the document with date, place, and period of current enlistment. Return document to enlistee after annotation before his or her departure from the MEPS. Send copy of the verifying documents with each copy of the DD Form 4-series.

(2) After the person arrives at the first duty station, custodian of his or her personnel records will attempt to verify the PS claimed, but not substantiated, from the proper addressee in c above. If verification is received, the custodian will—

(a) Place verification in the member's MPRJ.

(b) Take action to correct and update the member's personnel records, reflecting a revised pay entry basic data (PEBD).

(3) Recruiting officials must assure that persons being processed for enlistment have been granted a conditional release from another RC, have been issued a discharge certificate, or will be issued a discharge certificate on the day before the date of enlistment in the USAR. An applicant for USAR enlistment may state that he or she was discharged recently from the Active Army when, in fact, he or she may have been separated and assigned to the IRR. Members of the IRR may be voluntarily transferred to units of the Selected Reserve. (See AR 140-10.) They are never discharged from the IRR for immediate enlistment in the Selected Reserve. Provisions exist by which a member of the IRR, who is within 90 days of ETS, may reenlist immediately with concurrent reassignment to a unit of the Selected Reserve. (See AR 140-111, chap 7.)

### 3-8. RE codes

Request verification of PS RE codes from agencies listed in paragraph 3-7e. (See table 3-6.) (Also required for "GLOSSARY NPS".)

**Table 3-6**  
**Armed Forces RE codes, RA RE codes**

#### Code: RE-1

**Applies to:** Persons completing an initial term of active service who were fully qualified when last separated.

**Eligible:** Fully qualified for enlistment.

#### Code: RE-1A

**Applies to:** Careerists with over 6 years of service for pay (over 4 years service for pay if separated on or after 15 August 1978).

#### Eligible:

1. Fully qualified, but ineligible to enlist within 93 days after date of separation.
2. Fully qualified for enlistment in USAR.

#### Code: RE-1B

**Applies to:** Persons who have not been tested to verify PMOS during current term of service or were tested and had not received test score at time of separation if separated on or before 31 Jan 83.

**Eligible:** Fully qualified for enlistment.

#### Code: RE-1B

**Applies to:** Persons who were fully qualified when last separated; however, reenlistment was not authorized at time of separation under strength management program if separated after 31 Jan 83.

**Eligible:** Fully qualified for enlistment.

#### Code: RE-1C

**Applies to:** Personnel separated who do not possess scores of 90 or higher in any three or more aptitude areas of the ASVAB, if tested before 1 Oct 80, or scores of 85 or higher in any three or more aptitude areas of the ASVAB, if tested on or after 1 Oct 80.

**Eligible:** Fully qualified for enlistment provided otherwise qualified.

#### Code: RE-2

**Applies to:**

1. Persons separated before completing a contracted period of service whose reenlistment is not contemplated.
2. Persons separated for pregnancy under AR 635-200, chapter 8.

**Eligible:** Fully qualified for enlistment.

#### Code: RE-2A

**Applies to:** Persons with over 6 years of service for pay separated before 15 August 1978, who have incurred an additional service requirement and who decline to meet this requirement through reenlistment or extension.

#### Eligible:

1. Fully qualified, but ineligible to enlist within 93 days after date of separation. (Grade determination by Commander, USAEEA.) (For RA enlistment.)
2. Fully qualified for enlistment in the USAR.

#### Code: RE-2B

**Applies to:** Persons who were fully qualified when last separated. However, reenlistment not authorized at time of separation under enlisted year group management plan.

**Eligible:** Fully qualified for enlistment.

#### Code: RE-2C

**Applies to:** Persons who were fully qualified when last separated. However, reenlistment not authorized at time of separation under reenlistment control policy.

#### Eligible:

1. Fully qualified, but ineligible to enlist within 93 days after date of separation. (For RA enlistment.)
2. Fully qualified for enlistment in the USAR.

#### Code: RE-3

**Applies to:**

1. Persons who are not qualified for continued Army service, but the

disqualification is waivable. (See notes, table 4-1 for exception.)

2. Person with "Trainee Discharge Program (TDP)—Overweight" noted in remarks block of DD Form 214.

**Eligible:** Ineligible for enlistment unless a waiver is granted. [Persons with "TDP—overweight" noted on DD Form 214 are eligible for USAR enlistment/reenlistment without waiver for RE-3 code. However, applicant must meet standards of AR 600-9.] Two-year waiting period not required for overweight (TDP) if applicant meets AR 600-9 for RA or USAR enlistment.

#### Code: RE-3A

**Applies to:**

1. Persons who do not possess scores of 90 or higher in any three or more aptitude areas of the Army Qualifications Battery (AQB) or of the Army Classification Battery (ACB). However, this code is no longer used for this disqualification.

2. Persons with over 4 years of service for pay who have incurred an additional service requirement and who decline to meet additional service through reenlistment or extension, and were separated on or after 15 August 1978.

#### Eligible:

1. Fully qualified for enlistment, if mental requirements of table 3-1 can be met. PS mental requirements are nonwaivable.
2. Fully qualified, but ineligible to enlist within 93 days after date of separation. (Grade determination by Commander, USAEEA) for RA enlistment.
3. Fully qualified for enlistment in USAR.

#### Code: RE-3B

**Applies to:** Persons who have lost time during their last period of service.

**Eligible:** Ineligible for enlistment unless a waiver is granted.

#### Code: RE-3C

**Applies to:** Persons who have completed over 4 months of service who do not meet the basic eligibility pay grade requirements of AR 601-280, chapter 2, or who have been denied reenlistment under the Qualitative Retention Process under AR 600-200, chapter 4.

**Eligible:** Ineligible for enlistment unless a waiver is granted.

#### Code: RE-4

**Applies to:** Persons separated from last period of service with a nonwaivable disqualification. (Includes persons being separated with a DA Bar to Reenlistment in effect.)

**Eligible:** Ineligible for enlistment. Exceptions to this policy may be found in table 4-1, line W, footnotes 3 and 4.

#### Code: RE-4A

**Applies to:** Persons who did not meet basic eligibility citizenship requirements of AR 601-280, chapter 2, at time of last separation from AD.

**Eligible:** Fully qualified for enlistment, if citizenship requirements of table 3-1 can be met. Citizenship requirements are nonwaivable.

#### Code: RE-4R

**Applies to:** Enlisted personnel after 20-or-more years Active Federal Service (Sec 3914 or 3917, title 10, United States Code).

**Eligible:** Ineligible for enlistment.

**US Navy and US Coast Guard RE codes****Code:** RE-1**Applies to:** Eligible for reenlistment.  
**Eligible:** Fully qualified for enlistment.**Code:** RE-1R**Applies to:** Recommended for preferred reenlistment.  
**Eligible:** Fully qualified for enlistment.**Code:** RE-2**Applies to:** Ineligible for reenlistment.  
**Eligible:** Ineligible for enlistment (see note).**Code:** RE-3A**Applies to:** Alien.  
**Eligible:** Fully qualified for enlistment if citizenship requirements of table 3-1 can be met. Citizenship requirements are nonwaivable.**Code:** RE-3B**Applies to:** Parenthood or pregnancy.  
**Eligible:** Fully qualified if dependency waiver not required.**Code:** RE-3C**Applies to:** Conscientious objector.  
**Eligible:** Ineligible for enlistment unless a waiver is granted.**Code:** RE-3D**Applies to:** Demonstrated dependency or hardship but not qualified hardship discharge.  
**Eligible:** Ineligible for enlistment unless a waiver is granted.**Code:** RE-3E**Applies to:** Inducted or enlisted in error.  
**Eligible:** Fully qualified for enlistment.**Code:** RE-3G**Applies to:** Condition (not physical disability) interfering with performance of duty.  
**Eligible:** Ineligible for enlistment unless a waiver is granted.**Code:** RE-3H**Applies to:** Hardship discharge.  
**Eligible:** Ineligible for enlistment unless a waiver is granted.**Code:** RE-3J (Coast Guard only)**Applies to:** Eligible for reenlistment except in aviation ratings.  
**Eligible:** Fully qualified for enlistment in other than aviation ratings.**Code:** RE-3K**Applies to:** Disenrolled from Naval Academy or other officer program; not considered qualified for enlistment.  
**Eligible:** Ineligible for enlistment unless a waiver is granted.**Code:** RE-3L**Applies to:** Favorable recommendation of board that directed separation.  
**Eligible:** Ineligible for enlistment unless a waiver is granted.**Code:** RE-3M**Applies to:** Marriage.  
**Eligible:** Fully qualified for enlistment.**Code:** RE-3N**Applies to:** Importance to national health, safety, or interest.  
**Eligible:** Ineligible for enlistment unless a waiver is granted.**Code:** RE-3P**Applies to:** Discharged because of physical disability.  
**Eligible:** Ineligible for enlistment unless a waiver is granted.**Code:** RE-3Q**Applies to:** Disqualified for officer candidate training.  
**Eligible:** Ineligible for enlistment unless a waiver is granted.**Code:** RE-3R**Applies to:** Professional growth criteria.  
**Eligible:** Eligible, provided reason for separation does not require waiver consideration.**Code:** RE-3T**Applies to:** Overweight or overheight.  
**Eligible:** Fully qualified for enlistment if height and weight standards are met.**Code:** RE-3U**Applies to:** Discharged because of minority.  
**Eligible:** Fully qualified for enlistment if age criteria is met.**Code:** RE-3X**Applies to:** Motion sickness, nonswimmer.  
**Eligible:** Fully qualified for enlistment.**Code:** RE-4**Applies to:** Ineligible for reenlistment.  
**Eligible:** Ineligible for enlistment (see note).**US Air Force RE codes****Code:** RE-1A**Applies to:** In-service use only  
**Eligible:** Not eligible unless waiver is granted**Code:** RE-1J**Applies to:** Eligible to reenlist  
**Eligible:** Fully qualified to enlist**Code:** RE-1K**Applies to:** In-service use only  
**Eligible:** Not eligible for enlistment unless a waiver is granted.**Code:** RE-1M**Applies to:** Eligible to reenlist  
**Eligible:** Fully qualified to enlist**Code:** RE-1P**Applies to:** Eligible to reenlist  
**Eligible:** Fully qualified to enlist**Code:** RE-1Q**Applies to:** In-service use only  
**Eligible:** Not eligible for enlistment unless waiver is granted**Code:** RE-1R**Applies to:** In-service use only  
**Eligible:** Fully qualified to enlist**Code:** RE-2**Applies to:** Ineligible to reenlist  
**Eligible:** Ineligible to enlist (no waiver) (see note)**Code:** RE-2A**Applies to:** Denied reenlistment by HQ USAF  
**Eligible:** Ineligible unless waiver is granted**Code:** RE-2B**Applies to:** General or Under Other Than Honorable Discharge  
**Eligible:** Ineligible for enlistment (see note)**Code:** RE-2C**Applies to:** Involuntary separation and entry level separation  
**Eligible:** Ineligible unless waiver is granted**Code:** RE-2D**Applies to:** Returned prisoner with less than 6 months' service remaining  
**Eligible:** Ineligible unless waiver is granted**Code:** RE-2E**Applies to:** AFR-39-10  
**Eligible:** Ineligible unless waiver is granted**Code:** RE-2F**Applies to:** Ineligible to reenlist.  
**Eligible:** Ineligible unless waiver is granted**Code:** RE-2G**Applies to:** Ineligible to reenlist (AFR-30-2)  
**Eligible:** Ineligible unless waiver is granted**Code:** RE-2H**Applies to:** Ineligible to reenlist  
**Eligible:** Ineligible unless a waiver is granted**Code:** RE-2I**Applies to:** Immigrant aliens  
**Eligible:** Fully qualified for enlistment**Code:** RE-2J**Applies to:** In-service use only  
**Eligible:** Ineligible unless a waiver is granted**Code:** RE-2K**Applies to:** Ineligible to reenlist  
**Eligible:** Ineligible unless a waiver is granted**Code:** RE-2L**Applies to:** Ineligible to reenlist  
**Eligible:** Ineligible unless a waiver is granted**Code:** RE-2M**Applies to:** Ineligible to reenlist  
**Eligible:** Ineligible unless a waiver is granted**Code:** RE-2N**Applies to:** Conscientious Objector  
**Eligible:** Ineligible unless a waiver is granted**Code:** RE-2P**Applies to:** AWOL, DFR, or Deserter  
**Eligible:** Ineligible unless a waiver is granted**Code:** RE-2Q**Applies to:** Retired or discharged (AFR 35-4)  
**Eligible:** Ineligible to enlist**Code:** RE-2R**Applies to:** Age  
**Eligible:** Ineligible to enlist unless a waiver is granted**Code:** RE-2S**Applies to:** Age  
**Eligible:** Ineligible to enlist unless a waiver is granted**Code:** RE-2T/2U**Applies to:** Grade and service  
**Eligible:** Ineligible unless a waiver is granted**Code:** RE-2V**Applies to:** Retirement Pending/Approved  
**Eligible:** Ineligible for enlistment**Code:** RE-2W**Applies to:** Retired status/recall to active duty  
**Eligible:** Ineligible for enlistment**Code:** RE-2X**Applies to:** Air Force SRP

**Eligible:** Fully qualified for enlistment

**Code:** RE-2Y

**Applies to:** Ineligible to reenlist

**Eligible:** Ineligible unless a waiver is granted

**Code:** RE-3A

**Applies to:** Ineligible to reenlist

**Eligible:** Qualified to enlist provided dependency criterion is met or applicant is qualified under rule H, table 5-1

**Code:** RE-3B

**Applies to:** In-service use only

**Eligible:** Ineligible to enlist unless a waiver is granted

**Code:** RE-3C

**Applies to:** In-service use only

**Eligible:** Ineligible to enlist unless a waiver is granted

**Code:** RE-3D

**Applies to:** Declined movement

**Eligible:** Ineligible to enlist unless a waiver is granted

**Code:** RE-3E

**Applies to:** Refused training/retraining

**Eligible:** Ineligible to enlist unless a waiver is granted

**Code:** RE-3I

**Applies to:** Ineligible to reenlist

**Eligible:** Fully qualified for enlistment

**Code:** RE-3J

**Applies to:** Non-CONUS resident

**Eligible:** Fully qualified for enlistment

**Code:** RE-3K

**Applies to:** Ineligible to reenlist

**Eligible:** Ineligible unless a waiver is granted

**Code:** RE-4

**Applies to:** Condition barring immediate reenlistment

**Eligible:** Ineligible to enlist unless a waiver is granted

**Code:** RE-4A

**Applies to:** Condition barring immediate reenlistment

**Eligible:** Ineligible to enlist unless a waiver is granted

**Code:** RE-4B

**Applies to:** Condition barring immediate reenlistment

**Eligible:** Ineligible to enlist unless a waiver is granted

**Code:** RE-4C

**Applies to:** Condition barring immediate reenlistment

**Eligible:** Ineligible to enlist unless a waiver is granted

**Code:** RE-4D

**Applies to:** Condition barring immediate reenlistment

**Eligible:** Ineligible to enlist unless a waiver is granted

**Code:** RE-4E

**Applies to:** Condition barring immediate reenlistment

**Eligible:** Ineligible to enlist unless a waiver is granted

**Code:** RE-4F

**Applies to:** Condition barring immediate reenlistment

**Eligible:** Ineligible to enlist unless a waiver is granted

**Code:** RE-4G

**Applies to:** Condition barring immediate reenlistment

**Eligible:** Ineligible to enlist unless a waiver is granted

**Code:** RE-4H

**Applies to:** Condition barring immediate reenlistment

**Eligible:** Ineligible to enlist unless a waiver is granted

**Code:** RE-4I

**Applies to:** Condition barring immediate reenlistment

**Eligible:** Ineligible to enlist unless a waiver is granted

**Code:** RE-4J

**Applies to:** Condition barring immediate reenlistment

**Eligible:** Ineligible to enlist unless a waiver is granted

**Code:** RE-4K

**Applies to:** Condition barring immediate reenlistment

**Eligible:** Ineligible to enlist unless a waiver is granted

**Code:** RE-4L

**Applies to:** Condition barring immediate reenlistment

**Eligible:** Ineligible to enlist unless a waiver is granted

**Code:** RE-4M

**Applies to:** Condition barring immediate reenlistment

**Eligible:** Ineligible to enlist unless a waiver is granted

**Code:** RE-4N

**Applies to:** Condition barring immediate reenlistment

**Eligible:** Ineligible to enlist unless a waiver is granted

#### US Marine Corps RE codes

**Code:** RE-1

**Applies to:** Eligible for reenlistment.

**Eligible:** Fully qualified for reenlistment.

**Code:** RE-1A

**Applies to:** Eligible for reenlistment.

**Eligible:** Fully qualified for enlistment.

**Code:** RE-2

**Applies to:** Ineligible for reenlistment.

**Eligible:** Ineligible for enlistment (see note).

**Code:** RE-2A

**Applies to:** Transferred to the fleet Marine Corps Reserve.

**Eligible:** Fully qualified for enlistment.

**Code:** RE-2B

**Applies to:** Retired personnel.

**Eligible:** Ineligible to enlist.

**Code:** RE-2C

**Applies to:** Transfer to the Fleet Marine Corps Reserve at maximum limitation for grade.

**Eligible:** Ineligible for enlistment unless waiver is granted.

**Code:** RE-3

**Applies to:** USMC

**Eligible:** Ineligible to enlist unless waiver is granted.

**Code:** RE-3A

**Applies to:** Failure to meet area aptitude prerequisites.

**Eligible:** Fully qualified for enlistment if mental criteria met.

**Code:** RE-3B

**Applies to:** Restricted assignment.

**Eligible:** Ineligible for enlistment unless a waiver is granted.

**Code:** RE-3C

**Applies to:** Reenlistment authorized by Commandant Marine Corps only.

**Eligible:** Ineligible for enlistment unless a waiver is granted.

**Code:** RE-3D

**Applies to:** Failure to meet disciplinary standards.

**Eligible:** Ineligible for enlistment unless a waiver is granted.

**Code:** RE-3E

**Applies to:** Failure to meet education prerequisites.

**Eligible:** Fully qualified for enlistment if education criteria met.

**Code:** RE-3F

**Applies to:** Failure to complete recruit training.

**Eligible:** Ineligible for enlistment unless a waiver is granted.

**Code:** RE-3H

**Applies to:** Hardship or dependency discharge.

**Eligible:** Ineligible for enlistment unless a waiver is granted.

**Code:** RE-3J

**Applies to:** Failure to meet minimum proficiency mark.

**Eligible:** Ineligible for enlistment unless a waiver is granted.

**Code:** RE-3O

**Applies to:** Refused assignment orders because of insufficient obligated active duty remaining on current enlistment.

**Eligible:** Ineligible for enlistment unless a waiver is granted.

**Code:** RE-3P

**Applies to:** Failure to meet physical standards.

**Eligible:** Ineligible for enlistment unless a waiver is granted.

**Code:** RE-3R

**Applies to:** Rank reappointment restrictions.

**Eligible:** Ineligible for enlistment unless a waiver is granted.

**Code:** RE-3S

**Applies to:** Sole surviving son.

**Eligible:** Ineligible for enlistment unless a waiver is granted.

**Code:** RE-3T

**Applies to:** Failure to complete overseas tour.

**Eligible:** Ineligible for enlistment unless a waiver is granted.

**Code:** RE-3U

**Applies to:** Erroneous enlistment.

**Eligible:** Fully qualified for enlistment.

**Code:** RE-3W or RE-3N

**Applies to:** Discharge for pregnancy or parenthood.

**Eligible:** Fully qualified for enlistment if dependency waiver not required.

**Code:** RE-4

**Applies to:** Ineligible for reenlistment.

**Eligible:** Ineligible for enlistment (see note).

*Note:* If Recruiting Battalion determines that an RE-2 or RE-4 issued by another Service would have resulted in the issuance of an RE-3 or fully qualifying RE code by the Army, then the applicant may be permitted to apply for a waiver.

### 3-9. Determination of USAR enlistment eligibility

a. USAR enlistment eligibility of a person who does not meet requirements of *b* below, or whose last period of military service ended with a discharge from an AD status, must be determined before the enlistment agreement is completed. If the person was discharged from AD status, the RE-code and SPD will be obtained or written request will be sent to the agencies listed in paragraph 3-7e. The person is ineligible to enlist or reenlist in the USAR if he or she was discharged from an RC and does not meet requirements of *b* below.

b. Determination of RE code and SPD is not required for—

(1) A person transferred from the Active Army to the IRR to complete a statutory obligation, who later seeks assignment to a USAR TPU.

(2) A person, with a remaining statutory obligation, who seeks direct assignment to a USAR TPU on release from AD with the Active Army instead of mandatory assignment to the IRR.

(3) A person whose last term of military service ended with an honorable discharge from an RC if—

(a) The person was in a mobilization readiness category at the time of discharge.

(b) A bar to reenlistment in the RC was not in effect.

(c) The person was otherwise fully qualified to reenlist immediately in the RC from which the discharge was being effected.

### 3-10. Correction of Army RE codes

The applicant will submit a request for correction in writing to Commander, USAEEA, 9700 Page Boulevard, St Louis, MO 63132-5295. Information or evidence may show the code is incorrect. If so, a copy of the DD Form 214 must accompany the request. PS Army personnel will be advised that RE codes may be changed only if they are determined to be administratively incorrect.

## Chapter 4 Waivable and Nonwaivable Enlistment Criteria

### Section I Waivable and Nonwaivable Disqualifications

#### 4-1. Moral and administrative disqualifications.

a. Commanders at all levels of command determine if waiver requests warrant favorable consideration through—

- (1) Questioning.
- (2) Investigating.
- (3) Counseling.
- (4) Gathering proper documents and waiver request information.

b. Recruiters do not have the authority to disapprove a waiver request, or refuse to forward an applicant's request to the Recruiting Battalion Commander.

#### 4-2. Listings of disqualifications.

a. Table 4-1 lists moral and administrative disqualifications for which waivers may be submitted. Table 4-1A lists typical minor traffic offenses. Table 4-1B lists typical minor non-traffic offenses. Table 4-1C lists typical misdemeanors. Table 4-1D lists typical felony offenses. For the meaning of the terms "conviction" and "other adverse disposition," see paragraph 4-13b.

#### Table 4-1 Waivable moral and administrative disqualifications

##### Line A

**Disqualification:** AWOL or lost time during last period of military service.

**Applicants:** Prior service.

##### Line B

**Disqualification:** Receiving disability pension or compensation that was authorized at time of separation. (See chap 5, secs XIV and XV.)

**Applicants:** Prior service.

##### Line C

**Disqualification:** Civil court conviction or other adverse disposition for six or more minor traffic offenses during a 1-year period. (See table 4-1A.)

**Applicants:** As shown below.

1. Nonprior service and prior service.
2. For Officer Candidate School (OCS) and Warrant Officer Flight Training (WOFT) applicants, see table 4-5, notes 1 and 2.

##### Line D

**Disqualification:** As follows:

1. Two or more civil convictions,
2. Three or more other adverse dispositions,
3. One civil conviction and two other adverse dispositions for minor nontraffic offenses.

(See table 4-1B)

**Applicants:** Nonprior service and prior service.

##### Line E

**Disqualification:** One or more civil convictions or two or more other adverse dispositions for misdemeanors.

(See table 4-1C)

**Applicants:** Nonprior service and prior service.

##### Line F

**Disqualification:** Civil court conviction or other adverse disposition for one or more felony-level offenses. (See table 4-1D.)

**Applicants:** Nonprior service and prior service.

##### Line G

**Disqualification:** Under civil restraint consisting solely of "unconditional suspended sentence" or "unsupervised unconditional probation." (See para 4-13b(5) for explanation of this civil restraint.) This disqualification is to be considered in conjunction with lines C through F above.

**Applicants:** Nonprior service and prior service.

##### Line H

**Disqualification:** Civil court conviction as an adult of a felony and no more than one of the following:

1. Two convictions or other adverse dispositions for misdemeanor-level offenses.
2. One adverse disposition for a felony-level offense, and one conviction or other adverse disposition for a misdemeanor-level offense.
3. One adverse disposition for a felony-level offense, and two convictions or other adverse dispositions for minor non-traffic-level offenses.
4. One conviction or other adverse disposition for a misdemeanor-level offense, and two convictions or other adverse dispositions for minor non-traffic-level offenses.

**Applicants:** Nonprior service and prior service.

##### Line I

**Disqualification:** Applicants who have entered a plea of guilty or "nolo contendere" that was accepted by the court, despite later processing in the same case, to permit dismissal of the charge, based on any of the following:

1. Absence of later violations.
2. Evidence of rehabilitation.
3. Satisfactory completion of a period of probation or supervision.

**Applicants:** Nonprior service and prior service.

##### Line J

**Disqualification:** Former enlisted member of the RA who last served on AD as a commissioned officer or warrant officer and who does not have a statutory entitlement to enlist. (See paras 1-7 and 3-3c.)

**Applicants:** Prior service.

##### Line K

**Disqualification:** Applicants previously discharged from the USAR with a Bar to Reenlistment in effect and with less than 18 qualifying years of service for retirement. (See table 4-4, line R.) (Applicable to USAR only.)

**Applicants:** Prior service.

##### Line L

**Disqualification:** Last discharge by reason of hardship or dependency.

**Applicants:** Prior service.

##### Line M

**Disqualification:** Former Army members whose DD Form 214 includes one of the following notations:

1. Paragraph 9 or 20, AR 615-120 applies.
2. Paragraph 9, AR 601-210 applies.
3. Tables 2-2 or 2-3, AR 601-280 applies.

**Applicants:** Prior service (see note 1).

**Line N**

**Disqualification:** Applicants whose DD Form 214 includes one of the following notations:

1. EM does not meet prescribed standards for retention.
2. Adjudged a youthful offender.
3. AFR 39-14 and letter AFPMP-4H, 20 March 1950, subject: Discharge of Physically Disqualified Airmen for Convenience of the Government.
4. Barred from reenlistment, paragraph 8c AR 635-200, DA message 776287 dated 2 Aug 66.
5. Paragraph 9, AR 601-210 applies—AR 600-37 compiled with.
6. Section VIII, chapter 1, AR 601-280 applies.

**Applicants:** Prior service (see note 1).

**Line O**

**Disqualification:** Last separated from the Army under AR 615-364, AR 635-204; or chapter II, AR 635-200; AR 615-366 or AR 635-206; paragraphs 4a and b, 5, or 6, AR 615-367, AR 535-220; chapter 9, AR 635-200; AR 615-368 or AR 635-208; and AR 615-369 or AR 635-209; and chapter 13, AR 635-212, less line E, table 4-3. These include individuals discharged by reason of civil court conviction, fraud, unfitness, unsuitability, misconduct, for the good of the service, erroneous enlistment or reenlistment, unsatisfactory performance and entry level status performance or conduct.

**Applicants:** Prior service (see note 1 and 6).

**Line P**

**Disqualification:** Last separated from any of the Armed Forces on the basis of one of the following:

1. Being a sole surviving person.
2. Applying for enlistment as a sole surviving person.

**Applicants:** Nonprior service and prior service.

**Line Q**

**Disqualification:** Applicants having a history, or possible history, of alcoholism, or have been rehabilitated for a period of 1 year.

**Applicants:** Nonprior service and prior service.

**Line R**

**Disqualification:** Applicants previously discharged from an Armed Service by reason of physical disability as a result of findings by a physical evaluation board, who were not entitled to severance pay and who provide medical evidence showing successful remedial treatment has corrected the medical conditions or physical defects that caused the physical disability discharge. This includes partially disabled, combat-wounded veterans who were separated (not retired) from active service and who have met conditions of chapter 5, section XIV. Veterans compensation must be waived.

**Applicants:** Prior service.

**Line S**

**Disqualification:** See table 2-1, rule F, or table 3-1, rule F, for waivable and nonwaivable dependency disqualifications. (See glossary for explanation of term "dependent.")

**Applicants:** Nonprior service and prior service.

**Line T**

**Disqualification:** As follows:

1. PS applicants who previously were conscientious objectors, but who no longer are conscientious objectors.
2. NPS applicants who were classified as conscientious objectors by the Selective Service, who no longer are conscientious objectors.

**Applicants:** Nonprior service and prior service.

**Line U**

**Disqualification:** Applicants with PS who do not meet prior grade and service criteria of table 3-1, rule H.

**Applicants:** Prior service.

**Line V**

**Disqualification:** For RA—PS (Army and other Services) applicants whose RE code is RE-3C or who do not meet prior grade and service criteria of table 3-1, rule H, but who meet one of the following requirements:

1. Have completed more than 6 months but less than 3 years of active service with service characterized by entry on DD Form 214 as honorable.
2. Can provide documentary evidence that they have declined promotion to remain in a certain duty or MOS or have not received equitable opportunity for promotion consideration.

**Applicants:** Prior service.

**Line W**

**Disqualification:** (Rescinded.)

**Line X**

**Disqualification:** Applicants who received one or more convictions by military courts-martial during last period of active military service. (See note 7 concerning waiting period.)

**Applicants:** Prior service.

**Line Y**

**Disqualification:** Applicants who were denied reenlistment at time of last discharge from active service under AR 601-280 and/or qualitative screening process. (See table 4-4, lines, K, L, and M.)

**Applicants:** Prior service.

**Line Z**

**Disqualification:** Enlisted personnel who have received disability severance pay. (See note 2.)

**Applicants:** Prior service.

**Line AA**

**Disqualification:** Former members of any of the US Armed Forces last discharged under the Trainee Discharge Program or Expeditious Discharge Program. (See table 4-4, line P.) (See note 6.)

**Applicants:** Prior service.

**Line AB**

**Disqualification:** Persons who profess conscientious objections or religious convictions at time of application for enlistment, which precludes unrestricted assignment, and who desire to enlist as noncombatants. (See table 4-4, line J.)

**Applicants:** Nonprior service and prior service.

**Line AC**

**Disqualification:** Civil court conviction or adjudication related to possession or use of cannabis (marijuana). (See note 5.)

**Applicants:** Nonprior service and prior service.

**Line AD**

**Disqualification:** Applicants for the PRP and other identified critical or sensitive positions, to include those in CMF 95, if applicant has used cannabis during the 90-day period before application for enlistment. (See note 5.)

**Applicants:** Nonprior service and prior service.

**Line AE**

**Disqualification:** (Rescinded.)

**Line AF**

**Disqualification:** For USAR—Last discharged from the Active Army with a general discharge under honorable conditions, provided the RE-Code and SPD are waivable. (See table 4-4, line X.)

**Applicants:** Prior service.

**Line AG**

**Disqualification:** ARNG or Army Reserve discharged with one or more courts-martial during last period of service or was discharged with disqualifications. (See table 4-4, line W.)

**Applicants:** Nonprior service and prior service.

**Line AH**

**Disqualification:** Applicant last discharged from the Army for drug or alcohol abuse, or as rehabilitation failure during last period of service. (See table 4-4, line U.) (For RA see note 6.)

**Applicants:** Prior service.

**Line AI**

**Disqualification:** Applicant discharged or transferred from a TPU to IRR or inactive National Guard (ING) for reasons of apathy, nonparticipation, TDP, or Expeditious Discharge Program (EDP). (See table 4-4, rule V.)

**Applicants:** Prior service.

**Line AJ**

**Disqualification:** Applicant last discharged for failure to meet procurement medical fitness standards.

**Applicants:** Prior service.

**Notes:**

1. Some references given in lines M, N, and O are obsolete. However, these references still apply to persons separated from AD when these regulations were in effect.
2. Persons separated with entitlements to disability severance pay as shown in line Z above may be processed for a medical waiver under table 4-4, line A.
3. Applicants given an RE-code of 3 or 4 at time of last discharge from the Active Army on the basis of marriage, pregnancy, parenthood, or custody of minor children are to be processed for enlistment as if they are coded RE-2, provided they are otherwise qualified. Applicants who were last discharged under these situations will have the following SPDs:

- a. Before 1 July 1974, as shown below.
  - (1) 220.
  - (2) 221.
  - (3) 222.
- b. After 1 July 1974, as shown below.
  - (1) KDC.
  - (2) KDF.
  - (3) KDG.

- (4) MDG.
- (5) MDF.

4. Applicants who were discharged from the Active Army by reason of not meeting medical fitness standards at time of enlistment or induction who were coded RE-4 should be processed as if they were coded RE-3. These applicants will have an SPD of 375, KFN, or KFM.

5. Limited pre-service use of cannabis (marijuana) will not be a disqualifier for enlistment. However, chronic cannabis (marijuana) use and psychological dependence (as explained in AR 40-601) is a disqualifying condition for enlistment. (See table 4-2, line S.)

a. A waiver will be required to permit enlistment for the Personnel Reliability Program (PRP) and other identified critical and sensitive positions. Career management field (CMF) 95 and positions covered in AR 50-5 and AR 50-8 or other MOSs as announced by HQDA, are included. The MILPERCEN security interview will request waivers from MILPERCEN by telephone.

b. A waiver for enlistment is permitted for adjudication related to cannabis (marijuana) only when the conviction was for use or possession. A waiver is not permitted for convictions involving sale or trafficking of cannabis (marijuana) or any other controlled substance. (See table 4-2, line P.)

6. Requests for waiver may not be submitted until a 2-year period has elapsed since discharge. If a discharge was received for pregnancy, if not a sole parent, or overweight, applicant may be processed for a waiver if otherwise qualified, without waiting the 2-year period. A sole parent is not eligible for enlistment.

7. Requests for waiver may not be submitted earlier than 2 years after the date of conviction.

8. See sunset provisions at paragraph 4-13b(8).

9. The most serious of all offenses arising out of a single act which results in a civil court conviction or other adverse disposition will be the offense considered for enlistment eligibility purposes. All offenses charged must be revealed, and required police checks made. However, as an example, a person caught by police during an attempted shoplifting who then resists arrest has committed two separate acts of misconduct. Both must be considered for waiver purposes. Doubtful cases will be referred to higher headquarters (e.g., the Brigade Judge Advocate).

**Table 4-1A**  
**Typical minor traffic offenses**

**Notes:**

1. The list of typical minor offenses shown in this table is a guide. It is not practical to list all minor traffic offenses. Treat offenses below as minor traffic offenses despite their classification under State law and whether the determination is deemed a conviction or adjudication under State law. Offenses of a similar nature and traffic offenses treated as minor by law enforcement agencies of the State where the offense was committed should be treated as minor.

2. While parking tickets are not listed as typical minor traffic offenses, unpaid parking tickets remain a disqualification as a pending charge, per table 4-2, line L.

**Item/Minor traffic offenses**

1. Blocking or retarding traffic.
2. Careless driving.
3. Crossing yellow line, driving left of center.
4. Disobeying traffic lights, signs, or signals.
5. Driving on shoulder.
6. Driving uninsured vehicle.
7. Driving with blocked vision.
8. Driving with expired plates or without plates.

9. Driving without license or with suspended or revoked license.
10. Driving without registration or with improper registration.
11. Driving wrong way on one-way street.
12. Failure to comply with officer's directive.
13. Failure to have vehicle under control.
14. Failure to keep right or in line.
15. Failure to signal.
16. Failure to stop or yield to pedestrian.
17. Failure to submit report after accident.
18. Failure to yield right-of-way.
19. Faulty equipment, such as defective exhaust, horn, lights, mirror, muffler, signal device, steering device, tail pipe, or windshield wipers.
20. Following too closely.
21. Hitchhiking.
22. Improper backing, such as backing into intersection or highway, backing on expressway, or backing over crosswalk.
23. Improper blowing of horn.
24. Improper passing, such as passing on right, passing in no-passing zone, passing stopped school bus, or passing a pedestrian in crosswalk.
25. Improper turn.
26. Invalid or unofficial inspection sticker; failure to display inspection sticker.
27. Leaving key in ignition.
28. License plates improperly displayed or not displayed.
29. Operating overloaded vehicle.
30. Racing, dragging, or contest for speed.
31. Reckless driving. (Considered a minor traffic offense when the fine is less than \$100 and no confinement.)
32. Speeding.
33. Spinning wheels, improper start, zigzagging, or weaving in traffic.

**Table 4-1B**  
**Typical minor non-traffic offenses**

**Note:** The list of typical minor non-traffic offenses shown in this table is intended as a guide. It does not list all minor non-traffic offenses valid for all States. Treat offenses below as minor non-traffic offenses despite their classification under State law and whether the determination is deemed as conviction or adjudication under State law of the State where the offense was committed. Offenses of a similar nature should be treated as minor offenses. In doubtful cases, apply this rule: if the maximum confinement under local law is 4 months or less, the offense should be treated as minor. The offenses named in this Table will be considered to have the elements of those offenses under the common law, or the Uniform Code of Military Justice when no such common law exists. (In cases of state law providing for "Degree of Offense" consult with the Brigade Judge Advocate.)

**Item/Minor nontraffic offenses**

1. Abusive language under circumstances likely to provoke breach of peace.

2. Carrying concealed weapon (other than firearm); possession of brass knuckles.
3. Curfew violation.
4. Damaging road signs.
5. Discharging firearm through carelessness.
6. Discharging firearm within municipal limits.
7. Disobeying summons. (Failure to appear)
8. Disorderly conduct; creating disturbance; boisterous conduct.
9. Disturbing peace.
10. Drinking liquor on train (other than club car).
11. Drunk in public; drunk or disorderly.
12. Dumping refuse near highway.
13. Fighting or taking part in affray.
14. Fornication.
15. Illegal betting or gambling; operating illegal handbook, raffle, lottery, or punch board; matching cockfight.
16. Jumping turnstile (to include those States that adjudicate jumping a turnstile as petty larceny).
17. Juvenile adjudications, such as beyond parental control, incorrigible, runaway, truant, or wayward.
18. Killing domestic animal.
19. Liquor: unlawful manufacture, sale, possession, or consumption in public place.
20. Loitering.
21. Criminal or malicious mischief, such as painting water tower, throwing waterfilled balloons, throwing rocks on highway, throwing missiles at athletic contests, or throwing objects at vehicles.
22. Nuisance, committing.
23. Poaching.
24. Purchase, possession, or consumption of alcohol beverages by minor.
25. Removing property under lien.
26. Removing property from public grounds.
27. Robbing orchard.
28. Shooting from highway.
29. Shooting on public highway.
30. Simple assault.
31. Throwing glass or other material in roadway.
32. Trespass on property.
33. Unlawful assembly.
34. Using or wearing unlawful emblem.
35. Vagrancy.
36. Vandalism, such as injuring or defacing public property or property of another, or shooting out streetlights.
37. Violation of fireworks law.
38. Violation of fish and game laws.

**Table 4-1C**  
**Typical misdemeanors**

Note: The list of typical misdemeanors shown in this table is a guide (see note). It is not practical to list all misdemeanors valid for all States. Treat offenses below as misdemeanors despite their classification under State law and whether the determination is deemed as conviction or adjudication under State law in the State where the offense was committed. Treat offenses of comparable seriousness as misdemeanors. In doubtful cases, apply this rule: if the maximum confinement under local law exceeds 4 months, but does not exceed 1 year, treat the offense as a misdemeanor. Offenses of possession, use, or sale of narcotics are treated as felony-type offenses despite maximum confinement under local law. (See item 25, table 4-1D.) The offenses named in this table will be considered to have the elements of those offenses under the common law, or the Uniform Code of Military Justice when no such common law exists. (In cases of state law providing for "Degree of Offense" consult with the Brigade Judge Advocate.)

**Item/Misdemeanors**

1. Adultery.
2. Altered driver's license.
3. Assault consummated by battery.
4. Being in place where narcotics or habit-forming drugs are being used.
5. Bigamy.
6. Burning draft card.
7. Check, worthless, making or uttering, with intent to defraud or deceive (less than \$250).
8. Conspiring to commit misdemeanor.
9. Contributing to delinquency of minor.
10. Desecration of American flag.
11. Desecration of grave.
12. Driving while drugged or intoxicated, or driving while ability impaired. (See note 2.)
13. Failure to stop and render aid after accident.
14. False bomb threat.
15. Glue and paint sniffing.
16. Indecent exposure.
17. Indecent, insulting, or obscene language communicated to a female directly or by telephone.
18. Leaving scene of accident (hit and run).
19. Looting.
20. Negligent homicide.
21. Petty larceny (value of less than \$250); stealing hub caps or shoplifting.
22. Prostitution.
23. Reckless driving. (Considered a misdemeanor when the fine is \$100 or more or confinement; otherwise, considered a minor traffic offense.)
24. Resisting arrest.
25. Selling or leasing weapons to minor.
26. Slander.
27. Stolen property, knowingly received (value less than \$250).
28. Suffrage rights, interference with.

29. Unlawful carrying of firearms or carrying concealed firearm.
30. Unlawful entry.
31. Unlawful use of long-distance telephone lines.
32. Use of telephone to abuse, annoy, harass, threaten, or torment another.
33. Using boat without owner's consent.
34. Willfully discharging firearm so as to endanger life; shooting in public place.
35. Wrongful appropriation of motor vehicle, joyriding, or driving motor vehicle without owner's consent. (See note 1.)

**Notes:**

1. This group of motor vehicle offenses that compare in nature and seriousness are variously described (auto larceny, etc.) The group comprises the familiar case of taking or withholding a motor vehicle without authority and with intent to deprive the owner temporarily of his property. The offenses do not involve those where clear evidence exists that the offender intended to deprive the owner permanently of his motor vehicle. Offenses of the latter nature are included in grand larceny or embezzlement involving a value of \$250 or more. These offenses are listed in table 4-1D.

2. Forward request for waiver of two or more driving-while-intoxicated, drugged, or impaired convictions/other adverse dispositions to HQ, USAREC. (See item 13.)

**Table 4-1D**  
**Typical felony offenses**

Note: The list of typical felony offenses shown in this table is a guide. It is not practical to list all felony offenses valid for all States. Treat offenses below as felonies despite their classification under State law and whether the determination is deemed a conviction or adjudication under State law of the State where the offense was committed. Treat offenses of comparable seriousness as felonies. In doubtful cases, apply this rule: if maximum confinement under local law exceeds 1 year, treat the offense as a felony. Treat offenses of possession, use, or sale of narcotics or habit-forming drugs, to include marijuana, as felony offenses, despite maximum confinement under local law. Also consider conviction for possession of narcotic paraphernalia a felony. The offenses named in this table will be considered to have the elements of those offenses under the common law, or the Uniform Code of Military Justice when no such common law exists. (In cases of state law providing for "Degree of Offense" consult with the Brigade Judge Advocate.)

**Item/Felony offenses**

1. Aggravated assault, such as assault with dangerous weapon, assault intentionally inflicting great bodily harm, or assault with intent to commit a felony.
2. Arson.
3. Attempt to commit felony.
4. Breaking and entering.
5. Bribery.
6. Burglary.
7. Carnal knowledge of a minor.
8. Cattle rustling.
9. Check, worthless, making or uttering, with intent to defraud or deceive (\$250 or more).
10. Conspiring to commit a felony.
11. Criminal libel.

12. Extortion.
13. Forgery: knowingly uttering or passing forged instrument.
14. Graft.
15. Grand larceny; embezzlement (value \$250 or more).
16. Housebreaking.
17. Indecent acts or liberties with a minor.
18. Indecent assault.
19. Kidnapping or abducting.
20. Mail matter: abstracting, destroying, obstructing, opening, secreting, stealing, or taking.
21. Mails: depositing obscene or indecent matter.
22. Maiming or disfiguring.
23. Manslaughter.
24. Misprision of felony.
25. Murder.
26. Narcotics or habit-forming drugs: wrongful possession, use, or sale.
27. Pandering.
28. Perjury or subornation of perjury.
29. Public record: altering, concealing, destroying, mutilating, obligating, or removing.
30. Rape.
31. Riot.
32. Robbery.
33. Sedition: solicitation to commit sedition.
34. Sodomy.
35. Stolen property, knowingly received (value \$250 or more).

b. Table 4-2 lists nonwaivable moral and administrative disqualifications.

**Table 4-2**  
**Nonwaivable moral and administrative disqualifications**

**Line A**  
**Disqualification:** Intoxicated or under influence of alcohol or drugs at time of application, or at any stage of processing for enlistment.  
**Applicant:** Nonprior service or prior service.

**Line B**  
**Disqualification:** Having history of psychotic disorders or state of insanity at time of application for enlistment.  
**Applicant:** Nonprior service and prior service.

**Line C**  
**Disqualification:** As listed below. (See note 3.)

1. Questionable moral character.
2. Alcoholism. (See table 4-1, line Q.)
3. Drug dependence.
4. Sexual perversion.
5. "Homosexuality." (Includes person who has committed homosexual acts, or is an admitted homosexual but as to whom no evidence exists that he or she has engaged in homosexual acts either before or during military service.)
6. History of antisocial behavior.

**7. History of frequent or chronic venereal disease.**  
**Applicant:** Nonprior service and prior service.

**Line D**  
**Disqualification:** Previously separated for unfitness unsuitability unsatisfactory performance or misconduct with 18-or-more years of active Federal service completed.  
**Applicant:** Prior service.

**Line E**  
**Disqualification:** Applicants for retirement and persons receiving retired, retirement, or retainer pay, except for combat-wounded personnel. (See chap 5, sec XIV.) This prohibition is not applicable to Reservists who are members of the Retired Reserve and who are not receiving retired, retirement, or retainer pay.  
**Applicant:** Prior service.

**Line F**  
**Disqualification:** Persons unable to present written evidence of prior service claimed, until such service has been verified.  
**Applicant:** Prior service.

**Line G**  
**Disqualification:** Persons whose enlistments are not clearly consistent with interests of national security under AR 604-10.  
**Applicant:** Nonprior service and prior service.

**Line H**  
**Disqualification:** Persons retained on AD under AR 604-10 with annotation "not eligible for security clearance or assignment to sensitive duties, AR 604-10."  
**Applicant:** Prior service.

**Line I**  
**Disqualification:** Persons with prior Army service who signed statements of intent to reenlist after 1 November 1963 and received services based on the statement (such as transportation of dependents or movement of household goods or automobile), and then, at ETS, declined to reenlist.  
**Applicant:** Prior service.

**Line J**  
**Disqualification:** For RA—Last separated from another Armed Forces, either AC or RC, with other than honorable discharge or for reasons similar to those outlined in this table and table 4-3. (Includes general discharge under honorable conditions.)  
**Applicant:** Prior service.

**Line K**  
**Disqualification:** For USAR—Last discharged from Armed Forces, either AC or RC, with other than honorable discharge, or for reasons similar to those outlined in this table and table 4-3. (Includes general discharge under honorable conditions; however, an exception may be found in table 4-1, line AF.)  
**Applicant:** Prior service.

**Line L**  
**Disqualification:** Criminal or juvenile court charges filed or pending against them by civil authorities. (See notes 1 and 2.)  
**Applicant:** Nonprior service and prior service.

**Line M**  
**Disqualification:** Persons under civil restraint, such as confinement, parole, probation, or suspended sentence, except type of restraint exempted by table 4-1, line G.  
**Applicant:** Nonprior service and prior service.

**Line N**  
**Disqualification:** Subject of initial civil court conviction or adverse disposition for more than one adult felony offense. (Committed or tried as an adult.)  
**Applicant:** Nonprior service and prior service.

**Line O**  
**Disqualification:** Civil convictions as an adult of a felony with any one of the following:  
a. Two or more other adverse dispositions of felony level offenses committed as a juvenile (see line N for adult).  
b. Three or more convictions or other adverse dispositions for misdemeanor level offenses.

c. One adverse disposition for a felony-level offense, and two or more convictions or other adverse dispositions for misdemeanor-level offenses.

d. One adverse disposition for a felony-level offense, and three or more convictions or adverse dispositions for minor non-traffic offenses.

e. One conviction or adverse disposition for a misdemeanor offense, and three or more convictions or other adverse dispositions for minor non-traffic offenses.

**Applicant:** Nonprior service and prior service.

**Line P**  
**Disqualification:** Subject of civil court conviction or other adverse dispositions for sale or trafficking (including "Intent To") of cannabis (marijuana or any other controlled substance). (See table 4-1, note 5.)  
**Applicant:** Nonprior or prior service.

**Line Q**  
**Disqualification:** Persons barred from reenlistment by DA under AR 600-200, chapter 4, and coded RE-4.  
**Applicant:** Prior service.

**Line R**  
**Disqualification:** Person pursuing course of graduate study in one of the health professions (such as medicine, dentistry, veterinary medicine, osteopathy, or optometry). (Applicable to USAR only.)  
**Applicant:** Nonprior service and prior service.

**Line S**  
**Disqualification:** Applicants having history of chronic cannabis (marijuana) use or psychological cannabis dependence (as defined in AR 40-501). (See table 4-1, note 5.)  
**Applicant:** Nonprior service and prior service.

**Line T**  
**Disqualification:** For RA only. Received severance pay (other than disability).  
**Applicant:** Prior service.

**Line U**  
**Disqualification:** Three or more convictions or other adverse dispositions for driving while intoxicated, drugged or impaired in the 5 years preceding application for enlistment.  
**Applicant:** Nonprior service and prior service.

**Notes:** 1. Includes persons released from custody or restraint of a court under procedures that do not appear to dispose of the charge finally.

a. Examples of such releases are listed below.  
(1) Release following plea of any type to the court (including plea of guilty or "nolo contendere").  
(2) Release on probation without verdict.  
(3) Release on person's own recognizance.  
(4) Release following charges that are placed on file.

(5) Any similar disposition, without regard to technical name, that indicates the person may remain subject to further judicial proceedings in connection with the charges.

b. This basis for disqualification will be considered removed if the official chiefly responsible for prosecution of the charges submits a signed statement that, under the laws or current practices of the jurisdiction, applicant is not subject to further restraint, custody, control, or prosecution by authorities thereof. Such officials include the district attorney, judge of the court involved, or higher official of the jurisdiction concerned who has responsibility in connection with the case.

2. Persons who are granted release from charges at any stage of court proceedings if they will apply for or be accepted for enlistment in an Armed Force. Granting of release from charges is an alternative to further—

a. Prosecution, indictment, trial, or incarceration in connection with the charge.

b. Proceedings relating to adjudication as a youthful offender or juvenile delinquent.

3. Homosexual acts consist of bodily contact between persons of the same sex to obtain or give sexual gratification. The contact may be actively undertaken or passively permitted. Any proposal, solicitation, or attempt to perform such an act is considered a homosexual act. Persons who have been involved in homosexual acts in apparently isolated episodes, stemming solely from immaturity, curiosity, or intoxication, but absent from other evidence that the individual is a homosexual normally, will not be excluded from service. A homosexual is an individual, regardless of sex, who desires bodily contact between persons of the same sex, actively undertaken or passively permitted, to obtain or give sexual gratification. Any official, private, or public profession of homosexuality may be considered in determining whether a person is an admitted homosexual.

c. Table 4-3 lists nonwaivable disqualifying separations. Persons separated from any US Armed Force, or its RC, whose separation documents contain disqualifying RE codes or entries in this table will not be considered for waiver.

**Table 4-3**  
**Nonwaivable disqualifying separations**

Line/Disqualifying separation

- A. Physically disqualified on order to AD.
- B. Military Personnel Security Program.
- C. Release from entry on AD (EAD) by reason of physical disability and reverted to inactive status for the purpose of retirement under sections 1331 through 1337, title 10, United States Code, instead of discharge with entitlement to receive disability retirement pay.
- D. Physical disability resulting from intentional misconduct or willful neglect, or incurred during period of unauthorized absence. No entitlement to severance pay.
- E. Discharge as a result of board action or acceptance of discharge as homosexual or discharge for homosexual tendencies.
- F. Retirement instead of discharge under AR 635-200 (homosexuality).
- G. Desertion.
- H. Alien without lawful admittance or legal residence in the United States.
- I. Permanently retired by reason of physical disability.
- J. Retirement after 20 but less than 30 years of active Federal service.

- K. Retirement after 30 years of active Federal service.
- L. RE Codes. (See table 3-6.)
- M. Officers removed from active or inactive service by reason of having attained maximum age or service—AR 140-10.

### 4-3. PS personnel

a. All disqualifications must be revealed by PS personnel. However, only the following are considered current:

(1) Those that occurred during and after the last period of service.

(2) Those that were not previously revealed.

b. PS applicants must list all Article 15s, courtmartial convictions, time lost during all periods of previous service, and all civil charges or convictions.

c. Unless individual has completed IADT, waiver approved for ARNG and other Service RC will not be accepted for RA enlistment purposes. In addition those waivers for felony level offenses or RE codes will not be accepted for RA enlistment. Felony waiver or RE codes must be resubmitted for approval.

d. RC personnel with waivable offenses that occurred before Reserve enlistment that were neither revealed nor waived by the Reserve are considered to have enlisted fraudulently. RC applicants must have such enlistment validated. If RC waiver authority validates the enlistment by granting a waiver, application for RA enlistment may be accepted and processed waiver if required will be forwarded to the proper approval authority.

## Section II Waivers of Enlistment Eligibility Criteria

### 4-4. General

This section prescribes procedures to initiate and process requests for waiver to meet basic enlistment qualifications.

### 4-5. Submission of requests

a. Unless indicated otherwise in this regulation, requests for waiver and other actions that require approval by the CG, MILPERCEN (for RA) will be forwarded to Commander, US Army Enlistment Eligibility Activity (USAEAA), 9700 Page Boulevard, St. Louis, MO 63132-5295. If approval is required by the Commander, ARPERCEN (for USAR), they will be forwarded to Cdr, ARPERCEN (ATTN: DARP-AIR-J), 9700 Page Blvd, St. Louis, MO 63132-5260. Moral waivers will be forwarded directly to HQ, USAREC before submission to Commander, USAEAA or Commander, ARPERCEN.

b. The Commander, USAEAA, has authority to act for the CG, MILPERCEN, to process, approve, or disapprove enlistment waivers given in tables 4-1, 4-4, and 4-5. Exceptions are specified by the CG, MILPERCEN.

**Table 4-4**  
**Waiver approval authorities—minimum documentation required**

Note: Approval authority in this table cannot be further delegated. (See table 4-7 for approval authority on civil offenses.)

#### Line A

**Disqualification:** Medical—Nonprior service including "GLOSSARY NPS" and prior service who were not separated or discharged for medical reasons (Disqualified by MEPS physician)

**Approval authority:** CG, USAREC  
**Minimum documentation required:**

1. Recommendation by Recruiting Battalion Commander.

2. Original SF 88 (Report of Medical Examination) and SF 93. (Report of Medical History)

3. Detailed description and current evaluation of medical defect requiring waiver.

4. DD Form 1966 series.

**Disqualification:** Medical—Prior service including "GLOSSARY NPS" who were separated or discharged from any component for medical reasons.

**Approval authority:**

For RA—CG, MILPERCEN;

For USAR—Cdr, ARPERCEN

**Minimum documentation required:**

1. DA form 3072-1 series.

2. DD Form 214 or DD Form 215. (For USAR see note 6.)

3. If applicant is a member of USAR or NG unit, obtain copies of medical records and forward with waiver request.

4. Original SF 88 and SF 93

5. DD form 1966 series

#### Line B

**Disqualification:** Underweight or overweight: NPS

**Approval authority:** CG, USAREC

**Minimum documentation required:**

1. Applicants who are body-builders may request waiver if MEPS physician recommends approval.

2. Documentation for waiver will consist of—

a. DA Form 3072-1 series. (Request for Waiver of Disqualification for Enlistment/Reenlistment in the Regular Army for Personnel Applying from Civilian Life)

b. Recent photograph in gym shorts or swim suit.

c. SF 88 and SF 93. (Report of Medical Examination/Report of Medical History)

d. DD Form 1966-series. Application for Enlistment into the Armed Forces of the United States

3. The Chief Medical Officer, MEPS, may authorize a two-pound underweight waiver. Applicant must be otherwise qualified. Waiver for overweight is not authorized.

#### Line C

**Disqualification:** Dependents responsibility for other persons. Table 2-1 or 3-1, Rule F.)

**Approval authority:**

For RA—CG, MILPERCEN;

For USAR—Brigade Cdr, USAREC

**Minimum documentation required:**

1. DA Form 3072-1-series.

2. Documentation showing that dependents or persons under responsibility of applicant will not suffer hardship as a result of applicant's enlistment. (For RA, obtain

statement from spouse if applicant is married.) (For USAR, obtain applicant's request, as shown at fig 4-1. This figure is located after the last chapter in this regulation.)

3. Financial statement on DA Form 3072-2 (Applicant's Monthly Financial Statement); to include all assets, liabilities, and projected earnings of spouse, dependents, and persons under responsibility of applicant, if any of these persons are qualified for and intend to work. (See fig 4-2.)

4. Divorce decree, if applicable.

5. DD Form 1966-series.

6. DD Form 214 or DD Form 215.

#### Line D

**Disqualification:** Previous discharge for dependency or hardship

**Approval authority:**

For RA—CG, MILPERCEN;

For USAR—Brigade Cdr, USAREC

**Minimum documentation required:**

1. DA Form 3072-1-series.

2. Proof that condition under which discharged no longer exists. Proof will be in the form of affidavits made by person or persons in whose behalf the person was discharged, or made by a community member who is familiar with the home conditions of the applicant's family. American Red Cross facilities will not be used to obtain this evidence.

3. DA Form 3072-2. (See fig 4-2. This figure is located after the last chapter in this regulation.)

4. DD Form 1966-series.

5. DD Form 214 or DD Form 215.

#### Line E

**Disqualification:** (For RA) AWOL or lost time: 1-15 days

**Approval authority:** Cdr, Recruiting Battalion

**Minimum documentation required:**

1. DA Form 3072-1-series.

2. Letter of recommendation from employers and at least three reputable citizens of applicant's community, excluding personal friends and relatives. Letters should attest to person's standing in the community, before and after military service.

3. Evidence of civilian schooling completed, if any, since last separated from active duty.

4. Explanation of all periods of unemployment of 3-or-more months duration since last separated from active duty.

5. DD Form 1966-series.

6. DD Form 214 or DD Form 215. (For USAR see note 6.)

**Disqualification:** Over 15 days

**Approval authority:** CG, MILPERCEN

**Minimum documentation required:**

1. Same as that for 1-15 days. (Note, however, that request for waiver of more than 15 days may not be submitted until a 2-year period has elapsed since last day of AWOL or lost time.)

2. DD Form 214 or DD Form 215.

#### Line F

**Disqualification:** (For USAR) AWOL or lost time 1-15 days

**Approval authority:** Cdr, Recruiting Battalion (See note 5.)

**Minimum documentation required:** Same as line E.

**Disqualification:** Over 15 days

**Approval authority:** Cdr, ARPERCEN

**Minimum documentation:** Same as line E (provisions of para 3-6 apply).

**Line G****Disqualification:** Disqualifying RE-Code for reasons not otherwise listed in this Table.**Approval authority:** CG MILPERCEN**Minimum documentation required:**

1. DA Form 3072-1 series
2. DD Form 1966 series
3. DD Form 214/215

**Line H****Disqualification:** Last separated from any of the US Armed Forces on basis of being a sole surviving person and family member or as sole survivor applying for enlistment for first time. (See glossary.)**Approval authority:** CG, USAREC**Minimum documentation required:**

1. DA Form 3072-1-series.
2. Statement, signed by applicant, requesting that sole-surviving-person designation be withdrawn. This statement also will acknowledge that—
  - a. Applicant is available for worldwide assignment, to include combat-zone assignment.
  - b. Future request for separation or for assignment limitations based on sole-survivor status will not be honored.
3. DD Form 1966-series.
4. DD Form 214 or DD Form 215.

**Line I****Disqualification:** Previous conscientious objectors who no longer are conscientious objectors. NPS**Approval authority:** CG, USAREC**Minimum documentation required:**

1. DA Form 3072-1-series.
2. Statement, notarized or witnessed by commissioned officer, and signed by the applicant which—
  - a. Announces without qualification that he or she is no longer a conscientious objector.
  - b. Acknowledges his or her availability for combat duties, if needed, and for worldwide assignment, including assignment to a combat zone. (See table 4-1, line T.)
3. DD form 1966 series.

**Disqualification:** PS**Approval authority:**

- For RA—CG, MILPERCEN;  
For USAR—CG, USAREC

**Minimum documentation required:**

1. Same as NPS.
2. DD Form 214 or DD Form 215.

**Line J****Disqualification:** Desire to be enlisted as conscientious objector. NPS**Approval authority:**

- For RA—CG, USAREC;  
For USAR—Cdr, ARPERCEN

**Minimum documentation required:**

1. DA Form 3072-1-series.
2. See footnote 4 at end of this table, and table 4-1, line T.
3. DD Form 1966 series.

**Disqualification:** PS**Approval authority:**

- For RA—CG, MILPERCEN;  
For USAR—Cdr, ARPERCEN

**Minimum documentation required:**

1. Same as NPS.
2. DD Form 214 or DD Form 215.

**Line K****Disqualification:** Received one or more convictions by military courts-martial during last period of active service or was discharged with disqualifications. (Examples of

disqualifications are unsuitability; conviction by civil court, resignation for good of service, misconduct, fraudulent enlistment, bar to reenlistment), and erroneous enlistment/reenlistment. Entry level status performance, conduct and unsatisfactory performance or any other separation/discharge not covered in any other part of this table.

**Approval authority:**

- For RA—CG, MILPERCEN;  
For USAR—Cdr, ARPERCEN

**Minimum documentation required:**

1. DA Form 3072-1-series.
2. Police clearances (DD Form 369) obtained under table 5-2.
3. Letters of reference from all employers since last separated from AD.
4. Explanation of all periods of unemployment of 3 or more months' duration since last separated from AD.
5. Evidence (including proper transcripts) of completion of civilian schooling, if any, since last separated from AD.
6. Letters of recommendation from at least three reputable citizens of the applicant's community, excluding personal friends and relatives, attesting to the person's standing in community since last period of military service.
7. DD Form 214 or DD Form 215.

*Note:* Request for waiver may not be submitted until a 2-year period has elapsed since date of conviction, or unconditional release from confinement, probation, or parole, whichever is later. Also applicants who receive disqualifying discharge or bar to reenlistment must wait 2 years.

**Line L****Disqualification:** Was denied reenlistment at time of last separation from active service under qualitative management program. (See note 3.) (Applicable to RA only.)**Approval authority:** CG, MILPERCEN**Minimum documentation required:**

1. DA Form 3072-1-series.
2. Evidence (including transcripts) of completion of any civilian schooling since last separated from AD.
3. Letters of reference from all employers since last separated from AD.
4. DD Form 1966-series.
5. DD Form 214 or DD Form 215.

**Line M****Disqualification:** Was denied reenlistment at time of last discharge from active service under Qualitative Screening Process unless coded RE-4. (See table 4-1, line Y.)**Approval authority:** CG, USAREC**Minimum documentation required:**

1. DA Form 3072-1-series.
2. Evidence (including transcripts as proper) of completion of civilian schooling, if any, since last separated from AD.
3. Letters of reference from all employers since last separated from AD.
4. DD Form 214/215.
5. DD Form 1966 series.

**Line N****Disqualification:** Prior grade and service. (See table 3-1, rule H.) (Applies to RA only.)**Approval authority:** CG, MILPERCEN**Minimum documentation required:**

1. DA Form 3072-1-series.
2. Letters of reference from all employers since last separated from AD and evidence (including transcripts) of completion of any civilian schooling since last separated from AD.
3. DD Form 1966-series.
4. DD Form 214 or DD Form 215.

**Line O****Disqualification:** Enlistment grade determination (See sec II, chap 3, and tables 2-3, 3-3, and 3-4.)**Approval authority:** See tables 2-3, 3-3, and 3-4, note 10.**Minimum documentation required:**

1. (For USAR) DA Form 1696-R.
2. (For RA) DA Form 3072-1 series.
3. DD Form 214/215.
4. DD Form 1966 series.

**Line P****Disqualification:** Discharged for unsatisfactory performance, entry level status performance and conduct or under TDP or expeditious discharge program (EDP), except TDP for overweight or underweight. (See note 3.)**Approval authority:**

- For RA—CG, MILPERCEN;  
For USAR—Cdr, ARPERCEN

**Minimum documentation required:**

1. DA Form 3072-1-series.
2. Letters of reference from all employers since last separated from AD.
3. Explanation of all periods of unemployment of 3-or-more months since last separated from AD.
4. Letters of recommendation from at least three reputable citizens of community, excluding personal friends and relatives. Letters should attest to the person's standing in community after completion of last period of military service.
5. DD Form 1966-series.
6. DD Form 214 or DD Form 215.

**Line Q****Disqualification:** Overage PS applicants for enlistment in USAR.**Approval authority:** Cdr, ARPERCEN**Minimum documentation required:** DA Form 3072-1-series.**Line R****Disqualification:** Last discharge from USAR with Bar to Reenlistment in effect (see table 4-1, line K). (Applicable to USAR only.)**Approval authority:** Cdr, ARPERCEN**Minimum documentation required:**

1. DA Form 3072-1-series.
2. Evidence (including transcripts as proper) of completion of civilian schooling, if any, since last discharged.
3. Letters of reference from all employers since last discharged.

*Note:* Request for waiver may not be submitted until 2-year period has elapsed since last discharged.

**Line S****Disqualification:** Alcoholism (see table 4-1, line Q).**Approval authority:** NPS—CG, USAREC  
PS—CG, MILPERCEN (RA) PS—Cdr, ARPERCEN (USAR)**Minimum documentation required:**

1. DA Form 3072-1-series.
2. Applicant must have been rehabilitated for a period of 1 year and present documents below to substantiate rehabilitation that has existed for more than a year.
  - a. Letter from doctor or rehabilitation center.
  - b. Letter from person's counselor or AA counselor.
  - c. Letter from another counselor or AA counselor who has knowledge of the person.
  - d. Letter from current employer, or if unemployed, from most recent employer.

**Line T**

**Disqualification:** Persons enrolled in Alcohol and Drug Abuse Prevention and Control Program (ADAPCP) at time of last separation from active service.

**Approval authority:** For RA: CG MILPERCEN

For USAR: CG ARPERCEN

**Minimum documentation required:** Same as for line A.

**Note:** Waivers not required for persons otherwise qualified who voluntarily enroll and successfully complete the 2-month active phase of ADAPCP.

**Line U**

**Disqualification:** Discharged for drug or alcohol abuse as rehabilitative failure during last period of service. (See note 3.)

**Approval authority:** For RA: CG MILPERCEN

For USAR: CG ARPERCEN

**Minimum documentation required:** Same as for lines A and K.

**Line V**

**Disqualification:** Persons discharged or transferred from an ARNG or USAR unit to ING or IRR or discharged or transferred from RCs of the Navy, Air Force, Marine Corps, or Coast Guard for reason of apathy, unsatisfactory performance, TDP, or EDP must meet provisions of line P. (Applies to RA only.) (See note 3.) (2-year wait imposed)

**Approval authority:** CG, MILPERCEN

**Minimum documentation required:** Same as for line P.

**Line W**

**Disqualification:** Person discharged or transferred from an ARNG/USAR unit to the ING or IRR for being an unsatisfactory participant. (Applies to RA only.)

**Approval authority:** CG, MILPERCEN

**Minimum documentation required:** Same as line P

**Note:** No waiting period applies; applicant should be encouraged to write a short explanation of reason he or she was an unsatisfactory participant.

**Line X**

**Disqualification:** Persons last discharged from ARNG or USAR, or current ARNG or USAR member applying for RA/USAR enlistment with one or more courtmartial during last period of service or was discharged with disqualifications. (Examples of disqualifications include unsuitability, resignation for good of service, misconduct, fraudulent enlistment, or bar to reenlistment.)

**Approval authority:**

For RA—CG, MILPERCEN;

For USAR—Cdr, ARPERCEN

**Minimum documentation required:** Same as for line K. (See note 3).

**Line Y**

**Disqualification:** For USAR—Last discharged from Active Army with general discharge under honorable conditions provided RE Code and SPD are waivable. (see table 4-1, line AF.)

**Approval authority:** Cdr, ARPERCEN

**Minimum documentation required:** Same as for line K. (See note 3).

**Line Z**

**Disqualification:** For RA—Grade determination (for former Army officers)

**Approval authority:** CG, MILPERCEN

**Minimum documentation required:**

1. DA Form 3072-1-series

2. DD Form 214 or DD Form 215 from last enlisted period of service.

3. DD 214 or DD Form 215 from last officer period of service.

4. DD Form 1966-series

**Notes:**

1. Waivers for multiple disqualifications (for example, medical and court-martial) will be forwarded to Cdr, USAEEA, 9700 Page Boulevard, St. Louis, MO 63132-5295, for action. Coordination with the CG, USAREC, in regard to the medical portion will be made by Commander, USAEEA.

2. Medical waivers must be recommended by MEPS physicians and noted in SF 88, Item 75. This form is submitted to the Recruiting Battalion. When a PS applicant for USAR enlistment is medically examined at other than MEPS, medical waiver must be recommended by examining physician.

3. Requests for waiver may not be submitted until 2-year period has elapsed since discharge. If discharge was received for pregnancy, and no sole parent is involved, applicant may be processed for waiver if otherwise qualified, without waiting the 2-year period.

4. Persons wishing to enlist as noncombatant conscientious objectors must obtain letters that substantiate a claim to this status; provide information as required by AR 600-43, appendix A; and submit a personal letter expressing desire to enlist in the Army. For RA, the Recruiting Battalion will send the applicant's documents to HQDA(DAPC-EPA-S), ALEX, VA 22332-0400. After review and determination, an advisory opinion will be given. An NPS application then will be sent to the CG, USAREC and a PS application to CG, MILPERCEN (Cdr, USAEEA) for final approval or disapproval. For USAR, Recruiting Battalion will forward documents through USAREC command channel to Cdr, ARPERCEN, ATTN: DARP-AIR-1, 9700 Page Boulevard, St. Louis, MO 63132-5260, for approval or disapproval. (No decision will be considered unless approval has been recommended by CG, USAREC.) No person will be permitted to enlist as a noncombatant conscientious objector until a favorable decision has been given.

5. In support of the Army In-Service Recruiting Program, the ISR may use DA Form 3072. Active Army installation commanders, adjutant generals of Active Army installations, or other installation activities, as delegated by the commander, may waiver AWOL or lost time of 1 through 30 days for personnel applying for USAR enlistment (IRR or TPU) immediately on discharge from the Active Army at the installation separation and transfer point.

6. DD Form 214 or DD Form 215 will be included if the last period of military service ended with a discharge from an active military component.

7. ISR recruiters may also request waivers for separations under the Qualitative Screening Process, and DD 214 is coded RE-3C in accordance with instructions provided in note 5 above.

**Table 4-5****Waiver approval authorities—civil offenses****Line A**

**Offense:** Conviction or other adverse disposition for:

1. Minor traffic offenses (see table 4-1, line C).
2. Minor non-traffic offenses (see table 4-1, line D).
3. Misdemeanor offenses (see table 4-1, line E).

**Applicants:** Commander, Recruiting Battalion (See notes 3 and 4).

**Enlisted waiver approval authority:** As shown below:

1. OCS applicants: Commander, Recruiting Battalion (note 1).
2. WOFT applicants: Commander, Recruiting Battalion (Notes 1 and 2.)

**Line B**

**Offense:** Other adverse disposition for felony-level offenses (table 4-1, line F)

**Applicants:** CG, USAREC.

**Enlisted waiver approval authority:** As shown below.

1. OCS applicants: CG, MILPERCEN.
2. WOFT applicants: CG, USAREC. (See note 2.)

**Line C**

**Offense:** Conviction for felony (table 4-1, line H).

**Applicants:** As shown below.

1. For RA—CG, MILPERCEN.
2. For USAR—CG ARPERCEN.

**Enlisted waiver approval authority:** As shown below.

1. OCS applicants: CG, MILPERCEN.
2. WOFT applicants: CG, MILPERCEN. (See note 2.)

**Notes:**

1. Cases involving the following will be forwarded to HQDA(DAPC-OPP-P), 200 Stovall Street, ALEX VA 22332-0400:

- a. Confinement, whether suspended or not.
- b. Fine over \$100.
- c. Offense listed in table 4-1B, number 14.
- d. Offenses listed in table 4-1C, numbers 1, 3, 7, or 11.

2. Cases approved for enlistment will be coordinated by telephone with Commander, ARPERCEN(DARP-MSR-1) (automatic voice network (AUTOVON) 693-7398 or commercial (314) 263-7398. This coordination will determine whether the disqualification would prevent an appointment as a warrant officer in the Army Reserve.

3. The CG, USAREC, has authority to raise the level of approval authority within the USAREC structure.

4. Request for waiver of two or more convictions/adverse dispositions for driving while intoxicated, drugged, or impaired will be forwarded to HQ, USAREC. The CG, USAREC, may delegate authority to act on such requests for waiver but not below Director level within HQ USAREC.

**4-6. Waiver disapproval authority**

All levels will determine if waiver request warrants favorable consideration. Commanders below the approving authority, to include Recruiting company commanders, may disapprove waivers for applicants who do not meet prescribed standards, or who do not substantiate a meritorious case, except for medical waivers (excludes dual waivers where non-medical was disapproved.) which will be forwarded. Request for waiver may not be resubmitted for 6 months from date of disapproval. Recruiting battalion commanders may reevaluate a previously disapproved waiver within 6 months if, in their opinion, new information or information previously submitted warrants reconsideration. Indicate this description in the remarks section of waiver cover sheet. (Battalion level waivers only).

**4-7. Validity period**

Unless otherwise stated in waiver document, waivers granted under this chapter are valid for 1 year from approval date unless a change in status occurs. (Exceptions are DEP personnel whose waivers are valid until RA enlistment if no change occurs in qualifications.) Persons who acquire additional offenses or disqualifications after

waiver approval must resubmit waiver for reconsideration before enlistment.

#### 4-8. Administrative instructions

a. *Requests for waiver.* Submit waiver requests—

(1) On DA Form 3072-1A through DA Form 3072-1C (Requests for Waiver of Disqualification for Enlistment/Reenlistment in the Regular Army for Personnel Applying from Civilian Life).

(2) With documents shown in table 4-4 and table 4-6.

**Table 4-6**

**Documents required to support request for moral waiver for enlistment (Applies to conviction or other adverse dispositions of offenses at the levels listed.)**

##### Line A

**Documents required:** reports from probation or parole officer that show applicant has performed satisfactorily while in probation or parole status.

**Offense:** As listed below.

1. Minor non-traffic (RA).
2. Misdemeanor (RA and USAR).
3. Felony (RA and USAR).

##### Line B

**Documents required:** reports from correctional facility officer.

**Offense:** As listed below.

1. Minor non-traffic (RA and USAR).
2. Misdemeanor (RA and USAR).
3. Felony (RA and USAR).

##### Line C

**Documents required:** As shown below. (See note 2.)

1. Reports (DD Form 370 (Request for Reference) (Personal Reference)) from employers for 1 year preceding application. (If request jeopardizes employment, it is not required. State this fact on DA Form 3072-3C remarks.)
2. Explanation of all periods of unemployment of 3 months or more during that year.

**Offense:** As listed below.

1. Minor traffic (RA).
2. Minor non-traffic (RA and USAR).
3. Misdemeanor (RA and USAR).
4. Felony (RA and USAR).

##### Line D

**Documents required:** As listed below.

1. Favorable reports (DD Form 370) from school attended in the last 2 years.
2. Grade transcripts, if attending college.

**Offense:** As listed below.

1. Minor traffic (RA).
2. Minor non-traffic (RA and USAR).
3. Misdemeanor (RA and USAR).
4. Felony (RA and USAR).

##### Line E

**(Reincluded.)**

##### Line F

**Documents required:** Recommendation from recruiter in DA Form 3072-1, item 17, on applicant's motivation for service and potential to become a satisfactory member of the military community.

**Offense:** As listed below.

1. Minor traffic (RA and USAR).
2. Minor non-traffic (RA and USAR).
3. Misdemeanor (RA and USAR).
4. Felony (RA and USAR).

##### Line G

**Documents required:** All reports received from law enforcement agencies as required by table 5-2, rule H.

**Offense:** As listed below.

1. Minor traffic (RA and USAR).
2. Minor non-traffic (RA and USAR).
3. Misdemeanor (RA and USAR).
4. Felony (RA and USAR).

##### Line H

**Documents required:** Original SF 88 and SF 93.

**Offense:** Felony (RA and USAR). (Includes DWI)

##### b. Record entries

(1) Complete item 20e of section II of DD Form 1966-series.

(2) Note waiver granted in remarks block of DD Form 1966-series when enlistment is completed.

(3) Attach copy of waiver document, together with documented evidence on which waiver is based, to original copy of DD Form 4-series.

c. *Preparation of DA Form 3072-1 series.* (See sec IV.)

d. *Disposition of waiver documents.* (See sec V, chap 5, and app B for disposition instructions.)

e. *Policy.* Waiver request will not be submitted before applicant is tested with AS-VAB. Waiver may be processed at recruiting battalion command level before physical examination. If so, guidance counselor will complete DA Form 3072-1-series, items 7a through 7e, before applicant is enlisted. Applicant will not be sent to MEPS for final enlistment processing before receipt of any required waiver.

#### 4-9. Waiver approval procedures

a. Table 4-4 gives waiver approval authority for basic eligibility criteria, documents, and required waiting periods.

b. Table 4-5 gives waiver approval authority for civil and moral offenses.

c. Table 4-6 lists documents required to support requests for moral waivers for enlistment.

d. Table 4-7 shows required waiting periods following civil restraint before waiver requests may be submitted.

e. Telephonic approval of waivers is not authorized.

f. Waivers of multiple disqualifications involving approval by separate levels of authority will be approved by the highest approving authority. Intermediate commanders will make proper recommendations for each disqualification. Disapprovals per paragraph 4-6.

#### 4-10. Other waiver recommendations

As an exception, persons not qualified for enlistment but who seem to have significant potential for productive Army service may be recommended by the recruiting battalion commander.

a. Submit requests for such waivers through command channels to Commander, USAEEA (for RA); or through USAREC

command channel to Commander, ARPERCEN (for USAR).

b. Full justification will accompany waiver requests.

### Section III

#### Civil Offenses

#### 4-11. Moral standards

Acceptability for enlistment of persons who have records of court convictions or other adverse dispositions is based on moral standards given in this section.

a. These standards screen out persons—

(1) Who are legally precluded from serving in the US Armed Forces.

(2) Whose background poses serious questions as to fitness for service.

(3) Who are unsuitable for participation in special programs.

(4) Who are likely to become serious disciplinary cases.

b. Such cases divert manpower resources from performing military missions. Applicants will be advised that all arrests, convictions, or other adverse dispositions must be revealed. Recruiting personnel will obtain criminal history on applicants under table 5-2, rule H, and this chapter.

#### 4-12. Waivers of moral standards

a. Waivers of moral standards may be granted to enlist applicants who have court convictions or as listed below.

(1) Multiple traffic offenses (table 4-1, line C).

(2) Minor non-traffic offenses (table 4-1, line D).

(3) Misdemeanor offenses (table 4-1, line E).

(4) Other adverse disposition for felony level offenses (table 4-1, line F, and para 4-13b(3)).

(5) Felony convictions, as adult (table 4-1, line H, and para 4-13b(2)).

b. Tables 4-1A, 4-1B, 4-1C, and 4-1D are used with a above. Use guidance in table notes for doubtful cases only if no similar offense is shown in the lists of offenses. Despite how an offense is classified or its maximum punishment under State law, if the offense is listed under one of the tables, the offense will be classified for enlistment purposes as that type of offense. An attempted offense will be classified in the same category as a successful attempt. (For example, attempted possession of stolen property, value of less than \$250, will be classified as a misdemeanor under "stolen property, knowingly received, value of less than \$250.")

c. Persons applying for waiver of a conviction or other adverse disposition will provide evidence of satisfactory rehabilitation and documents to support the waiver request.

#### 4-13. Rules governing processing of moral waivers

a. In the DD Form 1966-series, item 36, list all offenses despite their outcome (for example, found guilty or dismissed). A person arrested, cited, charged, or held for an

offense or offenses and allowed to plead guilty to a lesser offense will list the original charges and also the lesser offense to which a plea of guilty was entered. (As an example, the following notation is given: arrested for grand larceny and criminal possession of stolen property—pleaded guilty to criminal possession of stolen property, value of less than \$250.) In this case the person requires a misdemeanor waiver. However, waiver is not needed if an arrest or questioning does not result in referral of charges, or if charges are dismissed without a conviction or other adverse disposition. Waiver is not authorized if a criminal or juvenile court charge is pending or if such a charge was dismissed or dropped at any stage of the court proceedings on condition that the offender enlist in a military service. (See table 4-2, line L and footnotes.)

b. To ensure equal treatment to all persons applying for enlistment, despite the variance in State statutes, rules below are guides to those responsible for processing waivers. (Also see figs 4-3 and 4-4.)

(1) *Expunging the record.* Some States have procedures for a later "expunging of the record," dismissal of charges, or pardon (on evidence of rehabilitation of the offender). Such action removes the "initial conviction" or "other adverse disposition" so that, under State law, the applicant has no record of conviction or adverse juvenile adjudication. Despite the legal effect of this action, a waiver authorizing RA or USAR enlistment of such an applicant is required and the record must be revealed.

(2) *Civil court conviction.* This term means a judgment of guilty or accepted plea of nolo contendere is entered in a court's records for persons tried as adults.

(a) Whether or not sentence then was imposed, withheld, or suspended.

(b) Later proceedings deleting an initial determination of guilt from court records, based on evidence or rehabilitation or completion of a satisfactory probationary period. (Examples of later proceedings in adult offender cases include pardon, expungement, amnesty, setting aside the conviction, and reopening of the case to change the original finding of guilty and to dismiss all of the charges unless new findings in the case would have resulted in an original verdict of not guilty. Such later proceedings recognize rehabilitation. They do not change the fact that the offender committed the criminal act.)

(c) A conviction exists if a juvenile (applicant under age 18) is tried and convicted as an adult. DD Form 369, Police Records Check, may be modified to include a statement in the remarks section that asks the following, "Was subject tried and convicted as an adult . . . . Unless court records indicate otherwise, applicants who were juveniles at the time of the offense have an adverse disposition. (See para 4-13b (3) below, and figs 4-3 and 4-4.)

(d) Applicants, regardless of age, who pay a fine through the mail as a result of a

traffic citation or summary citations for other charges which allow a plea of guilt via the citation or ticket are considered to have been CONVICTED of the charge. (Example: A 17-year-old applicant who receives a summary citation for shoplifting which allows him or her to elect a hearing or mail in a fine which becomes the final disposition and who elects to sign the citation and pay the fine in lieu of a hearing or trial is considered to have a conviction for enlistment purposes.)

(e) Since all States have varied laws with regard to juveniles being tried as an adult, recruiters through their chain of command should consult with their Brigade Judge Advocate when questionable cases arise.

(3) Other adverse disposition:

(a) This term includes all law violations which are not civil court convictions (para 4-13b(2), above), but which resulted in an arrest or citation for criminal misconduct, followed by the formal imposition of penalties or any other requirements upon the offender by any governmental agency or court.

(b) Some examples of other adverse dispositions include:

1. Admission into diversionary or similar programs.

2. Admission into an adult first-offender program.

3. Deferred acceptance of guilty plea programs.

4. Trial as a juvenile offender.

5. Enrollment in supervision programs

6. Orders to pay restitution, pay a fine, serve community service, attend classes, or serve probationary periods which do not constitute civil court convictions.

(c) Applies despite later proceedings to delete an initial determination of guilty or commission of alleged misconduct from court or agency records. Examples of later proceedings used in Federal and State juvenile courts include—

1. Expungement.

2. Record sealing.

3. Setting aside the adjudication or reopening cases to change the original findings pleas of admission of guilty to not guilty. (Includes juvenile conviction of offenses at trial but not tried as an adult.)

4. Dismissal of the original petition.

(d) Includes disposition as a juvenile delinquent, wayward minor, youthful offender, delinquent child, or juvenile offender, and declaration of the juvenile as a ward of the court. The term does not include disposition of the juvenile as dependent, neglected, or abandoned.

(4) *Unconditional suspended sentence and unsupervised unconditional probation.* These terms are defined as a court-imposed suspended sentence or probationary status, which does not—

(a) Restrict that person's freedom of movement.

(b) Require payment of damages. If damages are paid, this requirement is not then a bar to waiver consideration.

(c) Require periodic reporting by the person to an officer of the court (including a probation officer).

(d) Involve supervision by a court officer (including a probation officer). (For example, a sentence suspended on the sole condition that the offender will not commit a like offense in the next 12 months would not bar waiver consideration.)

(5) *Sunset rule.* Sufficient rehabilitation is demonstrated, and a waiver is not required, if an applicant who has a history of minor (other than felony level (see table 4-1D)) convictions or other adverse dispositions has not had a felony or misdemeanor conviction or other adverse disposition during the 3 years before enlisting in the Delayed Entry Program, RA (straight ship), or USAR. The 3-year period begins on the date the applicant was last convicted or received another adverse disposition for having committed an offense. (This provision does not apply to candidates for OCS or WOFT.) The following rules govern the implementation of this provision:

(a) All offenses and their dispositions must nevertheless be listed on appropriate enlistment documents.

(b) Applicants with convictions or other adverse disposition for a felony level or five or more misdemeanor offenses or two or more driving while intoxicated, drugged or impaired offenses, whenever committed, require a moral waiver for all offenses.

(c) In addition, if, during the 3 years preceding application for enlistment into the DEP, RA, or USAR, the applicant was convicted or received an adverse disposition as follows, a moral waiver is required for all previous offenses:

1. Conviction or other adverse disposition for two minor nontraffic offenses.

2. Conviction or other adverse disposition for a misdemeanor.

3. Conviction or other adverse disposition for six or more minor traffic offenses (does not include parking violations) in a 12-month period.

4. Conviction or other adverse disposition for 10 or more minor traffic offenses (does not include parking violations) in the preceding 3 years.

Note: Note on the DD Form 1966 that the sunset rule under AR 601-210 was applied.

#### 4-14. Waiting period

The waiting period following release from civil restraint gives the person a chance to show satisfactory rehabilitation. It gives the Army time to evaluate the extent of the applicant's rehabilitation. For PS personnel, waiting periods listed in table 4-7 apply only to offenses and periods of confinement since date of last separation from active military service.

Table 4-7

Waiting periods following civil restraints before waiver requests may be submitted

Line A

Type of civil restraint: Parole, probation, or suspended sentence.

**Waiting periods required:** As shown below.  
1. If civil restraint is as defined in paragraph 4-13b(5), no waiting period required.  
2. Otherwise, waiver request may not be submitted until period of civil restraint is concluded.

**Line B**

**Type of civil restraint:** Confinement of juvenile or adult for less than 15 days.  
**Waiting periods required:** Minimum of 2 weeks and maximum of 2 months, as considered necessary by the Recruiting battalion commander concerned.

**Line C**

**Type of civil restraint:** Confinement of adult for 15 days or more.  
**Waiting periods required:** Three-month waiting period. Recruiting battalion commander may waive this waiting period if applicant sentenced to pay fine or, as an alternative, to serve confinement period. Written verification is required from court imposing confinement.

**Line D**

**Type of civil restraint:** Confinement of juvenile for 15 days or more.  
**Waiting periods required:** Minimum of 1 month and maximum of 3 months, as considered necessary by Recruiting battalion commander concerned.

*Note:* The CG, USAREC, may lengthen minimum waiting periods. (Battalion commander may waive waiting period if applicant is in DEP, scheduled to ship within waiting period and charges occurred in DEP.)

**4-15. Required Investigations**

a. Further processing for enlistment will be suspended, pending an investigation of the case (for example, completion of police records check, discussion with probation officer, or review of correctional facility records, as applicable) if the applicant complies with one of the following:

(1) Admits to a record (including arrests, charges, other adverse disposition, and convictions).

(2) Does not admit to a record, but the enlisting agency has reason to believe such a record exists.

b. For persons admitting to an arrest record—

(1) Who state that later conviction or other adverse dispositions occurred, waiver is required as a self-admitted or alleged record (if such offenses require a waiver under table 4-1) when one of the following applies:

(a) Civil authorities refuse to furnish the information.

(b) No record of the information exists.

(c) Applicant is unable to obtain the records.

(2) Who state that no conviction or other adverse dispositions occurred, a waiver to permit enlistment is not required when one of the following applies:

(a) Civil authorities refuse to furnish the information.

(b) Applicant is unable to obtain the records.

c. The investigation will include—

(1) Documents listed in table 4-6.

(2) Police record checks prescribed in table 2-1, rule G.

**4-16. Pending charges—civil restraint**

Recruiting personnel will not—

a. Take part directly or indirectly in release of a person from pending charges so that he or she may enlist in the Army as an alternative to future prosecution or further adverse juvenile or adult proceedings. Equally important, recruiting personnel will in no way contribute, either directly or indirectly, to the false notion that the Army condones such a practice. Persons subject to a pending charge are not eligible for enlistment (table 4-2, line L and notes); therefore, they are not eligible for preenlistment processing to determine mental and medical eligibility.

b. Take part in any way in obtaining release of a person from any type of civil restraint so that he or she may enlist or complete enlistment processing to determine enlistment eligibility. The term civil restraint includes confinement, probation, parole, and suspended sentence. (See table 4-2, lines L, M, and notes.) Accordingly, persons under the type of civil restraint that makes them ineligible for enlistment are not eligible for processing to determine mental and medical eligibility for enlistment.

c. Applicant will be processed for a waiver if all restraint (except that exempt by para 4-13b(5)) has been terminated. (See table 4-7.)

**4-17. Moral waiver procedures**

a. Waiver requests recommended for approval that are beyond a commander's approval authority will be forwarded to the next higher commander for consideration. Authority to determine if a waiver request is meritorious rests at all command levels. Commanders will disapprove requests not of sufficient merit.

b. Only the commander, acting commander (on orders), or executive officer may approve and sign waiver requests. In their absence, the adjutant or assistant adjutant may forward an approval recommendation for further consideration of waiver requests (except in cases involving an adult felony). The executive officer, adjutant, or assistant adjutant at Recruiting battalion level are not authorized to sign for commanders in cases involving adult felony. Only the Recruiting battalion commander or acting commander (on orders) may forward waivers for convictions for felonies, as an adult. The CG or Deputy Commander of USAREC may sign and forward waiver requests for convictions for felonies, as an adult. The CG or Deputy Commander of USAREC may approve or disapprove and sign other adverse disposition for felony-level offenses waiver requests. This authority may not be further delegated by the commanders.

c. Forward cases that require DA approval through the following channels:

(1) OCS enlistment and WOFT enlistment options. See table 4-5 for applicants for OCS and WOFT enlistment options.

(2) RA. All other cases will be forwarded to Commander, USAEEA, 9700 Page Boulevard, St. Louis, MO 63132-5295.

(3) USAR cases requiring Commander, ARPERCEN, approval will be forwarded through USAREC command channels to Commander, ARPERCEN (ATTN: DARP-AIR-1), 9700 Page Boulevard, St. Louis, MO 63132-5260.

**Section IV  
Instructions for Preparing the DA  
Form 3072-1-Series**

**4-18. Policy**

The DA Form 3072-1-series will be used for all waiver requests for personnel applying for enlistment from civilian life.

**4-19. Preparation instructions**

The DA Form 3072-1-series will be prepared under instructions contained in table 4-8.

**4-20. Disposition instructions**

The DA Form 3072-1-series will be distributed under tables B-1 and B-2.

**Table 4-8**

**Preparation Instructions for DA Form 3072-1**

**Block title:** Form title.

**Required entry:** Line out "Regular Army" and insert "USAR" as applicable.

**Block title:** Date.

**Required entry:** Date waiver is forwarded to recruiting battalion

**Block title:** To.

**Required entry:** Approval authorities in tables 4-4 and 4-5.

**Block title:** From.

**Required entry:** Recruiting station

**Block title:** Disqualification type.

**Required entry:** Type of waiver being requested (such as dependency, medical, or lost time).

**Block title:** AR 601-210.

**Required entry:** Extract correct table or paragraph from chapter 4 and insert in this block.

**Item No. 1:** Name.

**Required entry:** Self-explanatory

**Item No. 2:** SSN.

**Required entry:** Self-explanatory.

**Item No. 3:** Current address.

**Required entry:** Self-explanatory. Be sure to include ZIP code.

**Item No. 4:** Date of birth.

**Required entry:** Enter in day, month, year format. (Example, 2 Mar 48.) Do not use numerical entry for month.

**Item No. 5:** As listed below.

a. Marital status.

**Required entry:** Check proper block. Specify when using "Other" block.

b. Number and ages of dependents.  
**Required entry:** Check proper block under "Spouse." Enter number of dependent children in the "No." block and insert children's ages in the "Ages" block.

**Item No. 6: Mental and aptitude tests, version and date.**  
**Required entry:** All test scores for male and female applicants. (See para 4-8e.)

**Item No. 7: Medical results.**  
**Required entry:** Extract information from SF 88 and insert in blocks a through e. (See para 4-8e.)

**Item No. 8: Education, as listed below.**  
a. Month and year.  
**Required entry:** Start with last school attended. Do not use numerical entry for month. (Example, Mar 74-June 77.)  
b. Name and location of school or schools.  
**Required entry:** Enter name and location of school. (Example, JW Holley High School, Sylvester, GA.)  
c. Graduate.  
**Required entry:** Check proper block.  
d. Degree received.  
**Required entry:** Enter types of degrees received, if any. (Example, HS diploma or bachelor.)

**Item No. 9: Residences.**  
**Required entry:** Start with present address. Do not use numerical entry for month.

**Item No. 10: Employment.**  
**Required entry:** Start with present or last employment. Do not use numerical entry for month. All periods of employment will be accounted for. Periods of unemployment will be explained by a statement from applicant or in item 18 below. Give all requested information as indicated by column headings.

**Item No. 11: Last release or discharge, as listed below.**  
a. Type release or discharge.  
**Required entry:** Check proper block; if "Other," specify.  
b. Date.  
**Required entry:** If last period of military service ended with a discharge from—  
(1) An RC, enter date of discharge and enter "NA" in blocks c and d below.  
(2) An AC, enter date of discharge from DD Form 214.  
c. RE.  
**Required entry:** If last discharged from—  
(1) An RC enter "NA."  
(2) An AC, extract and enter RE Code from DD Form 214.  
d. SPD.  
**Required entry:** See c above.  
e. Authority.  
**Required entry:** Leave blank for NPS personnel. If last discharged from—  
(1) An RC, cite authority shown on discharge order.  
(2) An AC, cite authority on DD Form 214.

**Item No. 12: PS date.**  
**Required entry:** Blocks a through d. When discharged—  
a. From an RC, extract this information from discharge certificate or order.  
b. Or separated from an AC, extract this information from DD Form 214.

**Item No. 13: Character of service.**  
**Required entry:** Enter all information requested, or "None" if applicable. Leave blank for NPS personnel.

a. Article 15.  
**Required entry:** As listed below.  
(1) Type. (Example, summary or special.)  
(2) Date. (Example, 9 Sep 77.)  
(3) Offense. (Example, AWOL.)  
(4) Disposition. (Example, 30 days of confinement.)  
b. Time lost.  
**Required entry:** As listed below.  
(1) Inclusive dates. (Example, 17-28 Oct 77.)  
(2) Number of days. (Example, 10.)  
(3) Reason. (Example, AWOL.)  
c. Promotions and reductions.  
**Required entry:** As listed below.  
(1) Date. (Example, 27 Jul 74.)  
(2) Reason. (Example, reduction.)  
(3) Authority. (Example, AR 600-200 (RA) or AR 140-158 (USAR).)  
(4) Grades. E5 to E4.

**Item No. 14: Nature of offenses.**  
**Required entry:** As listed below.  
a. Enter date of offense, the offense, detailed description of offense, location of offense, and age at time of offense. If detailed description is not given, waiver request will be returned to originator.  
b. If offense is for controlled substance or dangerous drug, for example, type of substance will be given. (Example, possession of controlled substance (marijuana).)  
c. SF 88 and SF 93 will be submitted for conviction or use of controlled substances and DWI.  
d. All offenses must be listed in this item, despite final disposition. Enter all offenses for PS applicants, despite when they occurred.  
e. If moral waiver was approved before person's last term of service, this fact should be so stated. Moral waiver for PS applicants is only required for civil convictions occurring during and after last period of military service and for those not previously revealed.

**Item No. 15: As listed below.**  
a. City and State in which tried or disposed of.  
**Required entry:** Enter city and State in which tried or disposed of, name of court or other agency, and date of trial or other disposition. (Trial or disposition date usually will be different from date of offense.)  
b. Disposition.  
**Required entry:** Entries of disposition or sentences imposed will show complete sentences imposed, including restitutions, fines, suspensions, and probation.  
c. Inclusive dates of:  
**Required entry:** Entries showing date of confinement, parole, and probation will be inclusive. (If applicant spends 3 days in jail, dates must be given; for example, 3 to 5 Mar 77.) Entries that show only number of days or months are not acceptable.

**Item No. 16: Statement of applicant.**  
**Required entry:** Line out "Regular Army" in the statement and insert "USAR" if applicable. Blocks a, b, and c are self-explanatory. Applicant must sign all copies.

**Item No. 17: Reasons and justification.**  
**Required entry:** As listed below.  
a. Recruiter's reasons and justification for waiver will be entered in this item. Statement

such as "applicant is neat and expresses a strong desire to enter the Army" is not considered a good recommendation.

b. Recruiter's recommendation may be the single, most important aspect of a waiver request. While even the strongest recruiter recommendation cannot make a noncompetitive applicant competitive, it does serve to influence the outcome of determinations significantly when applicant cannot demonstrate overwhelming potential, yet is not sufficiently below standards to warrant disapproval of request.

c. Blocks a, b, and c are self-explanatory.

**Item No. 18: Remarks.**  
**Required entry:** Extenuating circumstances should be entered in this item. These would include the following: explanation of maximum punishment; periods of unemployment; not being able to obtain police records check.

**Item No. 19: List of inclosures.**  
**Required entry:** Assure that all inclosures are numbered and listed in this item.

## Chapter 5 Processing Applicants

*Note:* An applicant is a person who applies voluntarily for enlistment in the RA or USAR and is found eligible for further processing after completing and signing the DD Form 1966-Series.

### Section I General Information

#### 5-1. Importance of applicant processing

Processing is usually an applicant's first personal introduction to the Army. If courtesy, tact, efficiency, and integrity prevail in this first contact, the applicant will have reason to believe that his or her decision to enlist in the Army is a wise one. Applicant processing should—

a. Ensure that all applicants accepted for enlistment have the required qualifications.

b. Ensure that records are prepared accurately. These records are a matter of major importance during the person's military service, in later civilian life, and even after death.

c. Effect a smooth transition from civilian to military life for those accepted for enlistment.

d. Provide proper advice and assistance to rejected applicants.

e. Ensure that personal documents are returned to applicants who are rejected or who are no longer prospects for enlistment. Those applicants' packets will be reviewed and destroyed when no longer needed for current operations but will be retained no longer than 1 year.

f. Identify those applicants who speak English as a second language, this includes all NPS applicants from American Samoa, and Puerto Rico. Additionally all others whose records indicate that they are not native English speakers and who have resided in the United States less than one year—

(1) Inform identified applicants that they will be taking an English Comprehension Level Test (ECLT) at MEPS.

(2) Advise all identified applicants that those who score 69 or below on the ECLT will be required to take English language training prior to IET.

g. Use the (JOIN) segment applicable to the Army Pay and Entitlements (SURE-PAY) to inform applicants on the requirement to establish and maintain a financial account.

#### 5-2. Processing elements

Processing generally consists of—

- a. Preliminary determination of qualifications.
- b. Administration of mental and medical examinations.
- c. Preparation of records and forms.
- d. Administration of Oath of Enlistment.
- e. Movement of personnel.

#### 5-3. Prohibitions

a. During all phases of applicant processing, particular care will be taken to prevent erroneous and fraudulent enlistments. An applicant will be rejected on clear establishment that he or she does not meet enlistment criteria.

b. In no case will members of a US Armed Force be processed or enlisted before honorable discharge, separation, or conditional release from that military service.

#### 5-4. Shared responsibilities

The CG, USAREC, the Commander, MEPCOM, and commanders of major overseas commands are responsible for completing an applicant's enlistment processing.

a. CG, USAREC. The CG, USAREC—

(1) Determines final acceptability of applicants for enlistment (except for USAR units outlined in para 6-8b).

(2) Processes applicants to the extent possible; this processing will determine their tentative acceptance at the recruiting station before sending them to the MEPS.

(3) Funds applicant and DEP enlistee transportation to and from the MEPS; and meals and lodging to, from, and at the MEPS.

(4) Coordinates meal and lodging arrangements with the MEPS.

(5) Through the USAREC guidance counselor located at the MEPS, administratively processes all PS applicants for enlistment in the USAR before administering the Oath of Enlistment. (Exceptions are applicants under the Active Army In-Service Recruiting Program.) USAR PS applicants requiring medical examination may complete such examinations at an MEPS, Active Army medical facility.

(6) Processes PS applicants for enlistment in the USAR through the Active Army In-Service Recruiting Program, at the time of their discharge from the Active Army on a military installation. Processing will be under instructions contained in appendix B and instructions issued by the CG,

USAREC, not otherwise detailed in this regulation.

(7) Effects enlistment of PS applicants for enlistment in the USAR when they are not qualified by grade or MOS for enlistment into a specific unit vacancy, with approval of the TPU commander. The recruiting activity may obtain telephone approval before the enlistment is accomplished. This approval will be recorded on DA Form 751 or OF Form 271 (Conversation Record). This record will be incorporated with Packet Number 6 (see app B).

(8) USAREC recruiting officials may enlist PS applicants qualified to be trained into positions designated by the unit commander on the Automated Unit Vacancy System (AUVS) or for on-the-job training (OJT) and school training.

b. *Commander, MEPCOM* The MEPCOM commander processes applicants and enlistees as prescribed in AR 601-270 and this regulation.

c. *Commander of Major overseas commands.* See sec X.

#### 5-5. Preparation of records and forms

Persons who prepare, control, and transmit applicant enlistment records and forms will—

a. Complete and assemble all required forms.

b. Compare similar entries and verify discrepancies with the applicant.

c. Establish that entries on forms are correct before signatures are obtained.

#### 5-6. Processing phases.

See tables 5-1 through 5-3c. Table 5-2 (Recruiting Station Processing Phase) and table 6-1 (Coding Instructions for Completing DD Form 1966/1, section II) have been rescinded.

#### Section II

DD Form 1966/1 through DD Form 1966/6 Recording of Military Processing—Armed Forces of the United States)

#### 5-7. General

a. All applicants for initial enlistment in the RA or USAR must complete the DD Form 1966-Series.

b. Before applicants complete and sign the DD FORM 1966, the recruiter will make clear to them that—

(1) They are liable for any false representation made in their statement. The recruiter will explain the liabilities. (See DD Form 1966-series, para 1.)

(2) Entries on the DD Form 1966-series must include any adverse juvenile adjudication or other conviction, whether or not the adjudication or conviction was expunged, pardoned, or otherwise "wiped out" by the civil court after a probation period. (See para 4-13.)

(3) All offenses must be listed for which applicants were charged or cited even though the offenses were dismissed or

dropped or applicants were found not guilty.

Note: All items in the DD Form 1966/1 through DD Form 1966/6 that require supervision or completion by the recruiter will be entered under tables 5-1 before sending an applicant to the MEPS for physical testing.

c. The guidance counselor will take actions required by chapter 6.

d. The DD Form 1966-series will be completed for applicants seeking reenlistment in the USAR who have had a break in USAR service.

#### 5-8. Preparation, corrections, and verification

See table 2-1.

**Table 5-1**

**Instructions for completing the DD Form 1966-Series (Record of Military Processing—Armed Forces of the United States.)**

*Note:* All items in the DD Form 1966/1 through DD Form 1966/6 that require supervision or completion by the recruiter will be entered, under table 5-1 before sending an applicant to the MEPS for physical testing.

**General instructions.** The DD Form 1966-series consists of six separate forms (1966/1 through 1966/6) to be completed as shown below.

- a. Prepare in four copies.
- b. Ensure that all copies are readable.
- c. Ensure that name and SSN are annotated in space provided at top of each page.
- d. Type or print with black or blue-black ink, using ball-point pen.
- e. Use abbreviation "NA" for "not applicable" when appropriate.
- f. Complete numbered items as follows:
  - (1) *Applicant.* Applicant, under supervision of recruiter, completes items 1 through 17, 23 through 38, 40 and 48.
  - (2) *Recruiter.*

(a) *Recruiter* will complete the unnumbered block in Section I—Personal Data as follows:

- 1 *Service:* DAR—Regular Army/DEP  
DAV—Army Reserve

2 *NPS or PS:* Check NPS or PS block, as appropriate.

3 *Selective Service Classification:*

Applicable only when applicants are being classified by the Selective Service System in accordance with the Military Selective Service Act. Otherwise enter "none."

4 *Selective Service Registration No.:*

Enter registration number, if applicable. Applicants not registered will be automatically registered upon completing DD Form 4 and accessing into Military Service. Females: Not applicable.

Example:

Section I PERSONAL DATA SERVICE D A R X NPS PS

- (b) Complete item 20, block 46 of item 21 (for RA use only), and items 41 and 42.
- (5) *MEPS.* MEPS will code items 4 through 11, 13, 17 and 18.
- (6) *Guidance Counselor.* Guidance counselor will complete items 14, 20, 21, 43 and 44 for RA and USAR, and item 19 for persons enlisting in the DEP. (For USAR enter "NA" in item 19.)
- (7) *Parent.* If applicant is under 18 years of age, his or her parents will complete item 46.
- g. *Corrections* to DD Form 1966/5, to include DEP out, will be made as follows:
  - (1) Line through incorrect data.
  - (2) Enter "See item 45" above the lined-out data.
  - (3) Enter correct date in items 45b and c, as required.
- h. *Guidance counselor* will not attest to complete and accurate data until all required information has been completed.
- i. *Distribution* of the completed DD Form 1966-series will be under tables B-1 and B-2.

Item number and title	Instructions for completion
DD Form 1966/1	
1. SSN (VERIFY)	Enter as "123 45 6789" Note: Examination at a MET site or MEPS or enlistment without a SSN is not authorized.
2. Name (VERIFY)	Enter complete legal name, to include the last, first, and middle name (and maiden, if any) and any suffixes such as Jr., Sr., or III. If name has been changed from that shown on birth certificate through court action, record original name in the "Remarks" section. If Preferred Enlistment Name (name given in item 2) is not the same as on the birth certificate and has not been changed by legal procedures prescribed by State law, complete item 48. If Preferred Enlistment Name is different from name shown on SSN card, person must complete OGAN Form 7003 (Request for Change of Social Security Record) and submit it to the nearest Social Security District Office to change the Social Security record.
3. Aliases	Enter any aliases by which you are known.
4. Current Address	Enter street, city, county, State, and ZIP code as of date of application.
5. Home of Record Address	Enter the street, city, county, state, and ZIP code of address declared by applicant to be permanent home or actual home at time of enlistment. Do not enter a temporary address.
6. Citizenship VERIFY	<ul style="list-style-type: none"> <li>a.(1) Enter "X" in the "Native Born" block if the applicant is a citizen of the United States by birth.</li> <li>a.(2) Enter "X" in the "Born abroad of U.S. Parents" block if citizenship was derived through parent(s) citizenship by birth.</li> <li>b. Enter "X" in the "U.S. Naturalized" block if a naturalized citizen.</li> <li>c. Enter "X" in "U.S. Derived through Naturalization of Parent(s)" block if citizenship was derived through parent(s) naturalization.</li> <li>d. Enter "X" in the "U.S. Non-Citizen National" block if not a citizen of the United States but owes principle allegiance to the USA (that is, if born in American Samoa).</li> <li>e. Enter "X" in the "Immigrant Alien(Specify)" block if an alien and specify the country the applicant is a citizen of.</li> <li>f. Enter "X" in the "Non-Immigrant Foreign National (Specify)" block if non-immigrant foreign national and allowed to enlist in the Service (such as Philippines citizens authorized for enlistment in the Navy).</li> </ul>
7. Sex	Place an "X" in proper block.

**Table 5-1**  
**Instructions for completing the DD Form 1966-Series (Record of Military Processing—Armed Forces of the United States.)—Continued**

Item number and title	Instructions for completion
8. Population Group	Enter "X" in the appropriate block indicating applicants origin of descent. a. Enter "X" in white if Caucasian or white race. b. Enter "X" in black if Negroid or African race. c. Enter "X" in Asian if Yellow or Mongoloid race. d. Enter "X" in American Indian category if Red or American Indian race (also includes Alaskan natives). e. If other, enter "X" and specify. IF unknown, enter unknown in "Other" block.
9. Ethnic Group	Select from the following list within a descent category: American Indian/Alaskan Descent Aleut Eskimo US/Canadian Tribes Other American Indian Descent Asian Descent Chinese Filipino Indian Japanese Korean Vietnamese Other Asian Descent Hispanic Descent Cuban Latin American of Hispanic Descent Mexican Puerto Rican Other Hispanic Descent Pacific Island Descent Micronesian Milanesian Other Pacific Island Descent None—Not a member of an ethnic group or do not choose to identify with an ethnic group. Other—Member of an ethnic group other than one listed above. Unknown.
10. Marital Status (Verify at table 5-2, rule G)	Select from the list below. Annulled Divorced Pending Divorce Legally Separated Married Single Widowed
11. Number of Dependents (Verify)	Enter number of dependents, as defined in glossary.  <i>Note: Determination of eligibility for dependent allowances will be made after enlistment. The fact that applicant indicates dependents here does not necessarily qualify them for financial assistance or allowances, and imposes no liability on the Army for dependent support.</i>
12. Date of Birth (Verify)	Enter date as six numbers in year, month, day order. (Example: If applicant was born on September 5, 1952, enter YYMMDD "520905.")
13. Religious Preference	<i>This item is optional. Applicant does not have to answer it. If applicant chooses to answer this item, enter complete formal name of religious preference in item 12.</i>  No religious preference (or do not wish to specify).
14. Education (Highest Grade Completed)	Enter highest grade of formal education as verified (Example: 11th grade.)
15. Proficient in Foreign Language	Enter any foreign language applicant may be able to read, write, or speak. If applicant cannot read, write, or speak any foreign language enter "None."
16. Valid Driver's License	If applicant holds valid and current driver's license, identify State that issued license, its number, and expiration date. If applicant does not have valid current drivers license enter "None."
17. Place of Birth	Enter city, state and country of birth.
18 through 22.	Applicant: <i>Do not write in these spaces.</i> Processing information will be placed here by MEPS personnel and guidance counselors.

*Note: The MEPS will code items 18. Guidance counselor will complete items 14, 19, 20, and 21. All entries will be with (a permanent ink) ballpoint pen in black or blue-black ink. All entries will be completed before guidance counselor signs form, attesting to completion.*



**Table 5-1**  
**Instructions for completing the DD Form 1966-Series (Record of Military Processing—Armed Forces of the United States.)—Continued**

Item	Title	Instructions and required entry
		Moral disqualification ..... ZBA
		Moral disqualification—Non/EPTS ..... ZBB
		Apathy/Personal problem ..... ZBC
		Refused to enlist—Separate action initiated ..... ZBD
		Did not report on date scheduled for AD—Separate action initiated ..... ZBE
		Concealment of PS ..... ZBF
		Dependency disqualification ..... ZCA
		Marriage ..... ZCB
		Personal hardship ..... ZCC
		Failure to graduate from high school ..... ZDA
		Pursuit of higher education ..... ZDB
		Religious training or appointment as an ordained minister ..... ZDC
		Enlisted in another Service ..... ZEA
		Recruiting error ..... ZEB
		Enlistment misunderstanding ..... ZEC
		No longer qualified for option and declines alternate ..... ZED
		Temporarily disqualified through loss of original option and declines alternate ..... ZEE
		Other Reason ..... ZFA
		For HQ, USAREC, use only ..... ZZZ
20		Accession data <i>Note:</i> Items 20 and 21 completed on AD date for RA and on date of enlistment for USAR.
20a	Date of Enl	Date of AD enlistment for RA and date of enlistment for USAR (year, month, day). (Example: For 15 Sep 79, enter 790915.)
20b	Act Dy Svc Dt (RA)  (USAR)  (RA/USAR)	AD service date. For NPS applicants with no prior AD service, enter date of enlistment from 20a. For NPS applicants (including ROTC/SMP participants scheduled for BCT on IADT), enter date scheduled for entry on IADT. For ROTC/SMP NPS applicants, not scheduled for entry on IADT for BCT, enter "00 000 0." For PS applicants, including AD for training with a Reserve unit, obtain years, months, and days from applicant's DD Form 214. Compute ADSD as in the following examples: 15 Jul 68–14 Jul 71 served Regular Army. DD Form 214 shows 03 years 00 months 00 days. 15 Jul 71–30 Jun 74 served in USAR. During this period, applicant served 132 days of AD for training. DD Form 214 shows: 00 years, 04 months, 12 days. Calculation: 15 Jul 68–14 Jul 71 = 03 years 00 months 00 days 15 Jul 71–30 Jun 74 = 00 years 04 months 12 days 03 years 04 months 12 days Date of Current Enlistment: 15 Sep 79 = 790915 Total Active Service:             030412 ADSD                                     760503
20c	Pay Entry Date	Record as a six-digit number using year, month, day format. For applicants with no previous military service (active or inactive), enter enlistment date as recorded in item 20a. For applicants with previous military service, compute as in the following sample: Initial enlistment period of 3 years             030000 Service in Army Reserve Jul 61–63             020000 Service in Army Nat'l Guard Sep 70–74         040000 Total service for pay purpose                 090000 Date of current enlistment 15 Jan 79           790115 Subtract total service for pay purposes       090000 Pay entry date (PEBD) entered in this bloc   700115 Enter date of enlistment, item 19a, for applicants who enlist from the DEP. For PS applicants with lost time on prior enlistment and all other applicants who claim creditable service for pay but do not have documents for verification, compute valid date from documents available. Advise applicant to contact finance and accounting officials at first duty station to initiate changes. Burden of proof is on applicant.
20d	TOE	Term of enlistment. Enter 1-digit numeric code (such as 2, 3, 4, 5, 6, 7, and 8).

**Table 5-1**  
**Instructions for completing the DD Form 1966-Series (Record of Military Processing—Armed Forces of the United States.)—Continued**

Item	Title	Instructions and required entry				
20e	Waiver Info	Enter three-digit alpha code from table below. This code described type, reason, and approval level. When more than one type of waiver is granted, the most serious condition is noted.				
	<i>First Position</i> (Type Waiver)	<i>Code</i>	<i>Second Position</i> (Reason for Waiver)	<i>Code</i>	<i>Third Position</i> (Waiver Approval Level)	<i>Code</i>
	Age .....	A	Minor Traffic Offenses .....	A	CG, EEA, or Cdr, ARPERCEN .....	A
	Dependency .....	B	(table 4-5, rule A)		CG, USAREC .....	B
	Mental Qualifications .....	C	Minor Nontraffic Offenses .....	B	Cdr, Bde .....	C
	Moral Qualifications .....	D	Less than 3 (table 4-5, rule B)		Cdr, Bn .....	D
	Previous Separation .....	E	Minor Nontraffic Offenses .....	C	Sunset rule was applied .....	E
	Lost Time, Previous Enl .....	F	More than 3 (table 4-5, rule B)		Cdr, MEPS .....	F
	EPTS Separation .....	G	Misdemeanor .....	D	Other .....	X
	Physical Qualification .....	H	(table 4-5, rule C)		Not Applicable or None .....	Y
	Sole Surviving Member .....	J	Felony (Adult) .....	E	<i>Example:</i>	
	Education Requirement .....	K	(table 4-5, rule E)		The three-digit code that indicates a dependent waiver was granted by EEA would read: BYA.	
	Alien .....	L	Felony (Juvenile) .....	F	Enter YYY if not applicable.	
	Security Risk .....	M	(table 4-5, rule D)		Note: Code X is used only during mobilization	
	Conscientious Objector .....	N	Preservice Drug Abuse .....	G		
	Pay Grade .....	P	Preservice Alcohol Abuse .....	H		
	Skill Requirement .....	Q	Other .....	X		
	Other .....	X	Not Applicable .....	Y		
	Not Applicable or None .....	Y				
20f	Pay Grade	Pay Grade. Enter enlistment pay grade and level as follows: Source is section VI. Enter pay grade in three-digit code. First digit: E for enlisted. Second and third digits for level as follows: E1-01, E2-02, E3-03, E4-04, E5-05, E6-06 <i>Example:</i> Applicant enlisting as a private, E1, enter E01				
20g	Date of Grade	Date of Enlistment Pay Grade. Enter six-digit numeric code as year, month, and date. (Example: 15 Sep 79, enter 790915.)  The following applies to RA only NPS. Enter in year, month, and day of AD. PS. Enter in year, month, and day of AD under AR 600-20, chapter 6, unless entitled to a pay grade authorized under table 3-3, this regulation. If reentry is at a grade lower than that held at time of last separation from the AC, enter date of enlistment into the DEP or AD as appropriate. Add the following statement on DD Form 1966/8, item 37 "Date of rank will be adjusted at the first duty station, under AR 600-20."				
20h	Entry Status	Select from one of the following (enter 1-digit numeric code):				
					<i>Entry</i>	
			Enlistment into the active force without delay status or USAR .....		0	
			Enlistment from delay program (voluntary) .....		1	
			Reservist ordered from delay program (involuntarily) .....		2	
20i	Highest Grade	Highest grade completed. Enter DOD-unique code as follows: First enter actual number of years successfully completed in 2 digits, that is 08, 09, 10, 11, 12, 14, 16 etc. Then enter certification level as follows:				
			<i>Level</i>		<i>Code</i>	
			High school seniors who are candidates for graduation .....		S	
			Less than high school .....		1	
			High school diploma .....		2	
			High school equivalence certificate .....		3	
			Certificate of completion .....		4	
			Certificate of attendance (less than, 12 years of education) .....		5	
			Certificate of attendance (12 years of education) .....		6	
			Currently in high school and enlisting for the Alternate Training Program .....		9	
			First-year college equivalence certificate .....		A	
			Associate degree .....		D	
			Professional nursing diploma .....		G	
			Baccalaureate degree .....		K	
			Master's degree .....		N	
			Post master's degree .....		R	
			First professional degree .....		W	

**Table 5-1**  
**Instructions for completing the DD Form 1985-Series (Record of Military Processing—Armed Forces of the United States.)—Continued**

Item	Title	Instructions and required entry																																													
<p><b>Examples</b></p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">Verified education</td> <td style="text-align: center;">+</td> <td style="text-align: center;">DOD data element</td> <td style="text-align: center;">=</td> <td style="text-align: center;">Code*</td> </tr> <tr> <td style="text-align: center;">10</td> <td style="text-align: center;">+</td> <td style="text-align: center;">1</td> <td style="text-align: center;">=</td> <td style="text-align: center;">101 (NHSG)</td> </tr> <tr> <td style="text-align: center;">11</td> <td style="text-align: center;">+</td> <td style="text-align: center;">1</td> <td style="text-align: center;">=</td> <td style="text-align: center;">111 (NHSG)</td> </tr> <tr> <td style="text-align: center;">10</td> <td style="text-align: center;">+</td> <td style="text-align: center;">9</td> <td style="text-align: center;">=</td> <td style="text-align: center;">109 (CIHS)</td> </tr> <tr> <td style="text-align: center;">11</td> <td style="text-align: center;">+</td> <td style="text-align: center;">S</td> <td style="text-align: center;">=</td> <td style="text-align: center;">11S (HSSR)</td> </tr> <tr> <td style="text-align: center;">11</td> <td style="text-align: center;">+</td> <td style="text-align: center;">3</td> <td style="text-align: center;">=</td> <td style="text-align: center;">113 (GED)</td> </tr> <tr> <td style="text-align: center;">12</td> <td style="text-align: center;">+</td> <td style="text-align: center;">2</td> <td style="text-align: center;">=</td> <td style="text-align: center;">122 (HSDG)</td> </tr> <tr> <td style="text-align: center;">14</td> <td style="text-align: center;">+</td> <td style="text-align: center;">D</td> <td style="text-align: center;">=</td> <td style="text-align: center;">14D (AA)</td> </tr> <tr> <td style="text-align: center;">16</td> <td style="text-align: center;">+</td> <td style="text-align: center;">K</td> <td style="text-align: center;">=</td> <td style="text-align: center;">16K (BA)</td> </tr> </table> <p>*This code will only be used in items 13 and 20i.</p>			Verified education	+	DOD data element	=	Code*	10	+	1	=	101 (NHSG)	11	+	1	=	111 (NHSG)	10	+	9	=	109 (CIHS)	11	+	S	=	11S (HSSR)	11	+	3	=	113 (GED)	12	+	2	=	122 (HSDG)	14	+	D	=	14D (AA)	16	+	K	=	16K (BA)
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12	+	2	=	122 (HSDG)																																											
14	+	D	=	14D (AA)																																											
16	+	K	=	16K (BA)																																											
20j	Recruiter ID	Enter 9-digit SSN.																																													
20k	Program Enl For	<p>RA Program enlisted for. Enter five-digit enlistment option reporting code in accordance with item 19e, above</p> <p>USAR            Program Enlisted For. Enter Procurement Program Number (PPN) derived from table 5-3C, and preface it with PPN resulting in a five-digit code.  <i>Examples:</i>            PPN 20 would be entered as PPN20.            PPN 07 would be entered as PPN07.            PPN 33 would be entered as PPN33.</p>																																													
20l	T/E MOS	Training or enlistment MOS. Enter five-digit MOS in which applicant will be trained as obtained from the REQUEST System except for PS, ACASP, and ROTC or SMP applicants that require no AIT. Enter 00000 if NA. (See examples in item 20m.)																																													
20m	PMOS/AFS	<p>PMOS. Enter 5-digit PMOS code as follows: First enter five-digit PMOS for PS, ACASP and ROTC/SMP enlistees that require no AIT. Skill level (fourth position) must be "0" for grades E1 and E2. The fifth position must be an alpha. PMOS must always contain a valid MOS. Blank codes or entries of all zeroes will not be used.  <i>Note:</i> Enter "0" as the 6th digit to the examples below resulting in a six-digit entry for USAR applicants.  <i>Examples:</i></p> <table style="width: 100%;"> <tr> <td style="width: 70%;">(1) NPS applicant (obtained from REQUEST; pay grade E1): T/E MOS (item 20l) 11B10 (REQUEST) 13F (REQUEST)</td> <td style="width: 30%; vertical-align: top;">PMOS (item 20m) 11B00 13F00</td> </tr> <tr> <td colspan="2">(2) PS applicant:</td> </tr> <tr> <td style="padding-left: 20px;">(a) Pay Grade E5; no AIT: T/E MOS (item 20l) 00000</td> <td style="vertical-align: top;">PMOS (item 20m) 91C20 (item 23, DD Form 214)</td> </tr> <tr> <td style="padding-left: 20px;">(b) Pay Grade E4, requires AIT: T/E MOS (item 20l) 11B10 (REQUEST)</td> <td style="vertical-align: top;">PMOS (item 20m) 82C10 (item 23, DD Form 214)</td> </tr> <tr> <td colspan="2">(3) ACASP applicant:</td> </tr> <tr> <td style="padding-left: 20px;">(a) Pay Grade E3; no prerequisite course: T/E MOS (item 20l) 00000</td> <td style="vertical-align: top;">PMOS (item 20m) 62B10 (Chapter 7)</td> </tr> <tr> <td style="padding-left: 20px;">(b) Pay Grade E3, prerequisite course required: T/E MOS (item 20l) 91B10 (REQUEST)</td> <td style="vertical-align: top;">PMOS (item 20m) 91C10 (Chapter 7)</td> </tr> <tr> <td colspan="2">(4) Officer Procurement Programs:</td> </tr> <tr> <td style="padding-left: 20px;">(a) OCS Enlistment Option Enlistee: T/E MOS (item 20l) 00000</td> <td style="vertical-align: top;">PMOS (item 20m) 09S00 (table 9-5)</td> </tr> <tr> <td style="padding-left: 20px;">(b) WOFT Enlistment Option enlistee: T/E MOS (item 20l) 00000</td> <td style="vertical-align: top;">PMOS (item 20m) 09W00 (table 9-6)</td> </tr> <tr> <td style="padding-left: 20px;">(5) ROTC/SMP Enlistment Option enlistee: T/E MOS (item 20l) 00000</td> <td style="vertical-align: top;">PMOS (item 20m) 09R100 (Chapter 9)</td> </tr> </table>	(1) NPS applicant (obtained from REQUEST; pay grade E1): T/E MOS (item 20l) 11B10 (REQUEST) 13F (REQUEST)	PMOS (item 20m) 11B00 13F00	(2) PS applicant:		(a) Pay Grade E5; no AIT: T/E MOS (item 20l) 00000	PMOS (item 20m) 91C20 (item 23, DD Form 214)	(b) Pay Grade E4, requires AIT: T/E MOS (item 20l) 11B10 (REQUEST)	PMOS (item 20m) 82C10 (item 23, DD Form 214)	(3) ACASP applicant:		(a) Pay Grade E3; no prerequisite course: T/E MOS (item 20l) 00000	PMOS (item 20m) 62B10 (Chapter 7)	(b) Pay Grade E3, prerequisite course required: T/E MOS (item 20l) 91B10 (REQUEST)	PMOS (item 20m) 91C10 (Chapter 7)	(4) Officer Procurement Programs:		(a) OCS Enlistment Option Enlistee: T/E MOS (item 20l) 00000	PMOS (item 20m) 09S00 (table 9-5)	(b) WOFT Enlistment Option enlistee: T/E MOS (item 20l) 00000	PMOS (item 20m) 09W00 (table 9-6)	(5) ROTC/SMP Enlistment Option enlistee: T/E MOS (item 20l) 00000	PMOS (item 20m) 09R100 (Chapter 9)																							
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Table 5-1

Instructions for completing the DD Form 1986-Series (Record of Military Processing—Armed Forces of the United States.)—Continued

Item	Title	Instructions and required entry				
20n	Youth Program	Construct a three-digit code under the table, below, based on entries in item 37, if item 32 is checked yes.				
	<i>First Position Programs</i>	<i>Code</i>	<i>Second Position Conducted By</i>	<i>Code</i>	<i>Third Position No. of Yrs. Completed</i>	<i>Code</i>
	JROTC-3-yr program	A	Army	A	Record as	.0 to 9
	JROTC-4-yr program	B	Air Force	F	<i>Example. For 3-year JROTC-Army-completed entire program, enter AA3. Enter YY0, if item 32 is checked No.</i>	
	ROTC-1-yr program	C	Navy	N		
	ROTC-2-yr program	D	Marine Corps	M		
	ROTC-3-yr program	E	Coast Guard	P		
	ROTC-4-yr program	F	None/Not Applicable	Y		
	Other	X				
	None/Not Applicable	Y				

20o	Option Analysis Code	Construct a two-character code under the following:			
	(RA)	<i>First Position—Enlistment Option(s) Guaranteed</i>			<i>Entry</i>
		Advanced Enlistment Grade Plus Unit or Geographic Location			C
		Advanced Enlistment Grade			D
		Advanced Enlistment Grade Plus Unit or Geographical Location and Training or Skill			E
		Advanced Enlistment Grade Plus Training or Skill Guarantee			F
		Accelerated Promotion Plus Unit or Geographical Location			K
		Accelerated Promotion			L
		Accelerated Promotion Plus Training or Skill Guarantee			N
		Unit or Geographic Location			S
		Training or Skill Guarantee Plus Unit or Geographic Location			T
		Training or Skill Guarantee			W
		Other			X
		None/Not Applicable			Y
	(USAR)	<i>Second Position—Enlistment Bonus Suboption and Bonus Level</i>			<i>Entry</i>
		Combat Arms/0-1500			A
		Combat Arms/1501-3000			B
		Combat Arms/3001-5000			G
		Combat Arms/5001-8000			C
		Noncombat Arms/0-1500			J
		Noncombat Arms/1501-3000			K
		Noncombat Arms/3001-5000			H
		Noncombat Arms/5001-8000			L
		None or NA			Y
		<i>(Example: EM enlisted UP tables 9-7 (MOS 11B) and 9-9, this regulation. The 2-character code would read: TB.)</i>			
	(USAR)	Enter "YY"			

20p	Transfer To	(1) Enter six-digit "in the clear" literal for reception station where NPS enlistee is transferred on enlistment.			
		<i>Installation</i>	<i>Code</i>		
	(RA/USAR)				
		Fort Bliss, TX	FTBLIS		
		Fort Dix, NJ	FTDDX		
		Fort Jackson, SC	FTJACK		
		Fort Knox, KY	FTKNOX		
		Fort Leonard Wood, MO	FTLNWD		
		Fort McClellan, AL	FTMCLN		
		Fort Sill, OK	FTSILL		
		Fort Benning, GA	FTBENN		
	(USAR)	(2) For PS and ROTC/SMP applicants, not required to undergo BT, enter "NOT-APP."			
	(RA)	(3) Enter applicable six-digit UIC, for AIT installation where PS enlistee is transferred on RA enlistment for AIT. All UIC for PS enlistee who does not require AIT will be obtained from DA, MILPERCEN (PSMB).			
		<i>AIT Installation</i>	<i>Code</i>		
		US Army Ordnance Center and School, Aberdeen Proving Ground, MD	1D4AAA		
		US Army Engineer School, Fort Belvoir, VA	1D8AAA		
		US Army Infantry School, Fort Benning, GA	2L5AAA		
		US Army Institute of Military Assistance, Fort Bragg, NC	1E0AAA		
		US Army Intelligence School, Fort Devens, MA	1ESAAA		
		US Army Transportation School, Fort Eustis, VA	1D7AAA		
		US Army Institute of Administration, Fort Benjamin Harrison, IN	3PYAAA		

**Table 5-1**  
**Instructions for completing the DD Form 1966-Series (Record of Military Processing—Armed Forces of the United States.)—Continued**

Item	Title	Instructions and required entry														
		US Army Intelligence Center and School, Fort Huachuca, AZ .....1E8AAA														
		US Army Quartermaster School, Fort Lee, VA .....1D5AAA														
		US Army Communications-Electronics School, Fort Monmouth, NJ .....1E8AAA														
		US Army Signal Center and Fort Gordon, FT Gordon, GA .....0U5AAA														
		US Army Training Center and Fort Jackson, FT Jackson, SC .....0U8AAA														
		US Army Military Police Sch/TNG Cen and Fort McClellan, FT McClellan, AL .....0U7AAA														
		US Army Aviation Center and Fort Rucker, FT Rucker, AL .....0U9AAA														
		US Army Field Artillery Center and Fort Sill, FT Sill, OK .....0VGAAA														
		US Army Air Defense Center and Fort Bliss, FT Bliss, TX .....0VHAAA														
		US Army TNG CEN ENGR and Fort Leonard Wood, FT Leonard Wood, MO .....0VLAAA														
		US Army Training Center and Fort Dix, FT Dix, NJ .....1DCAAA														
		US Army Element Defense Language Inst, Presidio of Monterey, CA ..1ECAAA														
		US Army Communication Command, FT Huachuca, AZ .....0GTAAA														
		US Army Element, School of Music, Naval Amphibious Base (Little Creek), Norfolk, VA .....1MUAAA														
		US Army Training Center and Fort Ord, Fort Ord, CA .....0M2AAA														
		US Army Missile and Munitions Center and School, Redstone Arsenal, AL .....0U9AAA														
		US Army Chaplain Center and School, Fort Wadsworth, NY .....1EUAAA														
		Brooke Army Medical Center, Fort Sam Houston, TX .....2DNAAA														
		Fitzsimmons Army Medical Center, Denver, CO .....0Q2AAA														
		Letterman Army Medical Center, San Francisco, CA .....0Q4AAA														
		Madigan Army Medical Center, Tacoma, WA .....0Q1AAA														
		Walter Reed Army Medical Center, Washington, DC .....2DHAAA														
		William Beaumont Army Medical Center, El Paso, TX .....0Q3AAA														
		Moncrief Army Hospital, Fort Jackson, SC .....2MJAAA														
		Silas B. Hayes Army Hospital, Fort Ord, CA .....2Q4AAA														
		Womack Army Hospital, Fort Bragg, NC .....2L6AAA														
21	Service-required data codes (Completed by guidance counselor at time of AD enlistment) (For RA).															
21-1 thru 21-2	Additional Skill Indicator (ASI)	Enter two-digit code under AR 611-201, chapter 13 (for example, C2, F1, P4). Enter "00" if NA.														
21-3 thru 21-5	Movement Designator Code (MDC)	Enter three-digit code under AR 310-10, chapter 4, as follows:														
		<table border="0"> <thead> <tr> <th>Category</th> <th>MDC</th> </tr> </thead> <tbody> <tr> <td>NPS</td> <td>1AE</td> </tr> <tr> <td>PS</td> <td>1BE</td> </tr> </tbody> </table>	Category	MDC	NPS	1AE	PS	1BE								
Category	MDC															
NPS	1AE															
PS	1BE															
21-6 thru 21-9	Abbreviation and Grade	Enter four-digit code of abbreviation and grade at time of enlistment, for the following:														
		<table border="0"> <thead> <tr> <th>Pay Grade</th> <th>Code</th> </tr> </thead> <tbody> <tr> <td>E-1</td> <td>PV11</td> </tr> <tr> <td>E-2</td> <td>PV22</td> </tr> <tr> <td>E-3</td> <td>PFC3</td> </tr> <tr> <td>E-4</td> <td>SP4M or CPL4</td> </tr> <tr> <td>E-5</td> <td>SP5N or SGT5</td> </tr> <tr> <td>E-6</td> <td>SP6O or SSG6</td> </tr> </tbody> </table> <p>Example: The four-digit code that indicates an enlistment pay grade of E2 would read: PV22.</p>	Pay Grade	Code	E-1	PV11	E-2	PV22	E-3	PFC3	E-4	SP4M or CPL4	E-5	SP5N or SGT5	E-6	SP6O or SSG6
Pay Grade	Code															
E-1	PV11															
E-2	PV22															
E-3	PFC3															
E-4	SP4M or CPL4															
E-5	SP5N or SGT5															
E-6	SP6O or SSG6															
21-10	Break in Active Prior Service	Enter one-digit code to indicate break in active PS, as follows: 0—No PS 1—Less than 1-month break in active PS. 3—At least 1-month and up to and including 3-month break in active PS. 6—Over 3 months and up to and including 6-month break in active PS. 7—Over 6-month break in active PS.														
21-11	ARNG/USAR	Identify all ARNG/USAR personnel who have enlisted in the RA as follows: 0—No prior ARNG/USAR service. 1—One-day through 12 months service in ARNG/USAR. 2—Over 12 months service in ARNG/USAR. (Does not include IRR)														

**Table 5-1**  
**Instructions for completing the DD Form 1966-Series (Record of Military Processing—Armed Forces of the United States.)—Continued**

Item	Title	Instructions and required entry														
21-12	Grade	Enter one-digit numeric code. Identify all personnel who have enlisted in RA in pay grade E-2, as follows: 0—Did not enlist as E-2. 1—Pay grade E2 authorized based on the referral, on or after 25 Feb 85, of one qualified NPS HSDG I-III A who enlists in the DEP/RA before the applicant enlists in RA. 2—Pay grade E-2 authorized based on referral of three qualified NPS applicants who enlist in DEP, RA, ARNG, or USAR before date applicant enlists in RA. 3—Pay grade E-2 authorized based on referral of two qualified NPS HSDG/high school seniors who enlist in DEP, RA, ARNG, or USAR before date applicant enlist in RA.														
21-13 thru 21-15	GT Score	Enter three-digit Army standard GT score. (Example: 084.)														
21-16 thru 21-18	General Maintenance (GM) Score	Enter three-digit Army Standard GM score. (Example: 105.)														
21-19 thru 21-21	Electronics (EL) Score	Enter three-digit Army standard EL score. (Example: 097.)														
21-22 thru 21-24	Clerical (CL) Score	Enter three-digit Army standard CL score. (Example: 110.)														
21-25 thru 21-27	Mechanical Maintenance (MM) Score	Enter three-digit Army standard MM score. (Example: 068.)														
21-28 thru 21-30	Surveillance Communications (SC) Score	Enter three-digit Army standard SC score. (Example: 090.)														
21-31 thru 21-33	Combat (CO) Score	Enter three-digit Army standard CO score. (Example: 105.)														
21-34 thru 21-36	Field Artillery (FA) Score	Enter three-digit Army standard FA score. (Example: 095.)														
21-37 thru 21-39	Operators and Food (OF) Score	Enter three-digit Army standard OF score. (Example: 110.)														
21-40 thru 21-42	Skilled Technical (ST) Score	Enter three-digit Army standard ST score. (Example: 098.)														
21-43 thru 21-45	Enter 000	Enter "000"														
21-46	HRAP  Completed by recruiter	Enter one-digit alpha code. Identify all personnel in the HRAP as indicated. <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;"><i>Category</i></th> <th style="text-align: left;"><i>Code</i></th> </tr> </thead> <tbody> <tr> <td>Recommended for selection as hometown recruiter aide by Army recruiter .....</td> <td>A</td> </tr> <tr> <td>Enlisted due to HRAP referral and not recommended for HRAP duty .....</td> <td>X</td> </tr> <tr> <td>Enlisted due to HRAP referral and recommended for HRAP duty .....</td> <td>Y</td> </tr> <tr> <td>Enlisted due to HI-GRAD HRAP referral and not recommended for HRAP duty .....</td> <td>T</td> </tr> <tr> <td>Enlisted due to HI-GRAD HRAP referral and recommended for HRAP duty .....</td> <td>F</td> </tr> <tr> <td>Not enlisted due to HRAP referral and not recommended for HRAP duty .....</td> <td>0</td> </tr> </tbody> </table>	<i>Category</i>	<i>Code</i>	Recommended for selection as hometown recruiter aide by Army recruiter .....	A	Enlisted due to HRAP referral and not recommended for HRAP duty .....	X	Enlisted due to HRAP referral and recommended for HRAP duty .....	Y	Enlisted due to HI-GRAD HRAP referral and not recommended for HRAP duty .....	T	Enlisted due to HI-GRAD HRAP referral and recommended for HRAP duty .....	F	Not enlisted due to HRAP referral and not recommended for HRAP duty .....	0
<i>Category</i>	<i>Code</i>															
Recommended for selection as hometown recruiter aide by Army recruiter .....	A															
Enlisted due to HRAP referral and not recommended for HRAP duty .....	X															
Enlisted due to HRAP referral and recommended for HRAP duty .....	Y															
Enlisted due to HI-GRAD HRAP referral and not recommended for HRAP duty .....	T															
Enlisted due to HI-GRAD HRAP referral and recommended for HRAP duty .....	F															
Not enlisted due to HRAP referral and not recommended for HRAP duty .....	0															
21-47 thru 21-50	RSID	Recruiting station identification code. Enter four-digit BDE/BN/Co/ station/ID as outlined in Station Address Report, HQ USAREC.  (Example. Albany Battalion + Albany Regt Company + Albany RS = ID code IA + 1 + D = 1A1D.)														

**Table 5-1**  
**Instructions for completing the DD Form 1965-Series (Record of Military Processing—Armed Forces of the United States.)—Continued**

Item	Title	Instructions and required entry																																																																		
21-51	Identify loan repayment	Enter 1-digit code <i>Code Identification eligibility</i> L— For those applicants who are eligible and have in their possession the necessary loan promissory notes. N— For those applicants who are not eligible for the program. U— For those applicants who claim to have an eligible loan, but who do not have the promissory notes denoting proof of eligibility.																																																																		
21-52 thru 21-55	HRAP AIT Location	Enter proper AIT identification code for RA enlistees recommended for selection as hometown recruiter aides at time of entry on AD. Enter "0000" if position is NA.  <table border="0"> <thead> <tr> <th colspan="2"><i>HRAP AIT Location</i></th> <th><i>Code</i></th> </tr> </thead> <tbody> <tr><td>Aberdeen Proving Ground, MD</td><td>.....</td><td>ABER</td></tr> <tr><td>Fort Belvoir, VA</td><td>.....</td><td>BELV</td></tr> <tr><td>Redstone Arsenal, AL</td><td>.....</td><td>REDS</td></tr> <tr><td>Fort Benning, GA</td><td>.....</td><td>BENN</td></tr> <tr><td>Fort Benjamin Harrison, IN</td><td>.....</td><td>BENH</td></tr> <tr><td>Fort Bliss, TX</td><td>.....</td><td>BLIS</td></tr> <tr><td>Fort Devens, MA</td><td>.....</td><td>DEVE</td></tr> <tr><td>Fort Dix, NJ</td><td>.....</td><td>DIXX</td></tr> <tr><td>Fort Gordon, GA</td><td>.....</td><td>GORD</td></tr> <tr><td>Fort Huachuca, AZ</td><td>.....</td><td>HUAC</td></tr> <tr><td>Fort Jackson, SC</td><td>.....</td><td>JACK</td></tr> <tr><td>Fort Knox, KY</td><td>.....</td><td>KNOX</td></tr> <tr><td>Fort Leonard Wood, MO</td><td>.....</td><td>LNWD</td></tr> <tr><td>Fort Lee, VA</td><td>.....</td><td>LEEE</td></tr> <tr><td>Fort Monmouth, NJ</td><td>.....</td><td>MONM</td></tr> <tr><td>Fort McClellan, AL</td><td>.....</td><td>MCLN</td></tr> <tr><td>Fort Rucker, AL</td><td>.....</td><td>RUCK</td></tr> <tr><td>Fort Sill, OK</td><td>.....</td><td>SILL</td></tr> <tr><td>Fort Sam Houston, TX</td><td>.....</td><td>AHSX</td></tr> <tr><td>Goodfellow AFB, TX</td><td>.....</td><td>GAFB</td></tr> <tr><td>Presidio of Monterey, CA</td><td>.....</td><td>LIPM</td></tr> </tbody> </table> <p><i>Note:</i> Position 46, with the codes "A," "F," or "Y," denotes recommended for recruiter aide duty.</p>	<i>HRAP AIT Location</i>		<i>Code</i>	Aberdeen Proving Ground, MD	.....	ABER	Fort Belvoir, VA	.....	BELV	Redstone Arsenal, AL	.....	REDS	Fort Benning, GA	.....	BENN	Fort Benjamin Harrison, IN	.....	BENH	Fort Bliss, TX	.....	BLIS	Fort Devens, MA	.....	DEVE	Fort Dix, NJ	.....	DIXX	Fort Gordon, GA	.....	GORD	Fort Huachuca, AZ	.....	HUAC	Fort Jackson, SC	.....	JACK	Fort Knox, KY	.....	KNOX	Fort Leonard Wood, MO	.....	LNWD	Fort Lee, VA	.....	LEEE	Fort Monmouth, NJ	.....	MONM	Fort McClellan, AL	.....	MCLN	Fort Rucker, AL	.....	RUCK	Fort Sill, OK	.....	SILL	Fort Sam Houston, TX	.....	AHSX	Goodfellow AFB, TX	.....	GAFB	Presidio of Monterey, CA	.....	LIPM
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21-56 thru 21-59	AIT Graduation Year and Month	Enter four-digit numeric code of projected AIT graduation year and month for RA enlistees who are recommended for recruiter aide duty. Enter "0000" if position is NA. (Example. October 1979 will read: 7910.)																																																																		
21-60		Enter code "0" to denote NA.																																																																		
21-61 thru 21-62	Accessions to Active Army Strength	Enter two-digit alpha code to identify all personnel enlisting reenlisting from civilian life, as follows:  <table border="0"> <thead> <tr> <th colspan="2"><i>Category</i></th> <th><i>Code</i></th> </tr> </thead> <tbody> <tr><td>Enlisted—within 2 to 90 days after date of separation from RA</td><td>.....</td><td>HA</td></tr> <tr><td>Enlisted—within 6 months after date of separation as commissioned officer</td><td>.....</td><td>HB</td></tr> </tbody> </table> <table border="0"> <thead> <tr> <th colspan="2"><i>Data Item Number</i></th> <th><i>Code</i></th> </tr> </thead> <tbody> <tr><td>Enlisted—within 2 to 90 days after date of separation from Active Army in USAR status</td><td>.....</td><td>HC</td></tr> <tr><td>Enlisted—within 2 to 90 days after date of separation from Active Army in NG status</td><td>.....</td><td>HD</td></tr> <tr><td>Enlisted—(no previous active military service) (applicable also for persons whose only PS was ADT as SRCP personnel) or inducted</td><td>.....</td><td>HF</td></tr> <tr><td>Enlisted—within 2 to 90 days after date of separation from Active Army in AUS status</td><td>.....</td><td>HG</td></tr> <tr><td>Enlisted—more than 90 days after date of separation from RA</td><td>.....</td><td>HJ</td></tr> <tr><td>Enlisted—within 6 months after date of separation as warrant officer</td><td>.....</td><td>HK</td></tr> <tr><td>Enlisted—more than 90 days after date of separation from Active Army in USAR status</td><td>.....</td><td>HL</td></tr> <tr><td>Enlisted—more than 90 days after date of separation from AD in NG status</td><td>.....</td><td>HM</td></tr> <tr><td>Enlisted—more than 90 days after date of separation from Active Army in AUS status</td><td>.....</td><td>HP</td></tr> <tr><td>Enlisted—last previous active military service in Air Force or Marine Corps</td><td>.....</td><td>HQ</td></tr> <tr><td>Enlisted—last previous active military service in Navy or Coast Guard</td><td>.....</td><td>HR</td></tr> </tbody> </table>	<i>Category</i>		<i>Code</i>	Enlisted—within 2 to 90 days after date of separation from RA	.....	HA	Enlisted—within 6 months after date of separation as commissioned officer	.....	HB	<i>Data Item Number</i>		<i>Code</i>	Enlisted—within 2 to 90 days after date of separation from Active Army in USAR status	.....	HC	Enlisted—within 2 to 90 days after date of separation from Active Army in NG status	.....	HD	Enlisted—(no previous active military service) (applicable also for persons whose only PS was ADT as SRCP personnel) or inducted	.....	HF	Enlisted—within 2 to 90 days after date of separation from Active Army in AUS status	.....	HG	Enlisted—more than 90 days after date of separation from RA	.....	HJ	Enlisted—within 6 months after date of separation as warrant officer	.....	HK	Enlisted—more than 90 days after date of separation from Active Army in USAR status	.....	HL	Enlisted—more than 90 days after date of separation from AD in NG status	.....	HM	Enlisted—more than 90 days after date of separation from Active Army in AUS status	.....	HP	Enlisted—last previous active military service in Air Force or Marine Corps	.....	HQ	Enlisted—last previous active military service in Navy or Coast Guard	.....	HR																					
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21-63 thru 21-64	MAP Score	Enter two-digit numeric MAP score. Enter "00" if NA.																																																																		

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**Instructions for completing the DD Form 1966-Series (Record of Military Processing—Armed Forces of the United States.)—Continued**

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21-65 thru 21-67	Variable term of enlistment	Enter three-digit code for variable term of enlistment. First digit is V followed by appropriate number of weeks of training as obtained from REQUEST. (Example, V14 Enter 000 if enlisting for whole years.)																																																																																		
21-68	Definition of Service	Enter one-digit alpha code to identify all nonprior service personnel (NPS) who have— <i>Category</i> <span style="float:right"><i>Code</i></span> (1) never served or have served less than 180 days as a member of the U.S. Armed Forces .....A (2) enlisted illegally while underage, and who were separated by reason of voided enlistment before attaining age 17 .....B (3) been former members of an Armed Forces Academy and did not graduate .....C (4) completed Reserve Officer Training Corps (ROTC) and served only ADT as officers .....D (5) served 180 days or more on active duty as members of the U.S. Armed Forces .....E																																																																																		
21-69 thru 21-70	ECLT Score	Enter appropriate score 00-99—if applicant did not take the ECLT leave blank (score 100—enter 99)																																																																																		
21.		Service-required data codes (Completed by guidance counselor at time of enlistment) (For USAR).																																																																																		
21-1 thru 21-2	Army and ARCOM/GOCOM Command Code	Enter two-position parent organization code from following table:  <b>First U.S. Army</b> <table style="width:100%; border:none;"> <tr><td style="width:10%;"><i>Code</i></td><td><i>Designation</i></td></tr> <tr><td>11</td><td>76TH DIVISION</td></tr> <tr><td>1C</td><td>77TH ARCOM</td></tr> <tr><td>12</td><td>78TH DIVISION</td></tr> <tr><td>1G</td><td>79TH ARCOM</td></tr> <tr><td>13</td><td>80TH DIVISION</td></tr> <tr><td>1K</td><td>94TH ARCOM</td></tr> <tr><td>1P</td><td>97TH ARCOM</td></tr> <tr><td>14</td><td>98TH DIVISION</td></tr> <tr><td>1U</td><td>99TH ARCOM</td></tr> <tr><td>16</td><td>310TH TAACOM</td></tr> </table> <b>Second U.S. Army</b> <table style="width:100%; border:none;"> <tr><td style="width:10%;"><i>Code</i></td><td><i>Designation</i></td></tr> <tr><td>26</td><td>2ND MI CMD</td></tr> <tr><td>2C</td><td>81ST ARCOM</td></tr> <tr><td>24</td><td>87TH MAC</td></tr> <tr><td>21</td><td>100TH DIVISION</td></tr> <tr><td>22</td><td>108TH DIVISION</td></tr> <tr><td>2G</td><td>120TH ARCOM</td></tr> <tr><td>2H</td><td>121ST ARCOM</td></tr> <tr><td>2J</td><td>125TH ARCOM</td></tr> <tr><td>23</td><td>412TH ENG COMMAND</td></tr> <tr><td>25</td><td>7581ST USA GARRISON</td></tr> </table> <b>Fourth U.S. Army</b> <table style="width:100%; border:none;"> <tr><td style="width:10%;"><i>Code</i></td><td><i>Designation</i></td></tr> <tr><td>41</td><td>70TH DIVISION</td></tr> <tr><td>4C</td><td>83RD ARCOM</td></tr> <tr><td>42</td><td>84TH DIVISION</td></tr> <tr><td>43</td><td>85TH DIVISION</td></tr> <tr><td>4F</td><td>86TH ARCOM</td></tr> <tr><td>4H</td><td>88TH ARCOM</td></tr> <tr><td>47</td><td>103RD COSCOM</td></tr> <tr><td>4M</td><td>123RD ARCOM</td></tr> <tr><td>4K</td><td>205TH INF BDE</td></tr> <tr><td>45</td><td>300TH MP CMD</td></tr> <tr><td>46</td><td>416TH ENG CMD</td></tr> <tr><td>44</td><td>425TH TRANS CMD</td></tr> </table> <b>Fifth U.S. Army</b> <table style="width:100%; border:none;"> <tr><td style="width:10%;"><i>Code</i></td><td><i>Designation</i></td></tr> <tr><td>56</td><td>75TH MAC</td></tr> <tr><td>5C</td><td>89TH ARCOM</td></tr> <tr><td>5K</td><td>90TH ARCOM</td></tr> <tr><td>51</td><td>95TH DIVISION</td></tr> <tr><td>5M</td><td>102ND ARCOM</td></tr> </table>	<i>Code</i>	<i>Designation</i>	11	76TH DIVISION	1C	77TH ARCOM	12	78TH DIVISION	1G	79TH ARCOM	13	80TH DIVISION	1K	94TH ARCOM	1P	97TH ARCOM	14	98TH DIVISION	1U	99TH ARCOM	16	310TH TAACOM	<i>Code</i>	<i>Designation</i>	26	2ND MI CMD	2C	81ST ARCOM	24	87TH MAC	21	100TH DIVISION	22	108TH DIVISION	2G	120TH ARCOM	2H	121ST ARCOM	2J	125TH ARCOM	23	412TH ENG COMMAND	25	7581ST USA GARRISON	<i>Code</i>	<i>Designation</i>	41	70TH DIVISION	4C	83RD ARCOM	42	84TH DIVISION	43	85TH DIVISION	4F	86TH ARCOM	4H	88TH ARCOM	47	103RD COSCOM	4M	123RD ARCOM	4K	205TH INF BDE	45	300TH MP CMD	46	416TH ENG CMD	44	425TH TRANS CMD	<i>Code</i>	<i>Designation</i>	56	75TH MAC	5C	89TH ARCOM	5K	90TH ARCOM	51	95TH DIVISION	5M	102ND ARCOM
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**Instructions for completing the DD Form 1966-Series (Record of Military Processing—Armed Forces of the United States.)—Continued**

Item	Title	Instructions and required entry												
		5Q 122ND ARCOM 53 377TH TAACOM 54 420TH ENG BDE 55 807TH MED BDE <b>Sixth U.S. Army</b>  <i>Code</i> <i>Designation</i> 6B 63RD ARCOM 61 91ST DIVISION 6F 96TH ARCOM 62 104TH DIVISION 6G 124TH ARCOM 6C 311TH COSCOM 63 351ST CIV AFF CMD <b>Other Commands</b>  <i>Code</i> <i>Designation</i> OR USA ALASKA P9 USA WESTCOM ER USA EUROPE AZ IRR (ARPERCEN) AP MOB SPT DET (ARPERCEN)												
21-3 thru 21-8	Unit Identification Code	Enter six-position UIC by dropping the "W" of the TPU of the Selected Reserve in which applicant is enlisting. If applicant is enlisting directly into the IRR with concurrent assignment to a Control Group, enter "0NJAAA."												
21-9	Training/Pay Category	Code recorded in this block will be used to indicate applicant's TPC at time of enlistment or reenlistment. Code entries will be as follows: <i>Code F</i> TPC: NPS applicant who, on enlistment, will immediately enter on IADT. Normally shipped to reception station after processing through MEPS with no waiting period involved. <i>Code L</i> TPC: NPS applicants who, at time of enlistment, are— (1) Bonafide high school seniors, or high school graduates (except ROTC/SMP potential participants), 17 through 25 years of age, more than 270 days from entry on IADT. (2) Bonafide high school seniors, or HSDGs (except ROTC/SMP potential participants), 17 through 25 years of age, within 270 days of entry on IADT, who will be unable to attend scheduled IDT periods before entry on IADT, who request placement in TPC L, and whose request has been approved by unit commander. (3) ROTC/SMP potential participants, 17 through 25 years of age, within 180 days of entry on IADT, who will be unable to attend scheduled IDT periods before entry on IADT, who request placement in TPC L, and whose request has been approved by unit commander. (4) Bonafide high school seniors and HSDGs, 26 through 34 years of age, more than 180 days from entry on IADT. (5) NHSGs, including those with GED, and high school students (except bonafide high school seniors), more than 90 days from entry on IADT. (6) Enlisting for direct assignment to the IRR. <i>Code P</i> TPC: NPS applicants, enlisting for a TPU of the Selected Reserve, who at time of enlistment are— (1) Bonafide high school seniors and HSDGs (except for ROTC/SMP potential participants), 17 through 25 years of age, within 270 days of entry on IADT. (2) Bonafide high school seniors and HSDGs, 26 through 34 years of age, and ROTC/SMP potential participants, within 180 days of entry on IADT. (3) NHSGs, including those with GED, and high school students (except bonafide high school seniors), within 90 days of entry on IADT. <i>Code A</i> TPC: All other TPCs not listed above												
21-10	Reserve Incentive Program	Code recorded in this block will indicate the Reserve Incentive Program status of applicant at time of enlistment. Codes are as follows: <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><i>Status</i></th> <th style="text-align: right;"><i>Code</i></th> </tr> </thead> <tbody> <tr> <td>Enlisted in Selected Reserve with bonus (cash incentive) .....</td> <td style="text-align: right;">A</td> </tr> <tr> <td>Enlisted in Selected Reserve with educational assistance .....</td> <td style="text-align: right;">B</td> </tr> <tr> <td>Enlisted without incentive—was previous incentive recipient (contract completed) .....</td> <td style="text-align: right;">N</td> </tr> <tr> <td>Enlisted without incentive—not previous incentive recipient .....</td> <td style="text-align: right;">Q</td> </tr> <tr> <td>PS enlistment in IRR with bonus .....</td> <td style="text-align: right;">V</td> </tr> </tbody> </table>	<i>Status</i>	<i>Code</i>	Enlisted in Selected Reserve with bonus (cash incentive) .....	A	Enlisted in Selected Reserve with educational assistance .....	B	Enlisted without incentive—was previous incentive recipient (contract completed) .....	N	Enlisted without incentive—not previous incentive recipient .....	Q	PS enlistment in IRR with bonus .....	V
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**Instructions for completing the DD Form 1966-Series (Record of Military Processing—Armed Forces of the United States.)—Continued**

Item	Title	Instructions and required entry																																		
21-11 thru 21-16	IADT Return Date.	Record as six-digit numeric code in year, month, day format, date person is scheduled to be released from IADT for return to home.  a. For personnel enlisted under Standard Training Program, this will be date of release from (AIT). b. For personnel enlisted under Alternate Training Program, this will be date of release from (BT). c. For personnel enlisted under ACASP, this will be: (1) Date of release from BT if prerequisite training is not scheduled to be performed in conjunction with entry on IADT. (2) Date of release from prerequisite training if such training is scheduled to be performed in conjunction with entry on IADT. d. For personnel enlisted in ROTC/SMP, or PS personnel, who are required to complete BT, this will be date of release from BT. e. For personnel enlisted in ROTC/SMP, or PS personnel, who are not required to undergo BT, enter "000000."																																		
21-17 thru 21-18	Military Applicant Profile (MAP) Test	Enter two-position MAP test score results. If MAP test was not administered enter "00." When MAP test is administered but MEPS is not required to score the examination, enter the two-position numeric code "01."																																		
21-19 thru 21-20	Gain Transaction Codes	Code recorded in these blocks will be used to identify applicant's gain transaction type at time of enlistment. These codes are as follows:  <i>Code H1</i> <i>Transaction:</i> Gain from civilian life having prior active or reserve service. (This code also applies to personnel enlisted directly from the Active Army In-Service Recruiting Program.) <i>Code H2</i> <i>Transaction:</i> Gain from civilian life and does not have prior active or reserve service. <i>Code HG</i> <i>Transaction:</i> Reenlistment of person who has break in USAR Selected Reserve service of more than 24 hours but less than 91 days. <i>Code HH</i> <i>Transaction:</i> Reenlisted after break in USAR Selected Reserve service of 91 days or more.																																		
21-21	Rank	Record single-digit alphanumeric code that will indicate person's rank under the table below:  <table style="margin-left: 40px;"> <thead> <tr> <th>Rank</th> <th>Code</th> </tr> </thead> <tbody> <tr><td>PV1</td><td>1</td></tr> <tr><td>PV2</td><td>2</td></tr> <tr><td>PFC</td><td>3</td></tr> <tr><td>SP4</td><td>M</td></tr> <tr><td>SP5</td><td>N</td></tr> <tr><td>SP6</td><td>Alpha "O"</td></tr> <tr><td>SP7</td><td>P</td></tr> <tr><td>CPL</td><td>4</td></tr> <tr><td>SGT</td><td>5</td></tr> <tr><td>SSG</td><td>6</td></tr> <tr><td>SFC</td><td>7</td></tr> <tr><td>PSG</td><td>X</td></tr> <tr><td>MSG</td><td>8</td></tr> <tr><td>1SG</td><td>Y</td></tr> <tr><td>SGM</td><td>R</td></tr> <tr><td>CSM</td><td>9</td></tr> </tbody> </table>	Rank	Code	PV1	1	PV2	2	PFC	3	SP4	M	SP5	N	SP6	Alpha "O"	SP7	P	CPL	4	SGT	5	SSG	6	SFC	7	PSG	X	MSG	8	1SG	Y	SGM	R	CSM	9
Rank	Code																																			
PV1	1																																			
PV2	2																																			
PFC	3																																			
SP4	M																																			
SP5	N																																			
SP6	Alpha "O"																																			
SP7	P																																			
CPL	4																																			
SGT	5																																			
SSG	6																																			
SFC	7																																			
PSG	X																																			
MSG	8																																			
1SG	Y																																			
SGM	R																																			
CSM	9																																			
21-22 thru 21-26	Duty MOS	Enter the five-digit MOS in which applicant will perform duty. ROTC/SMP applicants will be coded as follows:  a. Potential participants (not enrolled in ROTC Advanced Course): "09R10." b. Participants (currently enrolled in ROTC Advanced Course): "09R20."																																		
21-27	Duty MOS Qualifications	Enter proper code for person's qualification in DMOS on enlistment. Codes are "N"—Not qualified in DMOS; and "Q"—Qualified in DMOS. a. For NPS personnel this code will be "A." b. For PS personnel required to undergo a period of OJT to become qualified in DMOS this code will be "N." c. For PS personnel required to complete BT, or prerequisite training (ACASP), this code will be "N." d. For PS personnel who have an MOS that matches DMOS, or who require no training to become qualified in DMOS, this code will be "Q." e. For ROTC/SMP applicants this code will, in all cases, be "N."																																		

**Table 5-1**  
**Instructions for completing the DD Form 1966-Series (Record of Military Processing—Armed Forces of the United States.)—Continued**

Item	Title	Instructions and required entry
21-28 thru 21-31	Recruiting Station Identification Code	Enter four-digit Brigade/Battalion/Company/Station ID as outlined in Station Address Report, HQ, USAREC.  Example Albany Battalion+Albany Rctg Company+Albany RS=ID Cde 1A+1+D=1A1D. If enlistment is not processed by USAREC activity, record "0000."
21-32 thru 21-34	Date of Last Physical	This will be a three-digit entry that will indicate year and month in which the physical used for enlistment or reenlistment was administered, or if DA Form 1811 is used, entry will indicate year and month the form was issued. The three-digit code will be obtained as follows: a. The first digit, of the three-digit entry, will be established by recording the last digit of the year. (For example: 1980 the code would be "0"; if the year was 1981 the code will be "1"; if the year was 1982, the code would be "2.") b. The second and third digits, of the three-digit entry, will be established by recording the two-digit month code. (For example: Jan—"01"; May—"05"; Aug—"08"; Nov—"11," and so forth.) Examples: Physical was completed on 12 Feb 81. Entry will be "102." Physical was completed on 23 Nov 82. Entry will be "211." DA Form 1811 is used and form is dated 7 Jul 80. Entry will be "007."
21-35 thru 21-56	Street Address	Enter applicant's current street address at time of enlistment. Enter as complete a street address as possible for mail delivery; abbreviations are authorized.
21-57 thru 21-68	City	Enter applicant's current city of residence at time of enlistment; abbreviations are authorized.
21-69 thru 21-70	ECLT Score	Enter appropriate score 00-99—if applicant did not take the ECLT leave blank (score 100—enter 99)

DD Form 1966/2

23	Citizenship (Verify at table 5-2, rule c)	23a(1). Enter the birth certificate file number. If the birth certificate does not have a file number, enter "No certificate number". Note: You will have to provide an authenticated birth certificate to the recruiter for his verification of your age and citizenship. 23a(2 & 3). Identify the source that issued your birth certificate (county and state). 23b,c,d. Applies only to aliens and are self-explanatory. If not applicable, enter "N/A".					
24.	Education	Enter name and location of all high schools and higher level educational institutions attended. (Example: Pope HS, Albany, NY) Record degrees granted. Do not list elementary schools unless elementary school was last school attended. If still attending school, enter the word "Present" in "To" column. Note: Applicant will have to provide documents of the highest educational level completed. (See item 14.)					
25	Residences	List all residences occupied for the last 5 years or since 13th birthday, whichever is shorter. Start with present address and work back.					
26.	Employment	List all periods of employment and unemployment including part-time and summer employment (full address to include zip codes), starting with present and working back 5 years.					
27.	Relatives	Enter full names of relatives and other information, using examples below. Do not list brothers or sisters unless they depend on you for support.					
a.	Name	b. Dependent	c. Date of Birth	d. Place of Birth	e. Present Address	f. Citizenship	
	Father: Smith, John R.	Yes	No	X 290715	Atlanta, GA	161 Camden, Troy, NY 12180	US
	Mother: Maynes, Mary T.		X	330505	Rockport, TX	161 Camden, Troy, NY 12180	US
		Note: Enter names of children in spaces provided. If applicant has never been married, enter "NA" in space provided for spouse. For information that is unknown, enter "Unknown."					

DD Form 1966/3

28 through 30	Declarations	Answer by placing initials in proper block. Explain all "YES" answers in item 39.
31 through 35	Involvement with Police or Judicial Authorities	Self-explanatory.

**Table 5-1**  
**Instructions for completing the DD-Form 1966-Series (Record of Military Processing—Armed Forces of the United States.)—Continued**

Item	Title	Instructions and required entry
36 Character and Social Adjustment		<p>Self-explanatory. Answer by placing initials in proper block. Questions 36a and 36b will be modified to read as follows:</p> <p>36a. Questions (1) and (2) below concern supply or marijuana of possession, supply, use without a prescription of narcotics, LSD, or other dangerous drugs. (Recruiter: Strike out complete sentence following (3))</p> <p>(1) Have you ever used narcotics, LSD, or other dangerous drugs?</p> <p>(2) Have you ever been a supplier of narcotics, LSD, or other dangerous drugs or marijuana?</p> <p>36b. Has your use of drugs or alcoholic beverages (such as liquor, beer, wine), ever resulted in your loss of a job, arrest by police, treatment for alcoholism or for drug abuse, or suspension or expulsion from school?</p> <p>(3) Strike out (3) in its entirety.</p>
DD Form 1966/4		
37 Other background data		Self-explanatory
38 Understandings		Applicant must read and initial.
39. Remarks		<p>Use this items for continuation of other items, if necessary.            Entries below will be included for USAR enlistments.</p> <p>a. When required, enter the statements below:</p> <p>(1) Under table 5-2, rule D, when verification of education level cannot be accomplished, enter: "Verification of above named applicant's educational level could not be accomplished. Requirement to verify educational level waived by (Name of area commander/assistant area commander) on (Date)."</p> <p>(2) Under paragraph 6-5h, when applicant is unable to provide verification of successful completion of required course, guidance counselor will enter: "I certify I have successfully completed high school . . . (course) . . . and understand I must provide verification by school transcript before initial active duty for training; or accept training in an alternate military occupational specialty, if offered, and remain on active duty for such additional period as required to complete such training."</p> <p>(3) Enter following statement for all married applicants with dependents under 18 years of age who are not required to submit a request for dependency waiver: "I have (number of) dependents under the age of 18. I understand that the responsibility that I have for care of my children will not be a sufficient reason of itself, for not satisfactorily participating in the Ready Reserve during my period of enlistment. I further understand that it is my responsibility to make proper arrangements for the care of my dependents during periods of military service when I am required to perform duty in an area where dependents are not authorized."</p> <p>b. Rpt back to MEPS on (Date) at (Time).</p> <p>Rec Sta . . . . . Reporting Date . . . . .</p> <p>Basic Tng Sta . . . . . Reporting Date . . . . .</p> <p>AIT Sta . . . . . Reporting Date . . . . .</p> <p>CCN . . . . .</p> <p>c. For ACASP enlistees, enter appropriate statement from paragraph 7-16c(1). If enlisting for USAR Bands Option, enter proper statement from table 9-17, line 9, paragraph b.</p> <p>d. For enlistments under Alternate Training Program, enter following: "Enl for Alternate Tng Prgm, AR 601-210, paragraph 5-65b.</p> <p>e. For enlistments in ROTC/SMP, enter following: "Enl for ROTC/SMP, AR 601-210, chapter 9."</p> <p>f. For direct enlistments in IRR (both PS and NPS) enter following: "Enl for direct asgmt to IRR, AR 601-210, section XX, chapter 5."</p>
DD Form 1966/5		
40. Certification		Applicant's signature in this block must be witnessed by recruiter. This item will not be signed until applicant has completed all required items and is in presence of recruiter.
41. Data Verification by Recruiter		40a through 40f. Completed by recruiter who enters a description of the actual document used to verify items 40a through 40f.
42. Certification		This block will be completed by recruiter involved in processing applicant for enlistment.
43. Enlistment Options Accepted		<p>43a. (FOR RA) Enter specific enlistment option and title in chapter 9. (Example: table 9-1, Enlistment Option 9-3.)</p> <p>b. (FOR USAR) Enter name, address, and UIC of USAR unit of assignment.</p> <p>If enlisting for ACASP enter: "ACASP, Option (specify which option from AR 601-210, table 7-2B)." If enlisting for Alternate Training Program enter: "Alternate Tng Prgm, AR 601-210." If enlisting for Standard Training Program enter: "Standard Tng Prgm, AR 601-210." If enlisting for ROTC/SMP, enter: "ROTC/SMP, AR 601-210."</p> <p>If enlisting for direct assignment to IRR with no previous military service, enter: "Con GP (Annual Tng) UIC WONJAAA" and "IRR NPS Direct Enl, AR 601-210."</p> <p>If enlisting for direct assignment to IRR with previous military service, enter: "Con Gp (Reinforcement) UIC WONJAAA" and "IRR Direct Enl, AR 601-210."</p> <p>43c. Self-explanatory.</p>
44a through 44f. Certification of Recruiter or Acceptor		Completed by guidance counselor.

**Table 5-1**  
**Instructions for completing the DD Form 1966-Series (Record of Military Processing—Armed Forces of the United States.)—Continued**

Item	Title	Instructions and required entry
45. Recertification by applicant and correction of data at time of AD entry.		45a through 45f. RA: Guidance counselors will use item 45 to correct or change DEP entries to RA entries when applicant is discharged from DEP for enlistment into RA. In addition, use this section to record any questions or changes in other sections when necessary at time of AD enlistment from DEP. If applicant enlists straight into RA and no corrections or changes are required, "none" will be entered. Section will be completed by entering date applicant enlisted on to AD. Applicant will sign this section. Then guidance counselor will print name, grade, and SSN, and sign payroll signature. USAR: Enter "NA" (not required for USAR applicant).
DD Form 1966/6		
46 and 47. Parental/Guardian Consent		Self-explanatory. See table 2-1, rule A.
48. Statement of Name		This item provided in event applicant wishes military record to reflect a name other than as shown on birth certificate. If the name for the military record is same as name on birth certificate, enter "N/A" in items 48a, 48b, and 48c if this page is used. If the name in item 2 is different, enter names as shown on birth certificate, in item 48a. <i>Applicant signature in block 48e must be witnessed by recruiter or notary public. Applicant will not sign unless in presence of recruiter or notary public. This section may not be used by aliens whose enlistment name and military records must match INS records.</i>

## Section III

### Administration of ASVAB Tests

#### 5-9. General

On 1 January 1979, DOD directed all Armed Forces Recruiting services to use the ASVAB tests for enlistment.

a. *First test.* The first initial administration of student testing, or current production test, will be considered the first test by all Armed Services despite the Service where enlistment application is made. Testing with the ASVAB series after initial test will be considered a retest.

b. *ASVAB retest.* A retest under this section is an authorized means that may be used to verify scores of applicants whose test scores do not reflect their true ability and capability for Army service.

c. *Enlistment on basis of retest scores.* Applicants qualifying for enlistment and for enlistment option may be enlisted on the basis of retest scores if the retest is given under paragraph 5-10.

d. *Valid period for test scores.*

(1) Student testing or current production test scores are valid for enlistment purposes for 2 years from date of test administration unless the person is retested under policy in paragraph 5-10b or c. (If applicants are enlisted in DEP, the score remains valid for AD enlistment that could occur beyond the 2-year validity period.)

e. When ASVAB 5 scores are used (female applicants). For female applicants tested only on ASVAB 5, the qualifying score will be the Women's Selection Test (WST) score.

#### 5-10. Retesting

Retesting with the ASVAB series may be authorized under this paragraph. Prohibitions are given in a below.

a. *Prohibitions.* Retesting of applicants with ASVAB by other than MEPS personnel is prohibited.

(1) Scores on tests given applicants at other than MEPS or Mobile Examining Team (MET) sites by RC are not acceptable for enlistments.

(2) Student testing within 6 months of a Production Test, is invalid. In cases when inadvertent retesting results from compulsory student testing, resulting scores will supersede previous institutional or most recent production scores and will be used for enlistment.

(3) Applicants tested in high school who have not reached their 16th birthday will not be retested at a MEPS or MET site until they reach age 16. This does not prevent repeated testing of applicants with student testing while they are in high school. It does prevent testing with the current ASVAB production series for enlistment purposes before applicant reaches age 16.

(4) Retest scores attained through use of unauthorized testing aids (such as crib sheets) are not valid for enlistment purposes. Further testing before 6 months have elapsed is not authorized.

(5) Recruiter use of ASVAB tests or locally developed test questions, test aids, or commercial test study guides to familiarize persons for test purposes is not authorized. DOD ASVAB Information Pamphlet (DOD 1304.12Z) may be used for this purpose. Applicants may be advised that commercial study guides are available. However, commercial study guides will not be maintained in any recruiting facility or in the possession of recruiter for use by applicant.

b. *NPS applicants.*

(1) Applicants eligible for retesting will be given alternate test forms. The complete test battery is given for retesting. Most recent valid test results are used for enlistment purposes.

(2) MEPS commanders immediately may retest applicants who comply with one of the following:

(a) Have been tested under adverse conditions (for example, illness, physical or emotional distress, or undue distraction).

(b) Are considered to have attained inflated test scores through improper means.

(3) Retest is authorized 30 days after initial test (ASVAB 14 or current production test). Applicants should not be retested unless their education, experience, or formal training do not reflect test scores achieved. The requirement for written approval for a 30-day retest is rescinded. Note: 30 days are calendar days. Applicant may retest on the day after the 30th day from the date of original test.

(4) Applicant may retest 6 months after date of his or her last test.

(5) Latest valid scores for any of the US Armed Forces become the applicant's official scores for enlistment purposes. MEPCOM Form 714A, Request for Examination, will be used for all tests or retests. This form must indicate correct version of any previous test taken.

(6) Verification retest may be authorized when—

(a) The MEPS commander or Chief, Testing Management Section (CTMS), has reasonable cause to suspect improper means were used to influence or inflate test scores. The MEPS commander or CTMS may take this action when, after interviewing the applicant, test results do not seem to represent his or her true ability. (For example, validity of test scores are highly doubtful or suspect, considering educational background, work experience, English language proficiency, or previous test results.)

(b) Retest given solely to verify an applicant's AFQT score will include only those subtests of ASVAB needed to compute the AFQT score. If retest scores invalidate applicant's previous score, use verification retest results for enlistment purposes. Applicant may refuse to take a verification retest. If so, the MEPS commander will invalidate doubtful scores and will advise the guidance counselor.

(7) Retesting applicants solely because aptitude area tests scores do not meet standards prescribed for enlistment options or programs is not authorized.

(8) Retesting is authorized for applicants who were tested in high schools and whose scores are not available after MEPS attempts to locate them have failed. In this instance a retest letter is not required.

c. *PS applicants.*

(1) If PS applicants are enlisting in a former MOS, previous test scores are valid for enlistment. Recomputation of test scores or retesting is not required.

(2) If a PS Army applicant applies, or is required, to enlist in an MOS other than his or her former PMOS the individual must be retested to determine eligibility.

(3) RA only: If applicant has other than Army PS, testing is required.

(4) When PS applicant is required or requests to be tested or retested, new scores become official scores for enlistment.

(5) A valid DA Form 1811 may be used for USAR enlistment. PS personnel who cannot present a valid DA Form 1811 will be tested.

(6) When PS applicant qualifies on the basis of a retest, a DOD Form 1304.12K (ASVAB Scoring Worksheet) or MEPCOM Form 609 (ASVAB Score Sheet) will be prepared. It will be forwarded with the DA Form 1811 to the reception station or first duty station. Enter the following notation on DA Form 1811 under "Mental Status" and on DOD Form 1304.12K or MEPCOM Form 609: "Retested (date) with current ASVAB under paragraph 5-10c, AR 601-210."

## Section IV

### Administration of Medical Examination

#### 5-11. General

Consent of parents or guardians is required before any medical examination of applicants under 18 years of age. However, exceptions do exist. Medical examinations of the scope prescribed in AR 40-501 are required for all persons except those outlined in AR 601-270 and in AR 140-120 for USAR when applicable.

#### 5-12. Medical examinations

a. AR 601-270 will govern medical examinations conducted at MEPS. Each applicant will prepare an SF 93 (Report of Medical History) in his or her own handwriting.

b. DD Form 2246 (fig 5-5) also will be prepared and forwarded to the examining facility with the applicant's enlistment packet. (Fig 5-5 shows a sample of DD Form 2246 and preparation instructions. This figure is located after the last chapter in this regulation.)

#### 5-13. Use of DA Form 1811

a. An applicant may enlist after a break in service that does not exceed 6 months. If so, use DA Form 1811 (Physical Data and Aptitude Test Scores Upon Release from

Active Duty) instead of a medical examination if—

(1) Applicant's physical condition has not changed since separation.

(2) No new disease or injuries have been acquired.

b. Applicant must answer "yes" or "no" to the MEPS doctor's questions and sign the DA Form 1811.

c. A complete examination will be made if an exception is noted. Attach proper forms to the DD Form 4-series (as explained in para 5-12). DA form 1811, when used, will be attached to the original and duplicate copies of DD Form 4-series in place of the SF 88 (Report of Medical Examination) and SF 93.

d. When enlistment into the DEP is accomplished using DA Form 1811, mental test scores may be used despite time in the DEP.

## Section V

### Responsibility for Initiation or Procurement, Composition, and Distribution of Forms and Documents for Enlistment

#### 5-14. Required forms and documents and activities responsible for their initiation; instructions for composition and number of packets

Table B-1—

a. Lists required forms and documents used in processing enlistments in the DEP, RA, or USAR.

b. Identifies activity (USAREC or MEPCOM) responsible for initiation of these forms and procurement of supporting documents of verification, when required.

c. Provides instructions for composition and number of enlistment packets required.

#### 5-15. Disposition instructions for enlistment packets, forms, and documents

Table B-2, with tables B-2A through B-2G, provides instructions for disposition of the following:

a. Enlistment packets that were assembled under table B-1.

b. Forms and documents used for enlistments under the Active Army In-Service Recruiting Program.

## Section VI

### Movement of Applicants or Enlistees

#### 5-16. General

a. Transportation and subsistence will be furnished to applicants only when either of the following applies:

(1) They are tentatively accepted for enlistment.

(2) They are recalled for enlistment after their names are reached on a waiting list.

b. Return transportation and subsistence from MEPS to point of initial acceptance (such as recruiting station or residence, as appropriate) will be furnished to rejected applicants and acceptable applicants who

cannot be enlisted at the time. Return transportation may not be provided to an applicant who is rejected because of a disqualification concealed by him or her at time of tentative acceptance as an applicant.

c. Applicants who signify their intention to enlist in the RA or USAR may be retained at Government expense. They may be retained for the time needed to complete their processing at MEPS or other enlisting activity. In CONUS the period of retention at Government expense will not exceed 7 days without specific authority from the CG, USAREC.

d. PS personnel may be authorized an advance leave prior to shipping to a US Army Reception Station or designated unit. The following statements will be included on the orders issued by MEPS: "You are authorized (number) days chargeable leave en route. DA Form 31 (Request and Authority for Leave) will be initiated at first duty station."

#### 5-17. Forwarding of enlistees

Normally, persons will be scheduled to arrive at destinations as shown below.

a. *From recruiting stations to MEPS.* Persons should arrive at MEPS during normal duty hours. When this is not possible, recruiting personnel will coordinate meal and lodging needs with MEPS.

b. *From MEPS to reception station or designated unit.* Persons will be sent from MEPS to the reception station or designated unit under AR 601-270.

#### 5-18. Movement of personnel from place of enlistment

a. *NPS personnel.* NPS personnel enlisted at MEPS will be assigned and sent to a US Army Reception Station (USARECSTA).

b. *(RA only) PS personnel.* PS personnel—

(1) With a break in active service of 5 years or more, despite service and previously held MOS, will undergo IET at specified US Army Training Centers (USATCs) and schools. IET includes BT, AIT, or one-station unit training (OSUT). Personnel will be assigned to a USARECSTA.

(2) Who enlist for an MOS held during their previous enlistment, with less than a 5-year break in service, will be assigned directly to field units. Unit commanders will provide necessary transition or refresher training.

(3) Who reenlist for an MOS not previously held, with less than a 5-year break in service, will receive AIT training in the new MOS. If the new MOS is taught in the OSUT mode, the person will be assigned to a course after diagnostic testing. All personnel will be placed in the appropriate week of AIT training of OSUT.

(4) Who are required to complete AIT will be sent directly to the proper AIT location. (The exception is when AIT is not conducted at an Army installation. In this case, personnel will be sent to the nearest

USARECSTA by the enlisting MEPS to obtain military records and uniforms before proceeding to AIT.)

(5) Who have completed the IADT phase under the Reserve Enlistment Program of 1963 (REP 63) will be processed under (2) and (3) above. Personnel will be processed as members of the Army National Guard of the United States (ARNGUS), USAR, or US Marine Corps Reserve if their service in an RC TPU of the Army or Marine Corps was terminated within 5 years of date of current entry on AD with the Army.

(6) Who immediately before entry in the Active Army have completed 2 or more consecutive years of satisfactory service in an RC TPU of the Army or Marine Corps, will be processed under (2) and (3) above. Satisfactory service—

(a) Includes regular participation in unit paid drill assemblies.

(b) Includes attendance at two annual training periods.

(c) Need not have included taking part in the IADT phase under the REP 63 program.

(7) Who enlist at a MEPS for an overseas area will be processed under proper tables of chapter 9. Such persons may be granted leave as delay en route to a reception station or other proper installation for overseas shipment.

(8) Who are assigned to an overseas area, and do not require BT or AIT, will be moved as follows:

(a) When enlistee is authorized and requests concurrent travel, assignment should be to nearest reception station.

(b) When concurrent travel is not authorized or requested, and assignment is to the following: Far East (Korea, Japan, etc.), Hawaii, or Alaska, send enlistee to the USARECSTA Fort Leonard Wood, Missouri. All other assignments (Europe, Africa, Panama, etc.), send enlistee to Fort Dix, New Jersey, or Fort Jackson, South Carolina.

(9) Who enlist in the Regular Army regardless of grade or years of service completed, are authorized movement of household goods (HHG) and transportation of family members at Government expense (in accordance with the Joint Travel Regulation) from the point of entry or home of record to the first permanent duty station. If enlistment is for an overseas location or a school course of 20 weeks or more, approval must be obtained from MILPERCEN. Movement of family members or HHG to Reception Station, BT/BCT or AIT is not authorized. (See JTR, chapter 7 (7000).)

(10) Who enlist for an MOS or option requiring TOP SECRET clearance and access to sensitive compartmented information (SCI) will be sent to one of three USARECSTAs where MILPERCEN Personnel Security Screening Program (PSSP) Detachments exist for security screening before being sent to AIT or assignment to a field unit. These USARECSTAs are at Fort Dix, NJ, Fort Jackson, and SC, Fort Leonard Wood, MO.

(11) Who enlist for MOS 12E, 35F, 36L, 55D, 55G, or 96B, will be sent to one of the three USARECSTAs listed in (10) above for security processing before being sent to AIT or assignment to a field unit. These include straight-ship enlistees.

c. (RA only) NPS personnel who require English language training. Those personnel who require English language training will be sent to USARECSTA at FT Bliss, TX by the enlisting MEPS to obtain Military records and uniform before proceeding to Lackland Air Force base for training.

d. (USAR only) PS personnel enlisting for training. Those personnel—

(1) Who require training (AIT) who have had a break in service for more than 5 years will be required to complete BT/BCT.

(2) Who require training (AIT) taught in the OSUT mode will be given a diagnostic test and placed in appropriate week of training.

(3) Other than Army or USMC will be required to undergo appropriate BRM and ITT training, after completion of the diagnostic test.

Note: This paragraph does not apply to IRR transfers or enlistments that require no training.

## Section VII Enlistment Processing of Former Army Prisoners of War

### 5-19. General

This section applies to persons who, while serving as enlisted members of the Army on AD in the Southeast Asia theater of combat operations, were—

a. Captured between 1 January 1961 and 31 March 1973.

b. Held as prisoners of war (PWs) by governments or other authorities opposing the US forces in the conflict. (Release date from PW status is immaterial in terms of the above definition.)

### 5-20. Processing applications for former Army PWs

Process applications for enlistment of former PWs (para 5-19) in the RA as follows:

a. Under policy in effect at the time of enlistment application, the former PW may be qualified to return in his or her former pay grade and MOS and may not request consideration not covered in this section. If so, applicant will be processed and enlisted under chapter 3. Process and enlist such persons as a maximum priority by providing quick and thorough treatment.

b. Forward the enlistment application as quickly as possible to the Commander, USAEEA, where action will be given priority if, under policy in effect at the time of application either of the following applies:

(1) The former PW is not qualified for enlistment.

(2) The former PW is not qualified to enlist in his or her former pay grade and MOS.

(3) Applicant requests consideration not covered by this section.

## Section VIII Special Processing for Members of Reserve Armed Forces of the United States

### 5-21. Policy

Integrity of the TPUs of the RC will be preserved as far as practical. Members of TPUs will not be solicited to enlist in the RA, nor will ARNG members be solicited for the USAR. However, data and assistance will be given on a member's request. Advise RC applicants for RA or USAR enlistment of the policies below.

a. A member of the RC of an Armed Force of the United States, who is in a participating status, will not be processed for enlistment in the RA or USAR without first having been released from the RC. (This policy includes those who are presently in the DEP of another Service.) These RC personnel may not be MEPS processed (given physicals) before obtaining RC conditional release. Applicants for USAR enlistment, who are members of the RC of another US Armed Force, must be processed under AR 140-10, chapter 9, and this regulation. (See para 1-11a.)

b. Enlisted RA members may not hold a Reserve commission or warrant in an Armed Force of the United States other than the Army.

c. A person who holds an RC commission or warrant must resign such commission or warrant on DEP enlistment.

d. The RC member who enlists in the RA or DEP will not take part with the Selected Reserve, TPU for pay, benefits, retirement points, and so forth.

### 5-22. Request for discharge or clearance from an RC

When a participating RC member applies for enlistment, use DD Form 368 to request RC discharge or clearance. This form is valid for 60 days from date signed by unit commander or designated representative. The RC must be notified promptly of a member's intent to enlist in the DEP, RA, or USAR (if a member of another RC). Clearance must be received from proper Reserve authorities before enlistment. See para 1-10.)

a. For members of units, send DD Form 368 to the member's unit commander. For ARNG members, DD Form 368 or NGB Form 61 (National Guard Clearance) may be used. DD Form 368 is not required for nonunit members of the RC.

b. Enlistment may be accomplished when the approved clearance is returned. If the RC declines to release or discharge the member, he or she will not be processed for RA enlistment. USAR enlistments also must comply with AR 140-10, chapter 8. (See para 1-11a.)

c. Extension of the 60-day validity period may be obtained telephonically by a commissioned officer assigned to the Recruiting Battalion Headquarters (S-3) if delay of enlistment was caused by waiver action (includes processing time for OCS/WOFT

applicants). Note: Only commander or authorized representative who originally signed the clearance may grant the extension. All other clearances must be resubmitted prior to enlistment if 60 days have elapsed. (DA Form 751, verbal or telephone conversation record, must be attached to DD Form 368.)

### 5-23. Applications for enlistment

An application for RA enlistment may be accepted from RC members if applicant meets criteria below by component.

a. *Active member of the RC.* An enlisted member of the RC who desires to enlist in the RA, to include the DEP, may enlist if he or she—

(1) Has successfully completed required IADT, has been awarded an MOS, and has been returned to his or her RC unit: (ARNG/USAR TPU members may not enlist until six (6) months after completion of IADT)

Note: Members enlisting for the alternate training program do not complete IADT until they successfully complete the second period of IADT(AIT).

(2) Has received clearance from the RC TPU commander. DD Form 368 or NGB Form 61 is used for this purpose. Proper forms must be in the possession of the recruiting activity processing the member for enlistment.

Note: FORSCOM Form 265-R may be used in place of DD Form 368. Its authenticity must be verified with the losing unit.

(3) Has not been alerted for mobilization.

(4) Has not been notified of orders directing involuntary order to AD.

(5) Is currently serving in the RC under a Bonus Program and the commander has initiated recoupment procedures as required.

(6) Is not currently serving on AD or active duty training (includes IADT, ADT, SADT, AT, ADS, or AGR). Processing of a member, including submission of DD Form 368 or NGB Form 61, will not begin until the member has been released and returns to the parent unit.

(7) Is not within the 60-day period preceding effective date of orders to extended AD other than annual.

b. *IRR.* Members of the IRR who wish to enlist in the RA, to include the DEP, must meet criteria in a(1), (3), (6), and (7) above. Also, recruiting personnel seeking to enlist an IRR member must obtain the approval of the Commander, US Army Reserve Personnel Center (ARPERCEN), 9700 Page Boulevard, St. Louis, MO 63132-5260, before processing the member for enlistment. Release is required only if the IRR member is—

(1) Currently serving in the USAR IRR under condition of an enlistment agreement that gives—

(a) Bonus payment.  
(b) Educational tuition assistance.  
(c) Similar benefits.

(2) A commissioned officer or warrant officer who was released from AD by reason

of RIF or by having been twice passed over for AUS promotion.

c. **USAR Control Group (ROTC).** An enlisted member assigned to ROTC, who desires to enlist in the RA, to include the DEP, may enlist if he or she—

(1) has received clearance from the ROTC Commander. DD Form 368 is used for this purpose. The proper form must be in possession of Recruiting activity before processing member for enlistment.

(2) Has obtain a DD Form 368 from unit assignment as well as the ROTC Commander.

(3) ROTC member must meet criteria in a(3) (4) above.

(4) Is not a ROTC scholarship recipient.

#### 5-24. Notice of enlistment

An RC member or former member discharged or released under paragraph 5-22 will be enlisted in the DEP, RA, or USAR. When he or she is, the MEPS handling the enlistment will notify the proper agency in b below. Notify the agency by forwarding a copy of enlistment orders and a copy of the completed DD Form 4-series. Such notice will do one of the following:

a. Permit action needed to separate the Reservist or allow him or her to resign his or her commission or warrant (to include USAR commissioned and warrant officers who enlist in the DEP).

b. Provide followup data for Reservists discharged from an RC specifically to permit enlistment in the RA. Forward enlistment orders and a reproduced copy of DD Form 4-series as follows:

(1) **US AR.**

(a) **Unit members.** To the Reserve unit where person was assigned. USAR enlistments also must comply with AR 140-10, chapter 8.

(b) **Nonunit members.** To the Commander, Army Reserve Personnel Center (ARPERCEN), (ATTN: DARP-MSR-R) 9700 Page Boulevard, St. Louis, MO 63132-5206.

(c) **The Personnel Information System (PERSINS).** The PERSINS Processing Activity (PPA) where the member enlists will initiate an accession card, MILPC-6. This card will be sent to the Commander, RCPAC (ATTN: DARC-RSP), 9700 Page Boulevard, St. Louis, MO 63132-5200.

(2) **US Navy Reserve.** To the commandant of the Naval District where the person is assigned or to the Chief of Naval Personnel (ATTN: PERSE-3), WASH DC 20370.

(3) **US Air Force Reserve.**

(a) **Unit members.** To the commander of the enlistee's Reserve unit of assignment.

(b) **Members of the nonaffiliated Reserve Section, the ineligible section, and the inactive status list reserve section.** To the Air Reserve Personnel Center, 3800 York Street, Denver, CO 80205.

(4) **US Marine Corps Reserve.** Through the Director, Marine Corps Reserve and Recruitment District, to the commanding officer of the organized Marine Corps unit where the member is assigned.

(5) **US Coast Guard Reserve.** To the Commandant, US Coast Guard, WASH DC 20590.

(6) **Army and Air National Guard.** To the commander of the unit where the member is assigned.

### Section IX Special Processing for Enlistment of ARNG Members Into the USAR

#### 5-25. General

Members of the ARNG will not be transferred to TPUs of the USAR as Reserves of the Army on discharge from the ARNG. Such persons will be processed for enlistment as PS applicants under AR 140-10, chapter 5, and procedures outlined in this section.

a. Policy in this section implements uniform accessioning procedures for personnel moving from an ARNG status to a USAR TPU status without a break in military service.

b. Policy in this section does not apply to the IRR. On discharge from the ARNG, ARNG members may be transferred to a Control Group of the IRR as Reserves of the Army to serve a remaining portion of a statutory or contractual obligation. However, a member who has been transferred to the IRR and currently is serving on an extension of an ARNG enlistment agreement that extends his or her ETS to a period of more than 4 years must be immediately reenlisted in the USAR under AR 140-111, chapter 3.

c. ARNG member enlisting in the USAR will be processed through MEPS.

#### 5-26. Basic eligibility criteria

This paragraph applies only to current members of the ARNG who have been granted conditional release to enlist in the USAR but will remain members of the ARNG until the USAR enlistment has been accomplished and verified. These persons are considered as PS applicants. Basic eligibility criteria will be under table 3-1 with the following exceptions:

a. **Trainability.** Applicant must have attained scores of 90 or higher on two or more aptitude areas of the ASVAB. No waivers are authorized.

(1) Persons who do not possess prescribed scores may be retested only with the ASVAB under AR 601-270.

(2) Persons may qualify for exemption of the above requirement. They must demonstrate qualification in their MOS by having achieved 60 percent or higher on the SQT (Individual Soldier Report).

b. **Administrative.** Applicants will not be permitted to enlist in the USAR under this section who—

(1) Will be discharged from the ARNG with a Bar to Reenlistment, issued by the ARNG, in effect.

(2) Have been denied ARNG reenlistment or extension.

(3) Will be discharged from the ARNG under any of the provisions of table 4-3.

c. **Grade.** Grade, title, DOR, and NCO or Specialist status, on enlistment in the USAR under this section, will be the same as that held in the ARNG when conditional release was issued.

d. **Dependency.** No restrictions.

e. **MOS requirement.** Must have successfully completed IADT and have been awarded an MOS.

#### 5-27. Enlistment periods

a. Enlistments of ARNG members in the USAR authorized under this section will be for periods of 3, 4, 5, 6, 7, and 8 years. However, applicants who have not completed an incurred MSO must enlist for a term of service equal to, or greater than, the remaining statutory obligation, by whole years, but not less than 3 years.

b. Enlistment periods that would exceed the last day of the month in which an applicant reaches age 60 are not authorized. Applicant may have a contractual obligation with payment of an incentive under the Selected Reserve Incentive Program (SRIP). If so, the person must enlist in the USAR for a period that will satisfy or exceed this contractual obligation, or be terminated from the incentive program. In no case will enlistment be for less than 3 years.

#### 5-28. Processing procedures

Administrative processing procedures for personnel enlisted under this section depend on availability of applicant's MPRJ to the recruiting activity and the USAR for accessioning data. When a member of the ARNG applies for membership in a TPU of the USAR, the procedures below will apply.

a. Recruiting officials must request conditional release from applicant's ARNG command. Conditional release is explained as "a release from the ARNG on condition that the member will enlist in the USAR." If the person fails to accomplish the enlistment, he or she remains a member of the ARNG. DD Form 368 or NGB Form 61 will be used to accomplish a conditional release. This request must specify that the purpose of the request is to accomplish a complete discharge from the ARNG (and as a Reserve of the Army) on enlistment in the USAR, and is not a request for a transfer action. Also, the recruiting activity must request access to applicant's MPRJ. The activity must determine, from the ARNG unit, if the MPRJ will be transferred to the USAR when the member has been enlisted in the USAR.

b. Enlistment packets will be assembled and distributed under tables B-1 and B-2C.

(1) ARNG personnel require full MEPS processing.

(2) DD Form 1966-series is required for enlistment processing—

c. Copies of applicants MPRJ if available will be included in packet.

d. After verification of eligibility criteria has been accomplished the recruiting activity will—

(1) Complete a DD Form 4-series and DA Form 3540-series (Certificate and Acknowledgement of Service Requirements for Individuals Enlisting, Reenlisting, or Transferring into Troop Program Units of the US Army Reserve) (fig. 5-7).

(2) Administer the Oath of Enlistment.

(3) Present a reproduced copy of the DD Form 4-series and DA Form 3540-series to ARNG so that discharge from ARNG (and as a Reserve of the Army) may be accomplished.

e. When MPRJ has been transferred to USAR, procedures below will be followed:

(1) Assemble packets in the way prescribed in table B-1.

(2) Forward Packet 1 to Commander, RCPAC (ATTN: AGUZ-RSC-RP), 9700 Page Boulevard, St. Louis, MO 63132-5200.

(3) Insert Packet 2 and Packet 3 in MPRJ transferred from ARNG; forward to the proper area commander (CONUSA).

(4) Provide enlistee with Packet 4.

(5) Provide gaining USAR unit with reproduced copies of the DD Form 4 series, DD Form 1966, and DA Form 3540-series (fig 5-7). (This figure is located after the last chapter in this regulation.)

(6) Retain Packet 5 at recruiting battalion under USAREC directives.

## Section X

### Special Processing for Enlistments in Oversea Commands

#### 5-29. General

This section prescribes policy and procedures for processing and determining enlistment eligibility for applicants who apply in overseas commands. Major overseas commanders exercise supervision and control of processing of applicants within their commands. Mental and medical examinations will be administered at military activities or at MEPS. Send further enlistment inquiries to HQDA (DAPE-MPA), WASH DC 20310-0300. Processing of applicants where USAREC maintains recruiting stations or conducts recruiting activity will be in accordance with this regulation.

#### 5-30. Authority

Oversea commanders are authorized to enlist applicants with or without PS, who are residing in an overseas command, if—

a. Applicants do not have concurrent status as nationals of the country where enlistment is being made and that country has no law which prohibits such enlistments. Applicants must meet citizenship criteria of this regulation.

#### 5-31. Processing

a. Oversea commanders may assign enlistees to their command who—

(1) Are US citizens.

(2) Do not require BT, AIT, or OSUT.

(3) Are eligible for assignment within the command under AR 614-30.

(4) Can be used in the command in which they are enlisted.

b. Persons ineligible to remain in the command will be processed under AR 612-5 and AR 614-200.

c. If reassignment of enlistees to CONUS for training is necessary, oversea commanders will ensure that enlistment is completed in time to allow processing, travel, and entry into BT by the required date to fulfill any option for which applicant enlisted. Allow at least 3 days for reception station processing after arrival in CONUS.

## Section XI

### Delayed Entry Program

#### 5-32. General

a. The CG, USAREC, is authorized under this section to—

(1) Organize and administer the US Army Reserve Control Group (Delayed Entry) to which enlistees will be assigned. (See AR 140-1, para 2-5.)

(2) Enlist NPS applicants in the DEP with a maximum delay of 365 days as determined by the CG, USAREC.

(3) Enlist PS applicants in the DEP for a maximum delay as authorized by REQUEST not to exceed 365 days.)

b. Enlistment in the DEP is authorized—

(1) For qualified applicants who have agreed to enlist afterwards in the RA for one of the enlistment options given in chapter 9.

(2) If a vacancy is obtained through REQUEST before DEP enlistment.

#### 5-33. Enlistment and separation authority

a. For this program, MEPS commanders are delegated authority under AR 601-270 to—

(1) Effect DEP enlistments.

(2) Issue RA orders.

(3) Separating DEP enlistees to enlist immediately in the RA.

b. The Commander, Recruiting Battalion, is delegated authority to separate DEP enlistees as directed by the CG, USAREC or HQDA. In addition Battalion commanders may void enlistments in accordance with AR 635-200 when appropriate.

#### 5-34. Eligibility qualifications

Before enlistment in the DEP, applicants must—

a. Meet basic eligibility requirements in chapters 2 and 3.

b. Be processed under requirements of chapters 4 and 5.

c. Meet specific eligibility and processing requirements for enlistment option for which they are applying. (See table 9-1 for enlistment options.)

#### 5-35. Terms of service and authorized pay grades

a. In an initial DEP enlistment, applicant incurs an 8-year MSO.

b. RA enlistment will be for a period authorized by the RA enlistment option as entered on DA Form 3286-59 (Statements for Enlistment—Delayed Entry Program).

(See fig 9-1. This figure is located after the last chapter in this regulation.)

c. DEP enlistees who refuse to enlist in the RA under the Enlistment Agreement may be ordered to AD in their Reserve status for a period of 2 years. (The exception is when their period of delay has been extended by the Commander, Recruiting Battalion, or the CG, USAREC.) DEP enlistees ordered to AD will enter in the grade they were enlisted in DEP.

d. NPS enlistment in the DEP will be under table 2-3.

e. PS DEP enlistment grade will be determined by table 3-3. (Grade authorized on DEP entry will also be the enlistee's authorized RA enlistment grade.)

#### 5-36. Processing procedures

a. Process DEP applicants under sections 1 through VI, chapter 5, except as follows:

(1) Use DA Form 3286-59 (Statements for Enlistment—Delayed Entry Program) (fig. 9-1)

(2) The DA Form 3286-series pertaining to options will be initiated at time of enlistment into the DEP and placed in enlistment packet. This does not include applicant and guidance counselor signature nor date.

b. Do not enlist applicants requiring waiver of any disqualification for RA enlistment until a waiver is processed and approved, as specified in chapter 4.

c. Initiate an ENTNAC on all NPS US citizen applicants and a National Agency Check (NAC) on all PS applicants. (For immigrant aliens, see sec XVII, chap 5.)

d. Delay RA enlistment until waiver processing is completed and a decision is made on the Reservist's eligibility if, while in a delay status, he or she has been—

(1) Charged.

(2) Cited.

(3) Arrested.

(4) Referred to juvenile court.

(5) Convicted.

(6) Adjudicated as youthful offender or juvenile delinquent.

e. If the Reservist is to be extended in the DEP, he or she must consent in writing. (See fig 5-8 for sample format for letter for consent to extension in the DEP. Fig. 5-8 is located after the last chapter in this regulation.) A new DA Form 3286-59 must be executed to indicate new enlistment date. Previous DA Form 3286-59 will be voided, and maintained as well as distributed in accordance with this regulation.

f. The DEP enlistee may appear to be erroneously or fraudulently enlisted by reason of a charge filed and pending or a record requiring waiver under chapter 4 and existing before DEP enlistment. If so, delay RA enlistment, pending a decision under section III, chapter 4, or AR 135-178.

g. As directed by the CG, USAREC, the following will be referred to the guidance counselor:

(1) DEP enlistees who report for AD and decline enlistment.

(2) Enlistment packets of DEP enlistees who fail to report for RA enlistment.

h. DEP enlistees who report for AD and no longer qualify for their enlistment option will be offered another option for which they qualify. Obtain a waiver of the original commitment from the enlistee before he or she is enlisted in the RA for a new option. Attach waiver to each copy to the waiver of the DD Form 4-series. Separate DEP enlistees who refuse another option.

#### 5-37. Extensions in the DEP

a. The Recruiting Battalion commander may authorize extensions in the DEP, not to exceed a total time of 365 days, for the special situations listed below.

(1) Processing separation actions as authorized by paragraph 5-38.

(2) Disqualifying temporary medical conditions occurring after DEP enlistment.

(3) Awaiting results of civil court action for offenses occurring after DEP enlistment.

(4) Processing waivers of civil court convictions or adverse dispositions occurring after DEP enlistment.

(5) Awaiting results of an action started by an enlistee to obtain release from the DEP. When enlistee starts such action, advise him or her that he or she forfeits rights to the original option. Also, he or she must acknowledge in writing that he or she has been advised of such forfeiture.

(6) For other valid reasons determined by the Recruiting Battalion or USAREC.

c. DEP enlistees who become disqualified for RA enlistment must be processed for waiver before RA enlistment. If waiver was granted for applicant to enlist in the DEP and later convictions or disqualifications occur, waiver must be resubmitted and approved before RA enlistment.

#### 5-38. Special provisions of the DEP

a. The Commander, Recruiting Battalion, or the CG, USAREC, may direct separation of DEP enlistees who meet separation criteria of AR 135-178.

b. DEP enlistees who were high school seniors when they enlisted in the DEP and who receive a college scholarship after DEP enlistment, may apply for separation to accept such scholarship. (Cite AR 135-178, para 4-9 as authority for separation.) (See fig 5-9 for sample format for letter requesting separation from the DEP. Fig 5-9 is located after the last chapter in this regulation.)

c. DEP enlistees who become disqualified may be extended in the DEP and waiver processed if authorized in table 2-1, or table 3-1. Request for waiver will be submitted, and entry on AD will be held pending decision on waiver request. Persons must agree to extension in the DEP for waiver processing.

d. Send enlistment packets of DEP enlistees who, before RA enlistment, are found to have enlisted erroneously or fraudulently to the Commander, Recruiting Battalion, for disposition as established by the CG, USAREC.

e. In any other instance when a separation appears warranted, send enlistment

packet to the Commander, Recruiting Battalion, for disposition as established by the CG, USAREC.

f. DEP enlistee who previously requested separation from the DEP may withdraw the request and voluntarily agree to enlist in the RA. (See fig 5-10 for sample format for letter requesting withdrawal of DEP separation request. Fig 5-10 is located after the last chapter in this regulation.)

#### 5-39. Promotion opportunity through referrals

a. Each DEP enlistee or RA applicant will be advised that—

(1) He or she has the chance to be promoted to E2 by providing applicant referrals.

(2) He or she may receive credit for the referrals by using the referral sheet (USAREC Form 512 (Regular Army and Reserve Component Referral Sheet)), which should be returned to the recruiter.

(3) He or she will receive credit for the referrals once the applicants referred have enlisted in the DEP, RA, ARNG, or USAR. (See table 2-3.)

b. Recruiters will forward referral sheets to the Army guidance counselor together with the referred applicants' enlistment packets.

c. The Army guidance counselor, after confirming the referrals, will—

(1) Indicate "Rule F, table 2-3, AR 601-210" in DD Form 1966/4, item 39.

(2) Place referral sheets in enlistment packet being forwarded to the reception station. (See app B.)

#### Section XII

##### Transfer to the IRR from the DEP

#### 5-40. Policy

a. Personnel who have enlisted in the DEP under this regulation are assigned to USAR Control Group (Delayed Entry) until they enlist in the RA. To prevent loss of potential mobilization assets, personnel assigned to Control Group (Delayed Entry) having a remaining statutory military service obligation, who previously completed BT or 8 weeks of OSUT, will not be separated.

b. DEP personnel who are not enlisted in the RA will be transferred to the proper control group of the IRR to complete their statutory military service obligation if one of the following applies:

(1) Member of the DEP refuses, or otherwise declines, to enlist in the RA.

(2) Former member of the ARNG or USAR was discharged from the respective RC as a direct result of having enlisted in the DEP, and is denied enlistment in the RA because of one of the following:

(a) Change in marital or dependency status since enlistment in the DEP.

(b) Change in body weight since enlistment in the DEP.

(c) Failure to attain an educational requirement for the RA enlistment option.

(d) Previous Active Army disqualification (RE code or SPD) that may or may not have been disclosed when applicant was accessioned into the RC.

#### 5-41. Procedures

When a member of the DEP is to be reassigned to the IRR instead of separated, the CG, USAREC, will issue reassignment orders. (See AR 310-10 format 450). The member will be provided copies of the order. USAREC will forward to Commander, RCPAC (ATTN: AGUZ-RSC-RP), 9700 Page Boulevard, St Louis, MO 63132-5200.

a. Reassignment order.

b. Original DEP enlistment packet.

c. Member's MPRJ, if available.

#### Section XIII

##### Courtesy Enlistments

#### 5-42. General

a. Courtesy enlistments for RA or USAR within CONUS may be authorized only in exceptional cases. Recruiting Battalion commanders may authorize such enlistments when either of the following applies:

(1) It is in the best interest of the US Army.

(2) It will prevent severe personal hardship to applicant or applicant's family.

b. Oversea courtesy enlistments are authorized only in extreme cases. Approval from the Commander, USAREC (ATTN: USARCRO-PP), Fort Sheridan, IL 60037, is required before applicant's departure.

#### 5-43. Procedures

a. Prior coordination between Recruiting Battalion is mandatory. Attach a letter (fig 5-11) to the front of the enlistment packet; forward the packet to the gaining Recruiting Battalion at least 15 days before applicant's scheduled AD date. (Fig 5-11 is located after the last chapter in this regulation.)

b. Guidance counselors and other recruiting personnel must ensure that applicants accepting assignment reservations or entering the DEP understand that they must return to the same MEPS for AD processing unless a courtesy enlistment is authorized.

#### Section XIV

##### Special Processing for Partially Disabled, Combat-Wounded Veterans

#### 5-44. General

Waiver requests will be approved or disapproved by the CG, MILPERCEN for RA and Commander, ARPERCEN, for USAR for combat-wounded veterans, partially disabled as a result of wounds received in action while members of the Army.

a. Requests will be submitted only for veterans who—

(1) Meet all other enlistment requirements.

(2) Are physically qualified for general military service except for their specific combat-incurred disability.

b. Applicants must be capable of caring unaided for their own needs. They must be physically capable of performing useful service and not expect to require hospitalization or lose time from duty.

c. Persons permanently medically retired will not be processed for enlistment. Applicants who were separated from AD (not medically retired) without compensation and were granted veterans disability compensation may apply for a waiver. (See table 4-1, line R.)

#### 5-45. Requests for waivers

Submit waiver requests on the DA Form 3072-1-series to the approving authority as shown in paragraph 5-44. Such requests will be accompanied by—

- a. SF 88 and SF 93.
- b. Report of any subsequent and present treatment.
- c. Reports of X-ray, orthopedic, surgical, medical, or other consultations.
- d. Statement of opinion by a medical officer of the degree of the disability's incapacitation. The statement will include whether or not a prosthesis being used is satisfactory.

#### 5-46. Processing

On receipt of the decision on the waiver request and instructions from the approving authority, notify applicant to report to the proper MEPS for further processing.

a. For RA, send applicant from the MEPS to the training activity at Government expense; applicant will be classified at the training activity in an MOS in which he or she can reasonably be expected to perform satisfactory service with full consideration of his or her physical handicap. For the USAR, send applicant to the unit of assignment if no further school training is required.

b. To give the medical officer enough data to make a judgment, classification officer will analyze each primary or potential MOS proper for the applicant. Classification officer will then send his or her recommendation and applicant to the medical officer. Medical officer will make the final decision. He or she then will select an MOS which he or she considers applicant can capably perform. Special consultation reports directed by the CG, MILPERCEN or Commander, ARPERCEN, will be made at this time.

c. Applicants physically and otherwise qualified for enlistment will be enlisted at the training activity. Applicants found ineligible to perform in an MOS will be rejected and returned at Government expense to the applicant's home.

d. At time of enlistment, persons who have applied for or are receiving a disability pension or compensation from either the VA or DA will be required to waive such application, pension, or compensation for the period of their military service. For the USAR, this period of military service is IDT, ADT, or AD.

(1) After obtaining disability waiver from the approving authority (para 5-44), the

person will sign a waiver of compensation as shown in figure 5-12. (This figure is located after the last chapter in this regulation.) The waiver will be endorsed by the enlisting activity and sent to the commander of the VA regional office or the Director, Retired Pay, Operations, US Army Finance and Accounting Center, Indianapolis, IN 46249. Applicants receiving compensation from DA will modify the letter in figure 5-12 as necessary.

(2) A notation will be made in DD Form 1966/4 item 39, that such a letter has been sent to the VA or Retired Pay Operations, US Army Finance and Accounting Center.

(3) The enlistee will be told that, on separation from military service, he or she may submit a claim for such compensation.

#### 5-47. Training and assignments

Persons enlisting as partially disabled veterans will be trained in the MOS for which enlisted. If already trained, veterans will be assigned to duty in that MOS.

#### 5-48. Record entries

a. DA Form 2-1. Proper assignment limitations will be recorded on DA Form 2-1 (Personnel Qualification Record — Part II), as prescribed in AR 640-2-1.

b. DD Form 1966-series. DD Form 1966/4 item 39, will reflect assignment limitations.

### Section XV

#### Special Processing for Persons Receiving Disability Pensions or Compensation from the VA

#### 5-49. General

Persons receiving disability pensions or compensation from the VA for any reason will be required to waive the pension or compensation for any period of military service. VA compensation will be waived on date of enlistment into DEP, RA, or USAR. For the USAR this period of military service is IDT, AD, or ADT.

#### 5-50. Request for waiver

See figure 5-13.

#### 5-51. Letter of waiver of compensation

(USAR) The person will execute a waiver of compensation in letter format (substantially as shown in fig 5-13). (Fig 5-13 is located after the last chapter in this regulation.) This waiver will be endorsed by a commissioned officer to the VA regional office having jurisdiction over the person's claim. A note will be made in DD Form 1966/4 item 39, that such letter has been forwarded to the VA.

### Section XVI

#### Special Processing for Members Removed from the TDRL

#### 5-52. General

As the result of a periodic physical examination, a former Army enlisted member

may be determined physically fit for return to duty. If so, the member may be enlisted in the RA or USAR when his or her name has been properly removed from the TDRL and if requirements of this section are met.

#### 5-53. Enlistment within 90 days of removal from TDRL

Such enlistments will be made without regard to basic enlistment qualifications of PS persons given in table 3-1 or disqualifications given in tables 4-1 through 4-3 (except as provided below).

a. Applicants must not be subject to nonwaivable disqualifications listed in table 4-2, lines A, K through N, and Q. Lines M and N do not apply if all convictions—

(1) Occurred before applicant's placement on the TDRL.

(2) Previously were disclosed.

b. Waiver is required if applicant is subject to any of the waivable disqualifications in table 4-1, lines C through I. Lines C through F, H, and I do not apply if—

(1) All convictions or adjudications occurred, or pleas shown in line I were entered, before applicant's placement on the TDRL.

(2) All convictions or adjudications previously were disclosed.

c. Such persons will be enlisted in the permanent pay grade held on the day before the date their names were placed on the TDRL.

d. Enlistment of such persons will be made without medical examination if—

(1) No intervening illness or injury since the examination resulted in removal from the TDRL.

(2) The person signs a statement to that effect on DA Form 3283-R (Statements of Member Removed from the Temporary Disability Retired List), (DA Form 3283-R may be reproduced locally on 8½-by 11-inch paper; a copy of this form is located at the back of this regulation.)

e. Persons who have incurred an illness or injury since the examination resulting in their removal from the TDRL must undergo a complete medical examination. They must qualify for enlistment under medical standards given in table 3-1. (A person does not have to meet medical standards for the specific disability that caused his or her name to be placed on the TDRL.)

f. Persons will be enlisted for a period of 3 years in the RA. MEPS will complete DD Form 4-series (Enlistment/Reenlistment Document—Armed Forces of the United States) and publish enlistment orders. Applicants will be sent to the nearest reception station at Government expense. Applicant will be granted leave if requested. Reception station will process and report to MILPERCEN (PSMB) for proper assignment instructions. Persons enlisting in the USAR may enlist for a period of 1, 2, 3, 4, 5, or 6 years.

#### **5-54. Enlistment beyond 90 days after removal from TDRL**

Former enlisted members who do not reenlist in their respective component within 90 days of removal date from the TDRL must meet all PS standards and qualifications at time of enlistment.

#### **5-55. Waivers to permit enlistment beyond 90 days after removal of name from TDRL**

a. Medical waivers for RA and USAR enlistment may be considered for former enlisted member if—

(1) Their physical condition has improved so that they meet retention criteria for AD in AR 635-40.

(2) Their names consequently have been removed from the TDRL.

b. Requests for medical waivers will be sent to the approving authority (para 5-44) when the MEPS doctor recommends that a waiver is warranted. Include with waiver requests—

(1) SF 88 and SF 93.

(2) Copy of the Physical Evaluation Board proceedings and exhibits that caused the member's removal from the TDRL.

(3) Report of subsequent and current treatment.

(4) Reports of X-ray, orthopedic, surgical, medical, or other consultations.

(5) Statement by a medical officer on—

(a) Degree that the disability is incapacitating.

(b) Person's ability to care for his or her own needs.

(c) Person's ability to perform useful service without undue hospitalization.

(d) Any prosthesis being used.

#### **5-56. Information to applicants**

a. Applicants will be told that enlistment under this section is not an exemption from retention standards in effect at the time the person applies for reenlistment. Enlistment may be either through entitlement (para 5-53) or medical waiver (para 5-55).

b. Applicant records will be screened carefully so that—

(1) Applicants will be aware of conditions under which their enlistments are made.

(2) No undue hardship will be imposed at a later date as a result of their decision to enlist.

c. Applicants who do not meet retention standards will be so advised. These persons will be required to sign the statement on DA Form 3283-R (Statement of Member removed from the temporary disability Retired list). (Note: DA Form 3283-R will be locally reproduced on 8½" by 11" inch paper. A copy for local reproduction purposes is located at the back of this regulation. When signed, it will be attached to the original duplicate of the DD Form-4 series.

#### **5-57. Requirement to waive present entitlement to disability retirement or severance pay**

Persons enlisted under this section will be required, before enlistment, to waive present entitlement to disability retirement or severance pay. These persons will not be denied severance or disability retirement compensation when ultimately separated or retired from service. At that time the disqualifying defect will be reevaluated under physical standards in effect when the defect was first determined and standards in effect at the time of final evaluation. The service member will be separated or retired under the standards most advantageous to him or her.

### **Section XVII**

#### **Special Processing for Enlistment of Immigrant Aliens**

#### **5-58. General**

Immigrant aliens (aliens lawfully admitted into the United States for permanent residence) are eligible to enlist in the RA or USAR if they meet criteria in tables 2-1 or 3-1.

#### **5-59. Processing**

Procedures to process immigrant aliens for enlistment are the same as for US citizens. Process aliens enlisting for an MOS as follows:

a. For aliens enlisting for an MOS not requiring a security clearance, initiate a request for ENTNAC, DD Form 398-2 (Department of Defense Personnel Security Questionnaire) and DD Form 2280 (Armed Forces Fingerprint Card) at time of DEP or USAR enlistment. Forward request to the Commander, Personnel Investigations Center, Defense Investigative Service, PO Box 1083, Baltimore, MD 21203.

b. Immigrant aliens will not be enlisted in the RA or USAR for MOS training or assignment requiring a security clearance.

c. Automated ENTNAC not authorized.

### **Section XVIII**

#### **Applicants Injured or Ill During Processing**

#### **5-60. General**

a. An applicant may suffer illness or injury at an Army or USAR facility or MEPS while enlistment processing. If so, applicant may be given emergency medical care as authorized by AR 40-3.

b. An applicant may suffer illness, injury, or death while at any Army or USAR facility or MEPS for enlistment processing. If so, he or she or his or her survivors may be entitled to—

(1) Government benefits, such as the death gratuity (sec 1475(a)(5), title 10, United States code), and burial expenses (secs 1481 and 1482, title 10, United States code), that are administered by the Army.

(2) Servicemen's Group Life Insurance (sec 106(b), title 38, United States code and chap 19), that is administered by the VA.

#### **5-61. Determination of entitlements**

The Government agency designated by law or regulation determines entitlements to benefits. A decision is made based on review of all available information on applicant's location and status at time of injury, illness, or death. No assurance can be given to applicants or their survivors that they are entitled to benefits. They should be advised to contact the agencies listed below to ascertain entitlement benefits.

a. Entitlement to death gratuity is determined by the Commander, US Army Finance and Accounting Center (ATTN: FINCY-AB), Indianapolis, IN 46249.

b. Entitlement to payment of funeral and burial expenses is determined by the Commanding General, US Army Military Personnel Center, Casualty and Memorial Affairs Directorate (ATTN: DAPC-PEC), ALEX VA 22331-0400.

c. Application for decision on entitlement to veterans' benefits may be made to any VA assistance or regional office.

d. AR 40-3 provides that applicants for enlistment who suffer acute illness and injuries while awaiting or undergoing enlistment processing at MEPS or while at Army or USAR facilities may be furnished emergency medical care, at Government expense. Emergency hospitalization is included. Commanders of medical facilities will process bills for civilian medical care provided by civilian medical facilities.

e. Application for determination of benefits available to survivors of deceased applicants from the Social Security Administration should be made to the nearest Social Security Administration office.

#### **5-62. Casualty reports**

The Army Casualty System in AR 600-10 applies to applicants who die while en route to, or from, or at a place for final acceptance or entry on AD or ADT with the USAR.

#### **5-63. Instructions to Recruiting Battalion commanders**

The CG, USAREC, will issue instructions to Recruiting Battalions commanders on their responsibilities concerning injured, ill, or deceased applicants.

### **Section XIX**

#### **USAR Initial Training Requirements and Terms of Service Options**

#### **5-64. Training pay categories**

a. *General.* A complete listing and description of training pay categories (TPCs) can be found in AR 140-1. This paragraph relates only to TPCs of applicants initially enlisting in the USAR. It should assist recruiting activities by clarifying policies outlined in these references. The prime use of TPCs by recruiting activities is to establish applicant's eligibility to attend paid training assemblies while awaiting entry on IADT. Subparagraphs below that reflect current policy define eligibility criteria

for either pay or nonpay status while awaiting entry on IADT.

b. **TPC P.** Members enlisted or transferred into TPC P are authorized pay and required to attend regularly scheduled IDT periods while awaiting entry on IADT. On enlistment, the persons below will be placed in pay category P:

(1) Except for ROTC or SMP potential participants, bonafide high school seniors and HSDGs, 17 through 25 years of age, enlisted within 270 days of entry on IADT, are authorized up to 36 paid IDT periods.

(2) Bonafide high school seniors and HSDGs, 26 through 34 years of age, and ROTC or SMP potential participants, enlisted within 180 days of entry on IADT, are authorized up to 24 paid IDT periods.

(3) Except for bonafide high school seniors, NHSG, including those with GED and high school students, enlisted within 90 days of entry on IADT, are authorized up to 12 paid IDT periods.

c. **TPC L.** Members who are enlisted in TPC L are not initially authorized to receive pay for attendance at IDT periods. However, they may voluntarily transfer into TPC P when they are within a specified period of entry on IADT and on approval of the unit commander.

(1) Except for ROTC or SMP potential participants, with approval of the unit commander, a bonafide high school senior or HSDG, 17 through 25 years of age, enlisted within 270 days of entry on IADT, may be placed in TPC L. This option may be used when the member will be unable to attend scheduled IDT periods before entry on IADT. The member may voluntarily transfer into TPC P on approval of the unit commander. If transferred to TPC P, up to 36 paid IDT periods are authorized.

(2) With approval of the unit commander, a ROTC or SMP potential participant, through 25 years of age, enlisted within 180 days of entry on IADT, may be placed in TPC L. This option may be used when the member will be unable to attend scheduled IDT periods before entry on IADT. The member may voluntarily transfer into TPC P on approval of the unit commander. If transferred into TPC P, up to 24 paid IDT periods are authorized.

(3) Except for ROTC or SMP potential participants, bonafide high school seniors and HSDGs, 17 through 25 years of age, enlisted more than 270 days before entry on IADT, will be placed in TPC L. When within 270 days of entry on IADT, the member may voluntarily transfer into TPC P on approval of the unit commander. If transferred into TPC P, up to 36 paid IDT periods are authorized.

(4) Except for ROTC or SMP potential participants, bonafide high school seniors and HSDGs, 26 through 34 years of age, enlisted more than 180 days before entry on IADT, will be placed in TPC L. When within 180 days of entry on IADT, the member may voluntarily transfer to TPC P on approval of the unit commander. If

transferred to TPC P, up to 24 paid IDT periods are authorized.

(5) NHSGs, including those with GED and (CIHS) currently in high school may be enlisted up to 180 days before entry on IADT. Those enlisting more than 90 days before entry on IADT, will be placed in TPC L. When within 90 days of entry on IADT, the member may voluntarily transfer into TPC P on approval of the unit commander. If transferred into TPC P, up to 12 paid IDT periods are authorized.

(6) All NPS applicants enlisting in the USAR with concurrent assignments to Control Group (Annual Training) of the IRR, will be placed in TPC L. They will remain in TPC L until entry on IADT when they will be transferred to TPC F.

d. **Training pay determination.** The TPC of a person on initial enlistment in the USAR can be determined by tracing decision factors in tables 5-3A and 5-3B. (These tables are located at the end of this chapter.) Pay category L option when IADT is not within 270 days will not be used without prior approval from DAPE-MPA.

### 5-65. Training requirements (IADT)

#### a. The Standard Training Program.

(1) To enlist initially in the USAR under the Standard Training Program an NPS applicant must—

(a) Enter on IADT.

(b) Successfully complete a BT and AIT program.

(c) Qualify in an MOS.

(2) Length of time that the person is required to remain on ADT depends on the MOS in which he or she is to be trained. However, minimum period of time required on IADT is 12 weeks (sec 671, title 10, United States code (10 USC 671) 10 USC 511d).

#### b. Alternate Training Program.

(1) To enlist under the Alternate Training Program, applicant must enter on IADT to undergo the common BT program. On successful completion of BT, the member will be released from ADT. He or she will return home and commence training with the unit of assignment in a paid drill status. Within 1 year of the last day of separation from IADT (BT), the member again will enter on IADT to complete AIT for MOS qualification.

(2) The length of time the person must spend on ADT while undergoing AIT depends on the MOS in which he or she is to be trained. The minimum period of time on IADT (BT and AIT) must total at least 12 weeks for the person to be considered deployable.

(3) Unit status reports will reflect exact deployability status.

(4) The program is limited to applicants who—

(a) Cannot complete BT and AIT during one continuous ADT period because of school or seasonal employment.

(b) Enlist for 6 or 8 years in a TPU (8 x 0 or 6 x 2 option). The 4 x 4 and

3 x 5 options are not authorized with the Alternate Training Program.

(c) Meet basic eligibility requirements for enlistment under table 2-1.

(5) Applicants will be enlisted in either TPC P or L under paragraph 5-64. On return from first ADT (BT), the member will be placed in TPC Q. The TPC for the second ADT period (AIT) is U. On completion of the second ADT period (AIT), the member will be placed in TPC A.

(6) BT reservations will be made through REQUEST at the time of enlistment. REQUEST will identify MOSs available for this program.

(7) Both periods of ADT (BT and AIT) are considered IADT. Time in grade for promotion to E2 begins on entry on the first ADT period (BT). Enlistees may not be promoted to pay grade E2 until 180 days after entry on the first ADT (BT). Promotion to pay grades E3 and above require the person to have an MOS and demonstrate proficiency. (See AR 140-158, chap 3.) Therefore, no person in this program will be promoted to pay grade E3 or above before completion of the second ADT period (AIT). Pay grade on initial enlistment will be as prescribed by table 2-3.

(8) Between the two periods of ADT, the person will receive training in the intended MOS through supervised OJT, exportable training packets, or USAR schools. This training will not qualify the person for the MOS, but is intended to reduce AIT attrition on his or her return to the AD training base.

(9) AIT reservations for enlistees under this program will be requested from the guidance counselor by the unit commander as soon as possible but not later than 6 months after persons complete BT.

(10) Each applicant for enlistment under this program will execute an Addendum (DA Form 4826-R, addendum to certificate and acknowledgement of Service requirements) to the DA Form 3540-series (fig. 5-7). (DA Form 4826-R may be reproduced locally on 8½- by 11-inch paper. A copy of this form for local reproduction is located at the back of this regulation.)

(11) Enlistees for this program may not take part in AT before completing BT. At the discretion of the unit commander enlistees may attend AT between the period of BT and AIT, provided it does not conflict with high school class attendance.

c. **The ACASP.** See chapter 7. The length of time to be spent on IADT for applicants enlisting for the ACASP will be as follows:

(1) NPS male applicants under 26 years of age must remain in IADT for at least 12 weeks. Training will consist of an 8-week BT program and 4 weeks OJT in the ACASP MOS. The IADT period could exceed 12 weeks if more MOS training is required as a prerequisite for the award of the ACASP MOS.

(2) NPS male applicants 26 years of age and older, and NPS female applicants, must enter on IADT for 8 weeks and successfully

complete BT. This IADT period will be extended if any required prerequisite training is scheduled to be completed while the member is on IADT. Prerequisite training, when required, should be scheduled for completion while the member is on IADT; however, it is not mandatory and may be completed on ADT at a later date, provided the member is advised that accelerated advancement in pay grade may not be considered until after all required training has been successfully completed. (See minimum promotion eligibility period, table 7-2B.)

(3) PS applicants for the ACASP have no ADT requirements unless one of the following applies:

(a) They have not previously successfully completed a BT course conducted by a US Armed Force. They would then have to enter on IADT to complete this requirement.

(b) The ACASP MOS requires additional MOS training on ADT as a prerequisite to award of the MOS. The length of such training would depend on the MOS training requirement.

d. The ROTC or SMP. IADT requirements, if applicable, for persons selecting enlistment for the ROTC or SMP, are governed by chapter 10.

#### 5-66. Terms of service options

a. NPS applicants incur a statutory obligation on initial enlistment. They may choose one of the following options in fulfilling the required 8-year term of service obligation:

(1) *8 x 0 option.* This option provides that the applicant will remain assigned to a TPU of the Selected Reserve for the entire period of the enlistment agreement (except as otherwise authorized by AR 140-10).

(2) *6 x 2 option.* This option provides that the applicant will remain assigned to a TPU of the Selected Reserve for a period of 6 years. He or she then will be transferred to the USAR Control Group (AT) for the remaining 2 years. At the end of the period of service in a TPU, a member may elect to remain assigned to the unit and not be transferred to the Control Group.

(3) *4 x 4 option.* This option provides that the applicant will remain assigned to a TPU of the Selected Reserve for a period of 4 years. He or she then will be transferred to the USAR Control Group (AT) for the remaining 4 years. At the end of the period of service in a TPU, a member may elect to remain assigned to the unit and not be transferred to the Control Group.

(4) *3 x 5 option.* This option provides that the applicant will remain assigned to a TPU of the Selected Reserve for a period of 3 years. He or she then will be transferred to the USAR Control Group (AT) for the remaining 5 years. At the end of the period of service in a TPU, a member may elect to remain assigned to the unit and not be transferred to the Control Group.

(5) *IRR 0 x 8 option.* This option provides that an NPS applicant may enlist for 8

years with a direct assignment to the USAR Control Group (AT). (See sec XX.)

b. PS applicants having no remaining MSO (see paras 3-4b(1) and (2)) may select their term of service under the following:

(1) Enlistment for assignment to a TPU of the Selected Reserve may be for 1, 2, 3, 4, 5, 6, 7, or 8 years. The entire period of the enlistment will be with the TPU (except as otherwise authorized by AR 140-10).

(2) Enlistment in the IRR for assignment to the USAR Control Group (Reinforcement) is authorized for persons with no remaining statutory obligation. Enlistment may be for 3, 4, 5, 6, 7, or 8 years. The enlistment will be served in the IRR unless the member is voluntarily transferred to a TPU of the Selected Reserve during the time of enlistment. (As an exception to this policy, PS applicants may enlist for a 1-year term of service when such an enlistment is for the sole purpose of referral to the ARNG through the Active Army In-Service Recruiting Program.) Persons enlisted under this referral program will be identified by a notation on the DD Form 4-series. (See table 6-2, item 10b.)

c. PS applicants having a remaining unfulfilled part of a previously incurred MSO (see paras 3-4b(1) and (2)) may select their term of service under the following:

(1) Enlistment for assignment to a TPU of the Selected Reserve may be for 1, 2, 3, 4, 5, 6, 7, or 8 years if the term of service is equal to, or greater than, the remaining unfulfilled portion of a previously incurred MSO. Enlistment must be in whole years. The person will remain a member of the TPU for the entire period of the enlistment (except as otherwise authorized by AR 140-10).

(2) Enlistment in the IRR for assignment to the USAR Control Group (Reinforcement) may be for 3, 4, 5, 6, 7, or 8 years if the term of service is equal to, or greater than, the remaining unfulfilled portion of a previously incurred MSO. Applicant also must have previously completed BT and been awarded an MOS. Period of enlistment will be served in the IRR unless the member is voluntarily transferred to a TPU of the Selected Reserve.

#### Section XX

##### Enlistment and Reenlistment in the IRR

#### 5-67. General

This section prescribes policy and procedures for enlisting or reenlisting persons in the USAR with immediate assignment to the IRR. Immediate reenlistment by members of the USAR Control Group (Reinforcement) or USAR Control Group (Standby) will be under policy outlined in AR 140-111, chapter 3.

#### 5-68. Eligibility

Applicants for enlistment or reenlistment in the IRR must meet basic eligibility requirements under tables 2-1 or 3-1, as appropriate, and as outlined in option table 9-20, for

NPS personnel, and table 9-21 for PS personnel.

#### 5-69. Waiver approval authorities

Approval authorities for waivable moral and administrative disqualifications for applicants for enlistment or reenlistment in the IRR will be as prescribed in tables 4-4 and 4-5.

#### 5-70. Enlistment and reenlistment processing of PS applicants

Enlistment and reenlistment processing procedures for PS applicants will be as follows:

a. When applicant is processed on an active military installation for enlistment in the IRR, immediately following discharge from the Active Army, prepare and assemble the documents listed below.

(1) The DD Form 4-series. (See app B.)

(2) The DA Form 4688-series (Certificate and Acknowledgement of Service Requirements for Individuals Enlisting or Reenlisting in the Individual Ready Reserve). (See app B and fig 9-21.)

(3) DA Form 1811 or copies of SF 88 and SF 93 (para 5-13a).

(4) Copies of DD Form 214.

(5) Copies of discharge order.

(6) If a waiver request is required, then the forms prescribed by table 4-4 will be processed in addition to those outlined above. Enlistment or reenlistment will not be accomplished unless waiver request has been approved.

b. Enlistment packets will be prepared and distributed under table B-2G. (See table B-2, rule 10.) Ensure that the DD Form 4-series, item 10b, contains the statement "IRR Prior Svc Enl Option (AR 601-210, chap 5)" and that "PPN 95" is entered in the upper right-hand corner margin.

c. All other PS applicants for enlistment in the IRR will be processed under tables 5-1 through 5-3 and chapter 6. Forms and documents will be assembled under appendix B.

#### Section XXI

##### Automated Entrance National Agency Checks (ENTNAC)

#### 5-71. General

a. The CG, USAREC, is authorized under this section to—

(1) Organize and administer the automated ENTNAC program.

(2) Ensure that an automated ENTNAC is processed on all first term enlistees ((USAR Control Group (Delayed Entry), RA or USAR) who meet established criteria.

b. Manual ENTNAC's are required for enlistees not meeting the automated ENTNAC eligibility criteria:

#### 5-72. Eligibility criteria

a. An automated ENTNAC will only be processed on first-term, NPS enlistees [USAR Control Group (Delayed Entry), RA or USAR] who meet the following criteria:

- (1) Born on or after 1 January 1929.
- (2) U.S. citizen at birth.
- (3) No foreign residence or travel exceeding one year after 18th birthday.

(4) No prior federal employment (e.g. civil service; prior military service, etc.)

(5) Never a member of USAR Control Group (Delayed Entry Program).

(6) No moral waiver, except for minor traffic offenses.

(7) No medical waiver for mental-emotional illness or disorder.

(8) No evidence that marijuana use is symptomatic of an underlying psychiatric condition or personality disorder, as evidenced by a designation of "1" in the "S-Psychiatric" factor of the physical profile (See Standard Form 93, item 25).

(9) No information indicating use of narcotics or dangerous drugs since age 16.

(10) No indication of sexually deviant behavior within last fifteen (15) years, e.g. homosexuality, exhibitionism, voyeurism, bestiality, etc.

(11) No immediate family members (parents, spouse, brothers, sisters, and children) or close friends residing in any one of the following "designated" countries.

- a. Afghanistan
- b. Albania
- c. Angola
- d. Bulgaria
- e. Cambodia (Kampuchea)
- f. People's Republic of China (including Tibet)
- g. Cuba
- h. Czechoslovakia
- i. Ethiopia
- j. German Democratic Republic (East Germany including the Soviet Sector of Berlin)
- k. Hungary
- l. Iran
- m. Iraq
- n. Laos
- o. Libyan Arab Republic
- p. Mongolian People's Republic (Outer Mongolia)
- q. Nicaragua
- r. North Korea
- s. Outer Mongolia
- t. Poland
- u. Rumania
- v. Southern Yemen
- w. Syria
- x. Union of Soviet Socialist Republics [(including Estonia, Latvia, Lithuania, and all other constituent republics, Kurile Islands, and Southern Sakhalin (Karafuto))]
- y. Vietnam
- z. Yugoslavia

(12) No evidence of financial irresponsibility, e.g., application for bankruptcy or arrest for passing bad checks within past five (5) years, even if charges dismissed.

(13) No membership in Communist Party or Communist organization, or an organization or group advocating use of force or violence for unconstitutional purposes (i.e., applicant answered "yes" to item 16b, i, or ii, of DD Form 398-2).

b. All first-term NPS enlistees not meeting the above criteria will be processed for a standard ENTNAC in accordance with AR 601-210 and USAREC Pamphlet 380-2.

NOTE: IF AN ENLISTEE DISCLOSES ADDITIONAL DEROGATORY INFORMATION DURING THE MEPS PREENLISTMENT INTERVIEW OR MEPS PROCESSING WHICH DISQUALIFIES HIM/HER UNDER THE ABOVE ELIGIBILITY CRITERIA, AN AUTOMATED SUBMISSION WILL CHANGE TO A MANUAL ENTNAC.

#### 5-73. Required data elements

The following are the minimum data elements required to process an automated ENTNAC:

- a. Name.
- b. Social Security Number.
- c. Date of birth.
- d. Place of birth (City/State) or country, if other than U.S.
- e. Sex.
- f. Race.
- g. Aliases/Nee names(s)
- h. MEPS ID.
- i. Service Processed for (SPF).

#### 5-74. Source documents

The above data will be compiled by the MEPS from information contained on the following forms:

- a. DD Form 398-2 (Department of Defense Personnel Security Questionnaire).
- b. DD Form 2280 (Armed Forces Fingerprint Card).
- c. DD Form 1966/1 (Record of Military Processing-Armed Forces of the United States), or other appropriate documents.

#### 5-75. Processing

a. All information contained in paragraph 5-74, above, will be transmitted each day to HQ, USMEPCOM by the MEPS for each first-term NPS (DEP, RA, or USAR) enlistee on whom an automated ENTNAC is requested.

b. HQ, USMEPCOM will, in turn, transmit the data to DIS on each eligible enlistee processed that day.

c. DIS will check each name against the Defense Central Index of Investigations (DCII) and forward a single tape to the FBI for an automated check of the Headquarters (Central) and Identification Division files.

d. Completed DD Form 398-2 and USMEPCOM PCNs 714ADP and ZHM 1001 on each Enlistee will be retained by the Senior Guidance Counselor until one of the following has occurred:

(NOTE: MEPS WILL RETAIN DD FORM 2280):

(1) A feedback report (PCN ZHM 003) from HQ, USMEPCOM indicating favorable results of the automated ENTNAC; or

(2) A feedback report (PCN ZHM 004) has been received from DIS indicating a possible match.

e. DIS will transmit two (2) types of responses for automated ENTNAC's:

(1) *Favorable Results.* This response will be received at HQ, USMEPCOM for subsequence forwarding to the originating MEPS (Senior Guidance Counselor). No breakout of the ENTNAC elements will be listed inasmuch as they will always consist of the DCII, FBI-ID, and FBI-HQ files checked.

(2) *Possible Match.*

(a) The initial response will be sent via HQ, USMEPCOM to the originating MEPS as with the favorable automated ENTNAC's. Additionally, the details of the adverse information generated by the ENTNAC will be forwarded directly by DIS, to the originating Senior Guidance Counselor via the mail.

(b) The component of the ENTNAC revealing the unfavorable information will be clearly identified, e.g., FBI-ID, etc.

#### 5-76. Responsibilities

Personnel at all levels of USAREC concerned with the processing of applicants for enlistments are responsible for the preparations of required forms and the processing and reconciliation of the automated ENTNAC data.

a. Commander, recruiting battalions will establish procedures to:

(1) Ensure all first-term, NPS applicants forwarded to MEPS for enlistment into the DEP, RA, or USAR are processed for automated ENTNAC in accordance with (IAW) AR 601-210 and USAREC Pamphlet 380-2

(2) Ensure that the applicable DD Forms 398-2 and 2280 on each first-term, NPS applicant are complete and accurate based on the DD Form 1966/6, and personal interview of the applicant.

b. Senior Guidance Counselors (SGC) will take the following actions, with regard to the automated ENTNAC path:

(1) *Identification of Enlistees for Automated ENTNAC.*

(a) Review DD Form 398-2 of all enlistees, at the time of initial DEP-in, RA or USAR enlistment, in order to ascertain if they meet eligibility criteria, outlined in paragraph 5-72, this publication, for an automated ENTNAC.

(b) Annotate, initial, and date the DD Form 398-2, on upper left-hand corner, with red "A" for those enlistees who meet the automated ENTNAC eligibility criteria. (Note: If this letter does not appear, the MEPS will submit the ENTNAC following the manual path.)

(c) Those enlistees who do not meet the automated ENTNAC eligibility criteria will be processed for an manual ENTNAC in accordance with AR 601-210 and USAREC Pamphlet 380-2.

(d) Ensure that the administrative blocks on the DD Form 2280 are complete, correct, and in-turn is forwarded to the MEPS fingerprinter.

(e) The ENTNAC paperwork (DD Form 398-2) plus copies of the USMEPCOM PCNs 714ADP and ZHM 001 will be filed in the enlistee packet pending DIS response.

(f) PCN ZHM 001 will be used as a control document in order to ensure that an automated ENTNAC request has been input. Also, used to check automated ENTNAC data input by the MEPS. This PCN will be retained for 1-year and filed by date of action.

(2) *Automated ENTNAC Path Yielding Favorable Results*—(PCN's ZHM 003 and 105). The MEPS will distribute these PCN's to the SGC and obtain his signature on the PCN ZHM 105 acknowledging receipt.

(a) Annotate DD Form 1966/4, Item 39 (REMARKS) to reflect a favorable completed ENTNAC and date.

(b) Attach a copy of the PCN ZHM 003 to the USARECSTA copy of the DD Form 1966/1-6 series and file a copy within the Recruiting Battalion residual enlistment files, along with the DD Form 398-2.

**NOTE: WITHIN ONE (1) WORKDAY OF RECEIVING THE USMEPCOM PCN ZHM 105, THE MEPS WILL MAIL THE DD FORM 2280 ON EACH ENLISTEE LISTED ON THE PCN ZHM 105, DIRECTLY TO THE FBI IDENTIFICATION DIVISION.**

(3) *Automated ENTNAC Path Yielding a Possible Match*—(PCN ZHM 004). Initial notice of a possible match will be received at originating MEPS from HQ USMEPCOM, via automated channels. FBI generated "rap sheets" (DIS Form 1) and Presearch Slip or other adverse data will be forwarded separately to the Senior Guidance Counselor. The following action will be followed upon receipt of a PCN ZHM 004:

(a) If the law violation(s) information is confirmed by the Senior Guidance Counselor and is sufficient to warrant DEP/USAR discharge, moral waiver, etc, no further action with respect to the ENTNAC will be taken and the form(s) will be forwarded to the Recruiting Battalion for appropriate action, under the provisions of applicable regulations.

(b) If enlistment processing is to be continued despite the possible match of automated ENTNAC information, a *standard*, non-automated ENTNAC request must be submitted, thru MEPS, to DIS, IAW AR 601-210 and USAREC Pamphlet 380-2. The DD Form 398-2 will be accompanied by the law violation(s) information report(s) furnished by DIS (DIS Form 1, FBI rap sheet(s) and presearch slip printout) in order to facilitate the conduct of a completely expanded ENTNAC. The final ENTNAC results will be returned by DIS in accordance with the existing procedures outlined in AR 601-210 and USAREC Pamphlet 380-2.

(Note: DIS retains nothing in the DCII when an automated ENTNAC yields a "possible match." If the SGC fails to submit a manual ENTNAC in these cases, the enlistee will come on active duty without an ENTNAC having been completed — or even initiated. Thus, possibly causing the enlistee to be held-over at the training center, miss AIT training dates, etc.)

(c) Prior to forwarding the paperwork to MEPS, line out the letter "A" and substitute the words, "POSSIBLE MATCH", initial and date, on the upper left corner of the DD Form 398-2.

(d) Attach a copy of the PCN ZHM 004 to the USARECSTA copy of the DD Form 1966/1-6 series and file a copy within the Recruiting Battalion residual enlistment files, along with a copy of the DD Form 398-2.

(4) *Reconciliation of MEPS Feedback Report*. In order to reconcile the feedback report, the SGC will take the following actions:

(a) Acknowledge receipt by signing the original copy and retaining a duplicate.

(b) If the feedback report reflects involvement with law enforcement agencies and the SGC confirms that the applicant did not claim any offense(s), as reflected on DD Form 1966-series, then resolution will be accomplished as follows:

1. When the SGC determines the enlistee did have a record of law violations, the MEPS will be notified in writing. If the offense(s) is not waived (if required) IAW AR 601-210, the respective Recruiting Battalion will initiate appropriate action. If a waiver is required, the SGC will notify the MEPS in writing before any further action is taken. If no waiver is required, the SGC will so inform the MEPS in writing.

2. When it is determined that the enlistee had no law violations, the MEPS will be notified in writing verifying no record of law violations. In addition, a copy of the statement will be filed in the enlistee's residual enlistment file or DEP file, as applicable.

(c) If a feedback report is received on an enlistee in the DEP, the SGC will take action IAW paragraph 5-76b(4)(b)1, above.

(d) If a feedback report is received on an accession record (RA or USAR) subsequent to the day the individual entered active duty, the SGC will notify the respective reception station/TPU. Such a case would involve individuals who completed processing, enlistment, and shipment prior to receipt of the feedback report.

(e) No further action is required if the feedback report reflecting law violations matched the applicant's claim of arrests, convictions, etc as outlined in the DD Form 1966/1-6 series.

### **Section XXII Processing Procedures for Applicants Found Positive on the Human T-Lymphotropic Virus Type III (HTLV-III)**

#### **5-77. General**

This section provides policy and procedures related to identification, processing and disposition for Army and Army Reserve applicants for enlistment found to have a positive result on the HTLV-III screen.

#### **5-78. Policy**

Department of the Army medical, manpower, and personnel policies related to  
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HTLV-III are intended to reflect current knowledge of the natural history of HTLV-III, the risk to the infected incident to military service, the risk of transmission of the disease, the effect of infected personnel on the Army units, and the safety of military blood supplies.

#### **5-79. Procedures**

During medical processing at MEPS a blood sample is taken. A portion of the blood sample will be received and tested by a civilian laboratory under contract to the government. First, the lab will use a screening test called "ELISA" or sometimes referred to as "EIA." This test is overly sensitive to ensure actual HTLV-III positives are detected. Because it is so sensitive to ensure actual HTLV-III positives are detected. Because it is so sensitive the test is said to have a false positive rate of 50-60 percent. Therefore, those detected as positives on the screening test will be administered a confirmatory test called the "Western Blot." This test is highly reliable, but expensive so as to preclude its use as a screening test. The lab will notify the MEPS with test results electronically or by telephone. The MEPS will notify the Battalion Commander of only those positives confirmed by the Western Blot.

a. Upon notification from the lab, MEPS will forward a registered letter to the individual telling him or her that the MEPS physician wants to consult with them on the results of their medical examination, administered at the MEPS, and requesting they contact their recruiter within 10 days; the recruiter will schedule a consult with the MEPS and arrange transportation. At the same time, a letter will be forwarded to the Battalion Commander addressed as "EYES ONLY COMMANDER." The exact wording of the letter will vary depending on the individual's status; i.e., enlisted, previously disqualified but subsequently detected as HTLV-III positive, QNE, etc. Regardless of the individual's status, the Battalion Commander must ensure the following actions are taken:

(1) Notify the individual's recruiter or, if unavailable, the Station Commander, that a letter has been mailed and that the individual will be calling to arrange for transportation to MEPS.

(2) Ensure the recruiter is aware of proper procedures.

(3) If the recruiter is unavailable to escort the individual or in the judgement of the Battalion Commander the individual should not be the escort, the Battalion Commander will designate another responsible NCO or officer to act as escort. The Battalion Commander must use prudent judgement when selecting the individual for what could be a very sensitive duty. If at all practical, the trip should be timed so as to preclude an overnight stay or long delay at MEPS. The MEPS will be ready at the scheduled time.

(4) After the individual has seen the MEPS physician, the Guidance Counselor

will cancel the reservation for training. The Operations section will initiate DEP separation action. For USAR members, the MEPS will provide a letter to the Guidance Counselor explaining that the individual named has a disqualifying medical condition and must be discharged as medical EPTS. This along with the enlistees records will be forwarded to the TPU Commander. The envelope will be annotated in the lower left hand corner "EYES ONLY COMMANDER."

(5) If the individual fails to respond and the MEPS can verify by return receipt the individual received the initial letter, or the individual calls refusing to go to MEPS, a second letter will be sent to the individual. This letter, with fact sheet on HTLV-III, will tell the individual he/she is HTLV-III positive, is disqualified for military service, and encouraged to seek professional medical assistance from a physician or clinic. At the same time the individual's letter is mailed, the Battalion Commander will be mailed a letter requesting the individual be discharged. For DEP enlistees, initiate DEP separation and cancel the training reservation; for USAR members, cancel the training reservation and forward the MEPS' letter of notification and the enlistee's records to the TPU Commander. The envelope will be annotated as described in paragraph 2b(2)(d).

(6) If the individual does not acknowledge receipt of the initial letter, the MEPS will ask the Recruiting Battalion Commander for assistance in locating the individual. The recruiter/Station Commander will attempt to obtain a current address or, in the event the enlistee cannot be located, the last known address.

(7) Guidance Counselors should be advised the MEPS medical section will retain the original SF 88 until lab results have been received. The medical section will provide a photocopy for contracting purposes. Upon receipt of results from the lab, the medical section will enter the "negative" results in block 50 of the SF 88 and return it to the Guidance Counselor. For "positives," the MEPS will annotate the SF 88 with the results and deliver a reproduced copy to the Counselor upon completion of the CMO's consult with the individual or upon the MEPS mailing the second letter to the individual. Once the DEP enlistee has been separated from DEP, a copy of the separation order will be given back to the MEPS. The original MEPS letter will be forwarded with the packet to the TPU Commander; copies will be included in the other packets distributed IAW table B-2b, AR 601-210.

b. Procedures described above apply to all persons processed by the U.S. Army Recruiting Command, policy and procedures relative to inservice retention and civilians are prescribed by HQDA under separate letter and subsequent change to appropriate regulations.

c. Because of the sensitivity of this disease and the impact on individuals, total confidentiality is mandatory.

d. Questions or request for information relating to the Army policy on HTLV-III will be directed to HQDA, ATTN: DAPE-MPA-CS WASH D.C. (through appropriate chain of command).

e. Recruiters under no circumstance annotate or otherwise code any documentation which is maintained at the recruiting station level that reflects HTLV-III results. Appropriate annotation for referring to disqualification for HTLV-III is the same as for any other medical condition such as "Permanent Medical Disqualification" (PDQ) and or "No waiver authorized." No mention of reason will be entered.

### **Section XXIII Transmission of Recruiting Information to Individuals in Foreign Countries.**

#### **5-80. General**

This section prohibits the transmission of recruiting information to individuals in foreign countries, who are not entitled to enlist.

#### **5-81. Replies to inquiries**

When inquiries are received and require a response, the inquirer will be advised essentially as follows:

The sending of recruitment information into a foreign country to other than American citizens, Department of Defense, and Diplomats without the consent of the government of the country concerned, is strictly prohibited. However, for your information, enlistment into the U.S. Army is restricted to U.S. citizens and aliens admitted to the U.S. for permanent residence. In view of the above policy, I regret I can give you no further information regarding service in the U.S. Army.

#### **5-82. Allens applying in person at recruiting stations in the United States or in locations overseas where recruiting stations operate.**

Paragraph 5-81 above does not preclude providing information to those applicants who are authorized to enlist and meet the citizenship criteria of this regulation. Care should be taken not to allow information to be transmitted to anyone in countries which prohibit enlistment contracts to be executed within their borders. Furthermore no unsolicited recruiting material or applications for enlistment may be sent to persons in foreign countries. This does not include members or students in the DOD school system.

**Table 5-3A**

**NPS authorized pay categories and procurement program numbers**

(Note: NPS IRR Direct enlistments are all 0x8 Option, Pay Cat is L, and Procurement program number (PPN) is 00)

**(1) Applicants, 17 through 25 years of age and high school seniors**

Applicant is 17 through 25 years of age and a high school senior who enlists for the—

Standard Training Program	8x0 Option	IADT is within 270 days with Pay Cat P option.....	PPN 1A
		IADT is within 270 days with Pay Cat L option.....	PPN 1B
		IADT is not within 270 days ... Pay Cat L option.....	PPN 1C
	6x2 Option	IADT is within 270 days with Pay Cat P option.....	PPN 1D
		IADT is within 270 days with Pay Cat L option.....	PPN 1E
		IADT is not within 270 days ... Pay Cat L option.....	PPN 1F
	4x4 Option	IADT is within 270 days with Pay Cat P option.....	PPN 1G
		IADT is within 270 days with Pay Cat L option.....	PPN 1H
		IADT is not within 270 days ... Pay Cat L option.....	PPN 1J
	3x5 Option	IADT is within 270 days with Pay Cat P option.....	PPN 1K
		IADT is within 270 days with Pay Cat L option.....	PPN 1L
		IADT is not within 270 days ... Pay Cat L option.....	PPN 1M
Alternate Training Program	8x0 Option	IADT is within 270 days with Pay Cat P option.....	PPN 1N
		IADT is within 270 days with Pay Cat L option.....	PPN 1P
		IADT is not within 270 days ... Pay Cat L option.....	PPN 1Q
	6x2 Option	IADT is within 270 days with Pay Cat P option.....	PPN 1R
		IADT is within 270 days with Pay Cat L option.....	PPN 1S
		IADT is not within 270 days ... Pay Cat L option.....	PPN 1T
ROTC/SMP Potential Participant	8x0 Option	IADT is required (for BT) within 180 days with Pay Cat P.....	PPN 1U
		IADT is required (for BT) within 180 days with Pay Cat L.....	PPN 1V
		BT not required and IADT is not scheduled ... Pay Cat is A.....	PPN 1W

**(2) Applicants, 17 through 25 years of age, HSGs**

Applicant is 17 through 25 years of age and a high school senior who enlists for the—

Standard Training Program	8x0 Option	IADT is within 270 days with Pay Cat P option.....	PPN 1X
		IADT is within 270 days with Pay Cat L option.....	PPN 1Y
		IADT is not within 270 days ... Pay Cat L option.....	PPN 1Z
	6x2 Option	IADT is within 270 days with Pay Cat P option.....	PPN 2A
		IADT is within 270 days with Pay Cat L option.....	PPN 2B
		IADT is not within 270 days ... Pay Cat L option.....	PPN 2C
	4x4 Option	IADT is within 270 days with Pay Cat P option.....	PPN 2D
		IADT is within 270 days with Pay Cat L option.....	PPN 2E
		IADT is not within 270 days ... Pay Cat L option.....	PPN 2F
	3x5 Option	IADT is within 270 days with Pay Cat P option.....	PPN 2G
		IADT is within 270 days with Pay Cat L option.....	PPN 2H
		IADT is not within 270 days ... Pay Cat L option.....	PPN 2J
Alternate Training Program	8x0 Option	IADT is within 270 days with Pay Cat P option.....	PPN 2K
		IADT is within 270 days with Pay Cat L option.....	PPN 2L
		IADT is not within 270 days ... Pay Cat L option.....	PPN 2M
	6x2 Option	IADT is within 270 days with Pay Cat P option.....	PPN 2N
		IADT is within 270 days with Pay Cat L option.....	PPN 2P
		IADT is not within 270 days ... Pay Cat L option.....	PPN 2Q
ACASP	8x0 Option	IADT is within 270 days with Pay Cat P option.....	PPN 2R
		IADT is within 270 days with Pay Cat L option.....	PPN 2S
		IADT is not within 270 days ... Pay Cat L option.....	PPN 2T
	6x2 Option	IADT is within 270 days with Pay Cat P option.....	PPN 2U
		IADT is within 270 days with Pay Cat L option.....	PPN 2V
		IADT is not within 270 days ... Pay Cat L option.....	PPN 2W
	4x4 Option	IADT is within 270 days with Pay Cat P option.....	PPN 2X
		IADT is within 270 days with Pay Cat L option.....	PPN 2Y
		IADT is not within 270 days ... Pay Cat L option.....	PPN 2Z

**Table 5-3A**

**NPS authorized pay categories and procurement program numbers—Continued**

(Note: NPS IRR Direct enlistments are all 0x5 Option, Pay Cat is L, and Procurement program number (PPN) is 00)

	3x5 Option	IADT is within 270 days with Pay Cat P option . . . . .	PPN 3A
		IADT is within 270 days with Pay Cat L option . . . . .	PPN 3B
		IADT is not within 270 days . . . Pay Cat L option . . . . .	PPN 3C

ROTC/SMP Potential Participant	8x0 Option	IADT is required (for BT) within 270 days with Pay Cat P option . . . . .	PPN 3D
		IADT is required (for BT) within 270 days with Pay Cat L option . . . . .	PPN 3E
		BT not required and IADT is not scheduled . . . Pay Cat is A . . . . .	PPN 3F

**(3) Applicants, 17 through 25 years of age, NHSGs, GED, and non-high school seniors**

Applicant is 17 through 25 years of age, NHSG, GED, and non-high school senior, who enlists for the—

Standard Training Program	8x0 Option	IADT is within 90 days with Pay Cat P option . . . . .	PPN 3G
		IADT is not within 90 days with Pay Cat L option . . . . .	PPN 3H
	6x2 Option	IADT is within 90 days with Pay Cat P option . . . . .	PPN 3J
		IADT is not within 90 days with Pay Cat L option . . . . .	PPN 3K
4x4 Option	IADT is within 90 days with Pay Cat P option . . . . .	PPN 3L	
	IADT is not within 90 days with Pay Cat L option . . . . .	PPN 3M	
3x5 Option	IADT is within 90 days with Pay Cat P option . . . . .	PPN 3N	
	IADT is not within 90 days with Pay Cat L option . . . . .	PPN 3P	

Alternate Training Program	8x0 Option	IADT is within 90 days with Pay Cat P option . . . . .	PPN 3Q
		IADT is not within 90 days with Pay Cat L option . . . . .	PPN 3R
	6x2 Option	IADT is within 90 days with Pay Cat P option . . . . .	PPN 3S
		IADT is not within 90 days with Pay Cat L option . . . . .	PPN 3T

ACASP	8x0 Option	IADT is within 90 days with Pay Cat P option . . . . .	PPN 3U
		IADT is not within 90 days with Pay Cat L option . . . . .	PPN 3V
	6x2 Option	IADT is within 90 days with Pay Cat P option . . . . .	PPN 3W
		IADT is not within 90 days with Pay Cat L option . . . . .	PPN 3X
4x4 Option	IADT is within 90 days with Pay Cat P option . . . . .	PPN 3Y	
	IADT is not within 90 days with Pay Cat L option . . . . .	PPN 3Z	
3x5 Option	IADT is within 90 days with Pay Cat P option . . . . .	PPN 4A	
	IADT is not within 90 days with Pay Cat L option . . . . .	PPN 4B	

**(4) Applicants, 26 through 34 years of age, HSG**

Applicant is 26 through 34 years of age, HSG, who enlists for the—

Standard Training Program	8x0 Option	IADT is within 180 days with Pay Cat P option . . . . .	PPN 4C
		IADT is not within 180 days with Pay Cat L option . . . . .	PPN 4D
	6x2 Option	IADT is within 180 days with Pay Cat P option . . . . .	PPN 4E
		IADT is not within 180 days with Pay Cat L option . . . . .	PPN 4F
4x4 Option	IADT is within 180 days with Pay Cat P option . . . . .	PPN 4G	
	IADT is not within 180 days with Pay Cat L option . . . . .	PPN 4H	
3x5 Option	IADT is within 180 days with Pay Cat P option . . . . .	PPN 4J	
	IADT is not within 180 days with Pay Cat L option . . . . .	PPN 4K	

Alternate Training Program	8x0 Option	IADT is within 180 days with Pay Cat P option . . . . .	PPN 4L
		IADT is not within 180 days with Pay Cat L option . . . . .	PPN 4M
	6x2 Option	IADT is within 180 days with Pay Cat P option . . . . .	PPN 4N
		IADT is not within 180 days with Pay Cat L option . . . . .	PPN 4P

ACASP	8x0 Option	IADT is within 180 days with Pay Cat P option . . . . .	PPN 4Q
		IADT is not within 180 days with Pay Cat L option . . . . .	PPN 4R
	6x2 Option	IADT is within 180 days with Pay Cat P option . . . . .	PPN 4S
		IADT is not within 180 days with Pay Cat L option . . . . .	PPN 4T
4x4 Option	IADT is within 180 days with Pay Cat P option . . . . .	PPN 4U	
	IADT is not within 180 days with Pay Cat L option . . . . .	PPN 4V	

**Table 5-3A**

**NPS authorized pay categories and procurement program numbers—Continued**

(Note: NPS IRR Direct enlistments are all 0x8 Option, Pay Cat is L, and Procurement program number (PPN) is 00)

	3x5 Option	IADT is within 180 days with Pay Cat P option.....	PPN 4W
		IADT is not within 180 days with Pay Cat L option.....	PPN 4X
ROTC SMP Potential Participant	8x0 Option	When BCT is required and Pay Cat is P and PPN is.....	4Y
		IADT is within 270 days	
		When BCT is not required and Pay Cat is A and PPN is.....	4Z
		and IADT is not scheduled	
<b>(5) Applicants, 26 through 34 years of age, NHSG and GED</b>			
Applicant is 26 through 34 years of age, NHSG and GED who enlists for the—			
Standard Training Program	8x0 Option	IADT is within 90 days with Pay Cat P option.....	PPN 5A
		IADT is not within 90 days with Pay Cat L option.....	PPN 5B
	6x2 Option	IADT is within 90 days with Pay Cat P option.....	PPN 5C
		IADT is not within 90 days with Pay Cat L option.....	PPN 5D
4x4 Option	IADT is within 90 days with Pay Cat P option.....	PPN 5E	
	IADT is not within 90 days with Pay Cat L option.....	PPN 5F	
3x5 Option	IADT is within 90 days with Pay Cat P option.....	PPN 5G	
	IADT is not within 90 days with Pay Cat L option.....	PPN 5H	
Alternate Training Program	8x0 Option	IADT is within 90 days with Pay Cat P option.....	PPN 5J
		IADT is not within 90 days with Pay Cat L option.....	PPN 5K
	6x2 Option	IADT is within 90 days with Pay Cat P option.....	PPN 5L
		IADT is not within 90 days with Pay Cat L option.....	PPN 5M
ACASP	8x0 Option	IADT is within 90 days with Pay Cat P option.....	PPN 5N
		IADT is not within 90 days with Pay Cat L option.....	PPN 5P
	6x2 Option	IADT is within 90 days with Pay Cat P option.....	PPN 5Q
		IADT is not within 90 days with Pay Cat L option.....	PPN 5R
	4x4 Option	IADT is within 90 days with Pay Cat P option.....	PPN 5S
		IADT is not within 90 days with Pay Cat L option.....	PPN 5T
	3x5 Option	IADT is within 90 days with Pay Cat P option.....	PPN 5U
		IADT is not within 90 days with Pay Cat L option.....	PPN 5V

**Table 5-3B**

**PS authorized pay categories and PPNs**

**Applicants with PS**

For assignment to a TPU	Enlisting for	If specific training on ADT is required as a prerequisite for the award of an ACASP MOS (such as 91B training required for award of 91C MOs).....	then PPN is 85	
			If BT on ADT is required due to previous discharge under provision of the TDP.....	then PPN is 86
			If BT on ADT is required for reasons other than a previous discharge under provisions of the TDP.....	then PPN is 87
			If no training on ADT is required as condition of enlistment.....	then PPN is 88
			Potential participant who will seek enrollment in ROTC after enlistment, is a HSG or GED equivalent, and enlists for a minimum of 4 years.	
			TPC is A.....	then PPN is A7
			Individual currently enrolled in ROTC and transferring from Control Group (ROTC) to a TPU of the Selected Reserve to become an SMP participant and currently completing a statutory or contractual obligation.	
			TPC is A.....	then PPN is A8
			If enlistment agreement guarantees attendance at an active military school or institution in an ADT status.....	then PPN is 89*
			If BT on ADT is required due to previous discharge under provision of TDP.....	then PPN is 90
	Enlisting for other options	If BT on ADT is required for reasons other than a previous discharge under provision of the TDP.....	then PPN is 91	
			If no training on ADT is required as a condition of enlistment.....	then PPN is 92

**Table 5-3B**  
**PS authorized pay categories and PPNs—Continued**

For assignment to the IRR

No training on ADT is required as condition of IRR PS enlistment option. Applicants requiring completion of BT or AIT programs are ineligible for enlistment under this option ..... then PPN is 85

Note: Guidance counselor will coordinate with CONUSA. (See para 6-7.)

**Table 5-3C**  
**Automated Program Procurement Numbers (PPN)**

Guidance counselors will use the following table to determine PPN entries for item 20K of DD Form 1966/1 and Request reservations.

**A. Nonprior Service**

Training program	Code	Enlistment option	Code
Standard Training	1	8X0	8
Alternate Training	2	6X2	6
ACASP	5	4X4	4
ROTC/SMP Potential Participant	7	3X5	3

*Example:*

For an individual who enlists for standard training with an enlistment option 6X2, entry in block 20K DD Form 1966/1 would be PPN16.

**B. NPS Individual Ready Reserve direct enlistment**

NPS IRR direct enlistments are all 0X8, pay category is L, and PPN is 00.

**C. Prior Service**

Use table 5-3B for prior service, except interchange A7 to 93 and A8 to 94.

## Chapter 6 MEPS Processing Phase

### Section I General Information

#### 6-1. General

This chapter provides policy and guidance for those functions that are administered at MEPS by MEPCOM personnel and guidance counselors.

#### 6-2. PS Individuals physically examined outside MEPS

Physical examination outside of MEPS is not authorized.

#### 6-3. Actions required of MEPCOM personnel before sending applicants to guidance counselor

a. Orient applicants on processing to be done at the MEPS.

b. Give required ASVAB tests. Caution persons giving tests and recording test scores to compute and record test designations, test scores, and aptitude area scores with the utmost care. Specific directions to give and score tests are in manuals that accompany the tests. Adhere strictly to instructions given in AR 611-5 to administer tests. Dispose of records and scored test answer sheets under AR 340-18-7 and AR 601-270. Request testing materials under AR 611-5.

c. Give required medical examinations.

d. Direct medically and mentally tested applicants to the guidance counselor for final counseling and interview. Make the following MEPS records available to the guidance counselor:

- (1) Original SF 88.
- (2) Original SF 93.
- (3) Latest MEPCOM 714 ADP.
- (4) Other documents or records for final decision on acceptability.

### Section II Guidance Counselor Processing Phase

#### 6-4. General

This section prescribes—

a. Responsibilities of the guidance counselor.

b. Procedures to be followed in the enlistment process.

#### 6-5. Procedures applicable to RA and USAR

Procedures below apply to both the RA and USAR. The guidance counselor will—

a. Notify the recruiting company concerned of results of medical and mental tests and any other pertinent data on all preprocessed applicants.

b. Review with applicant the DD Form 1966-series and supporting documents for errors or missing data. Make corrections.

c. Verify applicant's eligibility for enlistment. Specifically, question applicant on existence of juvenile and youthful offender

records. Explain thoroughly to each applicant the Army policy that adjudication as a youthful offender or juvenile delinquent by a State, or disposition by Federal juvenile authorities, will not prevent enlistment if applicant is otherwise eligible. Applicant will be judged for Army fitness by his or her character at time of application for enlistment. Advise applicant that a record of adverse juvenile adjudications removed from official court records does not alter the fact that the person committed the act that adjudged him or her a delinquent. Applicant must still reveal to the Army that he or her was the subject of an adverse adjudication. This advice is important, for once the person enters the Army such records may be discovered during a security investigation and cause him or her difficulty in obtaining schooling and assignments. The person also may be subject to discharge for fraudulent enlistment.

d. Advise rejected applicant of reemployment rights.

e. Access REQUEST to determine options available.

f. Use Joint Optical Information Network (JOIN) segments applicable to MOS and option for counseling all applicants on their enlistment options. The use of JOIN is mandatory. If JOIN segments are outdated or unavailable, use DA Pam 351-4 and AR 611-201 for counseling. REQUEST will override any conflicts in JOIN segments or listed publications that pertain to enlistment eligibility criteria. Applicants whose physical capacity on the incremental lift device is less than what is expected for successful performance in the MOS (for which applying) will be counseled. They will be advised that they may not be making the most of their opportunity for professional achievement and personal fulfillment in the Army by selecting this skill. However, applicants will be permitted to enlist in the MOS following such counseling if they still desire to do so and are otherwise qualified.

g. Counsel applicants who failed to meet specific qualifications for options for which they applied; advise them of other available options.

h. Verify, by school transcript, successful high school course completion when it is required for entry into a specific MOS. (For example, check to see whether applicant has completed algebra, biology, chemistry, and so forth.) When applicant is unable to provide evidence of successful completion of required course at the time of enlistment, complete required entry on DA Form 3286-59 series.

i. Advise female applicants that their enlistment automatically requires them to qualify for basic weapons.

j. Process immigrant aliens under section XVII, chapter 5. Immigrant aliens will not be processed for any MOS, training, or assignment requiring a security clearance.

k. Review the DA Form 3286-Series, for RA, and DA Form 3540 or the DA Form 4688-Series, for USAR, with proper addendum. Initiate and review with applicant.

This review is an important part of the enlistment process. The statements, completed correctly, prevent the possibility of erroneous enlistment, broken enlistment commitments, and misunderstanding on entitlements, assignments, and other matters relating to the enlistment agreement. Ensure that statements for enlistment entered in the above document and in DD Form 1966/4, item 39, when applicable, accurately reflect enlistment commitment. Guidance counselor will determine if applicant has a reserve commission, if so they will not be enlisted into the DEP, unless the following statement is initialed on DA Form 3286-59 series 'I understand by enlisting in the DEP I automatically vacate my reserve commission'. For USAR, also determine that applicant is qualified for original USAR unit and MOS selected or, if proper, an alternate option.

l. Question applicants to be sure they understand their enlistment commitments. They must be advised that no provision exists to request or except voluntary discharge before normal completion of their enlistment commitment, other than for hardship, dependency, or compassionate reasons.

m. Counsel applicants that—

(1) The Army does not condone the use of marijuana or harmful or habitforming chemicals or drugs.

(2) In-service use may be punished under the UCMJ.

n. Advise applicants that some MOSs will require completion of a specified course of instruction as a prerequisite before entering training for the MOS for which they are enlisting.

o. Give all applicants a final and thorough counseling. This counseling should eliminate any misunderstanding of enlistment promises.

p. Reproduce all verification documents for inclusion in enlistment packets. (Note that some documents cannot be legally reproduced.) Return original copies to applicants. Remind applicants of documents needed to establish benefits at reception station.

q. Ensure that applicants enlisting for an MOS that requires security clearance, as outlined in REPQL (Report of Qualifications), are processed by the MILPERCEN security interviewer. For USAR, see paragraph 6-9d.

r. For applicants requiring special extensive processing after MEPS mental or physical examination (in other words, OCS or WOFT board, flight physical, band audition, or waivers)—

s. Advise all applicants of Army policy with regard to all items on DA Form 3286-61 (Army Policy).

(1) Determine MEPS test and physical results and inform applicant of these results.

(2) Refer applicant back to recruiter and dismiss him from the MEPS.

s. Complete DD Form 1966 on date of enlistment for DEP, RA, or USAR, as prescribed in table 5-1.

t. Counselor will ensure that army policy is understood by having all applicants complete DA Form 3286-61 Statement of Understanding (Army Policy).

u. Notify RC units, when former members are discharged or released for enlistment into the DEP, RA or USAR, as prescribed in paragraph 5-23 and 5-24.

v. DD Form 1966/1, items 20 and 21, will not be completed until AD date, for RA, and date of enlistment, for USAR.

w. If an applicant enlists for an MOS that is annotated on REQUEST as a Force Modernization MOS, the following statement will be added to the applicant's DA Form 3286. "I am aware that the military occupational specialty (MOS) for which I am enlisting requires training on equipment currently in the developmental stage, which may not be available. If this situation arises at completion of basic training, I understand that I will receive training in an alternate MOS within the same career management field."

x. Counsel applicants on the benefits of the Veteran's Educational Assistance Act of 1984 (New G.I. Bill).

y. Insure all applicants who speak English as a second language and who still experience difficulty in conversing in and understanding English are properly identified and take the ECLT. The guidance counselor will inform those applicants who score 69 or below on ECLT that they will receive English training at the Defense Language Institute, English Language Center (DLIELC). Those applicants scoring 0-39 on the ECLT will be enlisted for 4 years regardless of MOS for which enlisting. Those who score 40-69 will have no additional requirements beyond those normally placed upon any other applicant in the same test score category.

z. Inform applicants that they must achieve a minimum ECLT score of 70 or a speaking proficiency level of 3 upon completion of DLIELC training. Persons who do not meet either of these requirements will be processed for separation.

**6-6. Procedures applicable to RA only**  
Procedures below apply to the RA only. The guidance counselor will—

a. Explain to applicants who enlist for an oversea area the specific normal tour length and involuntary extension policy, as defined in AR 614-30. DA Form 3286 series will show applicant's understanding of normal tour lengths.

b. Advise applicants who will enter the Army on or after 1 October 1985 that it will be their duty to establish and maintain an account with a United States financial institution (such as a bank, savings, and loan institution, or credit union) for the direct receipt of their net pay and allowances while serving on active duty in the Army. Further, explain that they must establish an account in a U.S. financial institution (of their choosing) and execute the appropriate forms at the servicing finance office within 3 months of completion of BT/AIT or arrival

at their first duty station, whichever is later. Review DA Form 3286-61 series (Statement of Understanding, U.S. Army Enlistment Policy on Sure Pay) with the applicant and insure that it is signed by the applicant, the guidance counselor, and the witnessing official.

c. Counsel a married couple to prevent any misunderstanding of MILPERCEN policy on assignment of married Army couples. Use of AR 614-30, appendix A, section III, is mandatory for this counseling, despite a married couple's enlistment options. Couples are required to read AR 614-200, chapter 1, section II. Question married couples on MILPERCEN policy, eligibility criteria, and assignment conditions.

d. Complete DD Form 1966/1, item 19, for DEP enlistment. Check the code DD Form 1966/1, item 21, in block 46, to ensure that enlistee is properly coded for the Hometown Recruiter Aide Program (HRAP). (See table 5-1.)

e. If applicant enlists in the RA from DEP or enlists directly into the RA without benefit of DEP, prepare the proper DA Form 3286-series as required by the specific option in chapter 9, as taken from the REQUEST reservation. Witness the applicant's signature on the DA Form 3286-series and addendum. The guidance counselor will sign the form as witnessing official.

### **6-7. Procedures applicable to USAR only**

Prior service applicants who have not satisfactorily completed a basic training course or AIT, must enter on IADT within 180 days. IADT funds and orders will be used to train these personnel. (Includes glossary non-prior service).

## **Section III USAR Vacancy Requirements**

### **6-8. Vacancies and projected vacancies**

a. Enlistments and reenlistments in the USAR for assignment in TPUs are authorized only into existing or projected vacancies. Vacancy requirements are not needed for enlistment or reenlistment in the IRR.

b. Projected vacancies will be under the policy below.

(1) PS and NPS personnel may be enlisted up to 12 months before a projected vacancy. If initial active duty training (IADT) exceeds 36 weeks, the 12-month period may be exceeded by the IADT period (including BCT).

(2) Commanders may enlist applicants against vacancies occurring in approved MTOE or TDA authorization documents that have projected effective dates of reorganization.

c. Applicant will not be assigned to a USAR TPU beyond reasonable commuting distance without written consent of the applicant and approval by the USAR TPU commander. Reasonable commuting distance is the distance from home to the

USAR TPU location within a 50-mile radius or 90 minutes of travel time.

### **6-9. Vacancy requirements**

a. *Obligated personnel.* Enlistment of persons who incur a 8-year statutory service obligation enlistment in the USAR will be made only—

(1) For assignment to a specific vacancy, or projected specific vacancy, in a TPU.

(2) After receipt of a confirmed training space for entry on IADT to undergo basic training.

b. *Female enlistments.* The current policy on enlistment of women in the USAR is as follows:

(1) Women are authorized to serve in any enlisted specialty except those listed in AR 611-201, chapter 4, at any organizational level, and in any unit of the USAR.

(2) Women may not serve in units or in positions in units that would routinely require them to take part in direct combat.

(3) Enlistment of women in any of the closed specialties is not authorized.

c. *Nonobligated persons.* Enlistment of nonobligated persons will be as follows:

(1) For specific unit vacancies, or projected specific unit vacancies, if—

(a) Applicant has had PS and has no remaining statutory obligation.

(b) Applicant is a qualified member of the USAR and is immediately reenlisting under AR 140-111, chapter 3.

(2) For enlistment or reenlistment in the IRR with assignment to the USAR Control Group (Reinforcement) without regard to position vacancies in the IRR, if—

(a) Applicant has had prior military service and has no remaining statutory obligation and enlists under this regulation or reenlists under AR 140-111, chapter 3.

(b) Applicant is a qualified member of the IRR or Standby Reserve and is immediately reenlisting under AR 140-111, chapter 3.

(3) Commander, ARPERCEN, may authorize enlistment or reenlistment of PS personnel who have no remaining statutory obligation for assignment to USAR Control Group (Reinforcement) and attachment to a TPU or reinforcement training unit (RTU). Oversea commanders may authorize enlistment or reenlistment of such persons on request of the unit commander. Applicant must be otherwise qualified. The person will be informed that during the period of unit attachment all IDT will be in a nonpay status, but retirement point credit will accrue. Applicant must have served honorably on AD or taken part satisfactorily in Reserve training during period of prior enlistment or obligated service.

(4) Persons currently employed, or who seek employment in the US Army Reserve Technician Program, may be enlisted for assignment to a unit vacancy. They must otherwise qualify and be authorized by the area commander. If applicant has no prior military service, then enlistment requires prior receipt of a confirmed training space for entry on IADT. If a unit vacancy is not available, the person will be assigned as

overstrength to the unit in which he or she is performing the majority of assigned duties. Assigned technicians are required to take part throughout their enlistment period.

d. *Military intelligence, signals intelligence, electronic warfare, signal security units, staff specialists, and Special Forces enlistments.* Enlistment eligibility and processing procedures for enlistment of PS and NPS applicants for unit vacancies in units or branches specified below will be under the reference shown. If persons enlisted for these assignments are later found not fully qualified, they may be reassigned, with or without their consent, to another branch of the USAR for which they are qualified.

(1) *Military intelligence, signals intelligence, electronic warfare, and signal security units:* AR 140-192.

(2) *Military police detachments (criminal investigation):* AR 195-3.

(3) *Special Forces:* AR 614-200, chapter 6.

#### Section IV

#### MEPS Administrative Processing Phase

#### 6-10. General

This section outlines responsibilities and required actions of MEPCOM personnel before and after administering the Oath of Enlistment.

#### 6-11. Responsibilities of MEPCOM personnel

MEPCOM personnel will—

a. Ensure that applicants who qualify have proper documents before they are enlisted and sent to their first station.

b. Attach to reception station copy of the DD Form 4-series the original copy of REQUEST printout of enlistee's option.

c. Complete preparation and disposition of required forms and records. (See chap 5, sec V, and AR 601-270.) To establish enlistment eligibility, applicants often must present personal documents. These will be returned along with discharge certificates, separation reports, and other documents. Copies will be made of those documents needed for processing.

d. Prepare SF Form 93 in final form. The MEPS will dispose of DD Form 93 under tables B-1 and B-2.

e. Conduct pre-enlistment interview (to include fingerprint service) under policies and procedures set by MEPCOM.

f. Administer Oath of Enlistment. (See sec VI.)

g. Obtain signature on confirmation of Oath of Enlistment on the DD Form 4-series.

h. Make transportation arrangements. (See chap 5, sec VI.)

i. Send enlistees and forward records to proper station. Return rejected applicants to place of tentative acceptance.

j. Process all enlistee's (USAR Control Group Delayed Entry, Regular Army and Army Reserve), for Automated ENTNAC in accordance with section XXI, chapter 5.

#### Section V

#### DD Form 1966/1 through DD Form 1966/6 and the DD Form 4-Series

#### 6-12. Completion of DD Form 1966-series

See table 5-1.

#### 6-13. Preparation of DD Form 4-series

The DD Form 4-series is the basic document establishing a legal relationship between the US Government and the enlisted member. Special care will be taken to see that all items are typed correctly, without strikeouts. (See table 6-1.)

Table 6-1

#### Instructions for completing the DD Form 4-Series

1. After preparation of items 1 through 14 by MEPS, applicant will be returned to guidance counselor with DD Form 4 for review and signature.

2. After guidance counselor signs item 14e, certifies accuracy of all actions taken, and accepts applicant for DEP, RA, or USAR enlistment, applicant returns to MEPS for completion of processing and enlistment.

3. After taking oath of enlistment, applicant signs item 18a and enlisting officer signs item 19e. A copy is then given to enlistee for personal records.

4. For applicants entering on AD from the DEP, MEPS types all required data in items 20 and 21 and sends applicant to guidance counselor.

5. Guidance counselor reviews all forms, verifies eligibility for AD, ensures that any changes in applicant's status are properly documented, witnesses applicant's signature in item 20b, then signs item 21e and accepts applicant for RA enlistment.

6. After taking oath, applicant signs item 22b and enlisting officer signs item 23a.

#### Notes:

1. Any erasures or corrections will be initiated by enlistee and Army guidance counselor, except that erasures or corrections are not permitted in item 5 (date of enlistment), item 9 (Service, Period of Enlistment, and Pay Grade), and sections E, G, and H. Errors in these sections require preparation of a new document.

2. All signatures will be made using reproducible black or blue-black ink. Before signing, see chapter 6, section IV.

3. Guidance counselor or USAR representative, when applicable, who accepts applicant for enlistment will, before signing the completed form, verify typed entries for corrections and explain appropriate parts of the document to applicant.

4. Disposition of the DD Form 4-Series will be under appendix B. A copy will be provided to all persons at time of enlistment into the DEP.

#### 6-14. Actions before signature, DD Form 4-series

Before an applicant signs the confirmation of Oath of Enlistment on the DD Form 4-Series, the enlisting officer will—

a. Give orientation required by section VI.

b. Ensure applicants who have questions about their 8-year military obligation have all questions answered by the Army Liaison before enlistment.

c. Ensure that no promises have been made to applicants, either direct or implied, which cannot be substantiated by proper regulations. Applicants who have any misunderstanding about the extent of their full enlistment commitment will be given a detailed explanation by the enlisting officer, specific options or Army unique benefits will be explained by the Army Liaison, supported by this regulation.

d. Administer the Oath of Enlistment. (See sec VI.)

#### 6-15. Correction of errors on enlistment forms

To correct errors found after applicant has enlisted and forms are distributed, procedures below apply.

a. Immediate commander or designee may correct minor administrative and typographical errors found after distribution of forms. Complete DA Form 4187 (Personnel Action) and correct the DD Form 4-series or DD Form 1966-series for RA. Forward a copy of the approved DA Form 4187 to Commander, US Army Enlisted Records and Evaluation Center (ATTN: PCRE-RR), Fort Benjamin Harrison, IN 46249. Prepare a new DD Form 4-Series for USAR. Complete the revised DD Form 4-Series in its entirety, to include confirmation of enlistment. The date entered in item 16c by the enlisting officer will reflect the actual date that the oath on the revised DD Form 4-Series was administered. At the top and bottom of each page of the revised DD Form 4, print or type, in block letters, "CORRECTED COPY." The original DD Form 4 will be attached to the corrected DD Form 4.

b. To correct the DD Form 4-series on length of service, see paragraph 8-6.

#### 6-16. Claims of erroneous entries

Authority to act on claims of erroneous entries on enlistment documents, which is not delegated elsewhere in this chapter or in AR 600-2, is delegated to Commander, US Army Enlisted Records and Evaluation Center, Fort Benjamin Harrison, IN 46249, for RA, and Commander, ARPERCEN (ATTN: DARP-AIR-I), 9700 Page Boulevard, St Louis, MO 63132-5260, for USAR. Requests relating to claims of erroneous entries must include a statement signed by the person. Include copies of substantiating documents that will assist in making a decision.

## Section VI

### Administration of Oath of Enlistment and Related Matters

#### 6-17. Orientation before administration of oath

Before giving the Oath of Enlistment to an applicant, the enlisting officer will—

a. Explain the UCMJ, Article 83, to applicant. Emphasize importance of UCMJ in respect to truthful answers to questions on the enlistment forms.

b. Tell applicant that anything in his or her record that may prohibit enlistment must be disclosed before the oath is administered. Explain to applicant that if disclosure is made at this time (before the Oath of Enlistment) the worst that can happen will be rejection for enlistment.

c. Warn applicant that DD Form 2280 will be forwarded to the Defense Investigative Agency (DIA). Warn applicant that even though a person may conceal a criminal or juvenile record or PS at time of enlistment, such a record will be discovered later. Then the person will be subject to trial by court-martial for fraudulent enlistment or possible discharge under less-than-honorable conditions.

#### 6-18. Administration of Oath of Enlistment

A commissioned officer of any Armed Service will administer the Oath of Enlistment in the DD Form 4-Series orally, in English, to each applicant. Make a suitable arrangement to ensure that the oath is administered in a dignified manner and in proper surroundings. Display the US flag prominently near the officer giving the oath. The words "So help me God" may be omitted for persons who desire to affirm rather than to swear to the oath. Explain to all enlistees the substance of Articles 85 and 86 of the UCMJ.

#### 6-19. Actions required after administration of the oath

Immediately after the Oath of Enlistment, the enlisting officer will—

a. Require each enlistee to sign the DD Form 4-Series.

b. Provide each enlistee with a legible copy of enlistment forms.

#### 6-20. Predating an enlistment

Except as indicated below, date of enlistment is the actual date the Oath of Enlistment is given. This date must be shown on the enlistment record above the signature of the officer who administered the oath.

a. No enlistment will be predated without prior approval. A person's enlistment may be delayed through no fault of his or her own, but for the convenience of the Government. If so, request to predate the enlistment will be sent to the Commander, US Army Enlisted Records and Evaluation Center, Fort Benjamin Harrison, IN 46249, for RA; and to the Commander, RCPAC

(ATTN: AGUZ-PAE-1), 9700 Page Boulevard, St Louis, MO 63132-5200, for the USAR.

b. Except as indicated in this paragraph an enlistment will not be postdated. An exception to this policy is authorized for the Active Army In-Service Recruiting Program administered by the CG, USAREC. For this specific program the date of enlistment, and the Oath of Enlistment, may be postdated by 1 day following the applicant's date of discharge from the Active Army. However, in no case will it exceed a period of more than 24 hours from effective date of discharge. Enlistments authorized under this exception to policy apply to TPU and IRR enlistments.

## Chapter 7 RA and Army Reserve Civilian Acquired Skills Program

### Section I Introduction

#### 7-1. General

This chapter provides policy and guidance for implementing the Army Civilian Acquired Skills Program (ACASP). This program formerly was the "US Army Stripes for Skills (lateral entry) Program." The ACASP attracts and uses persons with civilian-acquired skills required by the Army. Persons qualified for the ACASP may be given an advance in grade upon enlistment. They may be entitled to accelerated promotion based on the skill level held and demonstrated during duty performance.

#### 7-2. Objectives

Objectives of the ACASP are as follows:

- Enlistment of qualified personnel with civilian-acquired skills needed by the Army.
- Increased job satisfaction.
- Improved personnel classification and use while MOS performance standards are maintained.
- Reduced training loads and costs.
- Added means for rapid mobilization.

#### 7-3. Responsibilities concerning the ACASP

a. Deputy Chief of Staff for Personnel (DCSPER). The DCSPER has overall responsibility for policy concerning the ACASP.

b. CG, MILPERCEN (for RA) and CG, ARPERCEN (for USAR). The CG, MILPERCEN, and the CG, ARPERCEN, in coordination with the Chief, Army Reserve (CAR), will—

(1) Conduct periodic reviews and submit recommendations to the Office of the DCSPER (ODCSPER)(DAPE-MPA) for addition or deletion of skills.

(2) Develop criteria for skills to be added to the program; review and comment on recommendations submitted by other agencies.

(3) Coordinate with ODCSPER in developing annual procurement programs for each ACASP skill.

c. *Commanding General (CG), US Army Recruiting Command (USAREC)*. The CG, USAREC, will—

(1) Implement processing procedures contained in this chapter.

(2) Develop and implement advertising and procurement plans and procedures to attract qualified applicants for the program.

d. *Commanders of ACASP enlistees*. ACASP enlistee commanders will—

(1) Ensure that ACASP enlistees are properly assigned and considered for accelerated promotions, in a timely manner, under paragraph 7-11.

(2) Use ACASP soldiers in the awarded PMOS for—

(For RA) Duration of the period of enlistment under the ACASP program. AR 600-200 and other applicable directives will govern reclassification, when required.

(For USAR) At least 1 year after award of the ACASP MOS.

e. *Training center commanders*. Training center commanders will—

(1) Provide reception station processing and required training for ACASP soldiers.

(2) (For RA only) Prepare and process ACASP soldiers for oversea movement under AR 612-2 if soldiers are to be assigned overseas after completing training.

#### 7-4. Eligibility

The ACASP is available to qualified men and women with or without PS. Persons with skills acquired through military service will not be enlisted under this program. Applicants must—

a. Meet basic eligibility criteria for enlistment (tables 7-1 or 3-1, as appropriate), skill training and work experience (table 7-1), and MOS prerequisites. MOS prerequisites are available on a computer output display by using the REPQL Program of REQUEST. When a person has unusual training or experience relevant to an MOS, requests for determination of equivalency may be submitted for consideration to HQDADAPE-MPA.

b. Have had either training or experience in their civilian-acquired skill within 24 months of enlisting.

#### 7-5. Enlistment periods

Minimum terms of enlistment for ACASP will be established by proper enlistment options, chapter 9, and as announced by HQDA(DAPE-MPA) for special categories of persons and for selected MOS.

#### Table 7-1 Skills and criteria authorized for the ACASP

To qualify for MOS: 26T10  
Titled: Radio/Television Systems Specialist  
With later appointment to: E4  
The following criteria must be met: Have 2 years of experience, or combination of formal

training and experience totaling 2 years, as radio/television equipment maintenance repairer.

**To qualify for MOS: 27B10**

**Titled:** Land Combat Support System Test Specialist

**With later appointment to:** E4

**The following criteria must be met:**

- a. Be eligible for CONFIDENTIAL security clearance under AR 604-5.
- b. Have 2 years of experience in use of diagnostic test equipment similar to that used for land combat support systems and have formal training with the contractor who developed the Army's system.

**To qualify for MOS: 27E10**

**Titled:** Tow/Dragon Repairer

**With later appointment to:** E4

**The following criteria must be met:**

- a. Be eligible for CONFIDENTIAL security clearance under AR 604-5.
- b. Have 2 years of experience in use of diagnostic test equipment similar to that used for wire-guided missile systems test and have formal training with the contractor who developed the Army's system.

**To qualify for MOS: 29G10 (USAR only)**

**Titled:** Digital Communications Equipment Repairer

**With later appointment to:** E4

**The following criteria must be met:**

- a. Be eligible for SECRET security clearance under AR 604-5.
- b. Have 2 years of experience, or combination of formal training and experience totaling 2 years, as ADPS repairer.

**To qualify for MOS: 29G20 (RA only)**

**Titled:** Digital Communications Equipment Repairer

**With later appointment to:** E5

**The following criteria must be met:**

(Same as 34F10)

**To qualify for MOS: 29H10 (USAR only)**

**Titled:** ADMSE Repairer

**With later appointment to:** E4

**The following criteria must be met:**

- a. Be eligible for SECRET security clearance under AR 604-5.
- b. Have 2 years of experience, or combination of formal training and experience totaling 2 years, as ADMSE repairer.

**To qualify for MOS: 29H20 (RA only)**

**Titled:** ADMSE Repairer

**With later appointment to:** E5

**The following criteria must be met:**

(Same as 34H10)

**To qualify for MOS: 29V10 (RA only)**

**Titled:** Strategic Microwave Systems Repairer

**With later appointment to:** E4

**The following criteria must be met:**

- a. Be eligible for SECRET security clearance under AR 604-5.
- b. Have 2 years of experience, or combination of formal training and experience totaling 2 years, in installing, operating, and maintaining microwave communications equipment.

**To qualify for MOS: 29Y10**

**Titled:** Satellite Communication Equipment Repairer

**With later appointment to:** E4

**The following criteria must be met:**

- a. Be eligible for SECRET security clearance under AR 604-5.
- b. Have 2 years of experience, or combination of formal training and experience totaling 2 years, in installing, operating, and maintaining satellite communications ground station equipment.

**To qualify for MOS: 31C10**

**Titled:** Single Channel Radio Operator

**With later appointment to:** E4

**The following criteria must be met:**

- a. Be eligible for SECRET security clearance under AR 604-5.
- b. Have 1 year of experience, or combination of formal training and experience totaling 1 year, as radio teletype operator and be capable of sending and receiving manual teletypewriter operations, in message format, at minimum of 25 words per minute.

**To qualify for MOS: 31L10**

**Titled:** Wire Systems Installer/Operator

**With later appointment to:** E4

**The following criteria must be met:** Have 2 years of experience, or combination of formal training and experience totaling 2 years, as a wireman, switchboard operator, telephone installer, or pole lineman.

**To qualify for MOS: 33V10 (RA only)**

**Titled:** Aerial Surveillance Sensor Repairer

**With later appointment to:** E4

**The following criteria must be met:**

- a. Be eligible for SECRET security clearance under AR 604-5.
- b. Have 2 years of experience, or combination of formal training and experience totaling 2 years, as radar mechanic or repairer.

**To qualify for MOS: 35E10**

**Titled:** Special Electrical Devices Repairer

**With later appointment to:** E4

**The following criteria must be met:** Have 2 years of experience, or combination of formal training and experience totaling 2 years, in repair of special electrical devices such as infrared weapon sights, infrared binoculars, metasopes, searchlights, mine detectors, and lighting kits for marking aircraft glide angles and airdrop zones.

**To qualify for MOS: 35G10**

**Titled:** Biomedical Equipment Specialist, Basic

**With later appointment to:** E4

**The following criteria must be met:**

- a. Have 2 years of experience, or combination of formal training and experience totaling 2 years, in repair of such medical equipment as anesthesia apparatus, centrifuges, dental operating units, resuscitators, operating tables and lights, and dental and field X-ray equipment.
- b. Successfully complete 4 weeks' proficiency training at the US Army Medical Equipment and Optical School.

**To qualify for MOS: 35G20**

**Titled:** Biomedical Equipment Specialist, Basic

**With later appointment to:** E5

**The following criteria must be met:**

- a. Have 4 years of experience, or combination of formal training and experience totaling 4 years, in repair of such medical equipment as anesthesia apparatus, centrifuges, dental operating units,

resuscitators, operating tables and lights, and dental and field X-ray equipment.

b. Successfully complete 4 weeks' proficiency training at the US Army Medical Equipment and Optical School.

**To qualify for MOS: 35H10 (RA only)**

**Titled:** Calibration Specialist

**With later appointment to:** E4

**The following criteria must be met:** Have 2 years of experience or combination of formal training and experience totaling 2 years in operation, maintenance, and calibration of test, measuring, and diagnostic equipment.

**To qualify for MOS: 35K10**

**Titled:** AVIONIC Mechanic

**With later appointment to:** E4

**The following criteria must be met:**

- a. Be eligible for CONFIDENTIAL security clearance under 604-5.
- b. Have 2 years of experience, or combination of formal training and experience totaling 2 years, performing maintenance on communications, navigation, and flight control equipment, installed in aircraft and supporting ground-based AVIONIC equipment.

**To qualify for MOS: 35L10**

**Titled:** AVIONIC Communications Equipment Repairer

**With later appointment to:** E4

**The following criteria must be met:** Have 2 years experience, or combination of formal training and experience totaling 2 years, in repair of VHF and transistorized UHF, FM, and SSB AVIONIC communications equipment.

**To qualify for MOS: 35M10**

**Titled:** AVIONIC Navigational/Flight Control EQUIP Repairer

**With later appointment to:** E4

**The following criteria must be met:** Have 2 years of experience, or combination of formal training and experience totaling 2 years, in repair of such AVIONIC navigation and associated ground equipment as marker beacons, radio direction finders, position fixers, airborne TACAN, and ground beacons.

**To qualify for MOS: 36L10 (RA only)**

**Titled:** Automatic Motor Electronic Operator/Maintainer

**With later appointment to:** E4

**The following criteria must be met:**

- a. Be eligible for SECRET security clearance under AR 604-5.
- b. Have 2 years of experience, or combination of formal training and experience totaling 2 years, in installing, operating, and maintaining automatic electronic switching equipment.

**To qualify for MOS: 39C10 (RA only)**

**Titled:** Combat Area Surveillance Radar Repairer

**With later appointment to:** E4

**The following criteria must be met:**

- a. Be eligible for SECRET security clearance under AR 604-5.
- b. Have 2 years of experience, or combination of formal training and experience totaling 2 years, as ground surveillance radar repairer.

**To qualify for MOS: 41B10**

**Titled:** Topographic Instrument Repair Specialist

**With later appointment to: E4**

**The following criteria must be met:** Have 2 years of experience, or combination of formal training and experience totaling 2 years, as topographic instrument repairer.

**To qualify for MOS: 41E10**

**Titled:** Audio Visual Equipment Repairer

**With later appointment to: E4**

**The following criteria must be met:** Have 2 years of experience, or combination of formal training and experience totaling 2 years, as still and motion picture camera repairer.

**To qualify for MOS: 41J10**

**Titled:** Office Machine Repairer

**With later appointment to: E4**

**The following criteria must be met:** Have 2 years of experience, or combination of formal training and experience totaling 2 years, as office machine repairer.

**To qualify for MOS: 42C10**

**Titled:** Orthotic Specialist

**With later appointment to: E4**

**The following criteria must be met:**

a. Have Associate of Arts Degree in orthotics or prosthetics and certification as orthotic/prosthetic technician by American Board for Certification (ABC), or combination of formal training and experience totaling 3 years as an orthotist or prosthetist.

b. Successfully complete 4 weeks' proficiency training at an MOSC 42C Phase II training site.

c. Successfully complete the 91E (Dental Specialist) course

**To qualify for MOS: 42C20**

**Titled:** Orthotic Specialist

**With later appointment to: E5**

**The following criteria must be met:**

a. Have Associate of Arts Degree in orthotics or prosthetics plus at least 30 upper-level credit hours toward a Baccalaureate Degree and certification as a registered assistant in orthotics and prosthetics. Also acceptable is Baccalaureate Degree with certification as practitioner.

b. Successfully complete 4 weeks' proficiency training at an MOSC 42C Phase II training site.

c. Successfully complete the 91E (Dental Specialist) course

**To qualify for MOS: 42D10**

**Titled:** Dental Laboratory Specialist

**With later appointment to: E4**

**The following criteria must be met:**

a. Have 2 years of experience, or combination of formal training and experience totaling 2 years, as dental laboratory technician.

b. Successfully complete the 91E (Dental Specialist) Course.

c. Successfully complete 4 weeks' proficiency training at the Academy of Health Sciences.

**To qualify for MOS: 42E10**

**Titled:** Optical Laboratory Specialist

**With later appointment to: E4**

**The following criteria must be met:**

a. Be a graduate of State-recognized 1-year course in opticianry or be licensed as optician.

b. Successfully complete 4 weeks' proficiency training at the US Army Medical Equipment and Optical school.

**To qualify for MOS: 42E20**

**Titled:** Optical Laboratory Specialist

**With later appointment to: E5**

**The following criteria must be met:**

a. Have at least 1 year of experience after graduation from State-recognized 1-year course in opticianry or 1-year experience after receipt of license as optician.

b. Successfully complete 4 weeks' proficiency training at the US Army Medical Equipment and Optical school.

**To qualify for MOS: 43M10**

**Titled:** Fabric Repair Specialist

**With later appointment to: E4**

**The following criteria must be met:** Have 2 years of experience as tailor, sewing machine operator, or repairer of clothing, textile, canvas, or webbed items.

**To qualify for MOS: 44B10**

**Titled:** Metal Worker

**With later appointment to: E4**

**The following criteria must be met:** Have 2 years of experience, or combination of formal training and experience totaling 2 years, as metal body repairer.

**To qualify for MOS: 44E10**

**Titled:** Machinist

**With later appointment to: E4**

**The following criteria must be met:**

Have 2 years of experience, or combination of formal training and experience totaling 2 years, as machinist.

**To qualify for MOS: 45B10 (RA only)**

**Titled:** Small Arms Repair

**With later appointment to: E4**

**The following criteria must be met:** Have 2 years of experience, or combination of formal training and experience totaling 2 years, as firearms gun examiner, firearms assembler, or gunsmith.

**To qualify for MOS: 51B10**

**Titled:** Carpentry And Masonry Specialist

**With later appointment to: E4**

**The following criteria must be met:** Have 2 years of experience and be certified as Civil Service-rated carpenter or mason, WB-7, or have 2 years of experience and be apprentice member of United Brotherhood of Carpenters and Joiners of America.

**To qualify for MOS: 51G10**

**Titled:** Materials Quality Specialist

**With later appointment to: E4**

**The following criteria must be met:** Have 2 years experience, or combination of formal training and experience totaling 2 years, as soil scientist, construction engineer, engineering aid, or physical science aid.

**To qualify for MOS: 51K10**

**Titled:** Plumber

**With later appointment to: E4**

**The following criteria must be met:** Have 2 years of experience, or combination of formal training and experience totaling 2 years, as a plumber or pipefitter helper installing and repairing pipe systems, plumbing fixtures, and equipment.

**To qualify for MOS: 51M10**

**Titled:** Firefighter

**With later appointment to: E4**

**The following criteria must be met:** Have 2 years of experience as fireman on municipal fire department or as member of aircraft crash rescue crew.

**To qualify for MOS: 51R10**

**Titled:** Interior Electrician

**With later appointment to: E4**

**The following criteria must be met:** Have years of experience and be certified as Civil Service-rated electrician, WB-8, or have 2 years of experience and be apprentice member of International Brotherhood of Electrical Workers, or equivalent.

**To qualify for MOS: 52C10**

**Titled:** Utilities Equipment Repairer

**With later appointment to: E4**

**The following criteria must be met:** Have 2 years of experience, or combination of formal training and experience totaling 2 years, as utilities equipment repairer.

**To qualify for MOS: 52D10 (RA only)**

**Titled:** Power Generation Equipment Repairer

**With later appointment to: E4**

**The following criteria must be met:** Have 2 years of experience, or combination of formal training and experience totaling 2 years, as powerhouse mechanic, powerplant mechanic, or gas-turbine/powerplant mechanic.

**To qualify for MOS: 52G10**

**Titled:** Transmission and Distribution Specialist

**With later appointment to: E4**

**The following criteria must be met:** Have 2 years of experience and be certified as a Civil Service-rated electrician, WGA 68, or have 2 years of experience in the installation of electrical transmission and distribution systems and exterior services and be an apprentice member of the International Brotherhood of Electrical Workers or its equivalent.

**To qualify for MOS: 57E10**

**Titled:** Laundry and Bath Specialist

**With later appointment to: E4**

**The following criteria must be met:** Have 2 years of experience in laundry working, dryer operation, or washer operation.

**To qualify for MOS: 57F10**

**Titled:** Graves Registration Specialist

**With later appointment to: E4**

**The following criteria must be met:** Have 2 years of experience in mortuary science as an identification clerk or funeral attendant.

**To qualify for MOS: 57H10**

**Titled:** Cargo Specialist

**With later appointment to: E4**

**The following criteria must be met:** Have 2 years of experience as longshoreman.

**To qualify for MOS: 61B10**

**Titled:** Watercraft Operator

**With later appointment to: E4**

**The following criteria must be met:**

a. Have 2 years of experience as watercraft crewmember.

b. Be certified by US Army Marine Qualification Board. Guidance counselors will call the Board at Fort Eustis, VA (AUTOVON 927-4416/2760 or commercial 804-878-4416/2760) and provide applicant's qualifications to

member of the Board. The Board member will provide instructions for obtaining certification.

To qualify for MOS: 61C10

**Titled:** Watercraft Engineer

**With later appointment to:** E4

**The following criteria must be met:**

a. Have 2 years of experience, or combination of formal training and experience totaling 2 years, in operation and maintenance of such marine vessel items as generators, motors, electrical systems, ramp mechanisms, winches, pumps, and vessel piping systems.

b. Be certified by US Army Marine Qualification Board. Guidance counselors will call the Board at Fort Eustis, VA (AUTOVON 927-4416/2760 or commercial 804-878-4416/2760) and provide applicant's qualifications to a member of the Board. The Board member will provide instructions for obtaining certification.

To qualify for MOS: 62B10

**Titled:** Construction Equipment Repairer

**With later appointment to:** E4

**The following criteria must be met:** Have 2 years of experience, or combination of formal training and experience totaling 2 years, in maintenance and repair of gasoline, diesel, electrical-powered engine construction and associated equipment and be certified as Civil Service-rated Construction Equipment Repairman, WB-10, or have 2 years of experience and be apprentice member of Operating Engineers, AFL-CIO, or equivalent.

To qualify for MOS: 62E10

**Titled:** Heavy Construction Equipment Operator

**With later appointment to:** E4

**The following criteria must be met:**

a. Have 2 years of experience as operator of crawling or wheeled tractors, graders, or loaders and be certified as Civil Service-rated Heavy Construction Equipment Operator, WB-10, or have 2 years of experience and be apprenticed member of International Union of Operating Engineers, AFL-CIO.

b. Have valid State motor vehicle license.

To qualify for MOS: 62F10

**Titled:** Crane Operator

**With later appointment to:** E4

**The following criteria must be met:**

a. Have at least 2 years of experience as crane or terrain forklift operator and be certified as Civil Service-rated crane operator, WB-9, or 2 years of experience and be apprentice member of International Union of Operating Engineers, AFL-CIO.

b. Have valid State motor vehicle license.

To qualify for MOS: 62G10

**Titled:** Quarrying Specialist

**With later appointment to:** E4

**The following criteria must be met:**

a. Have 2 years of experience, or combination of formal training and experience totaling 2 years, in operation of quarry machinery.

To qualify for MOS: 62H10

**Titled:** Concrete and Asphalt Equipment Operator

**With later appointment to:** E4

**The following criteria must be met:**

a. Have 2 years of experience, or combination of formal training and experience totaling 2 years, in concrete or asphalt paving operations.

b. Have valid State motor vehicle license.

To qualify for MOS: 62J10

**Titled:** General Construction Equipment Operator

**With later appointment to:** E4

**The following criteria must be met:**

a. Have 2 years of experience, or combination of formal training and experience totaling 2 years, in operation of general construction machines.

b. Have valid State motor vehicle license.

To qualify for MOS: 63B10

**Titled:** Light Wheel Vehicle Mechanic

**With later appointment to:** E4

**The following criteria must be met:**

a. Have 2 years of experience, or combination of formal training and experience totaling 2 years, as auto, truck, or diesel mechanic.

b. Have, or be able to satisfy requirements for, operator's permit for equipment assigned.

To qualify for MOS: 63G10

**Titled:** Fuel and Electrical Systems Repairer

**With later appointment to:** E4

**The following criteria must be met:**

a. Have 2 years of experience, or combination of formal training and experience totaling 2 years, in repair of automotive fuel and electrical systems.

To qualify for MOS: 63H10

**Titled:** Track Vehicle Repairer

**With later appointment to:** E4

**The following criteria must be met:**

a. Have 2 years of experience, or combination of formal training and experience totaling 2 years, in repair and overhaul of engines, powertrains, and chassis components of wheel and track vehicles and material handling equipment.

To qualify for MOS: 64C10/88M10

**Titled:** Motor Transport Operator

**With later appointment to:** E4

**The following criteria must be met:**

a. Have 2 years of experience as driver of vehicles rated at 5 tons and higher.

b. Have valid State motor vehicle license.

To qualify for MOS: 65B (USAR only) (88B)

**Titled:** Locomotive Repairer

**With later appointment to:** E4

**The following criteria must be met:** Have 2 years of experience, or combination of formal training and experience totaling 2 years, as locomotive repairman.

To qualify for MOS: 65D (USAR only) (88D)

**Titled:** Railway Car Repairer

**With later appointment to:** E4

**The following criteria must be met:** Have 2 years of experience, or combination of formal training and experience totaling 2 years, as railway car repairman.

To qualify for MOS: 65E (USAR only) (88E)

**Titled:** Airbrake Repairer

**With later appointment to:** E4

**The following criteria must be met:** Have 2 years of experience, or combination of formal training and experience totaling 2 years, as airbrake repairman.

To qualify for MOS: 65F (USAR only) (88F)

**Titled:** Locomotive Electrician

**With later appointment to:** E4

**The following criteria must be met:** Have 2 years of experience, or combination of formal training and experience totaling 2 years, as locomotive electrician.

To qualify for MOS: 65G (USAR only) (88G)

**Titled:** Railway Section Repairer

**With later appointment to:** E4

**The following criteria must be met:** Have 2 years of experience, or combination of formal training and experience totaling 2 years, as railway section repairman.

To qualify for MOS: 65H (USAR only) (88H)

**Titled:** Locomotive Operator

**With later appointment to:** E4

**The following criteria must be met:** Have 2 years of experience, or combination of formal training and experience totaling 2 years, as locomotive operator.

To qualify for MOS: 65J (USAR only) (88J)

**Titled:** Train Crew Member

**With later appointment to:** E4

**The following criteria must be met:** Have 2 years of experience, or combination of formal training and experience totaling 2 years, as yardmaster, conductor, brakeman, or coupler.

To qualify for MOS: 65K (USAR only) (88K)

**Titled:** Railway Movement Coordinator

**With later appointment to:** E4

**The following criteria must be met:** Have 2 years of experience, or combination of formal training and experience totaling 2 years, as railway movement coordinator.

To qualify for MOS: 68B10 (USAR only)

**Titled:** Aircraft Powerplant Repairer

**With later appointment to:** E4

**The following criteria must be met:** Have proper Federal Aviation Administration (FAA) license for repair and overhaul of aircraft powerplants. (See note 1.)

To qualify for MOS: 68D10

**Titled:** Aircraft Powertrain Repairer

**With later appointment to:** E4

**The following criteria must be met:** Have proper FAA license for repair and overhaul of aircraft powertrains. (See note 1.)

To qualify for MOS: 68F10

**Titled:** Aircraft Electrician

**With later appointment to:** E4

**The following criteria must be met:** Have proper FAA license for repair and overhaul of aircraft electrical systems and components. (See note 1.)

To qualify for MOS: 68G10

**Titled:** Aircraft Structural Repairer

**With later appointment to:** E4

**The following criteria must be met:** Have proper FAA license for maintenance of aircraft structures and control surfaces. (See note 1.)

To qualify for MOS: 68H10

**Titled:** Aircraft Pneudraulics Repairer

**With later appointment to:** E4

**The following criteria must be met:** Have proper FAA license for repair and overhaul of aircraft hydraulic systems. (See note 1.)

To qualify for MOS: 71C10

**Titled:** Executive Administrative Assistant

**With later appointment to:** E4

**The following criteria must be met:**

a. Be eligible for SECRET security clearance under AR 604-5.

b. Take dictation at minimum rate of 90 words per minute and type at minimum speed of 35 words per minute.

c. Have 2 years of experience as secretary-stenographer, or have 1 year of experience

and be graduate of accredited business college.

**To qualify for MOS: 71D10**

**Titled: Legal Specialist**

**With later appointment to: E4**

**The following criteria must be met:**

a. Type at minimum speed of 30 words per minute.

b. Successful completion of paralegal training dealing with theory and application of paralegal or lawyers assistant principles.

c. Have 2 years of experience, or combination of formal training and experience totaling 2 years, as court clerk, law clerk, or legal clerical and administrative clerk.

**To qualify for MOS: 71G10**

**Titled: Patient Administration Specialist**

**With later appointment to: E4**

**The following criteria must be met:**

a. Have 1-year training or experience or a combination of 1-year training and experience in medical terminology, medical administration, and management of medical records in a health care setting.

b. Successfully complete 4 weeks proficiency training in an Army hospital patient administration division/directorate.

**To qualify for MOS: 71L10**

**Titled: Administrative Specialist**

**With later appointment to: E4**

**The following criteria must be met:**

a. Type minimum speed of 45 words per minute.

b. Have 2 years of experience as secretary or typist; or be graduate of accredited business college and have 1 year of experience as secretary or typist.

**To qualify for MOS: 71Q10**

**Titled: Journalist**

**With later appointment to: E4**

**The following criteria must be met:**

a. Be eligible for SECRET security clearance under AR 604-5.

b. Type minimum speed of 20 words per minute.

c. Have 2 years of experience as public relations person, newspaper reporter, or editor; or possess BA degree in journalism.

d. Successfully complete 10-week Journalism Course.

**To qualify for MOS: 71R10**

**Titled: Broadcast Journalist**

**With later appointment to: E4**

**The following criteria must be met:**

a. Be eligible for SECRET security clearance under AR 604-5.

b. Type minimum speed of 20 words per minute.

c. Have 2 years of experience as paid employee on production staff of licensed radio or television station.

d. Successfully complete 10-week Broadcasting Course.

e. Pass voice audition before enlistment.

**To qualify for MOS: 72E10**

**Titled: Combat Telecommunications Center Operator**

**With later appointment to: E4**

**The following criteria must be met:**

a. Be eligible for SECRET security clearance under AR 604-5.

b. Have no record of military or civilian convictions for other than minor traffic violations.

c. Type minimum speed of 25 words per minute on teletypewriter keyboard.

d. Have 2 years of experience, or combination of formal training and experience totaling 2 years, in telecommunications center operation or ADPS hardware with commercial or private industry.

**To qualify for MOS: 73D10**

**Titled: Accounting Specialist**

**With later appointment to: E4**

**The following criteria must be met:**

a. Have no record of conviction for any crime involving moral turpitude.

b. Type minimum speed of 20 words per minute.

c. Have 2 years of experience, or combination of formal training and experience totaling 2 years, as bookkeeper or accounting clerk, or possess BA degree in accounting.

**To qualify for MOS: 74D10**

**Titled: Computer/Machine Operator**

**With later appointment to: E4**

**The following criteria must be met:**

a. Be eligible for SECRET security clearance under 604-5.

b. Have 2 years of experience, or combination of formal training and experience totaling 2 years, in operating electrical accounting machines and auxiliary electronic equipment.

**To qualify for MOS: 74F10**

**Titled: Programmer/Analyst**

**With later appointment to: E4**

**The following criteria must be met:**

a. Be eligible for SECRET security clearance under AR 604-5.

b. Have 2 years of experience, or combination of formal training and experience totaling 2 years, as computer programmer.

**To qualify for MOS: 76J10**

**Titled: Medical Supply Specialist**

**With later appointment to: E4**

**The following criteria must be met:**

a. Have 1 year's experience in manual or automated stock control procedures, medical material warehousing, inventory procedures, quality control of medical items and manual or automated property control procedures.

b. Successfully complete 4 weeks' proficiency training in the Logistics Division of an Army Medical Facility under supervision of a medical supply officer or medical supply NCO (SSG or above).

**To qualify for MOS: 77L10**

**Titled: Petroleum Laboratory Specialist**

**With later appointment to: E4**

**The following criteria must be met:** Have 2

years of experience, or combination of formal training and experience totaling 2 years, as petroleum refinery laboratory technician.

**To qualify for MOS: 77V10**

**Titled: Water Treatment Specialist**

**With later appointment to: E4**

**The following criteria must be met:** Have 2

years of experience, or combination of formal training and experience totaling 2 years, in water treatment plant operations.

**To qualify for MOS: 81B10**

**Titled: Technical Drafting Specialist**

**With later appointment to: E4**

**The following criteria must be met:** Have at least 2 years of experience as draftsman and be certified as Civil Service draftsman, GS-4; or 2 years of experience and be apprentice

member of American Federation of Technical Engineers, AFL-CIO, or equivalent.

**To qualify for MOS: 81C10**

**Titled: Cartographer**

**With later appointment to: E4**

**The following criteria must be met:** Have 2 years of experience, or combination of formal training and experience totaling 2 years, as map draftsman.

**To qualify for MOS: 81E10**

**Titled: Illustrator**

**With later appointment to: E4**

**The following criteria must be met:** Have 2 years of experience, or combination of formal training and experience totaling 2 years, in illustration.

**To qualify for MOS: 82B10**

**Titled: Construction Surveyor**

**With later appointment to: E4**

**The following criteria must be met:** Have 2 years of experience, or combination of formal training and experience totaling 2 years, as surveyor.

**To qualify for MOS: 82D10**

**Titled: Topographic Surveyor**

**With later appointment to: E4**

**The following criteria must be met:** Have 2 years of experience, or combination of formal training and experience totaling 2 years, as surveyor or computer operator.

**To qualify for MOS: 83E10**

**Titled: Photo and Layout Specialist**

**With later appointment to: E4**

**The following criteria must be met:** Have 2 years of experience, or combination of formal training and experience totaling 2 years, in lithographic offset press plate activities.

**To qualify for MOS: 83F10**

**Titled: Printing and Bindery Specialist**

**With later appointment to: E4**

**The following criteria must be met:** Have 2 years of experience, or combination of formal training and experience totaling 2 years, in photoprocessing reproduction.

**To qualify for MOS: 84B10**

**Titled: Still Photography Specialist**

**With later appointment to: E4**

**The following criteria must be met:** Have 2 years of experience, or combination of formal training and experience totaling 2 years, as still photographer or laboratory specialist.

**To qualify for MOS: 84C10**

**Titled: Motion Picture Specialist**

**With later appointment to: E4**

**The following criteria must be met:** Have 2 years of experience, or combination of formal training and experience totaling 2 years, as motion picture photographer.

**To qualify for MOS: 84F10**

**Titled: Audio/Television Specialist**

**With later appointment to: E4**

**The following criteria must be met:** Have 2 years of experience, or combination of formal training and experience totaling 2 years, as audio or television production specialist.

**To qualify for MOS: 81C20**

**Titled: Practical Nurse**

**With later appointment to: E5**

**The following criteria must be met:**

a. Have successfully completed a 1-year State approved course in practical or vocational nursing.

b. Possess current State or Commonwealth of Puerto Rico license as practical or vocational nurse.

c. Successfully complete the 91A (Medical Specialist) course or a 4-week field medical orientation course at the Academy of Health Sciences.

d. Persons enrolled in an approved practical or vocational nurse program, having satisfactory academic standings, with reasonable assurance of successfully completing the course, may be enlisted for the MOS option when they are within 6 months of graduation. Individuals must successfully complete the practical or vocational nursing course, receive State license, and satisfy training requirements of the ACASP to be qualified for the award of MOS 91C20 and accelerated appointment to pay grade E5. Failure to satisfy any of these requirements will result in MOS redesignation. Individual then would be required to complete appropriate training for award of redesignated MOS, and subsequent promotions above pay grade E3 will be under AR 140-158 or AR 600-200.

**To qualify for MOS: 91D10**

**Titled: Operating Room Specialist**

**With later appointment to: E4**

**The following criteria must be met:**

a. Have 1 year experience as an operating room technician or have completed an operating room technician course of at least 12 weeks' duration. The course curriculum must contain the following key elements: a supervised clinical practicum of not less than 240 hours; basic science subjects to include surgical anatomy; principles and practices of sterilization; duties of the scrub technician, and duties of the circulator.

b. Successfully complete the 91A (Medical Specialist) course or a 4-week field medical orientation course at the Academy of Health Sciences.

**To qualify for MOS: 91E10**

**Titled: Dental Specialist**

**With later appointment to: E4**

**The following criteria must be met:**

a. Have successfully completed a 6-month course for dental assistants.

b. Successfully complete 4 weeks proficiency training at the Academy of Health Sciences.

**To qualify for MOS: 91E20**

**Titled: Dental Specialist**

**With later appointment to: E5**

**The following criteria must be met:**

a. Successfully complete a recognized 6-month course for dental assistants and have at least 2½ years of experience in chairside assistant duties or possess a certificate, diploma, or associate or higher level degree, awarded for successful completion of a 2 year or longer course in dental hygiene.

b. Successfully complete 4 weeks' proficiency training at the Academy of Health Sciences.

**To qualify for MOS: 91F10**

**Titled: Psychiatric Specialist**

**With later appointment to: E4**

**The following criteria must be met:**

a. Have 1 year of general experience as a medical aid or assistant which has provided knowledge of hospital, medical, or clinical

routines and procedures; 1 year of specialized experience in inpatient treatment for psychiatric patients; and have completed a formal hospital-based training program for psychiatric attendants.

b. Successfully complete 91A (Medical Specialist) course or a 4-week field medical orientation course at the Academy of Health Science.

**To qualify for MOS: 91F20**

**Titled: Psychiatric Specialist**

**With later appointment to: E5**

**The following criteria must be met:**

a. Have 2 years' experience in inpatient treatment for psychiatric patients and have successfully completed a State approved training program for neuropsychiatric technicians and possess a State license.

b. Successfully complete the 91A (Medical Specialist) course or a 4-week field medical orientation course at the Academy of Health Sciences.

**To qualify for MOS: 91H10**

**Titled: Orthopedic Specialist**

**With later appointment to: E4**

**The following criteria must be met:**

a. Have 1 year of general experience as medical aid or assistant, or as a member of a rescue or ambulance team, which provided knowledge of hospital, medical, or clinical routines and emergency procedures, and 1 year of specialized experience or training in cast room as technician or have 2 years of specialized experience or training in cast room techniques.

b. Successfully complete 4 weeks' proficiency training at Brooke Army Medical Center.

**To qualify for MOS: 91H20**

**Titled: Orthopedic Specialist**

**With later appointment to: E5**

**The following criteria must be met:**

a. Have 1 year of general experience as medical aid or assistant, or as a member of a rescue or ambulance team, and 2 years of specialized experience or training in cast room as technician, or combination of formal training and experience totaling 3 years in cast room techniques.

b. Successfully complete 4 weeks' proficiency training at Brooke Army Medical Center.

**To qualify for MOS: 91J10**

**Titled: Physical Therapy Specialist**

**With later appointment to: E4**

**The following criteria must be met:**

a. Have associate degree in physical therapy from a physical therapy assistance program accredited by an agency recognized by the US Commissioner of Education or Council on Post Secondary Accreditation.

b. Successfully complete 91A (Medical Specialist) course.

c. Successfully complete 4 weeks' proficiency training at an MOSC 91J Phase II training site.

**To qualify for MOS: 91L10**

**Titled: Occupational Therapy Specialist**

**With later appointment to: E4**

**The following criteria must be met:**

a. Be certified occupational therapy assistant (COTA) by American Occupational Therapy Association.

b. Successfully complete 4 weeks' proficiency training at an MOSC 91L Phase II training site.

**To qualify for MOS: 91N10**

**Titled: Cardiac Specialist**

**With later appointment to: E4**

**The following criteria must be met:**

a. Have 1 year of experience as medical aid or assistant which provided knowledge of hospital, medical, or clinical routines and procedures and 1 year of specialized training and experience in administering electrocardiograms, Holter screening, treadmill testing, and administering exercise stress tests with physician supervision.

b. Successfully complete 4-week proficiency training at an MOSC 91N Phase II training site.

**To qualify for MOS: 91N20**

**Titled: Cardiac Specialist**

**With later appointment to: E5**

**The following criteria must be met:**

a. Have 3 years of experience in administering electrocardiograms, Holter screening, treadmill testing, and administering exercise stress tests with physician supervision.

b. Successfully complete 4 weeks' proficiency training at an MOSC 91N Phase II training site.

**To qualify for MOS: 91P10**

**Titled: X-Ray Specialist**

**With later appointment to: E4**

**The following criteria must be met:**

a. Have successfully completed a CAHEA approved radiography program, the documented equivalent, or be certified/registered in medical radiography (X-ray Technology) by American Registry of Radiologic Technologist (ARRT), or American Registry of Clinical Radiologic Technologists (ARCRT) or a State credentialing agency.

b. Successfully complete 4 weeks' proficiency training at an MOSC 91P Phase II training site.

**To qualify for MOS: 91P20**

**Titled: X-Ray Specialist**

**With later appointment to: E5**

**The following criteria must be met:**

a. Have 1 year's experience after completing a CAHEA approved radiography program, or the documented equivalent, or have 1 year experience after being certified/registered in medical radiography (X-Ray Technology), by American Registry of Radiologic Technologist (ARRT), or American Registry of Clinical Radiologic Technologists (ARCRT) or a State credentialing agency.

b. Successfully complete 4 weeks' proficiency training at an MOSC 91P Phase II training site.

**To qualify for MOS: 91Q10**

**Titled: Pharmacy Specialist (See note 1.)**

**With later appointment to: E4**

**The following criteria must be met:**

a. Have successfully completed a Pharmacy Technician training program accredited by the American Society of Hospital Pharmacists.

b. If employed as a Pharmacy Technician in a State that requires licensure or certification, possess such a current license or certificate to practice.

c. Successfully complete 4 weeks' proficiency training at the Academy of Health Sciences.

**To qualify for MOS: 91Q20**

**Titled:** Pharmacy Specialist (See note 1.)

**With later appointment to:** E5

**The following criteria must be met:**

a. Be a graduate of an accredited college of pharmacy or have successfully completed a Pharmacy Technician training program accredited by the American Society of Hospital Pharmacists and have 1 year's experience as a pharmacy technician.

b. If employed as a Pharmacy Technician in a State which requires licensure or certification, possess such a current license or certificate to practice.

c. Successfully complete 4 weeks' proficiency training at the Academy of Health Sciences.

**To qualify for MOS: 91S10**

**Titled:** Environmental Health Specialist

**With later appointment to:** E4

**The following criteria must be met:**

a. Be a registered sanitarian or graduate from accredited college or university with a degree in environmental health, environmental science, preventive medicine, sanitary or environmental engineering, civil engineering (with sanitary option), entomology (with at least one course in medical entomology) or industrial hygiene.

b. Successfully complete 4 weeks proficiency training at an Army MEDDAC/MEDCEN under direct supervision of a military entomologist (68G) Environmental Science Officer (68B) or Sanitary Engineer (68R).

**To qualify for MOS: 91T10**

**Titled:** Animal Specialist

**With later appointment to:** E4

**The following criteria must be met:**

a. Have diploma of animal technician from college or university, accredited by American Veterinary Medical Association; or 2 years of experience caring for or assisting in care and treatment of animal patients in veterinary hospitals, dispensaries or clinics. (Must present notarized statement of employment.)

b. Successfully complete 4 weeks' proficiency training at Walter Reed Army Institute of Research.

**To qualify for MOS: 91U10**

**Titled:** Ear, Nose, and Throat Specialist

**With later appointment to:** E4

**The following criteria must be met:**

a. Have 2 years of experience as nursing assistant to a medical doctor specializing in ear, nose, and throat care and treatment or Baccalaureate or higher-level degree in audiology or speech therapy from an accredited college or university.

b. Successfully completes 4 weeks proficiency training at an MOSC 91U Phase II training site.

**To qualify for MOS: 91V10**

**Titled:** Respiratory Specialist

**With later appointment to:** E4

**The following criteria must be met:**

a. Have graduated from an accredited program or a program holding a Letter of Review from the Joint Review Committee for Respiratory Therapy Education; or be certified as a Respiratory Therapist by the National Board for Respiratory Care. (Phone (817) 283-2835 to validate accreditation/

Letter of Review of training programs.) Those who enlist more than 2 years following graduation or certification must have been employed within the past 24 months in the respiratory therapy field and present a letter from their current or most recent respiratory therapy supervisor stating that they are competent.

b. Successfully complete 4 weeks proficiency training at Brooke Army Medical Center.

**To qualify for MOS: 91Y10**

**Titled:** Eye Specialist

**With later appointment to:** E4

**The following criteria must be met:**

a. Successfully complete ophthalmic assistant course.

b. Successfully complete 4 weeks' proficiency training at an MOSC 91Y Phase II training site.

**To qualify for MOS: 91Y20**

**Titled:** Eye Specialist

**With later appointment to:** E5

**The following criteria must be met:**

a. Have successfully completed ophthalmic technician course.

b. Successfully complete 4 weeks' proficiency training at an MOSC 91Y Phase II training site.

**To qualify for MOS: 92B10**

**Titled:** Medical Laboratory Specialist

**With later appointment to:** E4

**The following criteria must be met:**

a. Certification within 24 months of enlistment as a Clinical Laboratory Assistant by the Board of Registry of the American Society of Clinical Pathologists, CLA(ASCP); OR at least 12 months of clinical laboratory experience in the 24 months preceding enlistment that includes work in each of the clinical laboratory disciplines of blood bank, chemistry, hematology, and microbiology. Documentation must include a copy of the CLA(ASCP) certificate, with original date not more than 2 years prior to enlistment; OR a letter from a nationally certified pathologist or clinical laboratory supervisor that stipulates the required experience was attained not more than 2 years prior to enlistment.

b. Successfully complete 4 weeks' proficiency training in a MEDDAC/MEDCEN clinical laboratory.

**To qualify for MOS: 92B20 (92B20Y1)**

**Titled:** Medical Laboratory Specialist

**With later appointment to:** E5

**The following criteria must be met:**

a. Certification within 24 months of enlistment as a Medical Laboratory Technician by the Board of Registry of the American Society of Clinical Pathologists, MLT (ASCP); OR certification as a Medical Laboratory Technician by the Board of the American Medical Technologists, MLT(AMT); OR certification as a Clinical Laboratory Technician by the National Certification Agency for Clinical Laboratory Personnel, CLT(NCACLP). Documentation must include a copy of the appropriate certificate, with original date not more than 2 years prior to enlistment. If the original certification date is more than 2 years prior to enlistment, the candidate must also have evidence of at least 1 year of clinical laboratory experience that includes work in each of the four major clinical

laboratory disciplines of blood bank, chemistry, hematology, and microbiology. Proof of experience must be a letter signed by a nationally certified pathologist or clinical laboratory supervisor that stipulates the experience was attained not more than 2 years prior to enlistment.

b. Successfully complete 4 weeks' proficiency training in a MEDDAC/MEDCEN clinical laboratory.

**To qualify for MOS: 92E20**

**Titled:** Cytology Specialist

**With later appointment to:** E5

**The following criteria must be met:**

a. Certification within 24 months of enlistment as a Cytotechnologist by the Board of Registry of the American Society of Clinical Pathologists, CT(ASCP). Documentation must include a copy of the certificate, with original date not more than 2 years prior to enlistment. If the original certification date is more than 2 years prior to enlistment, the candidate must also have evidence of at least 1 year of experience in a cytology laboratory. Proof of experience must be a letter from a nationally certified pathologist or cytology supervisor that stipulates the experience was attained not more than 2 years prior to enlistment.

b. Successfully complete 4 weeks' proficiency training in a MEDCEN anatomic pathology laboratory.

**To qualify for MOS: 93H10**

**Titled:** Air Traffic Control (ATC) Tower Operator

**With later appointment to:** E4

**The following criteria must be met:**

a. Meet Army Class II medical fitness standards in AR 40-501.

b. Have FAA control tower operator's certificate and control tower facility training.

**To qualify for MOS: 93J10**

**Titled:** Air Traffic Control (ATC) RADAR Controller

**With later appointment to:** E4

**The following criteria must be met:**

a. Meet Army Class II medical fitness standards in AR 40-501.

b. Have FAA control tower operator's certificate and ground-controlled approach facility rating.

**To qualify for MOS: 94B10**

**Titled:** Food Service Specialist

**With later appointment to:** E4

**The following criteria must be met:** Have 2 years of experience, or combination of formal training and experience totaling 2 years, in preparing meals in commercial or institutional activities.

**To qualify for MOS: 94F10**

**Titled:** Hospital Food Service Specialist

**With later appointment to:** E4

**The following criteria must be met:**

a. Have 2 years of experience, or a combination of formal training and experience totaling 2 years, in preparing hospital meals, special foods, formulas, and nourishments, or be a graduate of an approved dietetic assistant or dietetic technician program.

b. Successfully complete 4 weeks' proficiency training in an Army hospital nutrition care division under the supervision of a dietitian.

c. Successfully complete 9481 (Food service specialist) course.

To qualify for MOS: 95B10

**Titled:** Military Police

**With later appointment to:** E4

**The following criteria must be met:**

- a. Be eligible for CONFIDENTIAL security clearance under AR 604-5.
- b. Have minimum height of 5 feet 8 inches for men and 5 feet 4 inches for women.
- c. Have 2 or more years of successful experience in law enforcement; or 2 or more years formal education in law enforcement or crime prevention; or combination of formal education and experience totaling 2 or more years.
- d. Meet additional qualifications for military police in AR 611-201.

To qualify for MOS: 96B10

**Titled:** Intelligence Analyst

**With later appointment to:** E4

**The following criteria must be met:**

- a. Be eligible for SECRET security clearance under AR 604-5.
- b. Meet additional requirements for MOS under 614-200.
- c. Must have completed minimum of 2 years of accredited college studies in one of the following areas; political science, journalism, psychology, computer science, or geology; or minimum of 2 years of experience with State, or US Government in the field of intelligence analyst or related field.
- d. Successfully complete resident Intelligence Analyst Course (96B) at the USAICS within 18 months of initial enlistment.

To qualify for MOS: 96D10

**Titled:** Image Interpreter

**With later appointment to:** E4

**The following criteria must be met:**

- a. Be eligible for SECRET security clearance under AR 604-5.
- b. Meet additional requirements for MOS under AR 614-200.
- c. Have near vision correctable to approximately 14/14 (inches), distant vision correctable to 20/20 standard Snellen, normal stereoscopic acuity, with or without correction (tested on stereoscopic instrument).
- d. Have 2 years of experience, or combination of formal training and experience totaling 2 years, as topographic surveyor, topographic draftsman, photogrammetrist, geologist, cartographic aide, or aerial photography interpreter.

To qualify for MOS: 97E1L

**Titled:** Interrogator

**With later appointment to:** E4

**The following criteria must be met:**

- a. Be eligible for SECRET security clearance under AR 604-5.
- b. Meet additional requirements for MOS under AR 614-200.
- c. Have reading and listening comprehension of at least "2" in needed foreign language under AR 611-8. Language proficiency testing will be accomplished at MEPS under AR 601-270 for applicants who claim proficiency in needed foreign language and meet above requirements.
- d. Successfully complete Interrogator Course.
- e. Special instructions are as follows:

(1) Requirements for MOS 96C1 for (RA) will be reflected on the REQUEST System program "RPTCAS." Requirements for USAR will be obtained from units vacancy lists.

(2) Persons who enlist through this program will not receive language training. On the Addendum to DA Form 3286B (for RA), DA Form 3540, (for USAR) guidance counselors will complete the statement to indicate the enlistee's language. (Example: "I understand that my civilian-acquired skill as a Korean Linguist, MOS 96C1LKP, will be recognized upon enlistment and ....") The MOSC to include the proper language identifier also will be entered as shown above.

To qualify for MOS: 98G1L

**Titled:** Electronic Warfare/Signal Intelligence Voice Interceptor

**With later appointment to:** E5

**The following criteria must be met:**

- a. Be eligible for TOP SECRET security clearance under AR 604-5.
- b. Must meet all requirements of table 9-13.
- c. Have listening and reading comprehension of at least "2" in needed foreign language in AR 611-8. Language proficiency testing will be accomplished at MEPS under AR 601-270 for applicants who claim proficiency in needed foreign language and meet above requirements.
- d. Successfully complete Voice Interceptor Course.
- e. Special instructions are as follows:

(1) Requirements for MOS 98G1 (for RA) will be reflected on REQUEST System program "RPTCAS." Requirements for USAR will be obtained from units vacancy lists.

(2) Persons who enlist through this program will not receive language training. On the Addendum to DA Form 3286B (for RA), DA Form 3540 (for USAR), guidance counselors will complete the statement to indicate enlistee's language. (Example: "I understand that my civilian-acquired skill as a Korean Linguist, MOS 98G1LKP, will be recognized upon enlistment and ....") The MOSC, to include proper language identifier, also will be entered as shown above.

(3) For RA only, as follows:

(a) Guidance counselor or security interviewers will enter in DA Form 3286-25, item 1, MOS code and title 98G10, EW/SIGINT VOICE INTERCEPTOR. "NA" will be entered in blank space of that portion of DA Form 3286-25, item 1, which reads "If enlisting for MOS 98G, I will receive—LANGUAGE TRAINING."

(b) Persons who qualify for enlistment bonus, based on civilian-acquired foreign language, also will be enlisted for US Army Cash Bonus Enlistment Option, table 9-17. Guidance counselors or security interviewers will enter in DA Form 3286-60, MOS code and title 98G10, EW/SIGINT VOICE INTERCEPTOR. MOS code, to include language identifier, as reflected by the REQUEST System will be entered in DA Form 3286-60. (Example: 98G1LKP would be entered for a person qualified in the Korean language.)

To qualify for MOS: 01H10

**Titled:** Biological Sciences Assistant

**With later appointment to:** E4

**The following criteria must be met:**

- a. Have a bachelor's degree with specialization in biology, bacteriology, chemistry, toxicology, physiology, organic chemistry, physics, microbiology, zoology, parasitology, botany, pharmacology,

entomology, biochemistry, or other related physical science or medical allied science.

b. Be approved by the Chief, Personnel Division, USA Research and Development Command (phone AV 343-7253 or commercial (301) 663-7253 for approval) to enlist and participate in a specific research project.

c. Successfully complete 4 weeks' proficiency training at the location of the assigned research project.

To qualify for MOS: 01H20

**Titled:** Biological Sciences Assistant

**With later appointment to:** E5

**The following criteria must be met:** Have master's degree with specialization in one of the fields in MOS 01H10 above.

(The following grades apply to USAR only. RA grades are provided in table 9-8, and are contingent on Army band to which assigned.)

To qualify for MOS: 02B10

**Titled:** Comet/Trumpet Player

**With later appointment to:** E4

**The following criteria must be met:** Meet criteria and bandsman technical proficiency requirements contained in table 9-4 (for RA) and table 9-17 (for USAR).

To qualify for MOS: 02B20

**Titled:** Comet/Trumpet Player

**With later appointment to:** E5

**The following criteria must be met:** (See MOS 02B10.)

To qualify for MOS: 02C10

**Titled:** Baritone/Euphonium Player

**With later appointment to:** E4

**The following criteria must be met:** (See MOS 02B10.)

To qualify for MOS: 02C20

**Titled:** Baritone/Euphonium Player

**With later appointment to:** E5

**The following criteria must be met:** (See MOS 02B10.)

To qualify for MOS: 02D10

**Titled:** French Horn Player

**With later appointment to:** E4

**The following criteria must be met:** (See MOS 02B10.)

To qualify for MOS: 02D20

**Titled:** French Horn Player

**With later appointment to:** E5

**The following criteria must be met:** (See MOS 02B10.)

To qualify for MOS: 02E10

**Titled:** Trombone Player

**With later appointment to:** E4

**The following criteria must be met:** (See MOS 02B10.)

To qualify for MOS: 02E20

**Titled:** Trombone Player

**With later appointment to:** E5

**The following criteria must be met:** (See MOS 02B10.)

To qualify for MOS: 02F10

**Titled:** Tuba Player

**With later appointment to:** E4

**The following criteria must be met:** (See MOS 02B10.)

To qualify for MOS: 02F20  
Titled: Tuba Player  
With later appointment to: E5  
The following criteria must be met: (See MOS 02B10.)

To qualify for MOS: 02G10  
Titled: Flute/Piccolo Player  
With later appointment to: E4  
The following criteria must be met: (See MOS 02B10.)

To qualify for MOS: 02G20  
Titled: Flute/Piccolo Player  
With later appointment to: E5  
The following criteria must be met: (See MOS 02B10.)

To qualify for MOS: 02H10  
Titled: Oboe Player  
With later appointment to: E4  
The following criteria must be met: (See MOS 02B10.)

To qualify for MOS: 02H20  
Titled: Oboe Player  
With later appointment to: E5  
The following criteria must be met: (See MOS 02B10.)

To qualify for MOS: 02J10  
Titled: Clarinet Player  
With later appointment to: E4  
The following criteria must be met: (See MOS 02B10.)

To qualify for MOS: 02J20  
Titled: Clarinet Player  
With later appointment to: E5  
The following criteria must be met: (See MOS 02B10.)

To qualify for MOS: 02K10  
Titled: Bassoon Player  
With later appointment to: E4  
The following criteria must be met: (See MOS 02B10.)

To qualify for MOS: 02K20  
Titled: Bassoon Player  
With later appointment to: E5  
The following criteria must be met: (See MOS 02B10.)

To qualify for MOS: 02L10  
Titled: Saxophone Player  
With later appointment to: E4  
The following criteria must be met: (See MOS 02B10.)

To qualify for MOS: 02L20  
Titled: Saxophone Player  
With later appointment to: E5  
The following criteria must be met: (See MOS 02B10.)

To qualify for MOS: 02M10  
Titled: Percussion Player  
With later appointment to: E4  
The following criteria must be met: (See MOS 02B10.)

To qualify for MOS: 02M20  
Titled: Percussion Player  
With later appointment to: E5  
The following criteria must be met: (See MOS 02B10.)

To qualify for MOS: 02N10  
Titled: Piano Player  
With later appointment to: E4  
The following criteria must be met: (See MOS 02B10.)

To qualify for MOS: 02N20  
Titled: Piano Player  
With later appointment to: E5  
The following criteria must be met: (See MOS 02B10.)

To qualify for MOS: 02S20 (RA only)  
Titled: Special Bandsman

To qualify for MOS: 02T10  
Titled: Guitar Player  
With later appointment to: E4  
The following criteria must be met: (See MOS 02B10.)

To qualify for MOS: 02T20  
Titled: Guitar Player  
With later appointment to: E5  
The following criteria must be met: (See MOS 02B10.)

To qualify for MOS: 03C10 (RA/USAR)  
Titled: Physical Activities Specialist  
With later appointment to: E4  
The following criteria must be met: Have 2 years of experience as physical education instructor, athletic coach, or recreation supervisor; or 2 years of college with major in physical education; or 2 years of college and 1 year of experience in intercollegiate sports as letterman; or have bachelor's degree in physical education or recreation.

Note:  
1. Applicant must have no record of conviction of any Federal or State Statute relating to use, growth, processing, manufacture, sale, disposition, possession, transportation, or importation of narcotic drugs, marijuana, and depressant or stimulant drugs or substances.

## Section II Training Requirements

### 7-6. Enlistment training options available under ACASP

An applicant's age at enlistment, service obligation if applicable, prior military service, and MOS selected will determine applicable training options. Table 7-2A lists the RA training options available to persons qualifying for enlistment under the ACASP. Table 7-2B lists the USAR enlistment training options.

#### Table 7-2A ACASP RA enlistment options

Enlistment Option: 9-4  
Title: US Army Airborne Enlistment Option

Enlistment Option: 9-8  
Title: US Army Bands Enlistment Option

Enlistment Option: 9-14  
Title: US Army Communications Command Enlistment Option

Enlistment Option: 9-17  
Title: US Army Cash Bonus Enlistment Option

Enlistment Option: 9-18  
Title: US Army First Assignment (No Training) Enlistment Option

Enlistment Option: 9-19  
Title: US Army Station/Command of Choice Enlistment Option

Enlistment Option: 9-24  
Title: US Army Materiel Command (Security Depot) Enlistment Option

Enlistment Option: 9-25  
Title: US Army Electronic Warfare/Cryptologic (EW/C) Enlistment Option

### 7-7. BT requirement

a. Persons not having prior military service or who did not complete proper BT during previous military service must complete a period of BT. (For USAR, see table 7-2B.)

#### Table 7-2B ACASP USAR enlistment training options

Option: 1  
Available to: Male, NPS, 17 through 25 years of age  
Training requirement: 8 weeks of BT followed by 5 weeks of applicatory training during IADT  
Initial active duty for training: 12 consecutive weeks  
Minimum promotion eligibility period (See note 1): 3 months

Option: 2  
Available to: Male, NPS, 17 through 25 years of age  
Training requirement: 8 weeks of BT followed by prerequisite training required by MOS  
Initial active duty for training: Minimum period depends on length of prerequisite training but not less than 12 consecutive weeks  
Minimum promotion eligibility period (See note 1): 4 months (See note 2)

Option: 3  
Available to: Male, NPS, 26 through 34 years of age  
Training requirement: 8 weeks of BT on IADT plus 48 hours of proficiency training during IDT  
Initial active duty for training: 8 weeks  
Minimum promotion eligibility period (See note 1): 5 months

Option: 4  
Available to: Male, NPS, 26 through 34 years of age  
Training requirement: 8 weeks of BT followed by prerequisite training required by MOS  
Initial active duty for training: Minimum period depends on length of prerequisite training if completed during IADT  
Minimum promotion eligibility period (See note 1): 4 months (See note 2)

Option: 5  
Available to: Female, NPS, 17 through 34 years of age  
Training requirement: 8 weeks of BT on IADT plus 48 hours of proficiency training during IDT  
Initial active duty for training: 8 weeks  
Minimum promotion eligibility period (See note 1): 5 months

**Option: 6**

**Available to:** Female, NPS, 17 through 34 years of age

**Training requirement:** 8 weeks of BT followed by prerequisite training required by MOS

**Initial active duty for training:** Minimum period depends on length of prerequisite training if completed during IADT

**Minimum promotion eligibility period (See note 1):** 4 months (See note 2)

**Option: 7**

**Available to:** PS applicants (for ages see table 3-3, rule A) (See note 3.)

**Option: 8**

**Available to:** PS applicants (for ages see table 3-1, rule A)

**Training requirement:** None

**Initial active duty for training:** None

**Minimum promotion eligibility period (See note 1):** None. May enlist or reenlist with grade authorized by table 7-1 for ACASP MOS

**Notes:**

1. Minimum promotion eligibility period as shown by this column is established from time member enters on IADT or begins proficiency training.

2. Minimum promotion eligibility period shown is based on average 8-week prerequisite MOS training requirement during IADT. Promotion cannot be effected until successful completion of all required training.

3. If member is required to complete BT (having not satisfied BT requirement during previous military service); or to undergo prerequisite MOS training; or combination of both; then IADT period, training requirement, and minimum eligibility would depend on length of required training. Member would be eligible for promotion to accelerated grade on release from ADT, return to unit, and successful completion of all required training.

b. (For USAR only) Male applicants, under 26 years of age, with no prior military service must complete at least 12 consecutive weeks of IADT (10 USC 511d).

**7-8. Requirement for prerequisite training**

a. Some MOSs available under the ACASP require completion of a specified course as a prerequisite for awarding the MOS (table 7-1). (For example 91A AIT is required for award of MOS 91C.) Award of the ACASP MOS and promotion to the accelerated grade will not be considered until successful completion of all required training including prerequisite training if required.

b. For USAR personnel this prerequisite training may be accomplished during IADT, or ADT at a later date or through completion of correspondence courses or USAR schools, if available. However, other than training listed in table 7-1, MOS training during IADT will not be offered to ACASP applicants.

c. (For RA only) For the purpose of assignment to oversea areas, civilian training or experience in the proper skill and completion of BT satisfy mandatory training requirement prescribed by AR 614-30, paragraph 2-7b. This requirement is for

ACASP enlistees who are awarded noncombat arms MOSs based on civilian-acquired skills.

**7-9. Requirement for proficiency training**

ACASP enlistment training options require completion of a specified period of proficiency training as a prerequisite for awarding of the MOS. (For USAR, see table 7-2B. For RA, this period is 8 weeks.) Proficiency training is a specified period of time during which the person functions in the MOS for which he or she was enlisted. For USAR, this training should be performed during regularly scheduled training assemblies or equivalent training periods. The training is a transition period in which the member learns to apply the civilian-acquired skill to the military. Proficiency training time will be used by commanders to evaluate the person's ability to function in the specific MOS. Before award of MOS and promotion to the accelerated pay grade, the member must be able to perform duty requirements of the MOS as described in AR 611-201.

**Section III****ACASP Personnel Management****7-10. Determination of qualifications and enlistment grades**

a. ACASP applicants must present valid evidence of completion of required civilian training to enlistment authorities. This evidence may include certificates, diplomas, union cards, or employment records showing the period of actual work experience, training received, degree of proficiency attained, and a summary of duties and training in the civilian-acquired skill. Training may include successful completion of union, industry, or Government-recognized training or apprenticeship programs. Certificates and diplomas submitted by applicants must bear the original seal of the institution awarding the document, or be notarized as true copies.

b. Persons who meet training and work experience requirements (table 7-1) and satisfy all other enlistment criteria will be enlisted in pay grade E3. On successful completion of BT and other training listed in the appropriate option of table 7-2A or table 7-2B, individuals may be promoted to the accelerated grade authorized by table 7-1.

c. Persons who have successfully completed vocational or technical training in skills required by the Army (listed in d below), or are presently enrolled in the senior year of an accredited vocational or technical secondary school, (high school) may be enlisted in pay grade E2. After successful completion of BT and any additional training listed in the proper option of table 7-2B, (for USAR) and 8 weeks of successful performance in the skill (for RA), these persons may be promoted to pay grade E3. Prerequisites below must be met at time of enlistment.

(1) Documentary evidence that vocational or technical training was or will be pursued for at least 2 years. Such documents—

(a) Must be validated by the person's high school principal or custodian of official school records or vocational or technical high school official.

(b) May include skill level and leadership recognition from vocational or technical student organizations such as Vocational Industrial Clubs of America or Office Education Association.

(2) Qualifications as required by REQUEST for the MOS selected.

d. The MOSs and skill levels available to applicants qualifying for ACASP enlistment under c above are only the following listed MOSs: 26T10, 29G10\*, 29H10\*, 35B10, 35E10, 41E10, 41J10, 44B10, 44E10, 51B10, 51R10, 57F10, 63B10, 63G10, 63H10, 71C10, 71L10\*, 73D10, 74F10, 77W10\*, 81B10, 81C10, 81E10, 82B10, 83E10, and 94B10.

\* indicates not available for RA enlistment.

e. Determination of qualifications and enlistment grades for persons applying under Enlistment Option 9-8 or Enlistment Option 9-50 will be based on audition results. (See line 7, para b, of Enlistment Option 9-8 and line 7, para d, of Enlistment Option 9-50, as appropriate.)

f. Classification interviewers at reception stations will continue to review individual qualifications. They will identify soldiers not recruited under the ACASP, but who should be processed under AR 612-201 as it applies to soldiers with civilian-acquired skills. Soldiers found qualified under ACASP will be referred to USAREC liaison.

**7-11. Award of MOS, accelerated promotion, and adjustment of basic enlisted service date**

a. Persons enlisted under the ACASP will be in pay grades E3 or E2 if they meet the criteria of table 7-1 or paragraph 7-10c, as appropriate. Promotion to the accelerated grade and award of the MOS authorized by the enlistment agreement will be made either with approval of the unit commander or by the training commander for active Army personnel, after successful completion of all training required by the enlistment option selected in table 7-2A or table 7-2B. (For RA, this includes 8 weeks of successful performance in the skill.) The accelerated grade will be awarded to qualified soldiers without regard to time in grade, time in service, or promotion allocation. After having been awarded the ACASP MOS and promoted to the accelerated grade, the person will be governed by AR 600-200 or AR 135-205 and AR 140-158, as appropriate. This applies for later personnel management including promotions.

b. The commander with authority to promote may take action to deny or defer promotion to the accelerated grade. The commander will be guided in this determination by duty requirements of the soldier's MOS as described in AR 611-201. Reasons

for denying or deferring promotion may be any failure of the soldier to demonstrate proper conduct during the proficiency training period or failure to demonstrate minimum required level of performance for the MOS. The soldier must be advised in writing by the commander of the reason for denying or deferring the accelerated promotion. A record of third counseling, including basis and results, will be entered in the soldier's MPRJ (DA Form 201) as a permanent document only when promotion has been denied. The soldier will indicate on the counseling statement that he or she has read the statement and that he or she has or has not submitted a statement in his or her own behalf.

c. On denial of accelerated promotion to the applicable grade, the commander may appoint the soldier to the next lower grade. However, the soldier must not already be serving in that grade. (For example, a soldier is appointed to E4 on denial of promotion to E5.) After promotion is denied, future promotions will not be made under provisions of this chapter. The commander may defer promotion for up to four more weeks (for RA) or four more regularly scheduled (4-hour duration) training assemblies (for USAR) if the soldier's performance does not clearly warrant promotion nor denial of promotion at the end of the proficiency training period of 8 weeks or as listed in table 7-2A or table 7-2B as appropriate. Promotion may be deferred. If so the soldier may be promoted to the higher grade or denied promotion at any time after completion of the initial proficiency period and the deferred period as indicated above. Interim promotions pending final decision are not authorized. A final decision must be made by the end of the deferred period. Persons failing to perform successfully in the skill, and who are not provided accelerated promotion, will be considered for future promotions along with their contemporaries under AR 600-200 or AR 140-158, as proper.

d. Deferral or denial of accelerated promotion to ACASP soldiers will not constitute a breach of enlistment contract or agreement, nor result in an unfulfilled enlistment commitment.

e. (For RA Only) The BESD for ACASP soldiers will be computed to reflect 6 months of enlisted service when they initially enter AD if this minimum service is not already acquired. (For example, a soldier who initially entered AD 1 Mar 79, BESD is 1 Sep 78.) The soldier will be promoted to the proper pay grade under this chapter. When he or she is, the BESD will be adjusted to show minimum time in service, with waiver, required by AR 600-200, chapter 7, for the grade awarded. This will be done if neither the soldier's active duty service date (ADSD) nor BESD already reflects this minimum service. The BESD determined will be maintained through grade E6. This adjustment allows the ACASP soldier to compete for future promotions. On promotion to grade E7, the BESD will be decided

as follows: for grade E7 through E9, enter the BESD that shows the total of all periods of enlisted service, active and inactive, as a member of the RA and Reserve. Service not creditable in the computation of basic pay will not be included. If a person has served in an enlisted status only, BESD is the same as the PEBD.

f. Special provisions for Band Enlistment under ACASP (RA) apply. Promotion to grades authorized by Option 9-8 will be accomplished by citing this regulation. However, subsequent promotion or promotion authority for soldiers who transfer to a special band will be AR 600-200. Promotion under this regulation only applies to initial enlistment/assignment. Commanders who defer or otherwise deny promotion to a soldier within the timeframe specified, must counsel and make part of the soldier's OMPF a statement to the effect that promotion was denied or deferred. Applicants enlisting for the Band Option who attend the USAESOM may be promoted upon completion of AIT.

#### 7-12. ACASP enlistment control

ACASP enlistments will be controlled by MILPERCEN through the REQUEST System. If a skill is not available, applicant will be advised of other enlistment opportunities available. (For RA only.)

#### 7-13. AT restriction

NPS applicants who enlist under the ACASP may not be ordered to AT until after successful completion of BT. (For USAR only.)

#### 7-14. Mobilization readiness and deployability

a. Enlistees under ACASP will be reported as MOS-qualified for mobilization readiness when all of the following actions are accomplished:

- (1) Successful completion of BT.
- (2) Satisfaction of prerequisite training if required by the MOS for which enlisted.
- (3) Award of ACASP MOS as PMOS based on satisfactory completion of proficiency training (to be determined by unit commander using AR 611-201 as a guide).
- (4) Promotion to accelerated grade shown on enlistment agreement.

b. (For USAR only) 10 USC 671 requires a minimum of 12 weeks of BT, or equivalent, before a member of the military service may be deployed overseas. The DCSPER has determined that completion of training programs and options outlined in table 7-2B equals the 12-week BT requirement of the statute.

### Section IV Enlistment Processing Procedures

#### 7-15. Processing procedures

a. Processing procedures as outlined in an applicant's selected enlistment option will apply. Also, procedures outlined below will be followed for all ACASP applicants:

(1) Recruiters will review and verify applicant's qualifications before sending applicants to guidance counselors. Guidance counselors will verify qualifications and complete necessary enlistment forms and processing.

(a) Each applicant will submit documents that verify length and successful completion of education, training, and experience for the applicable skill. These documents must bear the original seal of the issuing agency or be notarized. Documents will include, but are not limited to the following: school transcripts; certificates of completion of training; certificates of registration with a Board of Registry or professional society; diplomas; employment records; union membership cards; certification as a civil service apprentice or journeyman. Civil Service Standard Form 50 (Notification of Personnel Action) may be used; and certification of applicant's typing or dictation, when required.

(b) Persons applying under paragraph 7-10c must present documentary evidence described in the paragraph.

(c) (For RA only) If applicant is currently enrolled in an approved course with satisfactory academic standing, and is enlisting in the DEP with an RA enlistment date after course completion, applicant is eligible for ACASP. Applicant must present proof of enrollment, academic standing, and course graduation date, and a letter from the school, signed by the school administrator, prior to DEP enlistment. If applicant fails to graduate or receive course certification, applicant becomes ineligible for ACASP, and enlistment contract must be renegotiated at pay grade for non-ACASP, or the applicant will be discharged from the DEP.

(2) Skills available for enlistment and unit vacancies will be ascertained by the REQUEST System before completion of ACASP enlistments. Unit vacancies will be verified with the proper unit if required by the REQUEST System. If the REQUEST System does not provide a requirement, applicant will not be enlisted under this chapter. He or she will be offered other enlistment opportunities without entitlement to ACASP and accelerated promotion under this chapter.

(3) All requested training spaces for PS applicants enlisting under ACASP will be coordinated through USAREC.

(4) (For USAR only) PS personnel with a remaining statutory obligation will—

(a) Enlist for the number of years required to fulfill remaining statutory obligation period, but for not less than 3 years.

(b) If prerequisite MOS training is required, be enlisted in the pay grade authorized by table 3-4, but not less than pay grade E3, nor in a pay grade higher than authorized for the ACASP MOS in table 7-1. On successful completion of all required training, the member may be promoted to accelerated grade authorized for the ACASP MOS by table 7-1, if enlisted in lower pay grade.

(c) Be enlisted in the pay grade authorized by table 7-1 for the ACASP MOS when no prerequisite training is required.

(d) Not be required to perform a period of proficiency training.

(5) (For USAR only) PS personnel with no remaining statutory obligation will enlist or reenlist for at least 3 years; (b), (c), and (d) above apply.

(6) All personal documents used to verify applicant's qualifications will be reproduced and attached to and distributed with each copy of the DD Form 4-Series under appendix B. Original copies will be returned to applicant.

(7) Guidance counselors will—

(a) (For RA) Line through portions of DA Form 3286-Series, (Statements for Enlistment), that offer or guarantee training in a skill. Applicant will initial deleted portion to show that training in a skill is not offered. (For USAR) Place an "X" in the box on the DA Form 3540-Series (Certificate and Acknowledgement of Service Requirements for Individuals Enlisting, Reenlisting, or Transferring, into Troop Program Units of the US Army Reserve) that shows that an addendum has been attached to the form.

(b) Complete and witness applicant's signature on the addendum as follows: (For RA) DA Form 3286B-R (Statement for Enlistment—Addendum to (DA Form 3286 Series). (For USAR) DA Form 4825-R (Addendum to Certificate and Acknowledgement of Service Requirements (DA Form 3540 series) for Enlistments in the US Army Reserve Civilian Acquired Skills Program (ACASP). (DA Form 3286B-R and DA Form 4825-R may be reproduced locally on 8 1/2- by 11-inch paper. Copies of these forms for reproduction are located at the back of this regulation.) The MOS for which the applicant enlists and the pay grade to which accelerated promotion is authorized will be entered in spaces provided. When a license is required to document qualifications, license number and State identification will be entered on the addendum, opposite the pay grade. The addendum will be firmly attached to the proper DA Form 3286 or DA Form 3540-Series, as appropriate. It will be distributed with each copy of the DD Form 4-series under instructions contained in appendix B.

(c) Explain to each ACASP applicant the following: that accelerated promotion above grade of E3 is not automatic, but contingent on his or her demonstrated performance in skill and conduct; that if applicant's performance and conduct do not warrant accelerated promotion, promotion may be deferred or denied by his or her commander without constituting a breach of enlistment agreement; that applicant will be required to complete the term of service for which enlisted; and that enlistment under this program does not entitle a soldier to movement of dependents, HHG, or privately owned vehicles at Government expense.

b. (For USAR only) When services of a guidance counselor cannot be employed, the

recruiting officer or unit commander will ensure that procedures outlined in these paragraphs are complied with.

## 7-16. Record entries and orders for USAR

Orders and records of applicants enlisting under the ACASP will contain the entries discussed below.

a. For USAR Bands Option, see Enlistment Option 9-50 for record entries and orders.

b. For members required to undergo BT or prerequisite MOS training, orders prepared using Format 260 (ADT/AT for less than 90 days) or Format 261 (ADT for 90 days or more) (AR 310-10, app A) will contain "table 7-2B, AR 601-210," as response to the "Auth" lead line.

c. In the DD Form 1966-Series, the following apply:

(1) In item 37 enter proper statement from the list below under table 7-2B.

(a) Enlisted for ACASP MOS (specify) with promotion to pay grade (specify) on completion of BT and proficiency training on IADT (at least 12 weeks) and return to unit, if approved. (Table 7-2B, option 1.)

(b) Enlisted for ACASP MOS (specify) with promotion to pay grade (specify) on completion of BT and prerequisite AIT and return to unit, if approved. (Table 7-2B, options 2, 4, or 6.)

(c) Enlisted for ACASP MOS (specify) with promotion to pay grade (specify) on completion of BT and 48 hours IDT, if approved. (Table 7-2B, options 3 or 5.)

(d) Enlisted for ACASP MOS (specify) with promotion to pay grade (specify) on completion of BT (if required), or prerequisite AIT (if required), or both (if required), and on return to unit, if approved. (Table 7-2B, option 7.)

(e) Enlisted for ACASP MOS (specify) in pay grade (specify). (Table 7-2B, option 8.)

(2) In item 42j, Specific Options Enlisted For, enter the following: "ACASP, Option (specify), AR 601-210, table 7-2B."

## Chapter 8

### Actions Required After Enlistment

#### 8-1. General

This chapter covers procedures that apply to final processing phase of the new RA soldier. Processing a new soldier is not complete until he or she finishes training. During this time, processing errors or misunderstandings may occur. They must be resolved since records are vital to the soldier. Accuracy of processing records affects the soldier's military career, civilian life, and family after his or her death.

#### 8-2. Reporting procedures

a. Reception station. The reception station adds documents to establish finance,

medical, and personnel records on each soldier. Reception station personnel must ensure that the enlistment commitment, if extended, is entered on DA Form 2-1.

b. Installation. The installation where the soldier received initial training requests initial duty assignments under the enlistment contract.

c. Training center. As part of in-processing, the training center will—

(1) Screen records and orders for special category personnel. Report persons with enlistment commitments by name and commitment to the CG, MILPERCEN.

(2) Compare assignment instructions with enlistment records to see that enlistment commitments have been honored. Report inconsistencies immediately to the CG, MILPERCEN, for resolution. (See AR 614-200, chap 1, sec II, table 1-1, for office symbols.) Affected soldiers will not proceed to permanent duty stations until the CG, MILPERCEN, has made corrected assignments.

#### 8-3. Waivers of enlistment commitments

a. After a person enters the Army, the enlistment commitment or a portion of it may be waived. However, Army elements must ensure that waivers are used sparingly and only when reasons are valid; for example, compassionate or hardship reasons or the Army is unable to fulfill an enlistment commitment. Prepare the waiver in writing. The procedures below apply.

(1) Enlistees with commitments for training and duty in a specific MOS or CMF, assignment to a specific unit, and the enlistment bonus (EB) may not waive the training without waiving the EB.

(2) Enlistees who waive only the unit assignment commitment, but not the EB, may only be assigned to an installation or unit authorized personnel with the EB skill.

(3) Enlistees with an EB commitment who have a commitment for training, or training and a specific unit assignment, may waive the EB commitment to apply for some other training or assignment.

(4) Enlistment commitment waivers will—

(a) Be prepared in duplicate.

(b) Be signed by the enlistee.

(c) Be witnessed by a commissioned officer, warrant officer, or a DA civilian designated as a military personnel officer or USAREC Liaison.

(d) Contain wording substantially as follows: "I voluntarily waive my enlistment commitment for ... made at the time of my enlistment. I realize and fully understand that, as a result of doing so, I will be assigned in accordance with any remaining portion of my enlistment commitment and the needs of the Service, and will be required to complete the full term of service for which I enlisted."

b. The original of the above certificate of enlistment commitment waiver will be forwarded to the Commander, US Army Enlisted and Evaluation Center (ATTN:

PCRE-RR), Fort Benjamin Harrison, IN 46249. Place the original copy in the enlistee's Official Personnel Military File (OPMF). Attach duplicate to the DD Form 4 copy in the enlistee's MPRJ. Retain both copies for the first term of the person's enlistment.

c. When an enlistment commitment for an authorized assignment is waived before reporting date, the waived commitment will be reported to the office that authorized the assignment.

d. An entry will be made in item 4 of DA Form 2-1, indicating the waived enlistment commitment.

e. Commanders at all levels will set up procedures and policies to review enlistment commitments at the time the enlisted members arrive at the unit. Commanders will take necessary action to ensure that commitments made to enlistees are fulfilled.

#### 8-4. Erroneous or unfulfilled enlistment commitments

When a breach of enlistment commitment occurs, the service member has a reasonable time to present a claim. (The time period normally is 30 days.) Time period starts from the date the member is informed that his or her commitment will not be honored, or he or she discovers that the commitment has been breached.

a. Apply above time limits with discretion in each case.

b. Forward, under paragraph 8-6, claims that—

(1) Cannot be resolved at the local level.

(2) Should be honored for moral commitment or alleged verbal commitment.

c. If it is discovered that an enlistee was erroneously enlisted or if the enlistee reveals information which if known could have resulted in rejection for enlistment before departure from the MEPS, follow procedure in AR 635-200, paragraph 7-15e.

#### 8-5. Processing claims of unfulfilled or erroneous enlistment commitments

Refer such claims to the Recruiting Command Liaison NCO for resolution. For claims for persons who have departed the Reception Station, installation commander will—

a. Review the person's MPRJ to determine validity of allegations.

b. Decide if the major commander can fulfill an enlistment commitment that the enlistee does not desire to waive. If not, installation commander will notify MILPERCEN as quickly as possible that the person—

(1) Is available immediately under AR 614-200, chapter 8.

(2) Has an unfulfilled enlistment commitment.

c. Forward enlistee's claim to the CG, MILPERCEN, for resolution when the person appears to have—

(1) Enlisted for an option.

(2) Not met prerequisites that must be determined before enlistment.

d. Help prepare letter request for claimants for either erroneous or unfulfilled enlistment commitments that cannot be resolved by reassignment action. Subject of letter will be "Correction of Unfulfilled or Erroneous Enlistment Commitment."

(1) Forward original and one copy of request with the inclosures below by first class mail direct to HQDA(DAPC-PDT-S), 2461 Eisenhower Avenue, ALEX, VA 22331-0400.

(a) The DD Form 4-series.

(b) The DD Form 1966-series.

(c) The DA Form 3286-series and addenda completed for the claimant.

(d) DA Form 2-1.

(e) SF 88 and SF 93, if required, and related documents (for example, consultation reports).

(f) Waiver of enlistment commitment or statement that DA Form 2-1 does not show that the enlistment commitment was waived.

(g) Sworn or notarized statement from claimant affirming the facts.

(h) Other statements or documents to help evaluate the claim.

(2) Forward third copy of the request (including copies of inclosures in (1) above) by first class mail direct to HQ, US Army Recruiting Command (ATTN: USARCES), Fort Sheridan, IL 60037. Also send with the request a DA Form 209 (Delay, Referral or Follow-up Notice) addressed to claimant.

e. Process claims on erroneous enlistment grades under AR 600-200. Submit request to help establish correct enlistment grade, with substantiating evidence and statements, to Commander, US Army Enlistment Eligibility Activity, 9700 Page Boulevard, St. Louis, MO 63132.

f. Process, as outlined in paragraph 6-11, claims on erroneous home of record or other entries not covered above.

#### 8-6. Correction of term of enlistment

An error may be discovered to have been made in processing an enlistment so that the term of enlistment shown on the DD Form 4-series is for a longer term than intended. If so, unit commanders will submit a request for correction of enlistment agreement through military channels to the Commander, MILPERCEN(HQDA (DAPE-PDT-S)), 2461 Eisenhower Avenue, ALEX, VA 22331-0400. The request will contain the following data:

a. Sworn statement by member and other involved persons. The statement will give circumstances of enlistment.

b. Evidence to support claim of error in period of enlistment shown on—

(1) The DD Form 4-series.

(2) The DD Form 1966-series.

(3) The proper DA Form 3286-series.

(4) Other documents that may be available.

c. Statement from person that he or she agrees or consents to correction of term of enlistment shown on the DD Form 4-series.

d. The CG, MILPERCEN's directed change of enlistment term to show the correct enlistment period. The CG, MILPERCEN, may determine that an error has been made in the term of enlistment shown on the DD Form 4-series. (For example, term of enlistment may be other than that intended by both the member and the Army. The DD Form 4-series will not be amended by "pen and ink" correction. Instead, a memorandum will be added to the member's file giving the correct term.)

Note: The DD Form 4-series must be maintained in its original state should it ever be needed in a legal proceeding.

e. Claims from personnel at reception battalions (RECBN) will be referred to the USAREC Liaison for resolution. (Claims for personnel in training or for soldiers who have completed formal training will be processed by the installation personnel in accordance with a through d above.)

f. The USAREC Liaison NCO will provide assistance to accomplish the following:

(1) Obtain/review documents in b above.

(2) Provide reception battalion Cdr, information to support correction to enlistment forms.

(3) Amend original term of enlistment by attaching memorandum for record. (Do not make correction to original DD Form 4.)

(4) Ensure that RECBN makes distribution of corrected DD Form 4 in accordance with distribution requirements of paragraph 8-8.

g. Under no circumstances will a contract be amended when a soldier objects or claims entries are correct until appropriate resolution or inquiry is completed.

#### 8-7. Correction of enlistment grade

Correction of enlistment grade, after enlistment documents have been executed, is to be accomplished by promotion or reduction action, whichever applies. Enlistment documents will not be altered to reflect the different grade. Comply with appropriate provisions of AR 600-200, chapter 7 or 8. Assistance in establishing an individual's eligibility for different grade may be requested from the Commander, US Army Enlistment Eligibility Activity, 9700 Page Boulevard, St. Louis, MO 63132-5295. Requests must include copies of substantiating documents or statements. The service member will be advised of the right to apply to the US Army Board for the Correction of Military Records (ABCMR). The ABCMR, acting for the Secretary of the Army (sec 1552, title 10, United States Code), is the only authority for correcting (backdating) the effective date.

#### 8-8. Extension to term of enlistment

Extension to term of enlistment is authorized. If term is to be lengthened, a DA Form 1695 (Oath of Extension of Enlistment) must be administered for payment of an EB. Extension document will be evidence of eligibility if all other documents support a bonus. Distribute DA Form 1695 as shown below.

a. Original to Commander, US Army Enlisted Records and Evaluation Center (ATTN: PCRE-FR-RR), Fort Benjamin Harrison, IN 46249.

b. Copy to DA Form 201 (Military Personnel Records Jacket, US Army).

c. Copy to Personnel Finance Record folder.

d. Copy to USAREC Liaison NCO.

e. Copy to the person.

### 8-9. USAREC Liaison role for processing USAR soldiers in the reception battalion

The primary mission of the USAREC Liaison NCO (LNCO) is to save enlistments which might be endangered as a result of breaches or administrative error in the enlistment process/contract. The USAREC LNCO will renegotiate erroneous, defective, or unfulfilled enlistment contracts, per USAREC instructions.

a. USAREC LNCOs will process USAR problems at the reception battalion only.

b. USAREC LNCOs will provide technical assistance when requested.

c. Upon departure from the reception battalion, processing becomes the responsibility of TRADOC USAR LNCO who will handle cases in accordance with guidance issued by HQ TRADOC.

d. TRADOC LNCOs are required to report any recruiting errors or contractual problems not previously detected by the USAREC LNCO to the recruiting battalion and to HQ USAREC for action.

## Chapter 9 Enlistment Options

### 9-1. General

a. Enlistment options are designed to merge valid Army requirements with personal desires. To best serve these two purposes, recruiting personnel must ensure that—

(1) Persons applying for specific options are informed of—

(a) The precise nature of commitment.

(b) The extent to which specific option will satisfy applicant's personal desires.

(2) Persons accepted for specific options possess prescribed prerequisites to meet performance standards of the Army.

b. Table 9-1 lists and gives the general description of all authorized enlistment options. Enlistment Option 9-3 through Enlistment Option 9-55 describe each of the options.

### 9-2. Qualifications

All applicants must be qualified for enlistment under basic eligibility criteria given in this regulation. This chapter gives other option requirements that must be met.

a. Former Peace Corps members may not enlist for options that authorize assignment to—

(1) The US Army Intelligence and Security Command (INSCOM).

(2) Intelligence duties.

(3) The country in which they served as Peace Corps volunteers.

b. Persons not former Peace Corps members, but who received Peace Corps training, will not be assigned duties in a military intelligence field in any foreign country for which they were trained.

c. Selection of an option under this regulation is permitted even if it will result in a second or later permanent change of station during the same fiscal year. (See AR 614-6.)

### 9-3. Honoring enlistment commitments

Every effort will be made to honor all promises made at time of enlistment or reenlistment. To meet commitments, recruiting personnel will—

a. Comply with specific option procedures.

b. Promise only what is authorized.

c. Follow procedures to report and assign persons enlisted for an option.

d. Detect errors promptly so that the person may be assigned under his or her enlistment commitment.

### 9-4. Counseling on waivers affecting options

a. Applicants who require waivers under chapter 4 on limitations that may apply to their selection of enlistment options will be specifically counseled. Options that require security clearance may require that persons have no record of civil offenses or record reflecting adversely on the person's character. Applicants for such options will be advised that their final eligibility cannot be determined until after their enlistment.

b. They also will be advised that waiver of disqualification for enlistment does not imply an eventual favorable decision on option eligibility. If applicant elects such an option after above counseling, advise him or her that the Army may void the option if he or she is later determined to be ineligible. The person then may be required to complete the term of service for which he enlisted. Further advise the applicant that omissions of any information he or she was required to disclose, including expunged records, may later be a basis for an unfavorable decision on option eligibility.

c. Also, most options have other conditions that cannot be determined until after the person enlists. If these conditions are not met, the Army may void the option without giving rise to a claim of unfulfilled enlistment commitment or erroneous enlistment. The "Information for Applicants" section of each option table requires that such information be explained to all applicants.

### 9-5. Selection of an additional option (For RA only)

Qualified applicants who enlist for options given in this chapter may select other options in connection with the chosen primary option. If the combination of the chosen options are to be effective, requirements for

each option must be met satisfactorily. Failure to qualify for one of the options, however, does not void remaining options if applicant remains qualified for the other option. Persons enlisting for multiple options will complete the proper DA Form 3286-Series for each option selected.

### 9-6. Reserve incentive bonuses and educational assistance programs

The Selected Reserve Incentive, Affiliation Bonus, and IRR Bonus programs provide enlistment and retention incentives offered to qualifying persons when they enlist, reenlist, or transfer in the USAR. These programs will be governed by AR 135-7 and other applicable DA directives.

**Table 9-1**  
**Listing and general description of authorized enlistment options**

Option No.	Name of Option	Available to—				Option (may be combined with one of the following options) (see notes 1, 2, and 4.)	DA Form 3286-60 series (3286-61 series all applicants) and DA Form 3286-62 series when applicable.
		NPS		PS			
		Men	Women	Men	Women		
<b>FOR RA</b>							
9-3	US Army Training of Choice Enlistment Option	Yes	Yes	Yes	Yes	9-17, 9-28	
9-4	US Army Airborne Enlistment Option	Yes	Yes	Yes	Yes	9-17, 9-25, 9-28	
9-8	US Army Bands Enlistment Option	Yes	Yes	Yes	Yes	(For assignment to airborne division bands.) (If enlistee fails to complete airborne training satisfactorily, enlistee will be assigned to nonairborne band.)	
9-11	US Army OCS Enlistment Option	Yes	Yes	Yes	Yes	NA	
9-12	US Army WOFT Enlistment Option	Yes	Yes	Yes	Yes	NA NA	
9-13	US Army Combat Arms Unit/Area of Choice Enlistment Option (See note 7.)	Yes	No	Yes	No	9-17, 9-28	
9-14	US Army Communications Command Enlistment Option	Yes	Yes	Yes	Yes	9-17, 9-28	
9-17	US Army Cash Bonus Enlistment Option (See note 8.)	Yes	Yes	No	No	9-3, 9-4, 9-13, 9-14, 9-18, 9-19, 9-24, 9-25	
9-18	US Army First Assignment (no training) Enlistment Option	Yes	Yes	Yes	Yes	9-17, 9-28	
9-19	US Army Station/Command of Choice Enlistment Option	Yes	Yes	Yes	Yes	9-17, 9-28	
9-23	US Army Cohesion, Operational Readiness, and Training (COHORT) Enlistment Option	Yes	No	Yes	No	9-4, 9-17, 9-28	
9-24	US Army Materiel Command (Security Depot) Enlistment Option	Yes	Yes	Yes	Yes	9-17, 9-28	
9-25	US Army EW/C Enlistment Option	Yes	Yes	Yes	Yes	9-4, 9-17, 9-28	
9-26	US Army 2-Year Enlistment Option	Yes	Yes	No	No		
9-28	US Army College Fund Program Enlistment Option	Yes	Yes	No	No	9-3, 9-4, 9-14, 9-18, 9-19, 9-24, 9-25, 9-26 (See notes 3, 5, and 6.)	
<b>FOR USAR</b>							
9-50	USAR Army Bands Enlistment Option	Yes	Yes	Yes	Yes	3540 series	
9-51	Military Intelligence, Signals Intelligence, Electronic Warfare, and Signal Security Units Enlistment Option	Yes	Yes	Yes	Yes	3540 series	
9-52	Dual Component Enlistment Option	No	No	Yes	Yes	3540 series or 4688	
9-53	IRR (NPS) Direct Enlistment Program	Yes	Yes	No	No	(note 3) 4688	

**Table 9-1**  
**Listing and general description of authorized enlistment options—Continued**

Option No.	Name of Option	Available to—				Option (may be combined with one of the following options) (see notes 1, 2, and 4.)	DA Form 3286-60 series (3286-61 series all applicants) and DA Form 3286-62 series when applicable.
		NPS		PS			
		Men	Women	Men	Women		
<b>USAR</b>							
9-54	IRR (PS) Direct Enlistment Program	No	No	Yes	Yes		4688
9-55	ROTC/SMP Enlistment Program	Yes	Yes	Yes	Yes		3540
9-56	USAR OCS Enlistment Program	Yes	Yes	Yes	Yes		3540 OCS Addendum
9-57	USAR WOFT Enlistment Program	Yes	Yes	Yes	Yes		3540 WOFT Addendum

**Notes:**

1. Delayed entry is authorized for each of above options.
2. Applicants may enlist for more than one enlistment option. Failure to qualify after enlistment for one of the options does not void the remaining options if enlistee remains qualified for latter options. Cash Bonus Enlistment Option and Army College Fund Enlistment Option may not be combined.
3. Available only in certain MOSs.
4. First-term enlistees with dependents will not be enlisted for Europe (except for individuals who enlist for a COHORT package) but may be assigned to Europe involuntarily in accordance with the needs of the Army.
5. This option is only available to those who access on active duty after 1 July 1985. This option will supersede option 9-27 on this date.
6. Any option that has a specific education requirement for a high school diploma must be verified. Applicant must present actual documentation, a DD Form 214 may not be used to satisfy this requirement. This also includes "GLOSSARY NPS". Options include but are not limited to: Cash Bonus, Army College Fund and Warrant Officer Flight.
7. Enlistment for 3d Inf (The old Guard), obtain approval (202-696-3149)

**Enlistment Option 9-3**  
**US Army training-of-choice enlistment option**

**Line: 1**

**Item:** Name of Option  
**Comment:** US Army Training of Choice Enlistment Option.

**Line: 2**

**Item:** Available to  
**Comment:** Qualified applicants with or without PS, enlisting for 3-or-more years. (Certain skills require a 4-year minimum period of enlistment.)

**Line: 3**

**Item:** Description of option  
**Comment:** Guarantees training (school course or OJT) of applicant's choice to include language training and intelligence training if course prerequisites are met.

**Line: 4**

**Item:** Prerequisites that must be met before enlistment  
**Comment:**

- a. Basic eligibility criteria for enlistment as modified by this Enlistment Option.
- b. Prerequisites for training in the selected MOS in AR 611-201, DA Pam 351-4, and REQUEST.
- c. Initiation of a personnel security investigation, if required.
- d. Following prerequisites when enlisting for language training:
  - (1) Be HSDG or possess a GED.
  - (2) Possess a ST aptitude area score as reflected on REQUEST.
  - (3) Possess a Defense Language Aptitude Test (DLAT) score of 89 or higher.

- (4) Be a US citizen. This provision also applies to spouse if applicant is married.
- (5) Have excellent character, discretion, and unquestioned loyalty to the United States.
- (6) Have no speech impediment.
- (7) Possess minimum hearing acuity with physical profile of H-2 (both ears).
- (8) Have physical profile serial of "1" in the "S" factor.
  - e. Following prerequisites if enlisting for MOS 97B (Counterintelligence Agent):
    - (1) Meet without exception prerequisites in AR 611-201 and DA Pam 351-4 for training in MOS 97B.
    - (2) Meet medical fitness standards as follows:
      - (a) Have minimum physical profile category of B (except that a numerical designation of "1" under "S" (psychiatric) factor of the physical profile serial "PULHES" is required).
      - (b) Have normal color perception as determined by pseudochromatic plates.
      - (3) Be free from mannerisms or other personal characteristics that might cause undue notice or recognition.
      - (4) Be of excellent character, discretion, and of unquestioned integrity and loyalty to the United States.
      - (5) Be a HSDG.
      - (6) Attain an ST score as reflected on REQUEST.
      - (7) Not be a former Peace Corps member.
      - (8) Be at least 18 years of age at time of enlistment.
      - (9) Meet citizenship requirements as follows:
        - (a) Applicant must be a US citizen by birth.
        - (b) Members of applicant's immediate family must be US citizens. If citizenship of spouse was acquired through naturalization, spouse must have resided in the United States for at least 5 years. (Immediate family for determining eligibility for this option is defined as spouse, parents, parents-in-law, brothers, sisters, and children.)
      - (c) No near relative or other person to whom applicant or spouse may reasonably be considered to be bound by ties of affection, kinship, or obligation may be residing in a country within whose boundaries physical or mental coercion is known to be a common practice either against persons accused of acting in the interest of the United States, or against the relatives of such persons.
      - (d) For this option, near relative also includes uncles, aunts, grandparents, father or mother-in-law, step relationship corresponding to any of the above, and persons acting in loco parentis as defined in AR 630-5.
      - (e) Neither applicant nor spouse may have commercial or vested interests in country as indicated in (c) above.
      - (10) Have no record of conviction by courts-martial during previous service with any US Armed Forces.
      - (11) Have no disqualification that, in the opinion of security interviewer, would preclude SCI access eligibility.

States for at least 5 years. (Immediate family for determining eligibility for this option is defined as spouse, parents, parents-in-law, brothers, sisters, and children.)

(c) No near relative or other person to whom applicant or spouse may reasonably be considered to be bound by ties of affection, kinship, or obligation may be residing in a country within whose boundaries physical or mental coercion is known to be a common practice either against persons accused of acting in the interest of the United States, or against the relatives of such persons.

(d) For this option, near relative also includes uncles, aunts, grandparents, father or mother-in-law, step relationship corresponding to any of the above, and persons acting in loco parentis as defined in AR 630-5.

(e) Neither applicant nor spouse may have commercial or vested interests in country as indicated in (c) above.

(10) Have no record of conviction by courts-martial during previous service with any US Armed Forces.

(11) Have no disqualification that, in the opinion of security interviewer, would preclude SCI access eligibility.

**Line: 5**

**Item:** Prerequisites that must be met after enlistment

**Comment:**

- a. Satisfactorily complete IET, AIT, or OSUT in skill selected.
- b. Be granted and retain security clearance if required.
- c. Meet any special requirements for training in the selected MOS that cannot be determined before enlistment.
- d. Meet following prerequisites if enlisting for MOS 97B:

(1) Successfully complete required MOS training at US Army Intelligence Center and School.

(2) Be subject of favorable special background investigation, to include—

(a) Evaluation of potential qualifications and personal characteristics.

(b) Being eligible for SCI access.

(3) Qualify for retention in MOS 97B duties by satisfactory performance of assigned duties and maintenance of high standards of integrity and loyalty required by intelligence operations.

(4) Maintain record free from indiscretions or defects of character that are deemed unacceptable by the CG, MILPERCEN. (For examples, see AR 614-200, chapter 7.)

**Line:** 6

**Item:** Information for applicants

**Comment:** Applicants will be advised of provisions of lines 2 through 5; they also will be—

a. Oriented on the nature of training and duties in the skill selected to receive training.

b. Informed that training selected is based on current training requirements existing at the time of applicant's enlistment. Also, one of the following may occur: training selected may be discontinued before attendance; member later may become medically disqualified for training selected; or member may fail to receive required security clearance (not because of data withheld by applicant at time of enlistment). If any one of these does occur, member will be given chance to select related training or any other training for which qualified and for which training quotas are available. Alternate selection will be honored. Member will be required to complete term of service for which enlisted. If enlistee does not desire alternate training, member may initiate request for unfulfilled enlistment commitment under chapter 8.

c. Advised that on successful completion of AIT member will be assigned under needs of the Army. No promise can or will be made concerning specific job or station to which member ultimately will be assigned.

d. Advised that, if relieved from training for academic deficiency, disciplinary reasons, or failure to receive required security clearance because of information withheld by applicant at time of enlistment, member will be assigned under needs of the Army and be required to complete period of service for which enlisted.

e. Advised that this option may be combined with bonus enlistment option in effect at time of enlistment if applicant meets criteria for both this and bonus enlistment option.

f. Advised when enlisting for language training of the following specific provisions:

(1) Relief from school course for academic deficiency, disciplinary reasons, or failure to obtain required security clearance is basis for reassignment under needs of the Army; enlistee is required to complete term for which enlisted.

(2) DA makes every effort to use maximum language-qualified personnel. Language school graduates may be assigned duties in an appropriate country or area, or be given training in another MOS under needs of the Army before first duty assignment. Because of length of schooling and changing requirements within the Army, assignment of personnel to positions or areas in which their linguistic abilities can be used cannot be guaranteed.

(3) For persons who possess proficiency in the language for which option is obtained, course length may be reduced by authority of the Director, Defense Language Institute. This action will be based on academic advancement and coordination with the CG, MILPERCEN.

g. Informed when enlisting for MOS 97B of the following:

(1) Biographical screening for service members will be conducted at BT by 902d Military Intelligence Group agent personnel. With biographical screening, agent personnel will ask more questions as required to determine candidate's suitability for MOS 97B.

(2) Scope, purpose, and prerequisites for attendance at school courses for above MOS are prescribed in DA Pam 351-4.

(3) MOS descriptions of MOS 97B in AR 611-201 and AR 614-200. (Applicant must be made fully aware that he or she is being only partially informed of scope of training and duties involved in these MOS because of security classification of such information.)

(4) Final acceptance for MOS 97B duties, in spite of the fact that he or she enlists for this option, will depend on meeting prescribed criteria.

(5) Person who, while undergoing BT is found to be unqualified for MOS 97B, will be—

(a) Informed that enlistment commitment is voided.

(b) Informed that on completion of BT, he or she will be reassigned under needs of the Army and be required to complete the period for which enlisted.

(6) Applicant may fail to meet any of eligibility criteria prescribed above, except those pertaining to former Peace Corps membership and required standards of character, discretion, integrity, and loyalty. If so, the CG, MILPERCEN, may consider granting a waiver when such action is recommended.

(7) Applicant must successfully complete a period of probation 1 year after date of completion of training or until 21 years of age, whichever is longer.

(8) Enlistee may elect to waive this option at any time. In such cases, the soldier will be assigned and used to meet the needs of the Army.

**Line:** 7

**Item:** Option processing procedures

**Comment:**

a. Normal processing procedures prescribed by chapters 5 and 6 apply.

b. Applicants for enlistment in the RA for training course requiring a high school diploma must present documentary proof in the form of diploma or certified GED certificate.

c. Applicants for training that requires satisfactory completion of certain high school courses (for example, chemistry, algebra, or English) must present a transcript of high school credits.

d. Training quotas will be obtained through the REQUEST System.

e. Applicant may fail to enlist for training courses within the time limit prescribed or fail to graduate from high school, when graduation is a prerequisite. If so, guidance counselor will cancel reserved training quota immediately by REQUEST.

f. To obtain language school quota—

(1) The guidance counselor should obtain a preferential listing of all acceptable languages during the interview. After

determining applicant's preference, obtain a language training reservation through REQUEST.

(2) Request for language training quotas from overseas commands will be made by electrically transmitted message to MILPERCEN, ATTN: DAPC-EPT. Requests will contain preferential listing of all acceptable languages.

g. Processing procedures for applicants enlisting for MOS 97B are listed below.

(1) Determine preliminary eligibility as follows:

(a) On completion of MEPS medical and mental examinations, Army guidance counselor will review all relevant documents. The counselor will interview applicant to determine if he or she meets prerequisites required to apply for this option.

(b) Applicant may be a former Army member who previously has been awarded MOS 97B and is applying for enlistment for this option within 3 months from date of separation. If so, processing prescribed in (e) below is not required.

(c) Applicant may be previously awarded MOS 97B and applying for enlistment for this option more than 3 months from date of last separation from the Army. If so, he or she will undergo complete processing prescribed in (e) below.

(d) Guidance counselor will inform applicant of information specified in line 6; and determine if applicant still retains his or her interest to enlist for this option.

(e) Applicant may still wish to enlist for this option. If so, Army guidance counselor will refer the person to the MILPERCEN security interviewer.

(2) MILPERCEN security interviewer will—

(a) Conduct screening interview using appropriate guides.

(b) Consult with Central Clearance Facility (PCCF-S-C) at Fort Meade, MD, as necessary, on applicants who have revealed questionable adverse information.

(c) Refer applicant back to Army guidance counselor if applicant does not meet SCI security requirements.

(d) Take the following actions if the applicant meets requirements: assist and supervise applicant in the DD Form 398 (Statement of Personal History) in draft; provide copy of the DD Form 398 to guidance counselor; and obtain approval to enlist applicant from the CG MILPERCEN, by REQUEST when all preliminary processing has been completed.

h. Applicants enlisting for MOS 05D, 05G, 05H, 05K, 93S, 97B, 98C, 98G, and 98T must be interviewed by a MILPERCEN security interviewer to determine potential eligibility for access to SCI.

i. Applicants enlisting for nuclear-related MOS will be advised that they must be screened by a MILPERCEN security interviewer to determine acceptability under the PRP (AR 50-5, chap 3).

j. Applicants (less aliens) enlisting for MOS 35F, 55G, 72G, 98B, and 98D must be interviewed by a MILPERCEN security interviewer to be processed for a background investigation.

**Line:** 8

**Item:** Statements for enlistment

**Comment:**

a. Ensure that proper parts of the DD Form 1966-Series are completed for applicants under chapter 5 and 6.

b. Complete DA Form 3286-series (Fig 9-2, 9-3 and 9-4).

**Line: 9**

**Item:** Orders and record entries

**Comment:** For enlistees in MOS 97B only furnish two copies of enlistment orders to HQDA(DAPC-EPL-M), 2461 Eisenhower Avenue, ALEX VA 22331-0400, within 15 days of enlistment date.

**Enlistment Option 9-4**

**US Army airborne enlistment option**

**Line: 1**

**Item:** Name of option

**Comment:** US Army Airborne Enlistment Option.

**Line: 2**

**Item:** Available to

**Comment:** Qualified applicants without PS enlisting for 2-or-more years; and qualified applicants with PS enlisting for 3-or-more years.

**Line: 3**

**Item:** Description of option

**Comment:** Guarantees training in an MOS basic parachute qualification course and initial assignment to one of the units on REQUEST.

**Line: 4**

**Item:** Prerequisites that must be met before enlistment

**Comment:**

- a. Basic enlistment eligibility criteria as modified by this Enlistment Option.
- b. Medical fitness standards in AR 40-501, section II, chapter 7.
- c. Possess a combat operation (CO) aptitude area score as reflected on REQUEST.
- d. Applicant will not have been previously rejected or relieved from airborne training or duty because of one of the following:
  - (1) Permanent type of physical disability.
  - (2) Training failure (except for failure to qualify on physical fitness test).
- e. Not have voluntarily terminated former airborne duty.
- f. Enlist for an MOS authorized for airborne assignment.
- g. Following additional prerequisites if enlisting for Special Forces organizations:
  - (1) Be a HSDG or equivalent.
  - (2) Have minimum physical profile of 111111 regardless of MOS for which enlisting.
  - (3) Be airborne qualified or volunteer for airborne training.
  - (4) Not require waiver of lost time during last period of AD.
  - (5) Not have been convicted by a special court-martial during last period of service. (Persons who have been convicted by a general court-martial at any time are ineligible.)
  - (6) Meet without exception all requirements of AR 614-200. (This prerequisite applies only to prior service special forces qualified personnel enlisting under chapter 3, para 3-5, Rule o.)
  - (7) Be a US citizen.
  - (8) Non-prior service applicants will be informed that enlistment for this option is not a guarantee for special forces training.
  - h. Following additional prerequisites if enlisting for Ranger unit:

(1) Meet fitness standards prescribed by AR 40-501, section II, chapter 7, regardless of prior airborne or Ranger qualifications.

(2) Have minimum physical profile of 111121, regardless of MOS for which enlisting.

(3) Be airborne qualified or volunteer for airborne training.

(4) Volunteer to attend Ranger course.

(5) Volunteer to take part in Ranger training and operations.

(6) Agree to undergo AIT and meet prerequisites for training in selected MOS as given in REQUEST System and applicable portions of this regulation.

(7) Not require waiver of lost time during last period of AD.

(8) Not have been convicted by a court-martial during last period of service. (Persons who have been convicted by a general court-martial at any time are ineligible.)

(9) Meet without exception all requirements of AR 614-200.

(10) Be a US citizen.

i. The following additional prerequisites if enlisting for 2 years:

- (1) Attain AFQT score of 50 or above.
- (2) Be a HSDG (see glossary).

**Line: 5**

**Item:** Prerequisites that must be met after enlistment

**Comment:**

- a. Satisfactorily complete basic combat training, AIT, and other training as required.
- b. Retain qualifications for airborne and other training.
- c. Attain required standards for physical fitness test in AR 614-200.
- d. Applicants enlisting for Special Forces organization must—
  - (1) Be able to swim 50 meters unassisted.
  - (2) Satisfactorily complete Special Forces training.
  - (3) Qualify for interim SECRET clearance before being assigned to Special Forces training and duty.
  - (4) Qualify for retention of Special Forces duty by maintaining required medical, professional, and suitability standards.
- e. Applicants enlisting for Ranger unit must—
  - (1) Satisfactorily complete airborne training, if required.
  - (2) Score minimum of 80 points on each of the special exercises of the Ranger/Special Forces Physical Fitness Qualification Test, as follows:

**Event**  
Situps  
Pushups  
Two-mile run

**Raw score**  
45  
45  
15 minutes, 59 seconds
  - (3) Be able to swim 15 meters unassisted, wearing fatigue shirt and trousers, combat boots, pistol belt, first aid pouch, two canteens, two ammunition pouches, harness, and weapon.
  - (4) Be eligible for SECRET security clearance if PS applicant enlisting in pay grade E-5; if NPS applicant, be eligible for CONFIDENTIAL security clearance.
  - (5) Qualify for retention on Ranger duty by maintaining required physical, medical, professional, and suitability standards.

**Line: 6**

**Item:** Information for applicants

**Comment:** Applicants will be advised of provisions of lines 2 through 5, and of the following:

a. A physical fitness test will be given enlistees required to undergo AIT during the third week of AIT. If they should fail to pass at this time, they will have other opportunities. However, they must pass not later than their sixth week of AIT.

b. Enlistees not required to undergo AIT will be given the physical fitness test before entering airborne training.

c. The physical fitness test is administered to ensure that each applicant can perform the exercise (outlined in FM 21-20) in a period not to exceed 1 hour, as follows:

**Men**

Situps 45

Pushups 45

Two-mile run 15 minutes, 59 seconds

**Women**

Situps 32

Pushups 21

Two-mile run 17 minutes, 55 seconds

d. Enlistees will undergo basic parachute qualification course. They will be required to meet minimum standards of aptitude, coordination, reaction, and endurance. Also, they must demonstrate proficiency necessary for the safety of themselves and their fellow students.

e. The enlistee may fail to meet any requirements in this table or become disqualified for medical reasons. If so, they will be—

- (1) Reassigned under needs of the Army.
- (2) Required to complete term of service for which enlisted.

f. Persons who withdraw their airborne volunteer statement will be retrained in a skill required and assigned under needs of the Army.

g. This option only guarantees initial assignment or detail to a unit listed on REQUEST. Such assignment is not for any specific duration. After initial assignment, enlistee is subject to reassignment under needs of the service and assignment policies.

**Line: 7**

**Item:** Option processing procedures

**Comment:**

a. Normal processing procedures prescribed by chapters 5 and 6 apply (except medical examination will be as prescribed in para 5-12).

b. Guidance counselors will be certain that valid personnel vacancy or projected loss exists at applicant's unit of choice before enlistment. Based on this authority, guidance counselor will obtain training quota via the REQUEST System. In case of PS personnel, contact the Force Management Branch (FMB), MILPERCEN, for assignment authority.

**Line: 8**

**Item:** Statements for enlistment

**Comment:**

a. Ensure that proper parts of the DD Form 1988-Series are completed for applicants under chapters 5 and 6.

b. Complete DA Form 3286-series (fig 9-2, 9-3 and 9-4).

**Line: 9**

**Item:** Orders and record entries

**Comment:** Records of applicants enlisted for this option will contain the following entries:

a. Enter on SF 88—

(1) In item 76a, record profile as awarded by MEPS examining physician for applicants who are qualified under AR 40-501, chapter 7.

(2) In item 77a, record "Qualified for Airborne Training."

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**Enlistment Option 9-3**  
**US Army bands enlistment option**

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**Line: 1**

**Item:** Name of option

**Comment:** US Army Bands Enlistment Option

**Line: 2**

**Item:** Available to

**Comment:** Qualified applicants with and without PS enlisting for 3-or-more years.

**Line: 3**

**Item:** Description of option

**Comment:** Guarantees enlistment in grade E-3 under provisions of chapter 7 and assignment to an Army Band of the applicant's choice for a minimum of 12 months after completion of required training (see line 6), (unless enlisted in the DEP for more than 90 days). Vacancy or projected vacancy must exist in applicant's specialty at time of enlistment and prerequisites must be met.

**Line: 4**

**Item:** Prerequisites that must be met before enlistment

**Comment:**

a. For all bands the following apply:

(1) Meet basic eligibility criteria for enlistment as modified by this Enlistment Option.

(2) Meet bandsman technical proficiency requirements prescribed in line 7. Although all applicants (except as noted in chap 7) must complete AIT, personnel meeting these requirements have acquired civilian skills and are eligible for the ACASP. However, award of bandsman MOS will not be accomplished before completion of AIT as certified by the Commandant, US Army Element, School of Music, or assignment to a band.

(3) Be auditioned and recommended for enlistment by an Army band's representative (as prescribed in lines 6 and 7).

b. For the US Army Band, meet prerequisites for assignment to the

Presidential support activities in AR 614-3.

c. For airborne division band, meet prerequisites listed in table 9-3.

d. For overseas band, meet prerequisites for voluntary overseas service under AR 614-30.

e. For the 3d Infantry (The Old Guard) Fife and Drum Corps, meet prerequisites in table 9-7.

**Line: 5**

**Item:** Prerequisites that must be met after enlistment

**Comment:**

a. For all bands, the following apply:

(1) Successfully complete BT if required. (Provisions of AR 612-201 apply for persons with PS.)

(2) Successfully complete any bandsman training to which assigned.

(3) Qualify for retention in bandsman assignment by satisfactory performance of duty and technical competence, as

determined by bandmaster of unit to which assigned.

b. For airborne division band, pass applicable physical fitness test and satisfactorily complete airborne training.

c. For overseas band, meet qualification for assignment to overseas area under AR 614-30.

**Line: 6**

**Item:** Information for applicants

**Comment:** Applicants will be advised of provisions of lines 2 through 5 above and that—

a. Travel performed before enlistment for auditioning purposes will be at the expense of the Government.

b. Applicants who pass bandsman audition and are recommended for enlistment by the proper bandmaster, as indicated below, may enlist for a specific vacancy in any Army band. Applicants enlisting initially for a specific band other than a special band or US Army Element, School of Music (USAESOM) will be required to fulfill the obligation to that band before reassignment.

(1) **Special bands and USAESOM:** The US Army Band (TUSAB); US Army Field Band (USAFB); US Military Academy Band (USMAB); USAESOM; and the 3d Infantry (The Old Guard) Fife and Drum Corps. Applicants must be auditioned by the special band or USAESOM in which enlistment is desired. After completion of 4 months of active service, persons may be appointed, on recommendation of the respective bandmaster or commandant, to the minimum authorized grade of the unit without regard to time in grade or position vacancies, as follows:

(a) Pay grade E-6: TUSAB, USAFB, USAESOM, and 3d Infantry (The Old Guard) Fife and Drum Corps,

(b) Pay grade E-5: USMAB

(2) MACOM bands

(a) Applicants must be auditioned by the Commander of MACOM bands prior to enlistment commitment:

1. CONAR Band, HQ TRADOC, Ft Monroe VA, AV 680-2452 or Comm 804-727-2452

2. 214th Army Band, HQ, FORSCOM, Atlanta GA, AV 588-3963 or Comm 404-752-3963

3. 33d Army Band, HQ, USAREUR (Commanders of the CONAR and the 214th Army Bands are authorized to accept auditions on behalf of the Cdr, 33d Army Band.)

(b) Upon completion of required bandsman training, and upon reporting for the initial band assignment, persons recommended by the bandmaster may be appointed to pay grade E-4 without regard to time in grade or service or position vacancies. Cite "AR 601-210, Enlistment Option 9-3, Line 6, b(2)(b)" as the promotion authority.

(c) Applicants accepted to a specific MACOM band will be guaranteed assignment to that band for 1 year after arrival at the unit.

(d) Applicants may be retained at the MACOM band guaranteed under this option after completion of 1 year, or may be reassigned to another MACOM band as directed in accordance with the needs of the Army. Applicants will be assigned only to MACOM bands during this enlistment period, provided their musical skill is maintained at an acceptable level.

(3) **Specific bands:** Any authorized Army division or separate band (AR 220-90).

(a) Applicants will be auditioned by the nearest Active Army bandmaster.

(b) On completion of required bandsman training, as certified by Commandant, USAESOM, and on reporting to initial band assignment, persons recommended by the bandmaster may be appointed to pay grade E-4 without regard to time in grade or service or position vacancies. (Cite this regulation paragraph as promotion authority.)

c. Women may be enlisted for any Army band. Women applicants for division bands will be advised that they are not enlisting for, nor will they be assigned to, a unit whose primary mission is combat-oriented, or which is located in an area not suitable for assignment of women. Also, women applicants for division bands will be advised that enlistment for a division band serves as volunteering for qualification for or familiarization with a basic weapon, if required.

d. Applicants enlisted for an airborne band will undergo airborne training required when bandsman training has been completed. Enlistment for an airborne band constitutes a dual option. If enlistee fails to complete airborne training satisfactorily, the person will be assigned to a nonairborne band.

e. The general characteristics of the bandsman school course will be explained. This includes a review of the school's purpose, scope, and prerequisites given in DA Pam 351-4 and a review of the MOS description (AR 611-201) for the instrument involved. More information may be obtained from the Commandant, USAESOM, (AUTOVON 680-7507 or commercial (804) 464-7507/08).

f. If the band to which a person is assigned or attached under this option is deployed, relocated, reorganized, or redesignated before expiration of guaranteed minimum period of assignment, the person will remain assigned to the band. If the band is inactivated, disbanded, or discontinued, the person will be reassigned under needs of the Army.

g. Persons who fail to meet any of the established prerequisites or become medically or otherwise disqualified for band training or duty will not be assigned to band duty. These persons will be trained and assigned under needs of the Army and required to complete the term of service for which enlisted.

h. PS applicants required to repeat BT will be so advised under AR 612-201.

i. Enlistee may elect to waive this option at any time. In such cases the soldier will be assigned and used to meet needs of the Army.

**Line: 7**

**Item:** Option processing procedures

**Comment:** Normal processing procedures prescribed by chapters 5 and 6 and the following apply:

a. **Applicant interview.** If applicant is otherwise eligible for enlistment, the Army guidance counselor will interview applicant to establish eligibility for enlistment for this option. Guidance counselor will—

(1) Determine specific bandsman assignment that applicant desires.

(2) Ensure that procedures outlined in table 9-7 are followed for applicants for the 3d Infantry (The Old Guard) Fife and Drum Corps.

(3) Ensure that applicant desiring enlistment for the US Army Band meets criteria specified by AR 614-3.

(4) Before arranging for auditioning for specific instrument, ensure that desired band MOS is available for enlistment of NPS or PS applicants as appropriate.

(5) Arrange date and time for applicant audition as follows:

(a) *Specific Army band.* Contact nearest Active Army band.

(b) *MACOM bands.* Contact the Chief, Army Bands, SSC (AV 699-4723/4724 or Comm 317-542-4723/4724) or the MACOM band for which enlistment is desired.

(c) *Special bands.* Contact special band for which enlistment is desired.

(d) *Instructor duty at USAESOM.* Contact Commandant, US Army Element, School of Music, Naval Amphibious Base (Little Creek), Norfolk, VA 23521 (AUTOVON 680-7507/08, commercial (804) 464-7507/08).

*b. Audition procedure.*

(1) *Auditioners.* Army bandmaster or staff band officers personally will conduct auditions for potential bandman. This authority will be delegated only as follows:

(a) To enlisted bandleaders (MOS 02Z50) in absence of bandmaster from unit for 1 or more calendar days.

(b) To qualified group leaders (MOS 02P40, 02Q40, or 02R40) in absence of bandmaster and enlisted bandleader from unit for 3 or more days.

(c) To other designated personnel for specific periods of time when so authorized by staff band officer at proper major command HQ.

(d) Auditions will be accomplished by tape only by specific approval of the Chief, Army Bands Office, HQDA.

*(2) Audition materials.*

(a) Form A/B of the Watkins-Farnum Performance Scale (WFPS) will be used to conduct auditions for MOS 02B through 02L. Record copy of WFPS scoresheet will be maintained by unit (band) giving audition. DA Form 1633-R (Band Audition Record) as prescribed in AR 614-200 will be used to record results of auditions for MOS 02B through 02L. Forward these results to guidance counselor who requested the audition. (See line 9 for completion of DA Form 1633-R.) (DA Form 1633-R may be reproduced locally on 8½- by 11-inch paper; a copy of this form for reproduction purposes is located at the back of this regulation.)

(b) Auditions for MOS 02M, 02N, and 02T will use materials as follows: for percussionist (MOS 02M), the WFPS, augmented by USAESOM Form D-1-76-R, dated 4 Nov 75; for pianist (MOS 02N), USAESOM Form D1-79-R, dated 27 Apr 76; and for guitarist (MOS 02T), USAESOM Form D1-73-R, dated 11 Apr 73.

*(3) Audition results.*

(a) Applicants must achieve WFPS raw score of 87 for MOS 02B through 02L or score as prescribed by instructions in special audition materials for MOS 02M, 02N, and 02T (2) ((b) above) to meet minimum technical proficiency requirements. Applicants who fail to meet these requirements will be so advised by bandmaster at time of audition.

(b) After holding audition, bandmaster will complete DA Form 1633-R as prescribed by line 9.

(c) DA Form 1633-R will not be addressed to or handcarried by applicants. It will be dispatched by name and grade to specific Army recruiter.

(d) Copy of each audition, whether person passes or fails, will be furnished to Chief, Army Bands (ATZI-AB).

*(4) Assignment commitments.*

(a) Guidance counselor will contact Bandsman Accessions Manager, HQDA, to determine vacancies in the Army Bands Program for applicant's specific specialty. Letter confirming assignment choice will be issued by HQDA. This letter will be addressed to guidance counselor for inclusion in enlistee's personnel records. Information copy will be furnished to unit of ultimate assignment.

(b) Persons desiring commitment to a MACOM band will arrange for auditions by contacting the commander of one of the MACOM bands or the Chief, Army Bands.

(c) Persons desiring commitment to special band (such as TUSAB, USAFB, USMAB, The Old Guard Fife and Drum Corps, and USAESOM), will contact the band's commander and arrange for personal audition at the band's location.

(d) If applicant has not contacted an Army recruiter, bandmaster will encourage him or her to do so at earliest convenience. Further advise applicant to inform the Army recruiter of audition and request that the proper guidance counselor contact bandmaster concerned to obtain DA Form 1633-R giving audition results. Even though it is considered more advantageous for the person to contact an Army recruiter and guidance counselor and undergo test batteries at MEPS before auditioning, this is not considered mandatory. However, for the person to have travel funded by the Government, he or she must process with the local Army recruiter or guidance counselor in advance of scheduled audition.

(e) A band commander or bandmaster who finds a prospect for enlistment in CMF 97 who actually enlists may, upon request, have the enlistee assigned to his/her band for a minimum of 1 year following completion of AIT regardless of unit vacancies provided the MOS in which enlisting is a shortage armywide. (Contact Bands branch to establish MOS is a shortage.)

(5) *Valid period.* Audition will be valid for 30 days before DEP and the length of DEP. Should the person enter DEP within this 30-day period, a reaudition will not be necessary.

(6) *DEP.* Persons enlisting under this option may enter DEP for up to a 365-day period. For persons electing DEP of over 90 days, the "Army Bands, Unassigned" option will be used; for those electing DEP of 90 days or less, a unit-of-choice will be negotiated with the Bandsman Centralized Accessions Manager, HQDA. As an added incentive to persons falling in the "Army Bands, Unassigned" option, Bandsman Centralized Accessions Manager will renegotiate with the guidance counselor for a unit-of-choice when that person comes within 90 days of basic active service date (BASD). It must be noted, however, that this action must be initiated by the person through his or her guidance counselor. (Telephone number of the Bandsman Centralized Accessions Manager is in c(2) below.)

*c. Processing after audition.*

(1) Applicant for whom letter of recommendation for special or specific band has been prepared will be processed as follows:

(a) Chief, Army Bands (ATZI-AB) will be advised of applicant's name, SSN, instrument

specialty, audition score, date of audition, auditioner, and date available for enlistment.

(b) Chief, Army Bands (ATZI-AB) must approve all requests for enlistment in the Army Bands Program. A confirming letter from HQDA will constitute approval of applicant's request to enlist. For applicants who enlist in DEP for a period in excess of 90 days, the unit-of-choice option will not be available until the person is within 90 days of BASD. (For further guidance, see b(6) above.)

(c) Copy of each audition, whether person passes or fails, will be furnished to Chief, Army Bands (ATZI-AB).

(2) All requests for enlistment for the bands option will be coordinated between the MEPS guidance counselor and the Bandsman Accession Manager, HQDA(DAPC-EPM-A) WASH DC 22331-0400 (AUTOVON 221-8337/8078; commercial (202) 325-8337/8078.) During MINIMIZE, electrical message will be used.

(3) Bandsman enlistment for an Army band in Europe will be coordinated with HQDA, as noted in (2) above. Enlistment commitment will state "Army Bands, USAREUR," as opposed to identifying a specific band. Final band assignment will be determined on person's arrival in Europe.

(4) Except for Special Band enlistees, and those determined by Chief, Army Bands to be highly qualified, prospective bandsmen will attend advanced individual training (COI 450-F1) at the U.S. Army School of Music. Waivers for highly qualified enlistees may be requested in writing by the band commander or bandmaster who auditions the applicants. Enlistees receiving AIT waivers will be granted constructive credit for AIT in the form of a DA Training Certificate from Commandant, U.S. Army Element, School of Music.

**Line: 8**

**Item: Statements for enlistment**

**Comment:**

a. Proper parts of the DD Form 1968-Series will be completed for applicants under chapters 5 and 6.

(1) *Item 42.* US Army Bands Enlistment Option for initial assignment will be specified using entries as follows:

(a) USAB.

(b) USAFB.

(c) USMAB.

(d) US Army Element (W1MUA), School of Music.

(e) 3d Infantry (The Old Guard) Fife and Drum Corps.

(f) Army Bands, USAREUR.

(g) Identity of other specific band for which enlisted.

(h) Army Bands, Unassigned.

(2) *Item 37.* Reference Item 42J:

Confirmation of Initial Band Assignment HQDA(DAPC-EPM-A) (date).

b. Complete DA Form 3298-series, fig 9-2, 9-3 and 9-4.

**Line: 9**

**Item: Orders and record entries**

**Comment:**

a. Records of applicants enlisted for this option will contain the following entries:

(1) Enlistment orders will specify applicant is enlistee for the US Army Band Enlistment Option under AR 601-210, table 9-4.

(2) Copy of letter confirming initial band assignment will be attached to original and duplicate copies of DD Form 4/1.

b. Instructions for completing DA Form 1633-R.

(1) Enter name of applicant in NAME Block.

(2) Enter address of unit conducting audition in FROM block.

(3) Enter name and address of Army guidance counselor who referred person for audition to TO block.

(4) Enter proper audition data in blocks provided. Use only "raw" scores; do not convert any scores to another scale. If applicant does not pass audition, be sure to enter passing score required.

(5) Complete DATE, NAME, and SIGNATURE blocks.

(6) Distribute as follows:

(a) Original to Army guidance counselor.

(b) Copy 2 to HQDA(DAPC-EPM-A).

(c) Copy 3—retain in unit files.

### Enlistment Option 9-11 US Army OCS enlistment option

Line: 1

Item: Name of option

Comment: US Army OCS Enlistment Option.

Line: 2

Item: Available to

Comment: Qualified applicants, with or without PS enlisting for 3 years, who have received a baccalaureate or higher degree from accredited college or university.

Line: 3

Item: Description of option

Comment: Guarantees qualified applicants enrollment in an OCS on completion of BT.

Line: 4

Item: Prerequisites that must be met before enlistment

Comment:

a. Basic eligibility criteria for enlistment as modified by this Enlistment Option.

b. Possess documentary proof of having received baccalaureate or higher degree from accredited college or university (as listed in Education Directory, Higher Education, published by the Department of Education).

c. PS applicants enlisting for this option are exempt from MOS vacancy requirement given in this regulation.

d. Be at least 19 years of age and not have passed their 29th birthday at time of RA enlistment.

e. Dependency requirements.

(1) Single parents with dependent(s) may not be enlisted for this option.

(2) Married applicants must meet dependency requirements in table 2-1 or 3-1, rule F.

f. Meet mental and medical standards in line 7 below.

g. Be recommended for enlistment by OCS board.

h. Be US citizen.

Line: 5

Item: Prerequisites that must be met after enlistment

Comment:

a. Successfully complete BT.

b. Successfully complete advanced physical fitness examination at Fort Benning, GA, before OCS enrollment.

c. Successfully qualify for personal security clearance before OCS graduation.

d. Maintain high standard of conduct and efficiency before and during OCS enrollment. Persons failing to maintain high standard may be subject to elimination from the OCS program under AR 351-5.

Line: 6

Item: Information for applicants

Comment: Applicants will be advised of provisions of lines 2 through 5 above and the following:

a. Army OCS is conducted at Fort Benning, GA, and is 14 weeks in duration. Branches in which officers are trained vary according to needs of the Army. These needs are greater for officers in combat arms than in other branches.

b. Applicants must fully understand that the OCS preference statement makes or implies no guarantee of OCS assignment or branch of commissioning. Applicants must complete DA Form 3286-series (Statements for Enlistment).

c. Graduates normally are commissioned in one of the following branches: Infantry, Armor, Signal, Medical Service Corps, Engineers, Transportation, Quartermaster, Finance, Chemical, Ordnance, Military Intelligence, Adjutant General, Military Police, and Air Defense Artillery. This list is subject to change without notice.

d. College seniors may be enlisted in the DEP if they meet all other eligibility requirements in this regulation and anticipate award of a baccalaureate degree before date of entry on AD.

e. OCS applicants must understand the nature of the challenge that faces them. Each applicant must realize that—

(1) From the date he or she enters the Army until he or she graduates from OCS, he or she will undergo about 6 months of intensive training.

(2) This training is designed to place him under physical, mental, and emotional pressure to simulate stresses and fatigue of combat.

Line: 7

Item: Option processing procedures

Comment: Normal processing procedures prescribed by chapters 5 and 6 apply. Special processing procedures for this option are listed below. Applicants who meet eligibility requirements will submit typewritten applications on DA Form 61 (Application for Appointment), in triplicate, to the Recruiting Battalion. These will be checked for completeness, and information elements will be verified.

a. Recruiting area commanders will assist applicants in completing—

(1) Citizenship Certificate, if required.

(2) DD Form 398-2.

(3) DD Form 1966-series.

b. MEPS will complete DD Form 4 at time of enlistment.

c. Recruiting Battalion will arrange necessary testing and other required actions in the following sequence:

(1) *Minimum score.* All applicants must achieve minimum score of 110 or higher in the GT aptitude area. Enter score in item 35, Remarks, of DA Form 61. Applicants who fail to attain minimum score will be disqualified.

(2) *Officer Selection Battery Test (OSB).* Standard score of 90 or higher must be attained on subtest 2 of the OSB. Enter score in item 35, Remarks, of DA Form 61. Retest is authorized if minimum of 6 months has elapsed since previous test and alternate form

of the test is given. A person who has achieved minimum qualifying OSB score may not be retested. Applicants who fail to attain minimum score after retest will be disqualified.

(3) *Officer Qualification Inventory.* This test has been replaced by the OSB and is no longer a valid test.

(4) *Officer Leadership Board (OLB-1).* See (11)(b) below.

(5) *Medical examination.* Applicants must be medically examined and must meet medical fitness standards in AR 40-501, chapter 2, and distance visual acuity and color vision requirements for combat and combat support arms in AR 40-501, paragraph 7-19.

(6) *Passing all tests.* If applicants successfully meet all the above criteria, their applications will be endorsed to the Recruiting Battalion OCS Board.

(7) *OCS Board schedule.* Area commanders will notify applicants of the specific date to appear before the Recruiting Battalion OCS Board.

(8) *OCS Board decision.* When the Recruiting Battalion OCS Board unanimously favors acceptance, applicant will be enlisted into the DEP, only on approval by the USAREC OCS Review Board and if a vacancy exists. When the Recruiting Battalion OCS Board unanimously favors rejection, applicant will be so informed. In cases in which the Recruiting Battalion OCS Board renders a split decision, application will be forwarded to the Recruiting Brigade commander for decision. In such cases, tell applicants they will be notified at a later date of their status. When decision is made, take action as stated above.

(9) *Class assignments.* The USAREC OCS Review Board is authorized to review an OCS application immediately on receipt from the Recruiting Battalion, assign class seats for any class in the FY based on available vacancies. Use guidance from the CG, USAREC, when assigning qualified applicants to OCS classes out of sequence.

(10) *Processing selections.* The USAREC Review Board will make selections not later than 9 weeks before reception station date and give the decision to the Recruiting Battalion Commander. USAREC then will mail the following document to MILPERCEN (DAPC-OPC-P), 200 Stovall Street, ALEX, VA 22332-0400 for specialty assignment, officer basic course, and first duty station for all applicants:

(a) Copy of college transcript.

(b) Copy of DA Form 483 (Officer's Assignment Preference Statement).

(c) Copy of DA Form 61.

(d) Copy of DA Form 6220 or DA Form 6227 (Interview Record: Officer Leadership Board Interview, OLB-1).

Note: Original documents will be retained to include in the enlistment packet, if required.

(11) *OCS Boards.*

(a) The CG, USAREC, is delegated authority to establish and convene OCS Boards within each Recruiting Battalion. Each board will consist of at least three officers. One of these must be a field grade within the combat arms. The CG, USAREC, may telephonically waive the combat arms board requirement if a combat arms field grade officer is not readily available. The CG, USAREC, may further delegate to an Recruiting Battalion commander authority to appoint OCS Boards.

(b) Board procedures will be under DA Pam 611-227 (except that ratings from

worksheets A through D and scoring of the interview Board will not be entered on DA Form 8220 or DA Form 8227). However, individual board members will continue to record their ratings on worksheet E. The board will question applicant on personal history, training, and experience. It will decide whether or not he or she appears to possess the desire, determination, and motivation necessary to complete training and to develop into a satisfactory commissioned officer. On this basis, each board member will make an independent appraisal of applicant's overall qualification for a commission in the Army Reserve. Individual appraisal will be made in the board member's handwriting on the reverse side of DA Form 8220 or DA Form 8227.

(c) The Recruiting Battalion will retain DA Form 8220 or DA Form 8227, or DA Form 61 until application has been approved or disapproved. At that time the Recruiting Battalion will dispose of these forms under AR 340-18-7 and (10) above.

(12) *Waivers.* Waiver provisions in AR 351-5 and this regulation will be applied to applicants for enlistment under this option. Submit waivers for any type of conviction under this regulation. Waivers of baccalaureate degree and minimum mental test score requirements will not be considered.

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**Line: 8**

**Item:** Statements for enlistment

**Comment:**

a. Ensure that proper parts of the DD Form 1986-series are completed for applicants under chapters 5 and 6.

b. Complete DA Form 3286-series, fig 9-2, 9-3 and 9-4.

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**Line: 9**

**Item:** Procedures after entry on AD

**Comment:** Procedures in AR 351-5 apply.

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**Enlistment Option 9-12**

**US Army WOFT enlistment option**

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**Line: 1**

**Item:** Name of option

**Comment:** US Army WOFT Enlistment Option.

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**Line: 2**

**Item:** Available to

**Comment:** Qualified applicants with or without PS enlisting for 3 years.

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**Line: 3**

**Item:** Description of option

**Comment:** Guarantees applicants who meet prerequisites for enrollment in the WOFT Program.

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**Line: 4**

**Item:** Prerequisites that must be met before enlistment

**Comment:**

a. Basic eligibility criteria for enlistment as modified by this Enlistment Option.

b. PS applicants enlisting for this option are exempt from MOS vacancy requirement prescribed by this regulation.

c. Be at least 18 but not more than 30 years of age upon entry.

d. Meet weight standards in AR 600-9.

e. Be not over 76 inches nor less than 64 inches in height.

f. Be at least a HSDG. Preferably have 2 years of college. GED test is not acceptable (unless applicant has 60 semester hours of college).

g. Agree to accept appointment as warrant officer for indefinite term in the USAR and serve on AD for no less than 60 months after successful completion of the flight training course. (Applicants for TPU option must meet criteria in L below.)

h. Undergo a complete type A medical examination for Class I flying prescribed by AR 40-501. Report of such examination will include electrocardiographic tracing and optomology consultation.

i. Not have attended, nor have been eliminated or graduated from, a previous course of military-sponsored flight or pre-flight instruction program.

j. Possess a favorable NAC.

k. Be a US citizen.

l. The following additional prerequisites apply if enlisted for the WOFT Program and return to TPU:

(1) Agree to accept appointment as warrant officer for indefinite term in USAR and serve in TPU for no less than 60 months after successful completion of Flight Training Course.

(2) With or without PS.

(3) Be at least 17 years of age and not have passed the 28 birth date at time of enlistment (preferably 17 through 24 years of age).

m. Mental prerequisites and completion of processing in line 7 below.

---

**Line: 5**

**Item:** Prerequisites that must be met after enlistment

**Comment:**

a. Successfully complete BT, Warrant Officer Candidate Military Development Course (WOCMDC), and flight officer indoctrination. Persons not required to attend BT will be sent directly to WOCMDC.

b. Qualify for security clearance before entering the WOCMDC.

---

**Line: 6**

**Item:** Information for applicants

**Comment:** Applicants will be informed of provisions of lines 2 through 5 above and the following:

a. To be eligible for primary flight training, enlistees must complete the 6-week WOCMDC course (described in DA Pam 351-4 or DA Pam 95-1) at the US Army Aviation Center, Fort Rucker, AL.

b. Applicants will be made aware of the nature of flight training, and responsibilities that warrant officers assume.

c. Those who fail to meet requirements of line 5a or b above, or who voluntarily withdraw from the WOFT Program, will be required to serve the remainder of their enlistment as an enlisted member.

d. Warrant officer candidates are promoted to grade E-5 while attending WOFT (at entry into the WOCMDC). Individuals in c above will be reduced in grade as determined by the school commandant under AR 600-200, chapter 8.

e. Class dates are tentative and may be changed by HQDA.

f. Inform applicants for TPU option of service obligation as member of Selected Reserve in a TPU. (See AR 135-81.)

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**Line: 7**

**Item:** Option processing procedures

**Comment:**

a. Normal processing procedures prescribed by chapters 5 and 6 apply.

b. In addition, Recruiting Battalion commanders will—

(1) See that applicant is given help in preparing application under AR 611-85 and triplicate copies of DA Form 61 Application for Appointment. Reserve officers will be advised of provisions of AR 135-100.

(2) Review application to determine whether the person is qualified to enlist for this option.

(3) Arrange for necessary mental testing at the MEPS. Mental tests are administered in the sequence shown below. Failure to attain minimum score on any one of these tests will disqualify applicant from further testing.

(a) Applicants must achieve minimum GT score of 110.

(b) Applicants must score 80 or higher on revised Flight Aptitude Selection Test (FAST) to qualify for additional processing. (Applicants who scored 270 or higher on the previous FAST remain qualified for processing.) Applicant who failed to score 80 in the revised FAST or a 270 on the previous FAST may be tested only one time, but not sooner than 6 months since the original test.

(c) After taking the FAST, scores of the battery composite, the rotary wing, and fixed wing will be computed on DA Form 6256 (Flight Aptitude Selection Tests—FAST Scoring Worksheet) as shown in DA Pam 611-256-1. File FAST scoring worksheets of applicants who fail to achieve qualifying score, and of those who do not enlist, in the applicant-registrant file. Attach scoring worksheets of qualified persons who enlist to their enlistment records.

(d) Mail scored FAST answer sheets for all applicants, regardless of scores attained, to the Commander, Army Research Institute Field Unit (ATTN: PERIOA), PO Box 478, Fort Rucker, AL 36362. Scored test answer sheets are considered controlled test material and will be packaged for shipment under AR 611-5. In packaging answer sheets for shipment, care must be taken to avoid damaging the sheets. Do not fold, crease, pin, clip, staple, tear, or otherwise alter answer sheets.

(4) Applicants who meet mental prerequisites are referred to the WOFT Examining Board for further consideration. Applicants must appear before the WOFT Examining Board before being given the medical examination.

(5) Arrange for a Class I Flight Physical Examination at a military installation with a flight surgeon. Recruiting Battalion will send electrocardiographic tracing, SF 88 and SF 93, and medical papers for final evaluation to the Commander, US Army Aeromedical Center (ATTN: ATZQ-AAMC-AA-ER), Fort Rucker, AL 36362.

(6) Not grant waivers for applicants who do not meet minimum prerequisites in line 4. Disqualifications that may be waived under paragraph 4-5 and AR 135-100 will be submitted under paragraph 4-5. Forward waiver requests approved for enlistment purposes to the Commander, ARPERCEN (ATTN: DARP-MSR-I), 9700 Page Blvd, St. Louis, MO 63132-5280. A decision will be made on whether or not disqualification can be waived for purpose of appointment as a

Reserve warrant officer. If waiver request is disapproved, applicant will be denied enlistment under provisions of this regulation.

(7) Enlist applicants in the DEP as directed by the CG, USAREC.

(8) See that after enlistment is completed application (including copies of SF 88 and SF 93 and electrocardiographic tracing), related papers, and copies of orders accompany the person to his or her first duty station.

(9) Report enlistments under this regulation on the Recruiting and Induction Status Report (RCSDCSPER-227).

c. The CG, USAREC, is authorized to appoint boards of officers, known as WOFT Examining Boards, within each recruiting district. This authority may be further delegated to Recruiting Battalion commanders. Boards will consist of at least three officers, one of whom is a field grade assigned to combat arms. The CG, USAREC, may waive the combat arms requirement for the field grade member if such an officer is not readily available. If possible, one of the board members will be an Army aviator currently on flying status.

(1) The senior board member will ensure that each applicant meets the minimum prerequisites in line 4 above.

(2) Board procedures will be under DA Pam 611-227 (except that ratings from worksheet A through D and scoring of the Interview Board will not be entered on DA Form 6227, interview record—Officer Leadership Board Interview, OLB-7.). However, individual board members will continue to record their ratings on worksheet E. The board will question applicant on personal history, training, and experience; and on such subjects as whether applicant possesses degree of motivation and determination necessary to successfully complete flight training. Each member will make an independent appraisal of applicant on his or her overall qualifications for appointment as a warrant officer in the Army Reserve. Each board member will make his or her individual appraisal in his or her own handwriting on the reverse side of DA Form 6220 or DA Form 6227. On completion of the above appraisals, the board jointly will recommend acceptance or rejection of applicant for flight training.

(3) After selection of applicant, the Recruiting Battalion operation section will process applicant as directed by the CG, USAREC.

(4) Retain DA Form 6227 or DA Form 6220 in the Recruiting Battalion until application has been approved or disapproved. At that time the Recruiting Battalion will dispose of above forms under AR 340-18-7.

(5) Complete DD Form 398-2, Department of Defense National Agency Check Request, and DD Form 2280, Fingerprint Card. Include in person's enlistment packet and forward to reception station with applicant. For prior service use FD 258.

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Line: 8

Item: Statements for enlistment

Comment:

a. Ensure that proper parts of the DD Form 1966-series are completed for applicants under chapters 5 and 6.

b. Complete DA Form 3286-series, fig 9-2, 9-3 and 9-4.

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Line: 9

Item: Orders and record entries

Comment: Records of applicants enlisting for this option will contain the following entries:

a. Enter in SF 88, item 77A: Flying Class I.

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Enlistment Option 9-13

US Army combat arms unit or area-of-choice enlistment option

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Line: 1

Item: Name of option

Comment: US Army Combat Arms Unit or Area of Choice Enlistment Option.

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Line: 2

Item: Available to

Comment: Qualified men with or without PS enlisting for 3 or more years.

---

Line: 3

Item: Description of option

Comment: Guarantees choice of assignment to one of the units or to an area listed in line 9 for—

a. Minimum period of 12 months from date of initial arrival in unit.

b. Up to 3 years from date of enlistment if enlisting for 3d Infantry (The Old Guard).

c. Normal tour length if enlisting for an overseas area.

d. Training in applicant's choice of CMF 11, 13, or 19, if training requirements exist in combat arms MOS of choice.

e. US Army Combat Developments Experimentation Command (USAC-DEC). Such persons may enlist and be trained in CMF 11. For 3d Infantry (The Old Guard) or US Army Marksmanship Unit (USAMU), persons may enlist for infantry only.

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Line: 4

Item: Prerequisites that must be met before enlistment

Comment:

a. Men without PS must have a minimum physical profile required by REQUEST for MOS selected.

b. Men with PS must possess valid MOS in 11 (Infantry), 13 (Artillery), or CMF 19 (Armor), or be qualified for training in an MOS included in one of these three series, if required.

(Exceptions are persons enlisting for USACDEC who must possess an MOS in all MOS 11 series or be qualified for training in an 11 series.)

c. All applicants must—

(1) Meet basic enlistment eligibility criteria, as modified by this Enlistment Option.

(2) Have normal color perception determined by ability to distinguish between vivid red and vivid green.

(3) Meet, without exception, proper prerequisites in DA Pam 351-4 and AR 611-201.

d. Applicants selecting overseas area or unit must meet without exception criteria in AR 614-30.

e. Persons enlisting for 3d Infantry (The Old Guard) must meet the following additional prerequisites (AR 614-300, table 8-4):

(1) PS applicants enlisting in pay grade E-4 or above must be qualified for and possess MOS for which vacancy exists.

(2) Be a HSDG or equivalent.

(3) Attain CO score as listed on REQUEST.

(4) Have minimum physical profile of 1 1 1 2 1.

(5) Have normal color perception as determined by ability to distinguish between vivid red and vivid green.

(6) Weight in proportion to height under RA weight tables.

(7) Be not less than 5'10" nor more than 6'4" tall.

(8) Have excellent character, quality of discretion, unquestionable loyalty to the United States, and a record that indicates good potential for security clearance.

(9) Have no personal habits or traits of character that are questionable from a security standpoint (such as financial irresponsibility).

(10) Meet citizenship requirements as follows:

(a) Applicant must be US citizen by birth or naturalization.

(b) All adult living members of applicant's immediate family must be US citizens by birth or naturalization. (Immediate family for determining eligibility for this option is spouse, parents, brothers, sisters, and children.)

(c) No member of person's immediate family and no person to whom applicant may reasonably be considered to have ties of affection, kinship, or obligation will be a resident of a foreign country having basic or critical interests opposed to those of the United States.

(d) Members of applicant's family and those to whom bound by affection or obligation should neither be subject to physical, mental, and other forms of duress by a foreign power nor advocate use of force or violence to overthrow the Government of the United States nor advocate alteration of the form of Government of the United States by unconstitutional means.

(e) Neither applicant nor spouse may have vested interests in any country described in (c) above.

(11) PS applicants must possess valid MOS series 11 (Infantry), or be qualified for training in an Infantry MOS.

(12) Be able to perform ceremonial functions without eye glasses. (Contact lenses are permitted.)

(13) Have good posture, hearing, and neat appearance.

(14) Receive approval for enlistment for The Old Guard from Commander, 3d Infantry, or authorized representative.

f. Normally, applicants for the USAMU will be identified from competitors observed at national and international shooting matches and will have a letter of acceptance from the Commander, USAMU. Advise persons interested in joining the USAMU who do not have such a letter to contact the Commander, USAMU, Fort Benning, GA 31906, or call AUTOVON 835-4916/7750 or commercial (404) 545-4916/7750.

g. All persons enlisting for US Army Berlin/Berlin Brigade must meet requirements outlined in AR 614-200, table 8-4.

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**Line: 5**

**Item:** Prerequisites that must be met after enlistment

**Comment:**

a. Satisfactorily complete BT and AIT or OSUT if required. (If AIT is conducted by unit for which enlisted, AIT may be received after assignment to the unit.)

b. Maintain prerequisites of oversea shipment under AR 614-30 if enlisting for an oversea area or unit.

c. Applicants enlisting for 3d Infantry (The Old Guard) must—

(1) Successfully complete AIT or OSUT in Infantry MOS, if required.

(2) Investigate and receive approval for White House duty.

(3) Maintain standards of personal behavior, professional competence, loyalty, and integrity required for continued assignment and duty with the Old Guard

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**Line: 6**

**Item:** Information for applicants

**Comment:** Applicants will be advised of provisions of lines 2 through 5 above and the following:

a. Persons enlisted for this option who fail to meet any of the established prerequisites, or who become medically disqualified for training or duty in their designated MOS, will be trained and assigned under the needs of the Army. These personnel will be required to complete term of service for which enlisted.

b. If unit or subordinate element to which person is assigned or attached under this option is deployed, inactivated, disbanded, discontinued, reorganized, or redesignated before expiration of guaranteed minimum period of assignment, person will remain assigned to the activity, unit, or subordinate element of that unit, or will be reassigned under the needs of the Army. Examples are discussed below.

(1) Person who enlists for specified division in line 10 will be assigned to subordinate element of the division (brigade, battalion.) If that subordinate element is deployed away from the division, enlistee can be required to deploy with it.

(2) Division may be reorganized and subordinate element detached from it and redesignated. If so, person can be required to remain assigned to that subordinate element. No breach of enlistment commitment would occur under such circumstances.

c. Persons enlisting under this option may be subject to periods of temporary duty (TDY) assignment on an individual basis away from the activity, unit, or subordinate element of the units for which enlisted. Such periods of TDY will not count against guaranteed period of stabilization in line 3 above. Commanders will see that proper changes are made in assignment eligibility and availability (AEA) code of persons in this category selected for TDY assignments away from their units during their guaranteed period of stabilization as required by AR 614-200.

d. On completion of BT and AIT (the latter training may be conducted by the unit for which enlisted) or OSUT, persons enlisted under this option normally will be assigned directly to the unit for which enlisted. However, the person may receive an initial assignment at an interim location to a unit undergoing training. That unit will be deployed to any unit or station of choice on successful completion of training. Minimum period of

stabilization assignment will be 12 months from date of arrival in the unit of choice. (Exceptions are 3d Infantry enlistees who normally will remain with that organization for up to 3 years.)

e. On completion of 12 months of service with unit for which enlisted, persons may be reassigned to meet the needs of the Army, to include a short oversea tour if required.

f. Persons enlisting under this option will be trained in MOS series 11 (Infantry) or 13 (Artillery) or CMF 19 (Armor). (Persons enlisting for the US Army Combat Developments Experimental Command will receive training in MOS (Infantry) or CMF 19 (Armor) only, or in an MOS selected by the Army if unable to meet prerequisites established for the MOS.) Training for PS enlistees, if required, will be OJT.

g. Persons enlisting for CMF 19 (Armor) will be assigned for training as indicated in REQUEST. Persons enlisting for MOS 19D (Cavalry Scout) will receive training in that MOS.

h. Advise applicants selecting USACDEC as a unit of choice that they may perform duty at Hunter-Leggett Military Reservation, Jolon, CA.

i. A person may elect to waive this option at any time. In that event, he will not be given any alternate options, but will be used under the needs of the Army and be required to complete term of service for which enlisted.

j. Advise applicants enlisting for 3d Infantry (The Old Guard) that—

(1) Persons required to undergo AIT or OSUT may receive required training in The Old Guard or at an Army Training Center (ATC).

(2) Persons assigned to The Old Guard will undergo intensive background investigation to determine their suitability for continued assignment to The Old Guard.

(3) Applicant's financial activities and sense of financial responsibilities must be such that it is highly unlikely that he would succumb to temptation arising from financial difficulties.

(4) Foreign interests, foreign holdings, or excessive personal indebtedness are considered to be possible causes of security risks.

(5) The person's personal habits and traits must be unquestionable from a security standpoint.

(6) A person with any of the following habits or characteristics is not considered a satisfactory security risk:

(a) Problem drinker

(b) User of barbiturates, hallucinatory drugs, marijuana, or narcotics.

(c) Gambler.

(d) Unduly susceptible to persuasion.

(e) Egotistically talkative or emotionally unstable.

(f) Possesses other habits or traits of character that prompt indiscreet disclosure.

(g) History of psychiatric treatment for mental or nervous disorders.

(h) Repeatedly expelled from school or possesses a poor employment record.

(7) Members of the Old Guard must—

(a) Be able to stand for long periods of time.

(b) Maintain the highest level of personal conduct, personal appearance, and pride, as a member of The Old Guard.

(8) A person found unacceptable for continued assignment to The Old Guard for any of the reasons above and, through his own fault (such as making false statements),

will be advised of the reasons, informed that the enlistment option is void, and that he will, on completion of current phase of training, be reassigned under the needs of the Army and will be required to complete the period of service for which enlisted.

k. Advise applicants enlisting for the USAMU that their continued service in this unit depends on their maintaining standards of shooting and excellence to assure that they are competitive in national and international marksmanship matches. The USAMU commander has authority to relieve from duty and move from the unit persons who do not meet these standards. If relieved from the USAMU, persons will be reassigned under the needs of the Army.

---

**Line: 7**

**Item:** Option processing procedures

**Comment:**

a. Normal processing procedures prescribed by chapters 5 and 6 apply.

b. Authority for enlistment for this option will be obtained from the CG, MILPERCEN, by the REQUEST System.

c. Additional procedures that apply for 3d Infantry (The Old Guard) applicants are as follows:

(1) Applicants who meet prerequisite for this option will be interviewed by the proper guidance counselor and told of provisions of line 6 above. After completing the interview, applicant may still wish to enlist for this option, and may appear to be qualified. If so, the guidance counselor will contact The Old Guard (AUTOVON 222-2731 or 2732, or commercial (202) 692-2371 or 2372) and give the person's qualifications to The Old Guard representatives.

(2) The Commander, 3d Infantry, will decide whether applicant is acceptable for enlistment for The Old Guard and notify the proper Recruiting Battalion commander.

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**Line: 8**

**Item:** Statements for enlistment

**Comment:**

a. Ensure that proper parts of the DA Form 1968-Series are completed for applicants under chapters 5 and 6.

b. Complete DA Form 3286-series, fig 9-2, 9-3 and 9-4. List only unit or area of choice, not both.

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**Line: 9**

**Item:** Units for which applicant may enlist

**Comment:** Enter only unit or area (not both) on DA Form 3286. (See units and areas currently available on REQUEST.)

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**Enlistment Option 9-14**

**USACC enlistment option**

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**Line: 1**

**Item:** Name of option

**Comment:** US Army Communications Command Enlistment Option.

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**Line: 2**

**Item:** Available to

**Comment:** Qualified applicants, with or without PS, enlisting for 3 or more years. (Certain skills require a longer enlistment.)

---

**Line: 3**

**Item:** Description of option

**Comment:**

a. Guarantees training in an MOS authorized in the US Army Communications.

Command (USACC), and initial assignment to a USACC unit for 12 months or normal tour length if an oversea area, from oversea area or CONUS station listed in line 10.

b. If applicant has no assignment preference, option includes training in an MOS authorized in the USACC and initial assignment to the command as determined by the CG, MILPERCEN.

**Line: 4**

**Item:** Prerequisites that must be met before enlistment

**Comment:**

a. Basic eligibility criteria for enlistment, as modified by this Enlistment Option.

b. Prerequisites, without exception, in DA Pam 351-4 and AR 611-201 for training selected.

c. If enlisting for an oversea area, be eligible for such assignment under AR 614-30.

d. If enlisting for an MOS 1 unit or area requires a special background investigation for security clearance, be interviewed by the security interviewer. Proper forms will be completed as prescribed by CG, MILPERCEN.

**Line: 5**

**Item:** Prerequisites that must be met after enlistment

**Comment:**

a. Successfully complete BT, if required.

b. Successfully complete AIT or OSUT, if required.

c. Qualify for and retain proper security clearance, as required for the MOS unit or area of initial assignment selected.

**Line: 6**

**Item:** Information for applicants

**Comment:** Applicants will be advised of provisions of lines 2 through 5 above and the following:

a. If relieved from the MOS course selected for academic deficiency, disciplinary reasons, or failure to receive required security clearance, enlistee will be reassigned or reclassified in a different MOS under the needs of the Army and individual qualifications. He or she then will be required to complete the term of service for which enlisted.

b. AIT or OSUT selected under this option may be discontinued before or during attendance at training, or enlistee for this option may later be medically disqualified for the training course selected. If so he or she will be given the chance to select a related or other course for which qualified, and for which vacancy exists.

c. Following MOS training, assignment will be to a USACC unit or activity for a minimum of 12 months or normal tour length if an oversea area.

d. If unit or activity or subordinate element to which person is assigned or attached under this option is deployed, inactivated, disbanded, discontinued, reorganized, or redesignated before expiration of guaranteed minimum assignment period, person will comply with one of the following:

(1) Remain assigned to activity, or subordinate element of that unit.

(2) Be reassigned under the needs of the Army.

e. Persons enlisting under this option may be subject to periods of TDY assignment on an individual basis away from the activity, unit,

or subordinate element of the unit for which enlisting.

**Note:** USACC commanders will ensure that changes are made in the AEA code of persons in this category selected for TDY assignments away from their units during their guaranteed period of stabilization as required by AR 614-200.

**Line: 7**

**Item:** Option processing procedures

**Comment:**

a. Normal processing procedures prescribed by chapters 5 and 6 apply (except as modified by provisions of this option).

b. Authority for enlistment for this option will be obtained from the CG, MILPERCEN, by the REQUEST System.

**Line: 8**

**Item:** Statements for enlistment

**Comment:**

a. Proper parts of the DD Form 1988-Series will be completed for applicants under chapters 5 and 6.

b. DA Form 3286-series, fig 9-2, 9-3 and 9-4.

**Line: 9**

**Item:** Orders and record entries

**Comment:** Record of applicants enlisted for this option will contain entries as follows:

a. Enlistment orders will specify that the person is enlisted for the US ACC Enlistment Option under provisions of AR 601-210.

**Line: 10**

**Item:** Locations for which applicants may enlist

**Comment:** See location lists below.

a. CONUS station areas:

- (1) Fort Huachuca, AZ
- (2) Fort Ritchie, MD
- (3) MDW
- (4) Fort Monmouth, NJ
- (5) Fort Detrick, MD
- (6) Arlington Hall Station, VA, or Vint Hill Farms Station, VA
- (7) Fort Meade, MD

b. Oversea area locations:

- (1) Europe Long Tour
- (2) Europe Short Tour—Turkey
- (3) Europe Short Tour—Saudi Arabia
- (4) Pacific Long Tour
- (5) Pacific Short Tour—Korea
- (6) Italy
- (7) Panama
- (8) Alaska
- (9) Hawaii

**Enlistment Option 9-17**

**US Army cash bonus enlistment option**

**Line: 1**

**Item:** Name of option

**Comment:** US Army Cash Bonus Enlistment Option.

**Line: 2**

**Item:** Available to

**Comment:** Qualified applicants without PS enlisting for 3- or 4-year term of enlistment.

**Line: 3**

**Item:** Description of option

**Comment:** Guarantees an enlistment bonus to qualified applicants who enlist for, and are awarded an MOS listed on the REQUEST System that applies to the Enlistment Bonus Program.

**Line: 4**

**Item:** Prerequisites that must be met before enlistment

**Comment:**

a. All applicants must—

(1) Meet basic eligibility criteria for enlistment, as modified by this Enlistment Option.

(2) Meet, without exception, prerequisites in AR 611-201 and DA Pam 351-4.

(3) Be a HSDG.

(4) Attain a score of 50 or higher on AFQT.

**Line: 5**

**Item:** Prerequisites that must be met after enlistment

**Comment:** NPS enlistees must satisfactorily complete BT and AIT or OSUT to include language training, if required in MOS designated.

**Line: 6**

**Item:** Information for applicants

**Comment:** Applicants will be advised of provisions of lines 2 through 5 above and the following:

a. Enlistees who voluntarily or because of misconduct fail to satisfactorily complete AIT or OSUT will be trained in another MOS. They will complete their term of enlistment based on needs of the Army unless separated for administrative or disciplinary reasons. In the above instances, the enlistment bonus will not be paid.

b. Enlistees who, through no fault of their own, fail to satisfactorily complete AIT or OSUT in the MOS for which originally enlisted will be given a chance for training in another MOS and be retained in the Army, or released from AD if they so desire. If retained and new MOS authorizes a cash bonus, enlistee will be entitled to payment on satisfactory completion of AIT or OSUT. The dollar value of the bonus will be determined by the MOS for which trained, regardless of MOS for which originally enlisted.

c. Persons who become medically or otherwise disqualified for duty in MOS awarded and who have been paid a bonus will be retained, if necessary, and used under the needs of the Army. Such persons, unless otherwise separated, will be required to complete term of service for which enlisted.

(1) If such later disqualification is either voluntary or the result of fault or misconduct on the part of the enlistee, repayment of the unearned portion of the bonus is required.

(2) If such later disqualification is neither voluntary nor due to fault or misconduct on the part of the person, repayment of any part of the bonus is not required.

d. Enlistees paid an enlistment bonus must (unless otherwise directed by HQDA) serve in the designated MOS for the period of their enlistment (4 years). Service in designated MOS includes normal skill progression as defined in Army classification directives (AR 611-201).

e. The bonus is payable—

(1) Up to \$5,000 on completion of training, if required, and award of a qualifying MOS with any remaining bonus amount to be paid in 4 equal payments beginning 3 months from \$5,000 lump sum date and every 3 months thereafter.

(2) At the first permanent duty station if in possession of a qualifying MOS.

f. Persons who, voluntarily or because of misconduct, do not complete the term of enlistment for which a bonus was paid will refund the percentage of the bonus that corresponds to the unexpired part of the total enlistment period (such as, the unearned portion of the bonus). Persons who immediately reenlist before completion of the term of service for which an enlistment bonus was paid will not be subject to repayment of the bonus if reenlistment period exceeds remaining enlistment bonus period by at least 2 years. Unserved enlistment bonus period will not be creditable for selective reenlistment bonus computation.

g. Persons who are DEP members of another Military Service are ineligible to enlist for this option.

h. Advise applicants of complete procedure for enlistment for this option and that final qualification for enlistment and aptitude for combat arms is determined from results of tests administered before enlistment.

i. Advise applicants that AIT courses available are based on current training requirements existing at time of applicant's enlistment.

j. Advise applicants that attendance at AIT depends on satisfactory completion of basic combat training and qualification for a security clearance, if required.

k. Applicant may enlist for this option in the DEP on the basis of stating that he or she has graduated from high school and will receive a diploma at a later date, or that he or she is a senior and there is reasonable assurance of graduation in his or her present graduating class. Advise applicants that if they fail to meet education requirement, they will not be accepted under this option.

l. Cannot be combined with Army college fund.

**Line: 7**

**Item: Option processing procedures**

**Comment:**

a. Normal processing procedures prescribed by chapters 5 and 6 apply.

b. Applicants for enlistment in the RA for this option must be HSDGs.

c. Counseling at MEPS will consist of the following:

(1) After completing required mental testing and medical examination, enlistment application and all relevant documents, to include results of MEPS examination, will be reviewed by the Army guidance counselor to determine applicant's eligibility to enlist for bonus MOS.

(2) To determine applicant's qualification, guidance counselor will use the REQUEST System, DA Pam 351-4, AR 611-201, and other directives that relate to the specific skill.

(3) During this counseling process guidance counselor must be certain that applicant is completely aware of the nature of the training for which applying. Detailed explanation and discussion of these matters are necessary with the applicant to be sure that the person is advised of combat arms training before enlistment.

(4) Applicants who fail to qualify for enlistment under this option will be encouraged to enlist for any other option for which qualified.

d. Procedures for applicants who fail to enlist are given below.

(1) Notify MILPERCEN immediately if applicant for this option fails to enlist within time limit prescribed or fails to graduate from

high school. MILPERCEN will cancel the reservation.

(2) If it is learned before specific enlistment dates that applicant will not use the quota, notify MILPERCEN immediately so that the quota vacancy can be made available to another applicant.

(3) Applicants enlisting for this option also must enlist for one of the options in table 9-1.

**Line: 8**

**Item: Statements for enlistment**

**Comment:**

a. Ensure that proper parts of the DA Form 1966-Series are completed for applicant under chapters 5 and 6.

b. For all applicants enlisting for this option, complete DA Form 3286-series, fig 9-2, 9-3 and 9-4.

**Line: 9**

**Item: Orders and record entries**

**Comment:** Add the following statement to the DD Form 1966, item 37 (Remarks):

**Enlistment Option 9-18**

**U.S. Army first assignment (no training) enlistment option**

**Line: 1**

**Item: Name of option**

**Comment:** U.S. Army first assignment (no training) enlistment option.

**Line: 2**

**Item: Available to**

Note: This option must be run via request on all MOS qualified applicants. Force Management Branch will be contacted for all E-5 and above.

**Comment:** Applicants who are MOS qualified. Prior service and nonprior service applicants by definition enlisting for 3 or more years.

**Line: 3**

**Item: Description of option**

**Comment:** Guarantees choice of first duty assignment for a minimum of 12 months or normal tour length if selection an oversea area; or up to 3 years if enlisting for 3d Infantry (The Old Guard). Stabilization begins on member's arrival in unit or area.

**Line: 4**

**Item: Prerequisites that must be met before enlistment**

**Comment:**

a. Basic eligibility criteria for enlistment as modified by this Enlistment Option.

b. Applicants must not be required to undergo AIT training; must meet skill criteria in AR 611-201, DA Pam 351-4, and proper part of this regulation; have a valid MOS; and obtain assignment via request under this option or through force management branch.

c. Applicants selecting oversea area or unit must meet, without exception, criteria in AR 614-30.

d. Persons enlisting for 3d Infantry (The Old Guard) must meet prerequisites in table 9-7 and AR 614-200.

e. Applicants enlisting for the United States Military Academy (USMA) must meet without exception criteria of AR 614-200, table 8-4.

f. Applicants enlisting for either the 1st Battalion, 65th Air Defense Artillery (ADA), or 3d Battalion, 68th ADA, in MOS 16B, 16C, 16D, 16E, 16H, 16K, or 95B, are enlisting for a safeguard site. These applicants must—

(1) Meet prerequisites of AR 50-5, paragraph 3-4.

(2) Have numerical designation of "1" under the "S" factor of physical profile.

(3) Have no history of mental instability, juvenile delinquency, or criminal tendency.

g. Enlistees in MOS 16B, 16C, 16D, 16E, 16H, and 16K or applicants who select safeguard site in 95B must meet provisions of AR 50-5.

h. All persons enlisting for US Army Berlin/Berlin Brigade must meet requirements outlined in AR 614-200, table 8-4.

**Line: 5**

**Item: Prerequisites that must be met after enlistment**

**Comment:**

a. (Rescinded.)

b. Qualify for and retain security clearance, if required.

c. Meet special requirements in MOS that cannot be predetermined before enlistment.

d. Applicants enlisting for USMA must maintain qualifications of AR 614-200, table 8-4. Applicants who fail to maintain requirements contained in AR 614-200, table 8-4, will no longer be eligible for assignment to USMA but will be used under the needs of the Army and will be required to complete the term of service for which enlisted.

e. Maintain requirements of oversea shipment under AR 614-30 if enlisting for oversea area or unit.

f. Applicants enlisting for 3d Infantry (The Old Guard) must—

(1) Successfully complete AIT or OSUT in an Infantry MOS if required.

(2) Undergo intensive background investigation and receive approval for White House duty.

(3) Maintain standards of personal behavior, professional competence, loyalty, and integrity required for continued assignment and duty with The Old Guard.

**Line: 6**

**Item: Information for applicants**

**Comment:** Applicants will be advised of provisions of lines 2 through 5 above and the following:

a. Applicants enlisted for any unit under this option who are required to undergo AIT may elect training in any MOS for which—

(1) Requirement exists in the unit.

(2) They are qualified.

(3) Training quotas are available as shown below.

b. Men desiring assignment to one of the combat arms units in this option or US Army Combat Developments Experiment Command and duty in MOS series 11 (Infantry), 19 (Armor), or 13 (Artillery) may enlist under provisions of this table.

c. Applicants enlisting for an Air Defense Battalion under this option may select one of the areas listed below if authorized vacancy in MOS and grade exists in a unit located in the selected area. Applicants enlisting for safeguard site will be advised specifically of prerequisites in lines 4f and g.

(1) Fort Bliss, TX.

(2) Fort Bragg, NC.

d. Applicants with prior Army service enlisting in pay grade E-5 or above must process an MOS for which vacancy exists in the selected unit.

e. If unit, activity, or subelement to which person is assigned or attached under this option is deployed, inactivated, disbanded,

discontinued, reorganized, or redesignated before expiration of guaranteed minimum period of assignment, the person will do one of the following:

(1) Remain assigned to activity, unit, or subordinate element.

(2) Be assigned under the needs of the Army.

f. A person may be subject to periods of TDY assignment on an individual basis away from activity, unit, or subordinate element of the unit for which enlisting. Such periods of TDY will not count against guaranteed period of stabilization.

g. Persons may receive initial assignment at interim location to a unit undergoing training. That unit will deploy to unit of choice on successful completion of unit training. Stabilization guaranteed will begin on arrival at unit of choice.

h. Persons enlisted for this option who fail to meet any prerequisites or become medically or otherwise disqualified for training or duty in the MOS for which enlisted will be trained and assigned under the needs of the Army. Such persons will be required to complete term of service for which enlisted.

i. Persons may elect to waive this option at any time. In that event, he or she will be used under the needs of the Army and will be required to complete term of service for which enlisted.

j. Women applicants will be advised that—

(1) They are not enlisting for, nor will they be assigned to, a unit whose primary mission is routinely to take part in direct combat.

(2) Provisions of line h above apply.

(3) If unit selected is deployed or relocated before expiration of guaranteed minimum period of assignment, enlistee is considered deployable.

k. On completion of 12 months of service with unit for which enlisted persons may be reassigned to meet the needs of the Army, to include a short overseas tour if required.

l. Advise persons enlisting for specific overseas unit or area that they probably will serve in the overseas command for normal tour length of that overseas area.

m. Advise applicants selecting CDEC as unit of choice that they may perform duty at Hunter-Leggitt Military Reservation, Jolon, CA.

n. Applicants for 3d Infantry will be advised of provisions of option.

o. Soldiers enlisting for the US Army Health Services Command (HSC) are guaranteed initial assignment to an HSD health care activities.

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**Line: 7**

**Item:** Option processing procedures

**Comment:**

a. Normal processing procedures prescribed by chapters 5 and 6 apply.

b. Authority for enlistment for this option will be obtained from the CG, MILPERCEN, by the REQUEST System.

c. For enlistment in 3d Infantry (The Old Guard), additional procedures in table 9-7 apply.

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**Line: 8**

**Item:** Statements for enlistment

**Comment:**

a. Ensure that proper parts of the DD Form 1666-Series are completed for applicants under chapters 5 and 6.

b. Complete DA Form 3266-series, 9-2, 9-3 and 9-4.

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**Line: 9**

**Item:** Units for applicant may enlist

**Comment:** See unit availability on REQUEST.

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**Enlistment Option 9-19**

**US Army station-of-choice enlistment option**

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**Line: 1**

**Item:** Name of option

**Comment:** US Army Station/Command of Choice Enlistment Option.

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**Line: 2**

**Item:** Available to

**Comment:** Qualified applicants with or without PS enlisting for 3-or-more years. (Some MOSs require longer terms of enlistment.)

---

**Line: 3**

**Item:** Description of option

**Comment:** Guarantees choice of assignment to one of the Army stations listed in line 9 for a minimum of 12 months and choice of training in a skill required at station of choice.

---

**Line: 4**

**Item:** Prerequisites that must be met before enlistment

**Comment:**

a. Basic eligibility criteria for enlistment as modified by this Enlistment Option.

b. Applicants required to undergo AIT must meet prerequisites for training in selected MOS (AR 611-201 and DA Pam 351-4), REQUEST, and applicable parts of this regulation.

c. Applicants selecting Seneca or Sierra Army Depots must—

(1) Meet, without exception, criteria in chapter 3, AR 50-5.

(2) Qualify for a final SECRET clearance and for training in MOS 95B (Military Police).

d. Applicants selecting enlistment for the Medical Research Volunteer Subject (MRVS) Program must have a letter of acceptance before enlistment, from the Commander, US Army Medical Research Institute of Infectious Diseases (USAMRIID), Fort Detrick, MD 21701, a subordinate unit of Walter Reed Army Institute of Research, WASH DC 20012. The letter will indicate only that applicant is acceptable to commander or physician responsible for use of volunteer subjects. The letter will not be interpreted to indicate applicant has passed all enlistment criteria established by this regulation.

e. Applicants selecting enlistment in the MRVS Program who do not meet the programs's medical qualifications will have their request for waiver coordinated with HQ USAMRDC (SGRD-PRMP), Fort Detrick, MD 21701, before action by USAREC or MEPS, as appropriate.

f. Applicants selecting overseas area or unit must meet, without exception, criteria in AR 614-30.

g. Persons enlisting for 3d Infantry (The Old Guard) must meet prerequisites in table 9-7 and AR 614-200.

---

**Line: 5**

**Item:** Prerequisites that must be met after enlistment

**Comment:**

a. Satisfactorily complete required training.

b. Qualify for and retain security clearance, if required.

c. Meet special requirements that cannot be determined before enlistment for training in MOS.

d. Enlistees for Seneca or Sierra Army Depots must continue to meet requirements of line 4c above.

e. Enlistees for the MRVS Program must qualify for retention in that program by maintaining required medical, psychological, and suitability standards.

---

**Line: 6**

**Item:** Information for applicants

**Comment:** Applicants will be advised of provisions of lines 2 through 5 above and the following:

a. Applicants with prior Army service enlisting in pay grade E-5 or above must possess MOS for which a vacancy exists at station for which enlistment is desired.

b. Applicants with PS in any of the US Armed Forces enlisting in pay grade E-4 or below may be retrained in skill required at station.

c. AIT will be conducted at station for which enlisted (OJT), at an ATC, or at an Army Service School.

d. PS personnel will be required to undergo BT as prescribed by AR 612-201 and this regulation.

e. Persons enlisted for this option who fail to meet prerequisites or become medically or otherwise disqualified for training or duty in chosen MOS will be trained under the needs of the Army. They will be required to complete term of service for which enlisted.

f. Applicant may elect to waive this option at any time. In that event, he or she will be used under the needs of the Army and be required to complete term of service for which enlisted.

g. Advise applicants enlisting for Fort Hamilton, NY, that they may be assigned duties at Forts Totten, Wadsworth, Tilden, and Hancock or other areas within the New York City Metropolitan area.

h. Advise women applicants that they are not enlisting for, nor will they be assigned to, a unit whose primary mission is combat oriented.

i. If unit or activity to which a person is assigned or attached under provisions of this option is deployed, relocated, reorganized, or redesignated, person will remain assigned to unit or activity. If unit or activity is inactivated, disbanded or discontinued, person will be subject to reassignment under the needs of the Army and assignment policies.

j. Persons enlisting for the MRVS Program who, for medical, psychological, or any other reasons as determined by the CG, US Army Medical Research and Development Command, are no longer qualified to continue as a medical research volunteer subject, will—

(1) Be reassigned for duty within their MOS.

(2) Remain at station of choice for guaranteed period of stabilization.

(3) Be required to complete term of service for which enlisted.

k. Person may be subject to periods of TDY on an individual basis away from station of choice for which enlisting. Such periods of TDY will not count against guaranteed stabilization period.

l. Person may receive initial assignment at interim location to unit undergoing training. That unit will deploy to station of choice on successful completion of unit training.

Stabilization guarantee will not begin until arrival at ultimate station of choice.

**Line: 7**

**Item:** Option processing procedures

**Comment:**

- a. Normal processing procedures prescribed by chapters 5 and 6 apply.
- b. Guidance counselor will make a training or location reservation by the REQUEST System.
- c. Processing procedures for applicants selecting the MRVS Program for USAMRIID are as follows: guidance counselor will coordinate acceptability and skill requirements by calling AUTOVON 343-7253 or commercial (301) 663-7253.

**Line: 8**

**Item:** Statements for enlistment

**Comment:**

- a. Ensure that proper parts of the DD Form 1966-Series are completed for applicants under chapters 5 and 6.
- b. Complete DA Form 3286-series, fig 9-2, 9-3 and 9-4.

**Line: 9**

**Item:** Stations or commands for which applicants may enlist

**Comment:** See unit availability on REQUEST.

**Enlistment Option 9-23**

**US Army COHORT enlistment option**

**Line: 1**

**Item:** Name of option

**Comment:** US Army COHORT Enlistment Option.

**Line: 2**

**Item:** Available to

**Comment:** Qualified men with or without PS enlisting for 3-or-more years plus training time.

**Line: 3**

**Item:** Description of option

**Comment:** Guarantees assignment to one of the COHORT units listed on the REQUEST System for—

- a. Minimum of 3 years from date of assignment to COHORT unit.
- b. Guarantee training of applicant's choice.
- c. CONUS or OCONUS.

**Line: 4**

**Item:** Prerequisites that must be met before enlistment

**Comment:**

- a. All applicants must—
  - (1) Meet basic enlistment eligibility criteria as modified by this Enlistment Option.
  - (2) Have minimum physical profile listed on REQUEST for MOS selected.
  - (3) Have normal color perception determined by ability to distinguish between vivid red and vivid green.
  - (4) Meet without exception proper prerequisites for MOS and training in AR 611-201 and DA Pam 351-4.
  - (5) Meet without exception criteria in AR 614-30 for oversea area for which COHORT unit is designated on REQUEST.
- b. PS applicants must possess valid MOS, or qualify for retraining.
- c. Applicant enlisting for COHORT unit designated for Germany cannot be a German national.

100

**Line: 5**

**Item:** Prerequisites that must be met after enlistment

**Comment:** Satisfactorily complete OSUT or BT and AIT.

**Line: 6**

**Item:** Information for applicants

**Comment:** Applicants will be advised of provisions of lines 2 through 5 and the following:

- a. Individuals who fail to complete training, or do not qualify for deployment with COHORT unit, may be reassigned under the needs of the Army.
- b. Individuals who cannot or do not perform in their MOS as result of medical profiles will be reassigned from the unit under the needs of the Army.
- c. Enlistment for COHORT unit designated for oversea location does not constitute a guarantee that individual will serve in the oversea location.
- d. Individuals may not submit a personnel action for any volunteer program, which will result in reassignment from the COHORT unit until completion of his final (third) year of assignment to the COHORT unit except for those procurement programs leading to a commission as an officer or appointment as a warrant officer in the U.S. Army.
- e. On completion of COHORT assignment, individual may be subject to another assignment within the COHORT unit or under reenlistment options.
- f. Enlistment under this option does not assure any or all subsequent assignments will be with the COHORT unit.

**Line: 7**

**Item:** Option processing procedures

**Comment:**

- a. Normal processing procedures in chapters 5 and 6 apply.
- b. Authority for enlistment for this option will be obtained from the CG, MILPERCEN, by the REQUEST System.

**Line: 8**

**Item:** Statements for enlistments

**Comment:**

- a. Ensure that proper parts of the DD Form 1966-series are completed under chapters 5 and 6.
- b. Complete DA Form 3286-series, fig 9-2, 9-3 and 9-4.

**Enlistment Option 9-24**

**AMC (Security Depot) enlistment option**

**Line: 1**

**Item:** Name of option

**Comment:** US Army Materiel Command (AMC) (Security Depot) Enlistment Option.

**Line: 2**

**Item:** Available to

**Comment:** Qualified applicants with or without PS enlisting for 4-or-more years.

**Line: 3**

**Item:** Description of option

**Comment:** Guarantees training in MOS 95B (Military Policeman) within restrictions of this table. On successful completion of AIT, enlistee will be assigned to selected military police company at Sierra Army Depot (Harlong, CA) or Seneca Army Depot (Romulus, NY) for minimum period of 12 months. After satisfactory completion of this

12-month assignment, enlistee may volunteer for one or more (maximum of three) oversea areas in line 9.

**Line: 4**

**Item:** Prerequisites that must be met before enlistment

**Comment:**

- a. Meet basic eligibility criteria for enlistment as modified by this table.
- b. Applicants required to undergo AIT must meet prerequisite for training in selected MOS (AR 611-201 and DA Pam 351-4) and applicable portions of this Enlistment Option.
- c. Meet without exception provisions in AR 50-5, chapter 3.
- d. Following behavioral characteristics or medical conditions, if found to exist, disqualify applicant for assignment to or retention at the above Army depots:
  - (1) Psychiatric disorder or condition which, in the opinion of a physician, may be detrimental to nuclear safety or reliability.
  - (2) Alcoholism or recent repeated overindulgence in alcohol, or unauthorized use, possession, or sale of illegal drugs or narcotics including marijuana.
  - (3) Physical profile serial other than "1" under "S."
  - (4) Any character trait, history of illness, or other information which, in the opinion of the physician, might cause significant defects in judgment or reliability.
  - (5) Lack of emotional or mental maturity or sense of responsibility.
  - (6) Evidence of inadequate group adjustment.
  - (7) Negligence or delinquency in performance of duty.
  - (8) Poor attitude or lack of motivation toward assignment involving nuclear duties.
  - (9) Financial or family irresponsibility.
  - (10) Adverse police record other than minor infractions.
  - (11) Record of judicial or nonjudicial punishment for other than minor violations.
  - (12) Any other character trait or record of conduct that would be prejudicial to reliable performance of nuclear duties.
- e. Quality for SECRET security clearance.

**Line: 5**

**Item:** Prerequisites that must be met after enlistment

**Comment:**

- a. Satisfactorily complete required training.
- b. Continue to meet prerequisites in line 4d above.
- c. Quality for and retain qualifications for SECRET clearance.
- d. Quality for oversea assignment under AR 614-30, if desirous of oversea assignment following 12 months of duty at one of the Army depots.

**Line: 6**

**Item:** Information for applicants

**Comment:** Applicants will be advised of provisions of lines 2 through 5 above and the following:

- a. Before completion of 2 months of service at one of the Army depots, they must complete volunteer oversea assignment statement (fig. 9-51). Applicants may volunteer for one or more (maximum of three) of oversea locations in line 10. This volunteer request will be applied against requirements in the oversea area of choice. Without volunteer statement, further assignment will be made under Army needs after period of stabilization.

(Fig 9-61 is located after the last chapter in this regulation.)

b. If training in 95B is cancelled, or if enlistee does not report for training at proper time, through no fault of the enlistee, he or she may select training in any MOS for which qualified and for which vacancy exists at the Army depot, if a training requirement exists.

c. PS applicants will be required to undergo basic combat training, if required, as prescribed by AR 612-201.

d. Persons enlisted for this option who fail to meet the prescribed prerequisites, or who become medically or otherwise disqualified for training or duty at the Army depot, will be trained and used under the needs of the Army and required to complete term of service for which enlisted.

e. Persons will be assigned to military police physical security company located at the Army depot selected for minimum period of 12 months after completion of training (except as shown below).

(1) Unit to which person is assigned or attached under this option may be relocated, reorganized, or redesignated before expiration of guaranteed minimum period of assignment to the unit. If so, the person will remain assigned to the unit.

(2) If unit is inactivated, disbanded, or discontinued, person will be subject to reassignment under the needs of the Army.

f. Applicants with prior Army service enlisting in grade E-5, or above, must possess a 95B MOS for which a vacancy exists at one of the Army depots for which enlistment is desired.

g. Applicants with PS in any of the US Armed Forces enlisting in pay grade E-4 or below may receive training in MOS 95B.

h. Person may elect to waive this option at any time (fig 9-6). In that event, enlistee will be used under the needs of the Army and must complete term of service for which enlisted. (Fig 9-6 is located after the last chapter in this regulation.)

i. Persons enlisting under this option may be subject to periods of TDY assignment on an individual basis away from activity, unit, or subordinate element of the unit for which enlisting. Such periods of TDY will not count against guaranteed period of stabilization indicated in line 3 above.

**Line: 7**

**Item:** Option processing procedures

**Comment:**

a. Normal processing procedures prescribed by chapters 5 and 6 apply.

b. Authority for enlistment for this option will be obtained from the CG, MILPERCEN, by the REQUEST System.

**Line: 8**

**Item:** Statements for enlistment

**Comment:**

a. Ensure that proper parts of the DD Form 1966-Series are completed for applicants under this regulation.

b. Complete DA Form 3286-series, fig 9-2, 9-3 and 9-4.

**Line: 9**

**Item:** Oversea locations for which applicant may volunteer

**Comment:**

- a. Alaska.
- b. Hawaii.
- c. Korea.
- d. Europe.

e. Panama.

f. Italy.

g. Africa and Middle East.

h. Pacific (short tour other than Korea).

i. Pacific (long tour other than Hawaii).

j. Any oversea area.

**Enlistment Option 9-25**

**US Army electronic warfare/cryptologic enlistment option**

**Line: 1**

**Item:** Name of option

**Comment:** US Army Electronic Warfare/Cryptologic (EW/C) Enlistment Option.

**Line: 2**

**Item:** Available to

**Comment:** Qualified applicants, with or without PS, enlisting for 3-or-more years. (Certain skills require a 4-year minimum period of enlistment)

**Line: 3**

**Item:** Description of option

**Comment:** Guarantees qualified applicants for one of the following:

a. Training in MOS authorized in an EW/C-related unit, activity, or training center and initial assignment to such unit, activity, or training center either in one of the overseas areas or a CONUS station listed in line 9 below.

b. If applicant has no assignment preference or if vacancy does not exist in the areas or stations listed in line 9, training in a MOS authorized in an EW/C-related unit, activity or training center, and an initial assignment to such a unit, activity, or training center as determined by the CG, MILPERCEN.

**Line: 4**

**Item:** Prerequisites that must be met before enlistment

**Comment:**

a. Basic eligibility criteria for enlistment, as modified by this Enlistment Option.

b. Be a HSDG or equivalent if enlisting in CMF 98 or 33. All other applicants must meet normal mental category and eligibility requirements in table 2-2 or 3-2. (The CG, MILPERCEN, may waive this requirement for male applicants only.)

c. Attain a ST score as listed on REQUEST if enlisting in CMF 98 OR 33 (The CG, MILPERCEN, may waive this requirement.)

d. Meet, without exception, prerequisites in applicable portions of DA Pam 351-4 for training selected.

e. Former member of the Peace Corps will do one of the following:

(1) Not be assigned to permanent duty or TDY in the military intelligence field for a period of 4 years following service with the Peace Corps.

(2) If member later acquires an intelligence specialty, he or she will not be assigned to such duties in intelligence capacity in any foreign country where previously served in Peace Corps.

f. Meet citizenship requirements as follows:

(1) Applicant and spouse must be US citizens. If applicant or spouse is US citizen by naturalization, approval procedures in (4) below apply.

(2) Immediate family (children, parents, brothers, sisters, and children from previous marriages) of applicant and spouse should be US citizens. When members of immediate

family are not US citizens, approval procedures in (4) below apply.

(3) No member of immediate family of applicant or spouse, and no person to whom applicant and spouse may reasonably be considered to be bound by ties of affection, kinship, or obligation, may be resident of a foreign country having basic or critical national interests opposed to those of the United States. When applicant or spouse has relatives or friends residing in foreign countries, approval procedures in (4) below apply.

(4) As a result of the interview, the security interview may consider applicant suitable for enlistment and waiver of citizenship or other security requirements is needed. (If so, mail a waiver request for approval to Commander, Central Clearance facility (ATTN: PCCE-S-C), Fort Meade, MD 20755 or telecopy (commercial) (301) 877-3701, AUTOVON 923.)

g. For persons requiring waivers other than citizenship or other security requirements, security interviewer will contact HQDA(DAPC-EPL-M), 2461 Eisenhower Avenue, ALEX VA 22331-0400.

**Line: 5**

**Item:** Prerequisites that must be met after enlistment

**Comment:**

a. Successfully complete any training for which enlisted or to which assigned.

b. Be approved for access to special intelligence information and qualify for continued access. Applicants will be advised of provisions of lines 2 through 5 above and the following:

**Line: 6**

**Item:** Information for applicants

**Comment:**

a. Applicants may select training in an MOS through the REQUEST System if prerequisites are met, with EW/C assignments selected by applicant or the Army. Approval for MOS requiring language training must be obtained from HQDA(DAPC-EPT-D) (Commercial 202-325-8415/6, AUTOVON 221) before enlistment.

b. Minimum enlistment period for this option is 3 years. Some training may require a 4-year enlistment.

c. Applicants are guaranteed initial assignment to an EW/C-related unit, activity, or training center. However, if EW/C-related unit, activity, or training center to which enlistee is assigned is deployed, relocated, reorganized, or redesignated, enlistee will remain assigned to the unit. Should the EW/C-related unit, activity, or training center to which enlistee is assigned be inactivated, disbanded, or discontinued, enlistee will be reassigned under the needs of the Army. Any of the above will not constitute a breach of enlistment commitment.

d. If applicants fail to meet any required prerequisite after enlistment, they will be—

(1) Reassigned under the needs of the Army.

(2) Required to complete period of service for which enlisted.

e. AIT selected under this option may be discontinued before attendance or while in attendance at training. If so, applicant will be given the chance to select any other course for which qualified if requirement exists and training is available.

f. Applicants for this enlistment option may be later disqualified medically for training selected or later MOS training. If so, they will be reassigned as directed by DA and be required to complete period of service for which enlisted.

g. Failure to satisfactorily complete required training will void enlistment option. Enlistee will be reassigned under the needs of the Army and required to complete term of service for which enlisted.

h. Withholding or denial of information required for security clearance processing will be just cause for release from this option.

i. Applicants not initially approved for access to special intelligence information through no fault of their own will be counseled. They will be given the chance to select alternate option for which qualified and for which quotas are available. In such an event, a 4-year enlistee may apply to have term of enlistment reduced to 3 years if alternate option does not require a 4-year period of enlistment. Request for reduction since period of enlistment will be forwarded through channels to HQDA(DAPC-EPA-R), ALEX, VA 22332-0400. Withholding or denial of information by applicants which, after security investigation, is found to be the cause of nonapproval of access to special intelligence information does not constitute justification for reduction of term of enlistment.

j. Enlistees may elect to waive this option at any time, subject to approval of the CG, MILPERCEN. In such case the soldier will be assigned and used to meet the needs of the Army.

k. Applicants will be informed that, due to the nature of their training and assignments, temporary restrictions may be imposed on their foreign travel during and after completion of their enlistment.

**Line: 7**

**Item:** Option processing procedures  
**Comment:**

a. Normal processing procedures prescribed by chapters 5 and 6 apply (except as modified by this option).

b. If accepted applicants fail to enlist under this option, guidance counselor will so inform local security interviewer and HQDA(DAPC-EPL-M).

**Line: 8**

**Item:** Statements for enlistment  
**Comment:**

a. Ensure that proper parts of the DD Form 1986-Series are completed for applicants under chapters 5 and 6.

b. DA Form 3286-25 (Statements for Enlistment-US Army Electronic Warfare/Cryptologic Enlistment Option), (fig 9-14) will be completed for all applicants enlisted for this option. (Fig 9-14 is located after the last chapter in this regulation.)

**Line: 9**

**Item:** Stations for which applicants may enlist  
**Comment:** See station list as follows:

- a. Europe Long Tour, Germany.
- b. Europe Short Tour, Turkey.
- c. Pacific Long Tour, Japan.
- d. Pacific Long Tour, Hawaii.
- e. Pacific Short Tour, Korea.
- f. Pacific Long Tour, Okinawa.
- g. Panama Long Tour, Panama.
- h. CONUS Stations:
  - (1) Fort Bragg, NC.
  - (2) Fort Hood, TX.

- (3) Fort Meade, MD.
- (4) Fort Lewis, WS.
- (5) Fort Riley, KS.
- (6) Fort Carson, CO.
- (7) Fort Devens, MA.
- (8) Fort Campbell, KY.
- (9) Arlington Hall Station, VA.
- (10) Vint Hill Farms Station, VA.
- (11) Field Station, San Antonio, TX.
- (12) Fort Stewart/Hunter Army Airfield, GA.
- (13) Fort Ord, CA.
- (14) Fort Polk, LA.

**Enlistment Option 9-26**  
**US Army 2-year enlistment option**

**Line: 1**

**Item:** Name of option  
**Comment:** US Army Two-Year Enlistment Option

**Line: 2**

**Item:** Available to  
**Comment:** Qualified applicants without PS enlisting for 2 years.

**Line: 3**

**Item:** Description of option  
**Comment:** Guarantees training MOS of applicant's choice as provided by the REQUEST System.

**Line: 4**

**Item:** Prerequisites that must be met before enlistment  
**Comment:**

- a. Meet basic eligibility criteria for enlistment as modified by this Enlistment Option.
- b. Attain AFQT score of 50 or higher.
- c. Be a HSDG.
- d. Meet without exception applicable prerequisites in AR 611-201 and DA Pam 351-4 for the MOS or CMF selected.

**Line: 5**

**Item:** Prerequisites that must be met after enlistment  
**Comment:**

- a. Satisfactorily complete required training.
- b. Qualify for security clearance, if required.
- c. Satisfy any other special requirements for training selected that cannot be determined before enlistment.

**Line: 6**

**Item:** Information for applicants  
**Comment:** Applicants will be advised of provisions of line 2 through 5 above; table 9-14, line 2 through 6; and the following:

- a. Applicants may select training in skill of their choice from those available through the REQUEST System if they meet prerequisites for training.

- b. Applicant may fail to satisfactorily complete any required training or may be relieved from training either for academic deficiency, disciplinary reasons, or failure to receive security clearance. If so, he or she will be training under the needs of the Army, and is required to complete term of service (2 years) for which enlisted.

- c. Training which applicant selected may be discontinued, or if applicant becomes medically disqualified for attendance after enlistment. If so, he or she will be given a chance to select another course for which qualified and for which training requirement exists.

d. No period of stabilization is guaranteed applicants. However, advise applicants that they normally will not return from overseas until just before the end of their 2-year term of enlistment.

**Line: 7**

**Item:** Option processing procedures  
**Comment:**

- a. Normal processing procedures prescribed by chapters 5 and 6 apply.
- b. Authority for enlistment for this option will be obtained from the CG MILPERCEN, by the REQUEST System.
- c. Enlistment into the DEP is authorized.

**Line: 8**

**Item:** Statements for enlistment  
**Comment:**

- a. Ensure that proper parts of the DD Form 1986-Series are completed for applicants under chapters 5 and 6.
- b. Complete DA Form 3286-series (fig 9-2, thru 9-4).

**Line: 9**

**Item:** Orders and record  
**Comment:** Orders and records of applicants qualified to enlist for this option will contain entries as follows:

- a. Enlistment orders will specify that applicant is an enlistee for the US Army Two Year Enlistment Option under AR 601-210, table 9-26. They also will specify MOS and title selected.

**Enlistment Option 9-28**

**US Army College Fund Program**

*Note:* Enlistment under this option will be for those who access on active duty after 1 July 1985.

**Line: 1**

**Item:** Name of option  
**Comment:** US Army College Fund Program

**Line: 2**

**Item:** Available to  
**Comment:** Qualified men and women without prior service enlisting in certain MOSs for 2 or more years.

**Line: 3**

**Item:** Description of option  
**Comment:** Provides additional money for educational assistance under All Volunteer Force Educational Assistance Program (AVFEAP)

**Line: 4**

**Item:** Prerequisites that must be met before enlistment  
**Comment:**

- a. Meet basic eligibility criteria for enlistment as modified by this option.
- b. Qualify for a security clearance, if required.
- c. Meet, without exception, all other prerequisites in DA Pam 351-4 and AR 611-201 for the training selected.
- d. Attain an AFQT score of 50 or higher.
- e. Be a high school diploma graduate as defined in Glossary section II, Education a.

**Line: 5**

**Item:** Prerequisites that must be met after enlistment  
**Comment:**

- a. Successfully complete BT and AIT or OSUT, as applicable.
- b. Remain qualified for security clearance, if required.

c. Be awarded MOS for which enlisted and remain qualified in that MOS. Maintain enrollment in basic AVFEAP and contribute for 12 consecutive months.

**Line: 6**

**Item:** Information for applicants

**Comment:** Applicants will be advised of the provisions of lines 2 through 5 above and the following:

- a. All provisions of this option apply in addition to requirements listed in any other option for which enlisting.
- b. This option provides money for education assistance in addition to that earned through the basic AVFEAP.
- c. The money earned is deposited to the person's Veteran's Administration (VA) account. The funds will normally be dispersed to the participant in 36 equal monthly increments while the person is enrolled in an approved program of education.
- d. Participants who fail to complete their initial term of enlistment forfeit entitlement to all benefits provided by this option, unless discharged for service connected disability, hardship, or convenience of the Government. If discharged for the convenience of the government, the following minimum time must be served: 20 months for 2-year enlistees; 30 months for all other enlistees.
- e. Participants who fail to contribute to the basic AVFEAP for 12 consecutive months for any reason forfeit all benefits provided by this option.
- f. If enlisting for an oversea area, be eligible for oversea assignment under AR 614-30.
- g. This option may not be combined with the United States Army Cash Bonus Enlistment Option.

**Line: 7**

**Item:** Option Processing Procedures

**Comment:**

- a. Normal processing procedures prescribed by chapters 5 and 6 apply.
- b. Enlistment into the DEP is authorized.
- c. Upon completing the MEPS, required mental testing and medical examination, the guidance counselor will review the enlistment application and all relevant documents. Results of MEPS examination to determine applicant's basic eligibility for this option are included.
- d. The guidance counselor will explain this option and complete DA Form 3286-Series for all applicants eligible to participate.

**Line: 8**

**Item:** Statements for Enlistment

**Comment:**

- a. Insure proper parts of the DD Form 19566 Series are completed under chapter 5 and 6.

**Enlistment Option 9-50**

**USAR bands enlistment option**

**Line: 1**

**Item:** Name of option

**Comment:** US Army Reserve Bands Enlistment Option.

**Line: 2**

**Item:** Description of option

**Comment:**

- a. Assignment to a US Army Reserve Band.
- b. Accelerated appointment to advanced pay grade without regard to time-in-grade and time-in-service requirements.

c. Entry on IAT for training in pay grade E3.

**Line: 3**

**Item:** Available to

**Comment:** PS and NPS applicants qualified for enlistment in the Army Reserve, who meet criteria for ACASP as modified by this table.

**Line: 4**

**Item:** Prerequisites that must be met before enlistment

**Comment:**

- a. Meet basic eligibility criteria for enlistment as prescribed by table 2-1 or 3-1.
- b. Meet eligibility criteria for enlistment in ACASP as prescribed by chapter 7.
- c. Meet additional requirement of passing qualifying audition in the band MOS for which enlisting. Qualifying audition must be administered by an authorized auditor as defined in line 7 of this table.

**Line: 5**

**Item:** Prerequisites that must be met after enlistment

**Comment:**

- a. Successfully complete training requirements prescribed by table 7-2B training requirements will be determined by the option of table 7-2B under which applicant was enlisted.
- b. Qualify for retention in bandsman assignment by satisfactory performance of duty and technical competence.
- c. Satisfactory attendance with assigned band at all scheduled training assemblies and AT periods during period of assignment to the band as prescribed by DA Form 3540.

**Line: 6**

**Item:** Information to applicants

**Comment:** Applicant will be informed of previous five items and will be—

- a. Oriented on duties associated with MOS in which person is to be enlisted, as outlined in AR 611-201.
- b. Advised that appointment to accelerated grade is contingent on all of the following:
  - (1) Successful completion of all required training.
  - (2) Recommendation by the Bandmaster based on person's demonstrated duty performance during minimum of 20 unit training assemblies.
  - (3) Unit vacancy in grade and MOS in which appointed.
- c. Advised that failure to complete BT successfully may result in separation from USAR under AR 635-200.
- d. Advised that failure to demonstrate technical competence, or perform satisfactorily, during proficiency training period could result in delay or denial of appointment to accelerated pay grade and MOS reclassification or reassignment.

**Line: 7**

**Item:** Option processing procedures

**Comment:**

- a. If applicant is otherwise eligible for enlistment, interview applicant to determine eligibility for enlistment under this option.
- b. Ensure that applicant is aware of provisions of lines 5 and 6 of this table:
  - c. Arrange date and time for audition of applicant as described below.
  - d. Audition procedures are shown below.
    - (1) Auditions will be conducted only by the Bandmaster of the band for which applicant is enlisting (unless an exception is granted by

the Area Commander, FORSCOM, or HQDA Staff Bands Officer).

(2) Audition materials are shown below.

(a) 02B through 02L: Form A or B of the WFPS (Publisher: Hal Leonard).

(b) 02M: USAESOM Form DI-76-R. (Available from the Commander, US Army Element, School of Music (ATTN: ATTNG-SM-DTD), Naval Amphibious Base, (Little Creek), Norfolk, VA 23521.)

(c) 02N: USAESOM Forms DI-79-R; DI-79-1-R; DI-79-2-R. (Available from address shown in (b) above.)

(d) 02T: USAESOM Forms DI-73-R and DI-73-1-R. (Available from address shown in (b) above.)

e. Audition results are shown below.

(1) Minimum audition score to qualify for enlistment in MOS 02B through 02N, and in MOS 02T, is a raw score of 87.

(2) If applicant does not receive a qualifying score, or qualifying audition, applicant will be so advised at time of audition.

(3) If applicant passes that audition and elects to enlist in the band MOS, authorized auditor may issue a letter of certification (see fig 9-15) verifying date of audition and raw or converted score. The letter will contain a statement either recommending or not recommending applicant for enlistment under table 9-17. A copy of the completed audition form will be attached to this letter. Distribution of this letter of certification will be as follows:

(a) Original and one copy will be forwarded to responsible career counselor. (Original and copy will not be hand-carried to career counselor by the applicant.)

(b) One copy of the letter will be forwarded to applicant.

(c) One copy of the letter will be forwarded to responsible CONUSA Staff Band Officer. The copy forwarded to the band officer will have a copy of the completed audition form attached.

f. Accelerated appointment and pay grade determination, either E4 or E5, will be at the discretion of the promotion authority based on a letter of recommendation issued by the Bandmaster and contingent on availability of a position vacancy in grade and MOS in which appointed. Authority for accelerated appointment will be this table.

**Line: 8**

**Item:** Statement of enlistment

**Comment:** Addendum to DA Form 3540, required by paragraph 7-15a(7)(a), and DA Form 3540, will be completed for all applicants under this option.

**Line: 9**

**Item:** Record entries and orders

**Comment:**

a. For applicants required to enter on IADT orders will be prepared using Format 260 (AD/ADT for less than 90 days) or Format 261 (ADT for 90 days or more). AR 310-10, appendix A, will contain "USAR Bands Option, Option 9-50 AR 601-210" as the response to the "Auth" lead line.

b. In DD Form 1966, item 39, enter proper statement from one of the following and under table 7-2B:

(1) Enlisted for USAR Bands Option for ACASP MOS (specify) with appointment to pay grade (specify) on completion of BT and proficiency training on IADT (minimum 12 weeks) and return to unit, if approved. Table 7-2B, Option 1.)

(2) Enlisted for USAR Bands Option for ACASP MOS (specify) with appointment to pay grade (specify) on completion of BT or IADT and 48 hours proficiency training during IDT, if approved. (Table 7-2B, Options 3 or 5.)

(3) Enlisted for USAR Bands Option for ACASP MOS (specify) with appointment to pay grade (specify) on completion of BT (2 weeks IADT plus 32 hours IDT) and 80 hours proficiency training during IDT, if approved. (Table 7-2B, Option 7.)

(4) Enlisted for USAR Bands Option for ACASP MOS (specify) with appointment to pay grade (specify) on completion of BT (if required) and return to unit, if approved. (Table 7-2B, Option 7.)

(5) Enlisted for USAR Bands Options for ACASP MOS (specify) in pay grade (specify). (Table 7-2B, Option 8.)

c. In item 43a, DD Form 1986, enter the following "USAR Bands (ACASP) Option 9-50, AR 601-210."

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#### Enlistment Option 9-51

**Military Intelligence, signals intelligence, electronic warfare, and signal security units enlistment option**

Line: 1

Item: Name of option

Comment: Military Intelligence (MI), Signals Intelligence (SIGINT), Electronic Warfare (EW), and Signal Security (SIGSEC) units. Short Title: CEWI units option.

Line: 2

Item: Description of option

Comment: Assignment to a US Army Reserve CEWI unit.

Line: 3

Item: Available to

Comment: PS and NPS applicants qualified for enlistment in the Army Reserve, who meet criteria in AR 140-192.

Line: 4

Item: Prerequisites that must be met before enlistment

Comment:

a. Meet basic eligibility criteria for enlistment as prescribed by proper table 2-1 or 3-1, as modified by this Enlistment Option.

b. Be a HSG or GED equivalent if enlisting for CMF 96, 97, or 98. (See paras 1 and m below for specific unit requirements.)

c. Attain skilled technical aptitude area score of 100 or higher when tested with the ASVAB if enlisting in CMF 96, 97, or 98. MOS 98C requires a score of 115 and MOS 98J a score of 110.

d. Be reliable, trustworthy, of good conduct and character, discreet, of unquestioned integrity, be completely and unwaveringly loyal to the United States.

e. Have no record of conviction by courts-martial during present or previous service with US Armed Forces.

f. Have no record of conviction by civil court for any offense other than minor traffic violations. A series of traffic violations will not be considered minor.

g. Have no information in the following files that would prevent granting of security clearance under AR 604-5:

(1) Provost marshal.

(2) Intelligence.

(3) Da Form 201 (Military Personnel Records Jacket, US Army) (MPRJ).

(4) Medical.

h. Have committed none of the acts listed in AR 604-5, paragraph 3-1a.

i. Meet physical standards as follows:

(1) Have minimum physical profile category. (As an exception, index under "S" of the PULHES classification must be "1.")

(2) Applicants for controlled MOS 97B must be free of mannerisms or other personal characteristics that might be the cause of undue notice or recognition. Applicant must be able to distinguish between green, red, and amber colors.

j. Former member of the Peace Corps (such as, volunteers, leaders, and staff members) will not be assigned, attached, or detailed to an intelligence-type unit or position in the USAR. Persons who received Peace Corps training but did not go overseas with the Peace Corps are not considered former members of the Peace Corps. However, such persons will not be assigned duties in an MI field in and foreign country for which trained.

k. Meet citizenship requirements as follows:

(1) Applicant and spouse must be US citizens. If applicant or spouse is US citizen by naturalization, approval procedures in n below apply.

(2) Immediate family (children, parents, brothers, sisters, and children from previous marriage) of applicant and spouse should be US citizens. When members of immediate family are not US citizens, approval procedures in n below apply.

(3) No member of immediate family of applicant or spouse and no person to whom applicant and spouse may reasonably be considered to be bound by ties of affection, kinship, or obligation may be a resident of a foreign country having basic or critical national interests opposed to those of the United States. When applicant or spouse has relatives or friends residing in foreign countries, approval procedures in n below apply.

l. In addition, applicant must meet specific unit requirements as follows, as prescribed in AR 140-192.

(1) Tactical MI unit.

(a) Applicants for assignment to imagery interpretation duties must not be color blind; must have distant vision correctable to 20/20 in both eyes; must have near vision acuity (corrected) not less than J-1 in both eyes; and must meet depth perception test conditions conducted with Verhoeff strometer or equivalent.

(b) Applicants for assignment to linguistic spaces must have language aptitude under m below.

(c) Waivers of qualifications listed above may be granted by CONUS Army commanders for all persons except those applying for controlled MOS positions.

(2) MI Detachments (Strategic) (MID(S)).

(a) Applicant should currently be attending college or university, or have completed 2 years of a 4-year course in an accredited college or university.

(b) Must have at least one of the following qualifications: be employed in work, or engaged as a student, in a field of study closely related to specific intelligence activities; be able to read, speak, and comprehend at least one foreign language applicable to geographical or technical area for which unit is constituted; be qualified as imagery interpreter, if applicable, for the unit's mission; and when these fields relate to the unit mission, be qualified by experience or study in one or more of the following:

communications, economics, geography, geology, geomorphology, history, international relations, political science, sociology, or transportation.

(c) Request for waiver of any qualification requirement cited above must be forwarded to Commander, FORSCOM (ATTN: AFIN-CB), Ft McPherson, GA 30330.

(3) SIGINT, EW, and SIGSEC units.

(a) Be eligible for TOP SECRET clearance under AR 604-5 and SCI access as determined by the Commander, Central Clearance Facility (CCF). (Exceptions are those support persons excluded from SCI requirements in the MTOE.)

(b) No waivers of aptitude score will be granted for training in SIGINT, EW, or SIGSEC technical specialties.

m. Applicants for noncontrolled MOS position in a counterintelligence unit need not meet requirements of l above.

(1) Attain a score on the DLAT of not less than 89 or achieve an S2-R2 score on the proper Defense Language Proficiency Test.

(2) Be free of speech or hearing impediment.

(3) PS applicants, without statutory obligation, must enlist for at least 4 years.

n. When waivers of basic eligibility are necessary and authorized below, applicant will prepare request and justification for waiver to go with application. Recommendation of immediate commander is required on all requests for waiver. Prerequisites above may be waived as follows:

(1) Requirements of d, g, h above and 5b will not be waived.

(2) Prerequisites of e, f, h, and k above will require waiver by Commander, CCF, as part of security determination. Requests for these waivers will accompany request for security investigation forwarded to Commander, FORSCOM (ATTN: AFIN-CSP), Ft. McPherson, GA 30330.

(3) Prerequisites of b, c and l above will require waiver by the CG, RCPAC.

Line: 5

Item: Prerequisites that must be met after enlistment

Comment:

a. Successfully complete any training for which enlisted.

b. Be approved for access to special intelligence information and qualify for continued access, as follows:

(1) Controlled MOS position (MOS 97B and 97C). Favorable completion of a special background investigation (SBI); favorable determination by Commander, CCF.

(2) MID(S). Favorable completion of an SBI; favorable determination of applicant's eligibility for access to SCI by Commander, CCF.

(3) SIGINT/EW/SIGSEC unit. Favorable completion of an SBI and favorable determination of applicant's eligibility for SCI by Commander, CCF. For support personnel, the unit commander will determine security clearance requirements based on duties assigned and degree of access or exposure to classified information.

(4) Noncontrolled MI MOS positions (unless otherwise coded in the MTOE or TDA remarks).

(a) MOS 98B, 98D and 98Z. Favorable completion of background investigation (BI); favorable determination for TOP SECRET clearance.

(b) MOS 98C, 98H, 17K, 17L, and 17M. SECRET clearance (17K10 and 17M10 require CONFIDENTIAL clearance), granted under AR 604-5.

(c) Other positions: Other positions in a USAR MI, SIGINT, EW, or SIGSEC unit require degree of clearance to perform duties granted under AR 604-5.

(5) Requests for investigation will be forwarded to Commander, FORSCOM (ATTN: AFIN-CSP), Ft. McPherson, GA 30330.

c. For continued assignment to SIGINT, EW, or SIGSEC units, meet security requirements and acquire technical proficiency as it relates to MOS code of authorized position.

**Line: 6**

**Item:** Information to applicants

**Comment:** Applicants will be informed of previous five items and the following:

a. Applicants may request assignment to a CEWI unit provided all prerequisites are met. Approval for MOS requiring language training must be obtained from HODA(DAPC-EPT-D) (Commercial 202-325-8415/6, AUTOVON 221) before enlistment.

b. Some training may be required a 4-year enlistment.

c. Applicants will be subject to proper personnel security investigation (PSI). Continued assignment or attachment will depend on a continuing favorable security determination.

d. Inform applicants that if they fail to meet any required prerequisite after enlistment, they may select another unit for which qualified if vacancy exists.

e. Failure to complete basic training successfully may result in separation from the USAR under AR 635-200.

f. Withholding or denial of information required for security clearance processing will be just cause for release from this option.

g. Applicants not initially approved for access to special intelligence information through no fault of their own will be counseled and may be given the chance to select another unit for which qualified and vacancy exists.

**Line: 7**

**Item:** Option processing

**Comment:**

a. Enlistment for this option will be processed under this regulation and AR 140-192.

b. MILPERCEN security interviewer will process security clearance for all CEWI enlistments.

**Line: 8**

**Item:** Certificate of

**Comment:** Certificate of Acknowledgement of Service Requirements (DA Form 3540-series) must be completed by all personnel enlisted under this option, and is an integral part of enlistment agreement.

**Line: 9**

**Item:** Record entries

**Comment:**

a. Entries will be under chapter 6.

b. Enter proper personnel procurement number (PPN) from table 5-4A or 5-4B.

**Enlistment Option 9-52**

**Dual component enlistment option**

**Line: 1**

**Item:** Name of option

**Comment:** Dual Component Enlistment Option.

**Line: 2**

**Item:** Description of option

**Comment:** Direct enlistment into the USAR while enlisted member of RA.

**Line: 3**

**Item:** Available to

**Comment:** RA in-service personnel qualified for enlistment in USAR.

**Line: 4**

**Item:** Prerequisites that must be met before enlistment

**Comment:**

a. Meet basic eligibility criteria for enlistment as prescribed by table 3-1.

b. Be within 10 working days of start of terminal leave or 10 working days of date eligible for return from overseas (DEROS) for RA ETS.

c. Has or will have completed contractual or statutory obligation, whichever is later, at RA ETS.

d. Be scheduled for discharge from RA with an RE Code of RE-1 or RE-2.

e. Person agrees to enlist in USAR for 2, 3, 4, 5, 6, 7, or 8 years.

**Line: 5**

**Item:** Prerequisites that must be met after enlistment

**Comment:**

a. On discharge from RA enlistee will be assigned to a TPU or the IRR, as appropriate.

b. If assigned to a TPU must satisfactorily take part in all scheduled training assemblies and AT periods.

c. If assigned to the IRR must—

(1) Complete and promptly return all military correspondence.

(2) Promptly report all changes of address to Commander, US Army Reserve Components Personnel and Administration Center (ATTN: AGUZ-RMR-D), 9700 Page Blvd., St. Louis, MO 63132-5200.

**Line: 6**

**Item:** Information to applicants

**Comment:**

a. Applicant will be informed of previous five items and advised of the following:

(1) If after enlistment in USAR but before normal RA ETS, an adverse administrative action is taken that results in RA discharge, person also will be discharged from USAR under AR 635-200.

(2) If enlistee is hospitalized and required to be retained on AD beyond normal ETS, he or she will remain in the USAR until a decision is made as to the person's medical fitness for continued service in the USAR.

(3) If after enlistment in USAR but before RA ETS, service member reenlists in the RA, he or she will be immediately discharged from the USAR under AR 635-200.

(4) In event of mobilization, before discharge from the RA service member will be immediately discharged from USAR under AR 600-200.

b. If assigned to a TPU and fails to report, individual may be reported as an unsatisfactory participant and transferred to

IRR with a character service of General under Honorable Conditions.

c. Individuals assigned to IRR also should be informed of the following:

(1) Member of IRR is not entitled to receive pay unless member is serving on AD or ADT.

(2) Promotion consideration will be under policy currently in effect for members of IRR. (See AR 140-158.)

(3) Fifteen points are awarded each year for membership in the Ready Reserve. Member must accrue 50 points per year for 20 years to qualify for retired pay on reaching age 60.

(4) A member of the IRR may be involuntarily ordered to AD in time of war or national emergency declared by the President or Congress of the United States, or under any other conditions authorized by law in effect at time of enlistment, or which may later be enacted.

**Line: 7**

**Item:** Option processing

**Comment:**

a. Enlistment for this program will be processed under this regulation and USAREC Regulation 601-77.

b. Composition and distribution of enlistment packets will be under table B-21 or B-2g, as appropriate.

**Line: 8**

**Item:** Certificate of acknowledgement

**Comment:** DA Form 3286-32-R (Addendum to Certificate and Acknowledgement of Service Requirement (DA Form 3540 OR DA Form 4688) For Enlistment under The Dual Component Enlistment Option) must be completed by all personnel enlisted under this program, and are an integral part of the enlistment agreement. (DA Form 3286-32R may be reproduced locally on 8 1/2 by 11-inch paper; a copy for reproduction is located at the back of this regulation.)

**Line: 9**

**Item:** Record entries and orders

**Comment:**

a. Ensure that the following PPN number is entered in the upper right margin of DD Form 4/1: (Enlistment/Reenlistment Document—Armed Forces of the United States)

(1) If enlisted in a TPU, enter "PPN 92."

(2) If enlisted into the IRR, enter "PPN 95."

b. Enlistment orders will be prepared using AR 310-10, format 501 (modified).

**Enlistment Option 9-53**

**Army IRR (NPS) direct enlistment program**

**Note:** Enlistments under this option only will be processed when authorized or announced by HQDA.

**Line: 1**

**Item:** Name of option

**Comment:** Army Individual Ready Reserve Nonprior Service Direct Enlistment Program. Short Title: IRR (NPS) Direct Enlistment Program.

**Line: 2**

**Item:** Description of option

**Comment:** Direct enlistment into the IRR with concurrent assignment to USAR Control Group (AT).

**Line: 3****Item:** Available to**Comment:** NPS applicants qualified for enlistment in the USAR under chapter 2.**Line: 4****Item:** Prerequisites that must be met before enlistment**Comment:**

a. Meet basic eligibility criteria for enlistment as prescribed by table 2-1.

b. Meet requirements, agree to be trained in, and be enlisted for an MOS listed on REQUEST for this option.

c. Applicant must complete the Certificate and Acknowledgement of Service Requirements. (See fig 9-18; this figure is located after the last chapter in this regulation.)

d. Applicant must enlist for 8 years and incur a 6-year MSO (10 USC 651).

**Line: 5****Item:** Prerequisites that must be met after enlistment**Comment:**

a. Member must enter on IADT within 180 days after date of enlistment.

b. On entry on IADT member incurs minimum training obligation of 12 weeks, under 10 USC 511d, and must successfully complete BT and AIT or OSUT.

c. After successful completion of BT and AIT, and on release from IADT, member may apply for enlistment in the RA under AR 601-210, or reassignment to a TPU of the Selected Reserve under AR 140-10, or enlistment in the ARNG under NGR 600-200.

d. Member will remain assigned to the USAR Control Group (AT) for entire period of the enlistment unless accepted for one of the options outlined in c above.

e. As a member of USAR Control Group (AT), the soldier will be required to attend two periods of refresher training. Each period of refresher training will be 2 weeks in length and must be completed during the third, fifth and seventh year of the 8-year enlistment.

f. A member of USAR Control Group (AT) must—

(1) Complete and promptly return all military correspondence.

(2) Promptly report all changes of address to Commander, US Army Reserve Components Personnel and Administration Center (ATTN: AGUZ-RSC-RD), 9700 Page Blvd., St. Louis, MO 63132-5200.

**Line: 6****Item:** Information to applicant**Comment:**

a. Applicant will be informed of previous five items and advised of the following:

(1) Time spent in the IRR will count toward computation of time-in-grade and time-in-service for promotion consideration, and longevity for pay purposes.

(2) Member of the IRR is not entitled to receive pay unless the member is serving on AD or ADT.

(3) Promotion consideration will be under policy currently in effect for members of the IRR. (See AR 140-158.)

(4) Fifteen points are awarded each year for membership in the Ready Reserve. A member must accrue 50 points per year after 20 years, to qualify for retired pay on reaching age 60.

b. Member of the IRR may be involuntarily ordered to AD in time of war or national

emergency declared by the President or Congress of the United States or under any other conditions authorized by law in effect at time of enlistment, or which may later be enacted.

**Line: 7****Item:** Option processing procedures**Comment:** Enlistments for this program will be processed under chapters 5 and 6 of this regulation, as NPS applicants.**Line: 8****Item:** Certificate of acknowledgement**Comment:** Certificate of Acknowledgement of Service Requirements (DA Form 4888-series) (fig 9-8) must be completed by all personnel enlisted under this program, and is an integral part of the enlistment agreement.**Line: 9****Item:** Record entries and orders**Comment:**

a. IADT orders will be prepared and issued by MEPS. The orders format will be directed by HQ MEPCOM.

b. On DD Form 1966 make the following entries:

(1) Item 20k (DD Form 1966/1) PROG ENL FOR enter "PPNOO."

(2) Item 21 (DD Form 1966/1) SVC REQ DATA CODES are as follows:

(a) Blocks 1 and 2, enter "7R."

(b) Blocks 3 through 8, enter "ONJAAA."

(c) Block 9, enter "L."

(3) Item 39 (DD Form 1966/4) REMARKS enter "Enl for Direct Assgmt to IRR, table 9-20, AR 601-201."

(4) Item 43a (DD Form 1966/5) PROG ENL FOR enter "PPNOO."

(5) Item 43a (DD Form 1966/5) SPECIFIC OPTION/PROGRAM ENL FOR enter "Con Gp (Annual Tng) UIC WONJAAA" and "IRR NPS Direct Enl, Option 9-53, AR 601-210."

c. In Item 10b, Remarks, DD Form 4/1, enter "IRR NPS Direct Enl, Option 9-53, AR 601-210."

**Enlistment Option 9-54****Army IRR (PS) direct enlistment program****Line: 1****Item:** Name of option**Comment:** Army Individual Ready Reserve Prior Service Direct Enlistment Program. Short Title: IRR (PS) Direct Enlistment Program.**Line: 2****Item:** Description of option**Comment:** Direct enlistment into the IRR with concurrent assignment to USAR (Control Group Reinforcement).**Line: 3****Item:** Available to**Comment:** PS applicants qualified for enlistment in the USAR under chapter 3.**Line: 4****Item:** Prerequisites that must be met before enlistment**Comment:**

a. Meet basic eligibility criteria for enlistment as prescribed by table 3-1.

b. Must have successfully completed a BT course conducted by a US Armed Force during previous military service.

c. Have no remaining statutory obligation.

d. Be qualified in an MOS listed in AR 611-201 or that can easily be converted to a MOS in AR 611-201.

e. Applicant must complete the DA Form 4888-Series (see fig 9-16).

f. Applicant must enlist for 3, 4, 5, 6, 7, or 8 years. However, if enlistment is for sole purpose of referral to ARNG through the Active Army In-Service Recruiting Program, applicant may enlist for a 1-year term of service.

**Line: 5****Item:** Prerequisites that must be met after enlistment**Comment:**

a. Member will remain assigned to USAR Control Group (Reinforcement) for entire period of enlistment unless electing one of the following options:

(1) Apply for enlistment in the RA under chapter 3.

(2) Comply with ARNG referral instructions provided by the in-service recruiter at time of separation from the Active Army.

(3) Apply for enlistment in ARNG with proper State officials.

(4) Transfer to a TPU of the Selected Reserve under AR 140-10.

b. Member of the USAR Control Group (Reinforcement) must—

(1) Complete and promptly return all military correspondence.

(2) Promptly report all changes of address to Commander, US Army Reserve Components Personnel and Administration Center (ATTN: AGUZ-RSC-RD), 9700 Page Blvd., St. Louis, MO 63132-5200.

**Line: 6****Item:** Information to applicant**Comment:**

a. Applicant will be informed of previous five items and the following:

(1) Time spent in the IRR will count toward computation of time-in-grade and time-in-service for promotion consideration and longevity for pay purposes.

(2) Member of the IRR is not entitled to receive pay unless member is serving on AD or ADT.

(3) Promotion consideration will be under policy currently in effect for members of the IRR. (See AR 140-158.)

(4) Fifteen points are awarded for each year for membership in the Ready Reserve. Member must accrue 50 points per year for 20 years to qualify for retired pay on reaching age 60.

b. Member of the IRR may be involuntarily ordered to AD in time of war or national emergency declared by the President or Congress of the United States or under any other conditions authorized by law in effect at time of enlistment, or which may later be enacted.

**Line: 7****Item:** Option processing procedures**Comment:** Enlistment for this program will be processed under chapters 5 and 6 of this regulation, as PS applicants.**Line: 8****Item:** Certificate of acknowledgement**Comment:** Certificate of Acknowledgement of Service Requirements (DA Form 4888 series) (fig 9-18) must be completed by all personnel enlisted under this program, it is an integral part of the enlistment agreement.

**Line: 9**

**Item:** Record entries and orders  
**Comment:**

a. On DD Form 1966 make the following entries:

(1) Item 20k (DD Form 1966/1), PROG ENL FOR, enter "PPN 95."

(2) Item 21 (DD Form 1966/1), SVC REQUIRED DATA CODES.

(a) Block 1 and 2 enter "7R".

(b) Block 3 thru 8 enter "ONJAAO."

(c) Block 9 enter "A".

(3) Item 43a (DD Form 1966/8), PROG ENL FOR, enter: "PPN 95."

(4) Item 43a (DD Form 1966/6), SPECIFIC OPTION/PROGRAM ENLISTED FOR, enter: "IRR prior Svc Enl Option (chap. 9, AR 601-210)."

b. In Item 10b, Remarks DD Form 4/1, enter one of the following, as appropriate:

(1) "IRR Prior Svc Enl (option 9-54, AR 601-210), PPN 95."

(2) "Enl IRR as ARNG Referral (Line 4f, option 9-54, AR 601-210) PPN 95."

**Enlistment Option 9-55**

**Reserve officer training corps/  
simultaneous membership program  
enlistment option**

**Line: 1**

**Item:** Name of option

**Comment:** Reserve Officer Training Corps (ROTC)/Simultaneous Membership Program (SMP) Short Title ROTC/SMP.

**Line: 2**

**Item:** Description of option

**Comment:**

a. Assignment to a TPU of the USAR in a paid drill status.

b. Simultaneous training as an ROTC cadet and as a member of a TPU of the USAR after enrollment in the ROTC program.

c. Accelerated appointment by pay grade E5 on enrollment in the ROTC.

**Line: 3**

**Item:** Available to

**Comment:** PS and NPS applicants qualified for enlistment in the USAR who can meet criteria for enrollment in MS III, ROTC.

**Line: 4**

**Item:** Prerequisites that must be met before enlistment

**Comment:**

a. Officer Trainee vacancy must exist in the TPU to which applicant is to be assigned on enlistment. (Note: See para 10-4.)

b. Meet basic eligibility criteria for enlistment as prescribed by table 2-1 or 3-1, as applicable (to include ASVAB testing).

c. Meet additional requirements below for enrollment in ROTC.

(1) Agree, that on successful completion of ROTC Advanced Course, to include ROTC Advanced Camp, to volunteer for commissioning under the ROTC Early Commissioning Program if, on completion, member is not scheduled to receive a baccalaureate degree within 8 months.

(2) Agree to apply for enrollment in ROTC Advanced Course within 1 year after enlistment in USAR.

(3) Be of good moral character as evidenced by record in home community.

(4) Be citizen of United States.

(5) Be at least 17 years of age and under 25 years of age at time of enlistment.

HQDA(DAPC-OPP-P) will consider requests for waiver in exceptional cases when approval is recommended by the TPU commander concerned and the Deputy Chief of Staff for ROTC, TRADOC. An approved waiver of maximum age will constitute a waiver for enrollment in the Advanced ROTC Course if required and for appointment as a Reserve commissioned officer of the Army if required.

(6) Meet medical fitness standards prescribed in AR 145-1, paragraph 3-15d, for enrollment in ROTC Advanced Course.

(7) Have qualifications for becoming effective Army Officer as evidenced by appearance, record, personality, scholarship, extra-curricular activities, and aptitude for military training.

(8) Achieve minimum qualifying total score of 850 on the College Entrance Examination Scholastic Aptitude Test (SAT), minimum total score of 70 on the American College Test (ACT), or minimum total score of 85 on the Preliminary SAT (PSAT). If these scores are not available, or, if the person does not qualify on SAT, ACB, or PSAT, a Cadet Evaluation Battery (CEB) test score of 80 or higher on subtest or scale 2, or a General Screening Test (GST) score of 115, may be used for enlistment qualification. If these scores are not available applicable commander, Recruiting Region (USAREC), may approve waivers for enlistments in cases in which applicant has achieved an aptitude area GT score of 110 or higher.

(9) Agree to enroll for a minimum of 2 years in a full-time regular course of instruction leading a baccalaureate or advanced degree at an eligible institution hosting, or having a cross-enrollment agreement with another institution hosting an Army ROTC program. To be eligible, institution must be a civilian institution accredited to award baccalaureate degrees, or any military junior college that does not confer baccalaureate degrees.

(10) Meet requirements of AR 145-1, paragraph 3-17b(2) or 3-17b(3), for entry into ROTC Advance Course, or agree to meet this requirement within 229 days following enlistment.

d. PS applicants must agree to minimum term of service of 4 years on enlistment. NPS applicants must enlist for an 8-year term of service.

e. Applicant or recruiter must present a completed PMS Certification (fig 9-17) to the guidance counselor. (Fig 9-17 is located after the last chapter in this regulation.)

f. Applicant must complete the Simultaneous Membership Program Agreement (Addendum of DA Form 3540-series) (DA Form 4824-R). (DA Form 4824-R may be reproduced locally on 8 1/2- by 11-inch paper; a copy for local reproduction is located at the back of this regulation.)

**Line: 5**

**Item:** Prerequisites that must be met after enlistment

**Comment:**

a. Satisfactory participation with the TPU at all scheduled training assemblies and AT periods. Member will be excused on request from AT during the year he or she is required to attend ROTC Advanced Camp. (See para 10-12.)

b. If member has no prior military service he or she must enter on IADT within 270 days

after enlistment to successfully complete 8 weeks BT.

c. If member has prior military service and has accomplished a BT course on AD or ADT conducted by a US Armed Force, entry on IADT to complete 8 week BT is not required.

d. Apply for enrollment in ROTC Advanced Course within 1 year.

e. On successful completion of ROTC Advanced Course, to include ROTC Advanced Camp, volunteer for commissioning under the ROTC Early Commissioning Program if not scheduled to receive a baccalaureate degree within 8 months after completion of the ROTC Course.

f. BT requirement: This option does not apply to persons already enrolled in MS III; these individuals are transferred from ROTC (Control Group) to the TPU. They have already executed a DD Form 4 when enlisting for ROTC, under USC 10, 511a. Applicants eligible under this option enlist under USC 10, 511d, and if they previously have not completed BT they must be scheduled within 270 days.

**Line: 6**

**Item:** Information to applicants  
**Comment:**

a. Applicant will be informed of previous five items and the following:

(1) ROTC/SMP is a voluntary officer training program that requires USAR enlisted status for eligibility.

(2) Commissioned officer when computing length of service for any purpose may not apply credits that stem from enlisted service served concurrently with ROTC Advanced Course Training (sec 2106, title 10, United States Code).

(3) ROTC/SMP participants may apply for ROTC scholarships; however, they will be transferred from TPU assignment and reassigned to Control Group (ROTC).

(4) Failure to apply for enrollment in ROTC Advanced Course within 1 year after enlistment will cause the member to be dropped as a potential ROTC/SMP participant. Member then will be retained in the unit in an enlisted status until completion of the statutory or contractual MSO. Member also will be required to undergo any IADT not previously completed, to include AIT for MOS qualification if required.

(5) Should potential ROTC/SMP participant not be accepted for enrollment in ROTC Advanced Course, member may request discharge from current enlistment agreement, or retention in the TPU in enlisted status with same requirements as (4) above.

(6) Should member become disenrolled from Advanced ROTC; or fail to volunteer for the Early Commissioning Program; or fail to accept a commission; or fail to be tendered a commission, if otherwise qualified member will be retained in the unit in an enlisted status until completion of the statutory or contractual MSO. Member would be required to undergo any IADT not previously completed, to include AIT for MOS qualification, if required. After being dropped as an ROTC/SMP participant, enlisted pay grade will be determined under AR 140-156.

(7) Applicants enlisting for this option are not entitled to enlistment incentives under current DA circulars prescribing the Selective Reserve Incentive Program (SRIP) or similar Federal directives governing incentive programs.

**Line: 7****Item: Option****Comment:**

a. If applicant is otherwise eligible for USAR enlistment in a TPU, interview applicant to determine probable eligibility for enlistment under this option.

b. Obtain from guidance counselor verification that an officer vacancy exists in the TPU to which applicant will be assigned on enlistment.

c. Provide applicant with PMS Certification (fig 9-17); request applicant have Certification completed by PMS and returned before enlistment processing.

d. On receipt of completed PMS Certification (fig 9-9) that shows applicant has a reasonable chance for acceptance on application for enrollment in ROTC Advanced Course, complete enlistment processing as required by chapter 6.

**Line: 8****Item: Statement of enlistment**

**Comment:** Addendum to the DA Form 3540-Series, (DA Form 4824-R) and the DA Form 3540-Series itself must be completed for all applicants enlisted under this option. These will be firmly attached to original and all copies of the DD Form 4-Series.

**Line: 9****Item: Record entries and orders****Comment:**

a. Copies of the PMS Certification (fig 9-17) will be included in Packet No 1, Packet No 4, and Packet No 6 of the completed enlistment packets (see app B).

b. For applicants required to enter on IADT, orders prepared using AR 310-10, appendix A, format 260, will contain "ROTC/SMP Option, option 9-55, AR 601-210" as the response to the "Auth" lead line, and will stipulate that period of training is to be 8 weeks to complete BT.

c. In item 39, DD Form 1966/4 enter "Enl for ROTC/SMP, chap 10, AR 601-210."

d. In item 43a, DD Form 1966/5 enter "ROTC/SMP, AR 601-210."

e. See table 6-1 for required entries in items 20b, 20l, 20m, 20p, and 21, DD Form 1966/1.

f. PPN will be determined from table 5-4A or table 5-4B, as appropriate.

**Enlistment Option 9-56****US Army Reserve OCS Enlistment Option****Line: 1****Item: Name of option**

**Comment:** US Army Reserve OCS Enlistment Option

**Line: 2****Item: Available to**

**Comment:** Qualified applicants, with or without PS, who have a minimum of 60 semester hours of transcribed college credits from an accredited college or university: NPS enlisting for the USAR Standard Training Program (8 x 2 option) or PS enlisting for 3 years.

**Line: 3****Item: Description of option**

**Comment:** Guarantees qualified applicants, who meet prerequisites, enrollment in the OCS Program.

**Line: 4****Item: Prerequisites that must be met before enlistment****Comment:**

a. Basic eligibility criteria for USAR enlistment as modified by this enlistment program.

b. Possess documentary proof of having received 60 or more transcribed semester hours as listed in Education Directory, Higher Education, published by the Department of Education.

c. Be at least 19 years of age and not have passed their 29th birthday at the time of USAR enlistment.

d. Dependency requirements:

(1) Single parents with dependent(s) may not be enlisted for this option.

(2) Married applicants must meet dependency requirements in tables 2-1 or 3-1, rule F, AR 601-210.

e. Meet mental and medical standards in line 7c below.

f. Be recommended for enlistment by OCS Board.

g. Be a US citizen.

**Line: 5****Item: Prerequisites that must be met after enlistment****Comment:**

a. Successfully complete BT, if required.

b. Successfully complete advanced physical fitness examination at Fort Benning, GA, before OCS enrollment.

c. Successfully qualify for personal security clearance before OCS graduation.

d. Maintain high standard of conduct and efficiency before and during OCS enrollment. Persons failing to maintain high standard may be subject to elimination from the OCS Program under AR 351-5.

**Line: 6****Item: Information for applicants**

**Comment:** Applicants will be advised of provisions of lines 2 through 5 above and the following:

a. Army OCS is conducted at Fort Benning, GA, and is 14 weeks in duration. Branches in which officers are trained are determined by the TPU vacancy for which enlisting.

b. OCS applicants must understand the nature of the challenge that faces them. Each applicant must realize that—

(1) From the date he/she enters the Army until he/she graduates from OCS, he/she will undergo about 6 months of intensive training (if BT is required).

(2) This training is designed to place him/her under physical, mental, and emotional pressure to simulate stresses and fatigue of combat.

**Line: 7****Item: Option processing procedures**

**Comment:** Normal processing procedures prescribed by chapters 5 and 6 apply. Special processing procedures for this option are listed below. Applicants who meet eligibility requirements will submit typewritten applications on DA Form 81 (Application for Appointment), in triplicate, to the recruiting battalion. These will be checked for completeness, and information elements will be verified.

a. Recruiting company commanders will ensure that applicants are assisted in completing—

(1) Citizenship certificate, if required.

(2) DD Form 396-2.

(3) DD Form 1966 series.

b. MEPS will complete DD Form 4 at time of enlistment.

c. Recruiting battalion will arrange necessary testing and other required actions in the following sequence:

(1) *Minimum score.* Applicants with a baccalaureate degree must achieve a score of 110 or higher in the GT aptitude area.

Applicants with at least 60 semester hours of transcribed college credits, but less than a baccalaureate degree, must achieve a score of 120 or higher in the GT aptitude area. Enter score in item 41 (remarks) of DA Form 81. Applicants who fail to attain minimum score will be disqualified.

(2) *Officer Selection Battery Test (OSB).* Standard score of 90 or higher must be attained on Subtest 2 of the OSB. Enter score in item 41 (remarks) of DA Form 81. Retest is authorized if minimum of 6 months has elapsed since previous test and if an alternate form of the test is given. A person who has achieved minimum qualifying OSB score may not be retested. Applicants who fail to attain minimum score after retest will be disqualified.

(3) *Officer Qualification Inventory.* This test has been replaced by the OSB and is no longer a valid test.

(4) *Officer Leadership Board (OLB-1).* (See (11)(a) below.)

(5) *Medical examination.* Applicants must be medically examined and must meet medical fitness standards in AR 40-501, chapter 2, and distance visual acuity and color vision requirements for combat and combat support arms in AR 40-501, paragraph 7-19.

(6) *Passing all tests.* If applicants successfully meet all the above criteria, their applications will be endorsed to the Recruiting Battalion OCS Board.

(7) *OCS Board schedule.* Company commanders will notify applicants of the specific date to appear before the Recruiting Battalion OCS Board.

(8) *OCS Board decision.* When the Recruiting Battalion OCS Board unanimously favors acceptance, the applicant will be enlisted only on approval by the USAREC OCS Review Board and if a vacancy exists. When the Recruiting Battalion OCS Board unanimously favors rejection, the applicant will be so informed. In cases in which the Recruiting Battalion OCS Board renders a split decision, the application will be forwarded to the recruiting brigade commander for decision. In such cases, tell applicants they will be notified at a later date of their status. When a decision is made, take action as stated above.

(9) *Class assignments.* The USAREC OCS Review Board is authorized to review an OCS application immediately on receipt from the recruiting battalion and assign class seats for any classes in the FY based on available vacancies. Use guidance from the CG, USAREC, when assigning qualified applicants to OCS classes out of sequence.

(10) *Processing selections.* The USAREC Review Board will make selections not later than 9 weeks before the reception battalion date and give the decision to the recruiting battalion commander.

(11) *OCS Boards.*

(a) The CG, USAREC, is delegated authority to establish and convene OCS boards within each recruiting battalion. Each board will consist of at least three officers. One of these must be a field grade within the combat arms. The CG, USAREC, may

telephonically waive the combat arms board requirement if a combat arms field grade officer is not readily available. The CG, USAREC, may further delegate to a recruiting battalion commander authority to appoint OCS boards.

(b) Board procedures will be under DA Pam 611-227 (except that ratings from worksheets A through D and scoring of the interview board will not be entered on DA Form 6220 or DA Form 6227). However, individual board members will continue to record their ratings on worksheet E. The board will question the applicant on personal history, training, and experience. It will decide whether or not he or she appears to possess the desire, determination, and motivation necessary to complete training to develop into a satisfactory commissioned officer. On this basis, each board member will make an independent appraisal of applicant's overall qualification for a commission in the Army Reserve. Individual appraisal will be made in the board member's handwriting on the reverse side of DA Form 6220 or DA Form 6227. (The CG USAREC may modify board procedures to meet special conditions under which USAREC units are structured.)

(c) The recruiting battalion will retain DA Form 6220 or DA Form 6227, or DA Form 61 until the application has been approved or disapproved. At that time the recruiting battalion will dispose of these forms under AR 340-18-7.

(12) *Waivers.* Waiver provisions in AR 351-5 and this regulation will be applied to applicants for enlistment under this program. Submit waivers for any type of conviction under this regulation. Waivers of minimum mental test score requirements will not be considered.

(13) *Unit vacancy.* Upon favorable recommendation from the recruiting battalion, operations will identify TPU officer requirements using the REQUEST System Vacancy data. Upon identification of a suitable officer vacancy within a reasonable commuting distance of the applicant's home, recruiting battalion operations will notify the MUSARC Strength Management Office (SMO) to change the vacancy to a "Commander's Priority 6" and enter the applicant's name and SSN in the vacancy remarks field. A copy of the vacancy data with the applicant's name and SSN will be included in the board packet forwarded to HQ, USAREC and retained in the recruiting battalion residual packet.

(14) *Board results.* Upon recruiting battalion notification of HQ, USAREC OCS/WOFT board results, the recruiting battalion will notify the MUSARC SMO to accomplish the following:

(a) Vacancies pertaining to selected applicants will be changed to "Commander Priority 7" enabling guidance counselors to make NPS reservation, on the day the applicant is to be enlisted.

(b) Vacancies pertaining to non-selectees (fully qualified) who are permitted to resubmit within 30 days, and who desire to resubmit, will remain coded with Commander Priority 6.

(c) Vacancies pertaining to non-selectees (not competitive) who are not permitted to resubmit for 6 months, will be returned to Commander Priority 9 and the name and SSN removed from the remarks field.

**Line: 8**  
**Item: Statements for enlistment**  
**Comment:**

a. Ensure that proper parts of the DD Form 1968 series are completed for applicants under chapters 5 and 6.

b. Complete DA Form 3540 series and DA Form 5586-R OCS.

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**Enlistment Option 9-57**  
**US Army Reserve WOFT Enlistment Option**

**Line: 1**  
**Item: Name of option**  
**Comment: US Army Reserve WOFT Enlistment Option.**

**Line: 2**  
**Item: Available to**  
**Comment: Qualified applicants with or without PS enlisting for (NPS 6 x 2) (PS 3 years).**

**Line: 3**  
**Item: Description of option**  
**Comment: Guarantees applicants who meet prerequisites enrollment in the WOFT program.**

**Line: 4**  
**Item: Prerequisites that must be met before enlistment**  
**Comment:**

a. Basic eligibility criteria for enlistment as modified by this enlistment program.

b. Be at least 17 but not more than 27½ years of age upon entry.

c. Meet weight standards in AR 600-9.

d. Be not over 76 inches nor less than 64 inches in height.

e. Be at least a HSDG. Preferably have 2 years of college. GED test is not acceptable (unless applicant has 60 semester hours of college).

f. Agree to accept appointment as warrant officer for indefinite term in the USAR and serve for no less than 60 months after successful completion of the flight training course in a Troop Program Unit.

g. Undergo a complete Type A medical examination for Class I flying prescribed by AR 40-501. Report of such examination will include electrocardiographic tracing, optometric consultation, and linear anthropometric measurements.

h. Not have attended, nor have been eliminated or graduated from a previous course of military-sponsored flight or pre-flight instruction program.

i. Possess favorable NAC.

j. Be a US citizen.

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**Line: 5**  
**Item: Prerequisites that must be met after enlistment**  
**Comment:**

a. Successfully complete BT, Warrant Officer Candidate Military Development Course (WOCMDC), and flight officer indoctrination. Persons not required to attend BT will be sent directly to WOCMDC.

b. Quality for security clearance before entering the WOCMDC.

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**Line: 6**  
**Item: Information for applicants**  
**Comment: Applicants will be informed of provisions of lines 2 through 5 above and the following:**

a. To be eligible for primary flight training, enlistees must complete the 6-week WOEC course (described in DA Pam 351-4 or DA Pam 95-1) at the US Army Aviation Center, Fort Rucker, AL.

b. Applicants will be made aware of the nature of flight training and responsibilities that warrant officers assume.

c. Those who fail to meet requirements of lines 5a or b above, or who voluntarily withdraw from the WOFT program, will be required to serve the remainder of their enlistment as an enlisted member.

d. Warrant officer candidates are promoted to grade E-5 while attending WOFT (at entry into the WOEC). Individuals in c above will be reduced in grade as determined by Cdr. ARPERCEN.

e. Class dates are tentative and may be changed by HQDA.

f. Inform applicants of service obligation as a member of Selected Reserve in a TPU. (See AR 135-91.)

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**Line: 7**  
**Item: Option processing procedures**  
**Comment:**

a. Normal processing procedures prescribed by chapters 5 and 6 apply.

b. In addition, recruiting battalion commanders will—

(1) See that the applicant is given help in preparing application under AR 611-85 and triplicate copies of DA Form 61 application to appointment. Reserve officers will be advised of provisions of AR 135-100.

(2) Review the application to determine whether the person is qualified to enlist for this program.

(3) Arrange for necessary mental testing at the MEPS. Mental tests are administered in the sequence shown below. Failure to attain the minimum score on any of these tests will disqualify the applicant from further testing.

(a) Applicants must achieve a minimum GT score of 110.

(b) Applicants must score 80 or higher on the revised Flight Aptitude Selection Test (FAST) to qualify for additional processing. (Applicants who scored 270 or higher on the previous FAST remain qualified for processing.) Applicants who failed to score 80 on the revised FAST or a 270 on the previous FAST may be tested only one time, but not sooner than 6 months after the original test.

(c) After taking the FAST, scores of the battery composite, the rotary wing, and fixed wing will be computed on DA Form 6256 (Flight Aptitude Selection Tests — FAST Scoring Worksheet) as shown in DA Pam 611-256-1. File FAST scoring worksheets of applicants who fail to achieve a qualifying score, and of those who do not enlist, in the applicant-registrant file. For qualified persons who enlist attach scoring worksheets to their enlistment records.

(d) Mail scored FAST answer sheets for all applicants, regardless of scores attained, to the Commander, Army Research Institute Field Unit (ATTN: PERIOA), P.O. Box 476, Fort Rucker, AL 36362. Scored test answer sheets are considered controlled test material and will be packaged for shipment under AR 611-5. In packaging answer sheets for shipment, care must be taken to avoid damaging the sheets. Do not fold, crease, pin, clip, staple, tear, or otherwise alter answer sheets.

(4) Refer applicants who meet mental prerequisites to the WOFT Examining Board.

for further consideration. Applicants must appear before the WOFT Examining Board before being given the medical examination.

(5) Arrange for a Class I Flight Physical Examination at a military installation with a flight surgeon. The recruiting battalion will send electrocardiographic tracing, SF 88, SF 83, and medical papers for final evaluation to the Commander, US Army Aeromedical Center (ATTN: ATZO-AAMC-AA-ER), Fort Rucker, AL 36382.

(6) Not grant waivers for applicants who do not meet minimum prerequisites in line 4. Disqualifications that may be waived under paragraph 4-5 and AR 135-100 will be submitted under paragraph 4-5. Forward waiver requests approved for enlistment purposes to the Commander, ARPERCEN (ATTN: DARP-MSR-1), 9700 Page Boulevard, St. Louis, MO 63132-5260. A decision will be made on whether or not disqualification can be waived for the purpose of appointment as a Reserve warrant officer. If the waiver request is disapproved, the applicant will be denied enlistment under this regulation.

(7) See that after enlistment is completed, the application (including copies of SF 88 and SF 83 and electrocardiographic tracing), related papers, and copies of orders accompany the person to his or her unit.

c. The CG, USAREC, is authorized to appoint boards of officers, known as WOFT Examining Boards, within each recruiting battalion. Boards will consist of at least three officers, one of whom is a field grade assigned to combat arms. The CG, USAREC, may waive the combat arms requirements for the field grade member if such an officer is not readily available. If possible, one of the board members will be an Army aviator currently on flying status.

(1) The senior board member will ensure that each applicant meets the minimum prerequisites in line 4 above.

(2) Board procedures will be under DA Pam 611-227 (except that ratings from worksheets A through D and scoring of the Interview Board will not be entered on DA Form 6227, Interview Record - Officer Leadership Board Interview, OLB-7). However, individual board members will continue to record their ratings on worksheet E. The board will question the applicant on personal history, training, and experience; and on such subjects as whether the applicant possesses the degree of motivation and the determination necessary to successfully complete flight training. Each member will make an independent appraisal of the applicant on his or her overall qualifications for appointment as a warrant officer in the Army Reserve. Each board member will make his or her individual appraisal in his or her own handwriting on the reverse side of DA Form 6220 or DA Form 6227. On completion of the above appraisals, the board jointly will recommend acceptance or rejection of the applicant for flight training.

(3) Upon a favorable recommendation from the recruiting battalion, operations will identify a TPU officer requirement using the REQUEST System Vacancy data. Upon identification of a suitable officer vacancy within a reasonable commuting distance of the applicant's home, recruiting battalion operations will notify the MUSARC Strength Management Office (SMO) to change the vacancy to a "Commander's Priority 6" and enter the applicant's name and SSN in the

vacancy remarks field. A copy of the vacancy data with the applicant's name and SSN will be included in the board packet forwarded to HQ USAREC and retained in the recruiting battalion residual packet.

(4) Upon recruiting battalion notification of HQ USAREC WOFT board results, the recruiting battalion will notify the MUSARC SMO to accomplish the following:

(a) Vacancies pertaining to selected applicants will be changed to Commander Priority 7 enabling the guidance counselor to make an NPS reservation on the day the applicant is to be enlisted.

(b) Vacancies pertaining to non-selectees (fully qualified) who are permitted to resubmit within 30 days, and who desire to resubmit will remain coded with Commander priority 6.

(c) Vacancies pertaining to non-selectees (not competitive), not permitted to resubmit for 6 months, will be returned to Commander Priority 9 and the name and SSN removed from the remarks field.

(5) Retain DA Form 6227 or DA Form 6220 in the recruiting battalion until the application has been approved or disapproved. At that time, the recruiting battalion will dispose of the above forms under AR 340-18-7.

(6) Complete DD Form 398-2, Department of Defense National Agency Check Request, and DD Form 2280, Fingerprint Card. Include in person's enlistment packet and forward to reception battalion with applicant. For prior service use FD 258.

Line: 6

Item: Statements for enlistment

Comment:

a. Ensure that proper parts of the DD Form 1966-series are completed for applicants under chapters 5 and 6.

b. Complete DA Form 3540 and DA Form 5585-F

## Chapter 10 Reserve Officers' Training Corps/ Simultaneous Membership Program

### Section I Introduction

#### 10-1. General

This chapter prescribes DA policies and procedures on the Army Reserve Officers' Training Corps/Selected Reserve Simultaneous Membership Program (short title: ROTC/SMP) as it relates to the USAR.

#### 10-2. Scope

The ROTC/SMP is a voluntary officer training program that requires RC enlisted status for eligibility. Subject to limitations outlined in paragraph 10-4, the ROTC/SMP permits eligible—

a. Enlisted persons assigned to a TPU of the USAR to enter the Advanced (MS III and MS IV) Course of the ROTC Program.

b. ROTC Advanced Course cadets to be assigned to TPUs and serve as officer trainees.

#### 10-3. Objective

The objective of the ROTC/SMP is to increase the number of officers entering the Selected Reserve from the ROTC Program.

#### 10-4. Limitations

a. *Longevity credit.* By law (10 USC 2106), a commissioned officer may not, when computing length of service for any purpose, apply credits that stem from enlisted service served concurrently with ROTC Advanced Course training.

b. *ROTC scholarship recipients.* Except for recipients of the Reserve Forces Duty Scholarship Program, participants in the Army ROTC scholarship program are not eligible to take part in the ROTC/SMP. Participants in the Reserve Forces Duty Scholarship Program are required to be in the ROTC/SMP. ROTC/SMP participants may apply for Army ROTC scholarship; however, they will be transferred from the TPU and assigned to Control Group (ROTC) before acceptance of such scholarships, except as stipulated.

c. *Basis for direct enlistment or selection for assignment to officer-trainee positions.* Persons may be directly enlisted or selected for assignment to officer-trainee positions within a unit on the basis of three officer trainee positions for each assigned officer in an authorized position. That person will be assigned over-strength against that position.

d. *Priority for direct enlistment or selection for assignment to officer-trainee positions.* The number of persons applying to take part in the ROTC/SMP with a given unit may exceed the number of officer-trainee spaces available. If so, the specific order of priority below will be used for selection. (See c above and e below.)

(1) First priority will be to current USAR TPU members not enrolled in Advanced ROTC; however, they must be eligible for enrollment. These applicants must complete, or have completed, BT.

(2) Second priority will be to current members of the USAR assigned to the IRR. These applicants must be reassigned to the TPU and not currently enrolled in Advanced ROTC; however, they must be eligible for enrollment.

(3) Third priority will be to enlistment or reenlistment of PS personnel. These persons must be eligible for enrollment in Advanced ROTC. (See option 9-55.)

(4) Fourth priority will be to enlistment of NPS personnel who have completed 3 or 4 years of Junior ROTC and are granted placement credit by the PMS for entry into MS III. (See option 9-55.)

(5) Fifth priority will be to enlistment or reenlistment of personnel who are not in Advanced ROTC, but who have completed ROTC Basic Camp. (See option 9-55.)

(6) Sixth priority will be to enlistment or reenlistment of personnel not in Advanced ROTC, but who have completed MS II. (See option 9-55.)

(7) Seventh priority will be to enlistment of NPS personnel. These persons must complete BT to enter Advanced ROTC. (See option 9-55.)

(8) Eighth priority will be to reassignment, from Control Group (ROTC) to the TPU, of persons currently enrolled in Advanced ROTC. (BT not required)

*e. Maximum participants.* Total number of ROTC/SMP participants assigned to a major US Army Reserve command (MUSARC) at any one time will not exceed 4 percent of authorized total (officer and enlisted) strength of that command. Officer-trainees assigned to one TPU may be attached to another unit located close to an ROTC detachment. However, total number of officer-trainees drilling with any one TPU may not exceed three per commissioned officer supervisor.

*f. Enlistment incentives.* Persons enlisting under option 9-55 are not entitled to enlistment incentives prescribed by the DA Circular 135-series or similar directives.

## Section II Eligibility

### 10-5. ROTC/SMP eligibility

To take part in the ROTC/SMP, a person must—

a. Be an enlisted member of a TPU of the Selected Reserve.

b. Be enrolled in the ROTC Advanced Course nonscholarship program.

c. Be assigned in the TPU as an officer-trainee.

d. Agree to volunteer for commissioning under provisions of the ROTC Early Commissioning Program on successful completion of the ROTC Advanced Course (to include ROTC Advanced Camp) if on completion the member is not scheduled to receive a baccalaureate degree within 8 months.

### 10-6. Enlistment eligibility

Enlistment eligibility is outlined in table 9-22.

### 10-7. TPU assignment eligibility

To be eligible for transfer from Control Group (ROTC) and assignment to a TPU, the person must—

a. Meet height and weight standards of AR 600-9. No waiver of this requirement is authorized.

b. Complete DA Form 4824-R (Addendum to Certificate and Acknowledgement of Service Requirements (DA Form 3540-1) for all Personnel Applying for Participation in the Reserve Officers Training Corps (ROTC)/Simultaneous Membership Program (SMP). (DA Form 4824-R may be reproduced locally on 8½- by 11-inch paper, printed head to foot; a copy of this form is located at the back of this regulation.)

c. Complete DA Form 3540-1 (Certificate and Acknowledgement of Service Requirements for Individuals Enlisting,

Reenlisting, or Transferring into Troop Program Units of the US Army Reserve)-series (fig. 5-7).

d. Under guidance of a recruiter or guidance counselor, complete required portions of the DD Form 1966-Series. The recruiter, guidance counselor, and MEPS personnel will complete proper entries on the form; these will be based on verifying documents provided by the applicant seeking transfer from the Control Group (ROTC).

e. Have a verified officer-trainee position available in the TPU in which applicant is seeking assignment.

f. Be enrolled in the ROTC Advanced Course nonscholarship program.

### 10-8. Eligibility to enroll in the ROTC Advanced Course

To enroll in the ROTC Advanced Course nonscholarship program, under this chapter, a person must—

a. Be assigned to a TPU of the USAR.

b. Have a remaining MSO (statutory or contractual) of 4-or-more years at time of enrollment.

c. Meet eligibility standards in AR 145-1, paragraphs 3-15 and 3-17, and not be ineligible as discussed in AR 145-1, paragraph 3-14.

d. Agree that on successful completion of the ROTC Advanced Course (to include ROTC Advanced Camp), he or she will volunteer for commissioning to the ROTC Early Commissioning Program if—

(1) He or she was not enlisted into the unit under table 9-22.

(2) On completion he or she is not scheduled to receive a baccalaureate degree within 8 months.

## Section III Policy

### 10-9. Policies applicable to persons enlisted or assigned to take part in the ROTC/SMP who are not enrolled in Advanced ROTC (potential participants)

a. *RC status.* Persons will serve in the enlisted grade attained.

b. *Identification.* Potential ROTC/SMP participants will be identified by using duty MOS 09R10 on enlistment documents. Unit vacancy must be reserved on REQUEST as 09R20. The CG, RCPAC, will report potential ROTC/SMP participants to the Office of the Secretary of Defense (OSD) under the Reserve Component Category Paid Drill Strength (RCCPDS) TPC "T."

c. *Pay.* Persons will be paid in the grade and years of service (YOS) attained. Potential ROTC/SMP participants will be paid by Joint Uniform Military Pay System-Reserve Components (JUMPS-RC) under training pay category "P" or "A" as proper under AR 37-104-10, chapter 2, section III. (See tables 5-4A and 5-4B.) On entrance in the Army ROTC Selected Reserve Membership Program, participants will be promoted to cadet pay grade E5, if in a pay

grade less than E5, under policy in AR 140-158.

d. *Potential participant.* A person becomes a "Potential Participant" when he or she executes the DA Form 4824-R, in conjunction with a DA Form 3540.

e. *Use.* Persons will be used in the enlisted specialty for which they have been trained. Or, in the absence of such training, they will be used in a proper enlisted specialty as determined by the commander of the unit to which assigned.

f. *Satisfactory performance.* Persons will be subject to the same standards for satisfactory performance applicable to other enlisted personnel assigned to the unit.

g. *Mobilization status.* On mobilization, by declaration of war or national emergency by Congress, or order to AD of the Selected Reserve by the President under emergency powers, personnel will be treated the same as other enlisted personnel assigned to the unit.

h. *Failure to enroll in Advanced ROTC.*

(1) *Persons enlisted for ROTC/SMP participation who do not apply for enrollment.* Persons who enlisted under option 9-55, and who do not apply for enrollment in the ROTC Advanced Course within 1 year following enlistment, will be dropped as potential ROTC/SMP participants. These persons will be retained in the Selected Reserve in an enlisted status until completion of their MSO (statutory or contractual). They must undergo any IADT not previously completed.

(2) *Persons enlisted for ROTC/SMP participation but who are not accepted for enrollment.* Persons who enlisted under option 9-55 but who are not accepted for enrollment in the ROTC Advanced Course will, at their request, either be discharged from the USAR under AR 135-178, or retained as a member of the TPU for the remaining period of their MSO (statutory or contractual). These retained persons will be required to undergo any IADT not previously completed.

(3) *Persons enlisted under other programs or options and selected for ROTC/SMP participation.* Persons who enlisted under other USAR enlistment programs or options and who have been selected for ROTC/SMP participation and who do not apply for enrollment in the ROTC Advanced Course within 1 year following selection, or who are not accepted for enrollment in the ROTC Advanced Course, will be dropped as potential ROTC/SMP participants. They will be retained in the Selected Reserve, under terms of their original enlistment agreement, until completion of their MSO (statutory or contractual).

### 10-10. Policy applicable to persons enrolled in ROTC Advanced Course and assigned to a unit of the USAR to take part in the ROTC/SMP

Persons may be reassigned from Control Group (ROTC) to a TPU of the USAR to become participants in the ROTC/SMP. The order transferring the person will cite

the member as being assigned to the unit as an officer-trainee in the grade of cadet, E5, to take part in the ROTC/SMP, under policy in AR 140-10. Processing procedures to effect such transfers are in paragraph 10-18.

#### 10-11. Policy applicable to persons assigned to TPU on enrollment in the ROTC Advanced Course

a. At time of application for enrollment in the ROTC Advanced Course, the TPU commander will provide the proper PMS with a reproduced copy of the enlisted member's current enlistment agreement (the DD Form 4-Series).

b. When members of TPUs of the Selected Reserve are enrolled in the ROTC Advanced Course, they will be administratively advanced to grade E5 (rank of cadet) under AR 140-158, assigned as officer-trainees, and, simultaneously, become participants in the ROTC/SMP.

#### 10-12. Policy applicable to participants in the ROTC/SMP

a. *RC status.* Persons will serve in the grade of cadet as officer-trainees.

b. *Identification.* ROTC/SMP participants will be identified by using DMOS 09R20. The Commander, RCPAC, will report ROTC/SMP participants to OSD under RCCPDS training pay category "T." Persons will be identified as ROTC/SMP participants when provisions of paragraph 10-5 have been met.

c. *Pay.* Officer-trainees will be paid the grade and YOS attained, but not less than the grade of E5. Adjustments to pay during the period of enrollment in the Advanced ROTC Course until commissioning will include basic pay table annual increases, adjustments to basic allowance for subsistence (BAS) and basic allowance for quarters (BAQ), and adjustment to drill pay for YOS and longevity for all service creditable for computation of base pay. ROTC/SMP participants will be paid by JUMPS-RC under TPC "A" under AR 37-104-10, chapter 2, section III. The advanced ROTC subsistence allowance is not affected by membership in the Selected Reserve in a paid drill status.

d. *Use.* Officer-trainees normally will be assigned duties commensurate with the grade of second lieutenant, but performed under the close supervision of a commissioned officer.

e. *Satisfactory performance.* Officer-trainees will be subject to the same standards and regulations for satisfactory performance as apply to enlisted personnel assigned to the unit.

f. *AT.* Officer-trainees will be excused on their request from AT during the year they are required to attend ROTC Advanced Camp. They will not be required to attend both unless they choose to do so, but they must attend Advanced Camp. However, should the member be commissioned, or disenrolled from ROTC, and remain assigned to a TPU, the AT requirements must be adhered to. The awarding of credit for

AT by virtue of any form of ROTC training is not authorized.

g. *Failure to complete Advanced ROTC.* An officer-trainee disenrolled from Advanced ROTC Course will be dropped from the ROTC/SMP. If otherwise qualified, he or she will be retained in the Selected Reserve in an enlisted status until completion of MSO (statutory or contractual). He or she must undergo IADT if not previously completed. If required, he or she will be re-dubbed immediately under policy contained in AR 140-158.

h. *Cadet troop leader training (CTLT).* Participants in ROTC/SMP are not eligible to take part in ROTC/CTLT. (This training formerly was the Army Orientation Training (AOT) Program.)

i. *Evaluation reporting.* Officer or enlisted evaluation reports will not be initiated by TPU commanders for ROTC/SMP participants.

j. *Reassignment or transfer to Control Group (ROTC).* Participants may be reassigned or transferred to Control Group (ROTC) under policy and conditions in paragraph 10-23.

#### 10-13. Policy applicable to ROTC/SMP participants who have completed Advanced ROTC

##### a. *Commissioning.*

(1) Persons having a baccalaureate degree at the time they complete Advanced ROTC and those persons scheduled to receive a baccalaureate degree within 8 months after completion of Advanced ROTC will be commissioned under AR 145-1.

(2) Persons who do not have a baccalaureate degree and are not scheduled for award of a baccalaureate degree within 8 months after completion of Advanced ROTC will (except as hereinafter provided) be commissioned under the ROTC Early Commissioning Program (ECP). In those cases in which commissioning under the ECP is not possible (such as no unit vacancy exists), the person will be one of the following:

(a) Appointed as a Reserve commissioned officer of the Army.

(b) Placed under control of RCPAC.

(c) Assigned to delay status if member intends to continue studies for baccalaureate degree.

(d) Assigned to the Reserve Forces Duty (RFD) Program if the member does not intend to remain in school.

(3) Officers assigned to delay status will be permitted up to 36 months in which to obtain a baccalaureate degree. During the period in which they are assigned to delay status, officers may join and take part in Selected Reserve unit activities. On receipt of a baccalaureate degree, officers assigned to delay status may apply for and compete with other ROTC graduates for AD or RA appointment. Officers assigned to delay status who are disenrolled from school, or who fail to obtain a baccalaureate degree within

36 months after commission, will be transferred to RFD status.

b. Failure to volunteer for ECP, accept commission, or be tendered a commission. The persons listed below will be treated in the same manner as those ROTC/SMP participants who fail to complete Advanced ROTC. (See para 10-12h.)

(1) Persons who have agreed to volunteer for ECP and who do not volunteer.

(2) Persons who refuse to accept a commission when tendered.

(3) Persons who are not tendered a commission.

c. Mobilization policy is stated in AR 145-1, chapter 6, and Army Mobilization Operations Planning System (AMOPS), volume III. Conflict in policy will be corrected to agree with policy stated in AMOPS.

#### Section IV Processing Procedures

##### 10-14. General

This section prescribes administrative processing procedures necessary to accession, retain, and release participants in the ROTC/SMP. These procedures will provide for necessary capture and flow of personnel data required for personnel management and reporting systems shared by USAREC, MEPCOM, ROTC, and the USAR.

##### 10-15. Processing TPU members

a. A current member of a TPU becomes a potential participant in ROTC/SMP (first priority) when—

(1) He or she executes the Simultaneous Membership Agreement in DA Form 4824-R.

(2) The agreement has been authenticated by the unit commander.

b. The agreement will be prepared with an original and three copies and disposed of as follows:

(1) The original, with a cover letter requesting it be filed in the member's OMPF, will be forwarded to Commander, RCPAC (ATTN: AGUZ-RSP-CP), 9700 Page Blvd, St. Louis, MO 63132-5200.

(2) A copy will be attached as an addendum to the member's current DA Form 3540 series. It will be retained in the member's MRPJ (Field 201 File).

(3) A copy will be provided to the member.

(4) A copy will be forwarded to the proper area commander (CONUSA).

##### 10-16. Processing IRR members

a. A member of the IRR may desire to become an ROTC/SMP participant (second priority) and may have been accepted by the unit commander to fill an officer shortage in the TPU. If so, the member first must be processed for transfer from the IRR and assignment to the unit under AR 140-10. The member may be within 90 days of ETS of the current enlistment agreement or MSO. If so, the member must affect an immediate reenlistment for a period of 4 years under

AR 140-111, chapter 3, concurrent with unit reassignment.

b. After the member has been assigned to the TPU, the member will be processed for ROTC/SMP participation in the same way as described in paragraph 10-15.

#### 10-17. Processing PS and NPS personnel for enlistment

PS and NPS service personnel will be enlisted for the ROTC/SMP (third through seventh priorities) under instructions in table 9-22.

#### 10-18. Processing members of Control Group (ROTC)

Persons currently assigned to Control Group (ROTC) will be processed for transfer from Control Group (ROTC) and assigned to a TPU (eighth priority) as a cadet E5, DMOS 09R20, officer-trainee, as follows:

a. PMS will confirm through the unit commander or guidance counselor that—

(1) An officer shortage exists in the TPU.  
(2) The unit will accept the member for the ROTC/SMP.

b. PMS will request the ROTC Region commander to issue an order transferring the member from Control Group (ROTC) to the designated unit.

c. Member and PMS will complete a DD Form 1966-Series. Entries on this form must be made under instructions in tables 5-1 and 6-1.

d. PMS will forward, to the proper guidance counselor, a packet containing the documents listed below.

(1) All copies of the DD Form 1966-Series.

(2) Original and one copy of the DD Form 4-Series that affected the ROTC enlistment.

(3) Two copies of the latest medical examination (SF 88 and SF 93).

(4) Five copies of the order transferring the member from Control Group (ROTC) to the unit.

e. On receipt of the packet from the PMS, guidance counselor will review the documents to determine the member's qualification for unit assignment in the same way as if the member was being processed for enlistment. If the member meets basic eligibility requirements of tables 2-1 or 3-1 (he or she also must take the ASVAB test), the guidance counselor will continue reassignment processing. Should the member not meet requirements of tables 2-1 or 3-1, the counselor will return the packet to the PMS. The PMS then will revoke the reassignment order issued by the ROTC Region and will not permit the member to take part in the ROTC/SMP.

f. If the member is qualified for unit membership, the PMS will execute the Simultaneous Membership Agreement (DA Form 4824-R) and obtain the unit commander's authentication. The PMS will attach the agreement as an addendum to a completed DA Form 3540-Series. He or she

will return these documents to the guidance counselor.

g. The guidance counselor will dispose of the documents received from the PMS and the DA Form 3540 series with the agreement attached as an addendum, as shown below. The guidance counselor will—

(1) Prepare a packet containing the original DD Form 4-Series (if possible; see (5) below) with the DA Form 3540-Series (original) and DA Form 4824-R (original) securely attached; the original DD Form 1966-Series; copy of the latest medical examination; and copy of the unit assignment order. Forward this packet to Commander, RCPAC (ATTN: AGUZ-RSC-RP), St. Louis, MO 63132-5200, to establish the member's OMPF.

(2) Prepare a packet containing the number 2 copy of the documents outlined in (1) above. Forward it to the proper area commander (CONUSA). This packet will be used to bring a member's records into the Selected Reserve as a gain transaction to the Reserve Personnel Information Reporting System (RPIRS). The area commander then will forward the packet to the unit commander to establish the MPRJ (Field 201 file).

(3) Provide the member with copy number 3 of the DA Form 3540-Series, DA Form 4824-R, and the DD Form 1966-Series, and one copy of the unit assignment order.

(4) At the discretion of USAREC officials, retain or destroy copy number 4 of the DD Form 1966-Series and copies of the other documents used in effecting this transaction.

(5) Make every effort to obtain the original copy of the DD Form 4-Series in the member's OMPF at RCPAC. However, if the original cannot be obtained, a clear reproduced copy may be used instead of the original copy.

#### 10-19. Processing immediate reenlistments or extensions

a. Applicants for the ROTC/SMP must have at least 4 years remaining on the current MSO (statutory or contractual).

b. Procedures below will be used for those ROTC/SMP applicants with less than 4 years left on the current MSO on enrollment in the ROTC Advanced Course or on receipt of verification from the institute or PMS that the applicant will be enrolled.

(1) The member may be within 90 days of ETS of the current term of service obligation. If so, the member will be processed for immediate reenlistment under procedures in AR 140-111, chapter 3. Applicant must select a reenlistment term of service of 4, 5, or 6 years.

(2) The member may not be within 90 days of ETS, may not be currently serving under an extension or an enlistment agreement, and may not have been transferred into the USAR to satisfy a statutory MSO. If so, the member's current USAR enlistment agreement may be extended for the period

required to meet the minimum 4-year requirements. However, the extension period itself must not exceed 4 years. Authority to grant this extension may be found in AR 140-111, chapter 3.

(3) The member may not be within 90 days of ETS, but may be serving on an extension of a current USAR enlistment agreement. If so, the member may be processed for immediate reenlistment under AR 140-111, chapter 3. An applicant must select a reenlistment term of service of 4, 5, or 6 years.

(4) The member may not be within 90 days of ETS and may not be serving currently under a USAR enlistment agreement, having been transferred into the USAR to satisfy a statutory MSO. If so, he or she may not be extended. However, as an exception to policy specifically for the ROTC/SMP, the member may be discharged and immediately reenlisted under AR 135-178 and AR 140-111, chapter 3. Minimum reenlistment term of service will be that necessary to meet the 4-year requirement. Such term of service will be accounted for in years. This paragraph will be cited as authority for this exception to policy.

#### 10-20. Processing persons dropped from ROTC/SMP participation

a. Persons dropped from ROTC/SMP participation must remain assigned to the TPU and serve in an enlisted status until ETS of their current term of MSO, unless otherwise authorized discharge. (See paras 10-9h, 10-12h, and 10-13b.)

b. Persons requesting discharge under paragraph 10-15h will be processed for discharge as prescribed by AR 135-178.

c. When a person has been dropped from taking part in the ROTC/SMP and is to remain a member of the TPU, the unit commander will complete the Notice of Removal from ROTC/SMP (fig. 10-1) and forward copies as shown below. (Fig 10-1 is located after the last chapter in this regulation.)

(1) The original will be sent to Commander, RCPAC (ATTN: AGUZ-RSP-CP), St. Louis, MO 63132-5200. A cover letter requesting that the notice be inserted in the member's OMPF will be included.

(2) A copy will be placed in the member's MPRJ (Field 201 File).

(3) A copy will be provided to the member.

(4) A copy will be forwarded to the proper area commander (CONUSA).

(5) A copy, with a letter of transmittal and DA Form 4245, will be forwarded to the JUMPS-RC input station.

d. The unit commander, or delegated representative, will request that the guidance counselor obtain training reservations for the member to enter on IADT to complete BT or AIT. Members are exempt from BT requirement if they previously completed BT or completed 14 months at USMA.

#### **10-21. Processing persons applying for the Army ROTC Scholarship Program**

a. Except for recipients of the RFD Scholarship Program who are required to take part in the ROTC/SMP, recipients of Army ROTC scholarships are not eligible to take part in the ROTC/SMP. However, this does not preclude ROTC/SMP participants from applying for Army ROTC scholarships.

b. ROTC/SMP participants must inform the unit commander that application has been made for an Army ROTC scholarship. If the participant is awarded and accepts an ROTC scholarship, the PMS will notify the TPU commander; the TPU commander will initiate the transfer procedure in paragraph 10-23d.

#### **10-22. Disposition of ROTC records of persons dropped from the ROTC/SMP who remain assigned to a unit**

For persons who have been dropped from ROTC/SMP and remain assigned to a TPU, the PMS or commander, ROTC Region, will forward the member's ROTC records to the commander of the TPU to which the member is assigned.

#### **10-23. Processing TPU participants for reassignment to Control Group (ROTC)**

a. An ROTC/SMP participant having no remaining statutory MSO may request transfer from a TPU to Control Group (ROTC) for good and sufficient reason. Such transfer will require the approval of the MUSARC commander.

b. An ROTC/SMP participant who has incurred a statutory MSO will be reassigned to Control Group (ROTC) when—

(1) The member accepts an ROTC scholarship. (See para 10-20.)

(2) The member, through a change of residence, lives beyond a reasonable distance from the training center and requests transfer. The MUSARC commander certifies that no units are within commuting distance of the member's residence and school of attendance.

(3) The member requests transfer. The PMS, in coordination with the TPU commander, certifies in writing that taking part in TPU training is seriously hindering the member's ability to train with the ROTC and successfully graduate. The MUSARC commander determines it is in the best interest of the US Army.

(4) The member has been declared an unsatisfactory participant under AR 135-91. The member is not pending disenrollment from the ROTC Advanced Course.

c. Participants will not be transferred to the Control Group (ROTC) solely to be discharged from the ROTC and thereby avoid statutory or contractual MSO.

d. Transfers from TPU to Control Group (ROTC) will be processed as follows:

(1) TPU commander will submit a written request, through the MUSARC commander, to the proper area commander.

(CONUSA) for transfer of a participant to Control Group (ROTC). This letter must contain justification for the requested transfer and will be accompanied by the member's MPRJ.

(2) Should the MUSARC or area commander disapprove the transfer, the letter of request and the MPRJ will be returned to the sender without further action.

(3) On transfer approval, the area commander will—

(a) Use transaction type code "MP."

(b) Issue orders transferring the member from the TPU to the Control Group (ROTC).

(c) Issue instructions to the TPU commander to take proper action to remove the member from the JUMPS-RC Master Pay File.

(d) Forward the member's MPRJ and copies of the transfer order to the proper ROTC Region commander.

(e) Forward a copy of the transfer order to Commander, RCPAC (ATTN: AGUZ-PAA-R), 9700 Page Blvd, St. Louis, MO 63132-5200.

#### **10-24. Processing ROTC/SMP participants for discharge to accept a commission**

Under authority in AR 135-178, the proper PMS will issue orders discharging an ROTC/SMP cadet from enlisted status. A copy of this discharge order *must be furnished to the losing USAR unit as soon as possible* so that the unit can initiate the procedure necessary to effect a lost transaction to the Reserve Personnel Master File (RPMF) and JUMPS-RC.

For use of this form see AR 601-210; the proponent agency is ODCSPER

Information required by the Privacy Act

**Authority:** Sections 275 and 280, title 10, United States Code, and Executive Order 9397, 22 November 1943.

**Principle purpose:** To permit dependency waiver consideration for the purpose of enlistment in the USAR and confirm participation requirements.

**Routine uses:** Information provided becomes a matter of record for official DOD use.

**Disclosure:** Disclosure of information in paragraph 2 and your SSN is voluntary. However, if they are not provided, you will not be considered for a dependency waiver for enlistment.

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**SUBJECT:** Request for Enlistment Waiver -- Dependents.

**TO:** Commander,  
US Army Recruiting Brigade

1. AR 601-210, tables 2-1 and 3-1, provide that I must have a dependency waiver to be processed for enlistment in the USAR; therefore, I hereby request that such a waiver be granted. I understand that the enlistment standard requiring a waiver for dependents is to prevent a prospective member from assuming great personal and financial hardship unknowingly because of possible mobilization or order to active duty. I have been counseled on this matter and have determined that my dependents will not be subject to undue personal or financial hardship if I am ordered to active duty.

2. My dependents as of this date are as follows:

Names	Relationship to me
-------	--------------------

3. I fully understand and acknowledge the obligation to take part in the training of my unit. I understand that as a member of the USAR I am subject to order to active duty at any time for a period of time that cannot be anticipated.

4. In consideration of my enlistment under the waiver requested herein, I agree:

a. To serve the entire term for which I enlist.

b. That dependency status, whether as declared herein or as may exist in the future, will not be the basis for my request for hardship discharge, compassionate transfer, delay, or deferral from any order to active duty; or for any other consideration not determined by proper authority to be in the best interest of the United States.

... (Signature) ...

... (SSN) ...

... (Date) ...

Figure 4-1. Sample format for request for enlistment waivers, dependents, USAR (inclosure to DA Form 3072-1A-1C)

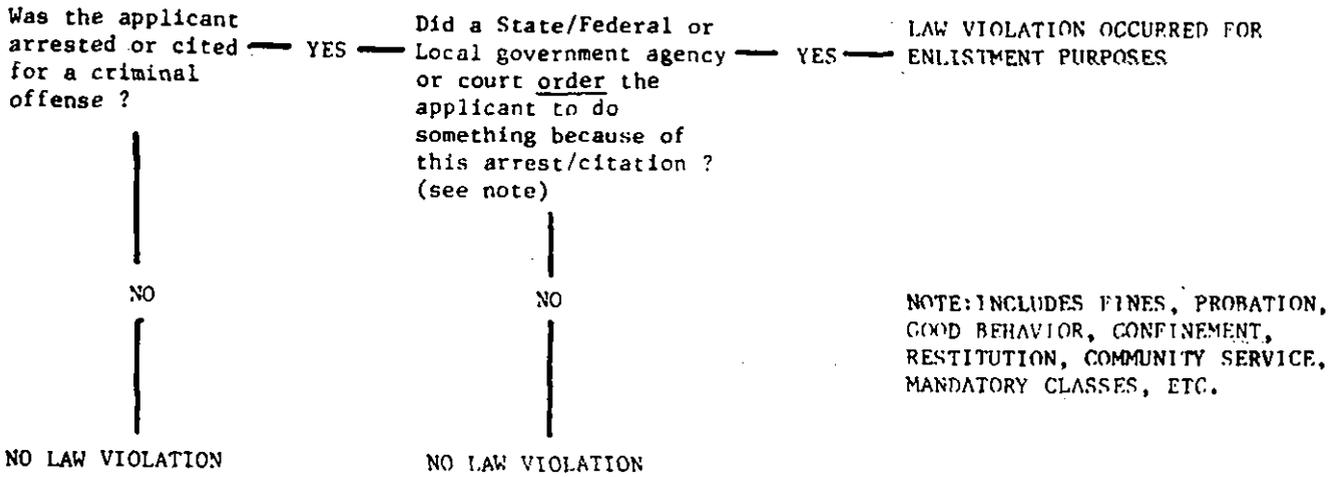
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APPLICANT'S MONTHLY FINANCIAL STATEMENT <small>For use of this form, see AR 601-210; the proponent agency is ODCSPER.</small>		DATE <b>860109</b>	
1. LAST NAME, FIRST NAME, MIDDLE INITIAL  <b>Applicant Any O.</b>		2. RESIDENCE OF DEPENDENTS WHILE SEPARATED FROM APPLICANT  <b>19 Rose St. AnyTown N.Y.</b>	
3. CURRENT INCOME SALARY <sup>1</sup> \$ <b>997.<sup>00</sup></b> OTHER INCOME (Current) <sup>2</sup> \$ <b>475.<sup>00</sup></b> OTHER INCOME (If Enlisted) <sup>3</sup> \$ <b>—</b>		SOURCE <b>SPOUSE - EMPLOYMENT</b> SOURCE <b>—</b>	
4a. LIABILITIES TO APPLY AGAINST ABOVE INCOME		4b. LIABILITIES TO APPLY AGAINST MILITARY INCOME	
RENT	<b>8311.00</b>	RENT OR HOUSE NOTES	<b>8311.00</b>
UTILITIES	<b>90.00</b>	UTILITIES	<b>90.00</b>
FOOD	<b>210.00</b>	FOOD	<b>210.00</b>
MEDICAL	<b>40.00</b>	CLOTHING	<b>40.00</b>
CLOTHING	<b>40.00</b>	INSURANCE (Life)	<b>17.00</b>
INSURANCE (Life)	<b>17.00</b>	INSURANCE (Auto)	<b>23.00</b>
INSURANCE (Auto)	<b>23.00</b>	CAR OPERATING EXPENSE	<b>30.00</b>
CAR OPERATING EXPENSE	<b>45.00</b>	CAR NOTES	
CAR NOTES	—	PAYMENT ON OTHER DEBTS <sup>4</sup>	
PAYMENT ON OTHER DEBTS <sup>4</sup>	—	OTHER INDEBTEDNESS OF FINANCIAL OBLIGATIONS	
OTHER INDEBTEDNESS OR FIN. OBLIG.	—	TOTAL	<b>8721.00</b>
TOTAL	<b>8776.00</b>	TOTAL	<b>8721.00</b>
5. ASSETS			
SAVINGS	<b>8400.00</b>	ROOMS OF FURNITURE OWNED	<b>4</b>
BONDS, STOCKS, ETC.		NUMBER OF VEHICLES	<b>1</b>
FURNITURE	<b>5300.00</b>		
MOTOR VEHICLES	<b>6900.00</b>		
OTHER ASSETS			
TOTAL	<b>812,600.<sup>00</sup></b>		
6. ADDITIONAL INFORMATION OR REMARKS (In the event a mass of dependents is indicated, include information as to disposition of furniture if applicable, any other information you feel is pertinent to your current and future financial stability)			
The above is true to the best of my knowledge, and includes all current and known future obligations and/or demands against my income.			
WITNESSED <b>7/19 Frank A. Staff</b>		SIGNATURE OF APPLICANT <b>Any O. Applicant</b>	
<sup>1</sup> If applicant is currently unemployed, indicate salary for last employment and employment termination date. <sup>2</sup> Indicate additional current monthly income including spouse's salary, if employed. If income is from more than one source, indicate each source and amount of that source. <sup>3</sup> Indicate anticipated income other than military salary if entitlement is approved. <sup>4</sup> See Item 23, DA Form 3072-1.			

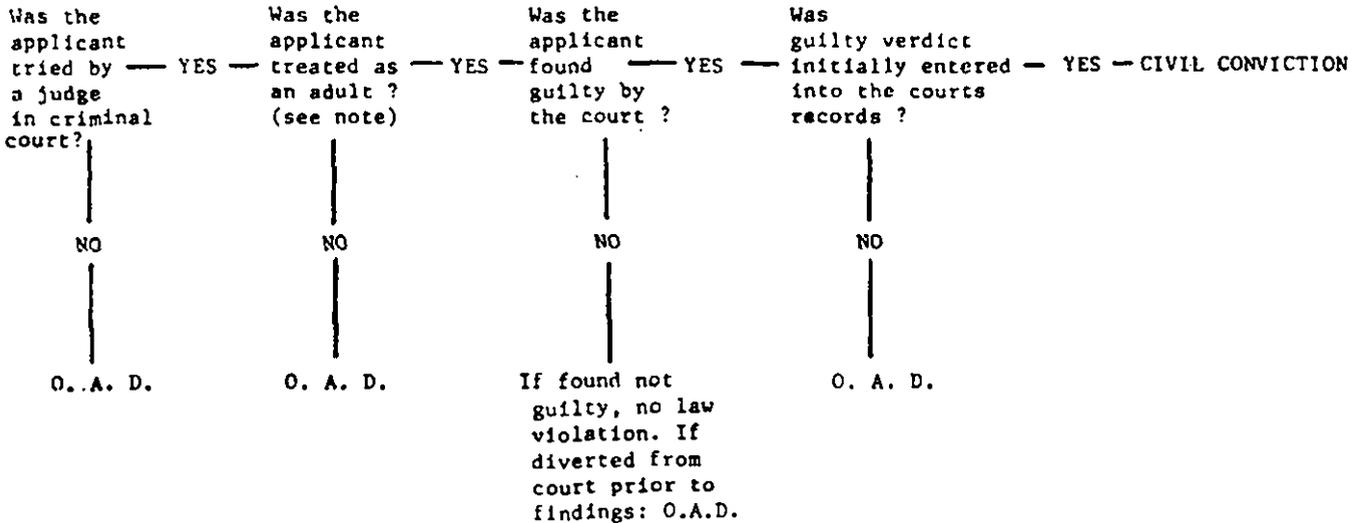
Figure 4-2. Sample DA Form 3072-2

**LAW VIOLATION DETERMINATION**



**Figure 4-3. Law Violation Determination**

**CIVIL CONVICTION VS. OTHER ADVERSE DISPOSITION.**



O.A.D. (OTHER ADVERSE DISPOSITION)

Note: Juveniles (under 18 years of age) are typically treated as adults only in serious felony or traffic violations.

**Figure 4-4. Civil VS. Other Adverse Disposition**

DEPARTMENT OF THE ARMY

(Appropriate Recruiting Battalion address)

Dear . . . (                    ) . . . :

. . . (Complete name) . . . has volunteered for military service and is now being considered for enlistment in the United States Army.

Before the actual enlistment of high school students, the Department of the Army's policy is to make every effort to encourage such students to stay in school, graduate, and if at all possible, to go on to college.

A preliminary interview revealed that the above named applicant has not graduated from high school. The applicant was, therefore, advised to stay in school and complete his/her high school education. Persons who have graduated from high school have a greater potential value to their country, as well as to themselves and the Army, if they complete their high school studies before entering the military service.

Please complete the statement below and return this letter in the attached postage paid envelope at the earliest practicable date as the applicant is temporarily denied enlistment.

Thank you for your cooperation in this important matter.

Sincerely,

. . . (US Army Recruiter) . . .

Sergeant . . . (Name) . . .

Applicant has decided (to) (not to) continue in school.

Applicant (has been) (has not been) (will be) officially dropped from the school roles.

Applicant was last enrolled in the . . . grade.

... (Name) ...

... (Position) ...

... (School and address) ...

Figure 5-1. Sample letter to high school concerning current high school dropout

Dear Parent:

... has indicated a desire to enlist in the United States Army. He/she indicates that he/she has plans to leave school before graduation. The Army encourages applicants to stay in school and complete their education. The Army recognizes that completion of high school assists people in achieving potential value for themselves and their country. To obtain information from the school, the law requires that the school have the parent's consent before releasing information on students.

Sincerely,

... (US Army Recruiter) ...

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To whom it may concern:

I hereby grant my consent for release of educational achievement concerning... (Name)... (First)... (Middle)... (Last)...

... (Parent's signature) ...

Figure 5-2. Sample letter to parents concerning current high school dropout

#### INFORMATION ABOUT REINSTATEMENT RIGHTS OF PERSONS WHO DO NOT QUALIFY FOR MILITARY SERVICE

The Congress has enacted a law that gives reinstatement rights to persons who leave their positions (other than temporary) to enlist in, enter, or determine their physical fitness to enter, the Armed Forces of the United States and who are found not qualified. The Department of Labor through its Office of Veterans' Reemployment Rights will provide information about the rights you have and any assistance you need in exercising them. The Army is cooperating to bring this important matter to your attention. The most important thing to remember is that the law requires that a person found not qualified for military service apply for his/her former job at the next regularly scheduled work period following return home. The law permits normal travel time from the examining station to the person's home. If circumstances beyond the person's control extend this time, reemployment protection will also continue.

It is suggested therefore that, if you desire to return to your job, you report for work at the next regularly scheduled work period or just as soon as you possibly can thereafter. If you have any difficulty with your employer in retaining your former job, it is suggested that you communicate immediately with the Office of Veterans' Reemployment Rights, US Department of Labor, at the address shown below.

... (Name and address of appropriate office to be inserted) ...

Figure 5-3. Information about reinstatement rights of persons who do not qualify for military service (refer to table 5-2, rule K)

**Figure 5-8**  
**Instructions for use and preparation of DD**  
**Form 2246**

**1. Use:**

a. **Mandatory.** For initial enlistments and reenlistments (after a break in service) effected at MEPS. (Exceptions are applicants removed from the TDRL and PS applicants who enlist on strength of a properly profiled DA Form 1811 (less than 6 months old) with certification from applicant that no changes have been made.)

b. **Optional.** For effecting enlistments and reenlistments at activities other than MEPS.

**2. Preparation:**

a. DD Form 2246 when used for initial enlistment and reenlistment (after a break in service) will be completed using reproducible black or blue-black ink.

b. DD Form 2246 is established to prepare applicants properly for medical examinations and to avoid expenditure of recruiting funds on applicants who obviously are unqualified. Special care will be taken to ensure that all items are accurately and legibly completed.

c. Applicant will not be shipped to the examining facility until required documents have been obtained by the applicant (except when documents are not available).

**3. Procedures:**

a. **Recruiting personnel will—**

(1) Explain purposes of prescreening to applicant. Temporary conditions, such as overweight or underweight, are sufficient to defer processing until condition is corrected.

(2) Discourage applicant from further processing when he or she is obviously unqualified, to avoid expenditures of funds on applicants. Disqualifying defects include missing limbs or eyes, or blindness. If an applicant should insist on being processed, follow the procedures in (9)(b) below.

(3) Advise applicant of the Privacy Act of 1974 as it pertains to information requested and recorded on the form.

(4) Advise women applicants that medical processing at MEPS will include a pelvic and rectal examination. Medical examination may be scheduled during applicant's menstrual period if the applicant wishes.

(5) Complete part I of the form. Applicant should be weighed without shoes and heavy outer garments. Record exact height in inches (such as 65½ ins.) and weight to the nearest pound. Maximum weight permitted, based on applicant's height and age, will be recorded from applicant's proper weight table.

(6) Request that applicant complete part II of the form by checking "yes," "no," or "unsure" in the block opposite each question. Applicant must provide a short explanation for each "yes" or "unsure" answer in item 16.

(7) After parts I and II are completed, review form with applicant. Ensure that certification blocks for applicant and recruiting representative are completed.

(8) Brief applicant on applicable items in part IV.

(a) Ensure that applicant initials each applicable item.

(b) Tactfully advise applicant of disqualifying factors. Inform applicant that correction of disqualifying medical problems must be at his or her expense. No cost will be borne by the Government. If applicant is without funds, he or she should be encouraged to contact the Public Health Service or other free local health clinics.

(8) Not make a final decision on applicant's medical status. However, recruiting personnel will—

(a) Defer applicant from further processing if applicant has one or more temporary disqualifying medical problems, until problems are corrected. (See para 4a below.)

(b) Defer applicant from further processing if applicant has one or more permanent disqualifying medical problems. (See para 4a.) Submit prescreening medical form and applicant-provided medical documents to examining facility through the sponsoring Service's liaison personnel for review by medical officer.

(c) Not expend Government funds for travel, meals, or lodging until the responsible officer has authorized further processing.

(10) Forward completed prescreening medical forms with applicant's file to examining facility for qualified applicants.

b. **Examining medical officer will—**

(1) Review prescreening medical forms and documents submitted for evaluation.

(2) Recommend further processing immediately or after a period of rehabilitation under medical supervision, or recommend further processing be discontinued to avoid unnecessary Government expense.

(3) Determine whether recruiting personnel could have determined the disqualifications if person is processed at MEPS and later is medically disqualified. If recruiting personnel, as laymen, could reasonably have been expected to determine medical disqualification, place a statement in remarks section to show that recruiter should have made the decision and deferred applicant from further processing. Also, show disqualifying conditions the recruiter should have recognized.

**4. Distribution:**

a. Original prescreening medical forms submitted for evaluation will be reviewed and properly annotated by medical officer. They then will be placed in the examination file. A copy will be given to sponsoring recruiting liaison personnel if desired.

b. Original completed prescreening medical form for each applicant will be filed in the examination file. On enlistment, the original copy will be sent with enlistee's medical record to first duty station.

c. MEPS commander will forward daily a copy of the prescreening medical form to applicable MEPS level recruiting service commander for each applicant—

(1) Who was medically disqualified at MEPS.

(2) Whose disqualification, in opinion of the medical staff, could have been determined by the recruiter.

**5. Guidelines for handling medical information by recruiters:**

a. **General.** The fact that an applicant has answered "yes" to one or more questions does not necessarily mean that he or she is disqualified for enlistment. The principal purpose of conducting a thorough medical prescreening before expending recruiting funds is to prepare applicant for medical examination by advising him or her of the medical documents that will be needed and to encourage those with temporary disqualifications to have the defect corrected before further processing. Data provided below are general in nature. They are not designed to qualify anyone as a medical officer. Each recruiter is encouraged to contact the medical staff at the examining facility to obtain clarification.

(1) Defects below are temporarily disqualifying. Further processing of applicant with one or more of these problems should be deferred until the defect is corrected.

(a) Overweight.

(b) Condition that is currently painful or inflamed.

(c) Hepatitis—until 6 months have passed.

(d) Hernia operation—within preceding 2 months.

(e) Orthopedic surgery—within preceding 6 months.

(f) Fracture still in splint or cast.

(2) Defects below are usually reason for permanent medical disqualification. Further processing of applicant with one or more of these problems should be deferred until the medical staff at the examining facility has had a chance to review medical documents applicant has provided.

(a) Only one kidney.

(b) History of cataract surgery.

(c) Vision that does not correct to at least 20/400 in the worst eye.

(d) Uncorrected heart murmur due to valve disease or "hole in the heart."

(e) Surgery performed for "ruptured disc."

(f) High blood pressure, even if controlled by medication.

(g) History of cancer (except skin cancer and some types of female cervix cancer.)

(h) Any of the following: cerebral palsy; diabetes (all types, all degrees); drug or alcohol addiction; heart attack; Hodgkins disease (lymphoma); leukemia; mental retardation; multiple sclerosis; muscular dystrophy; psoriasis; and schizophrenia.

(i) Only one lung.

(j) Noticeable limp.

(k) Obvious deformities that are unattractive.

(l) Paralysis of limb or any body part.

(m) Persistent pulse rate greater than 100 beats per minute.

(n) Undescended testicle (unless searched for by surgery).

(o) Hernia that has not been repaired by surgery.

(p) Hole in the roof of the mouth.

(q) Tremors or other abnormal, uncontrollable movements.

(r) Severe stuttering.

b. **Definition.** The term "relevant medical documents" used in c below means one of the following:

(1) Records from applicant's physician if applicant currently is under treatment or was treated within the past 5 years. These records should—

(a) Attest to current status of the ailment.

(b) Outline treatment and prognosis.

(2) Copy of hospital discharge summary in case of hospitalization.

(3) Copy of surgical report, pathology report, and hospital discharge summary in case of surgery.

(4) Psychiatric data that psychiatrist, psychologist, or hospital should send directly to MEPS physician (addressed by name). Data will include discussion of the current and previous status and prognosis of the applicant. (See fig 5-6 for sample letter to request medical documents.) (This figure is located after this table.)

c. **Specific guidance for "yes" answers.** Guidance below is keyed. It is provided for use by recruiting personnel.

(1) *Item 9a.* Obtain relevant medical documents.

(2) *Item 9b—Loss of hearing.* Obtain relevant medical documents. If any. Deafness in both ears is disqualifying.

(3) *Item 9c—Eye trouble.* Blindness in one or both eyes is disqualifying. Otherwise, obtain relevant medical documents.

(4) *Item 9d—Deformities of or missing fingers or toes.* Absence of a hand or foot is disqualifying; complete loss of a thumb or finger (except little finger) is disqualifying. Contact MEPS medical staff for other cases before shipping applicant.

(5) *Item 9e.* Obtain relevant medical documents.

(6) *Item 9f—Use of limbs.* Total paralysis of limb is disqualifying. Obtain relevant medical documents.

d. *Part II, item 10.*

(1) *Item 10a.* Obtain relevant medical documents.

(2) *Item 10b—Wears glasses or contact lenses.* If applicant wears glasses, he or she must bring them to the examining facility. If applicant wears contact lenses, he or she must bring either the eye glass spectacles or a statement (less than 1 year old) from his or her optometrist or ophthalmologist of spectacle lens refractive error and visual acuity obtained.

(3) *Item 10c.* Obtain relevant medical documents.

e. *Part II, item 11. Items 11a and 11b.* Obtain relevant medical documents.

1. *Part II, item 12.*

(1) *Item 12a—Rejected for military service.* If rejected for medical reasons, contact MEPS medical staff before shipping applicant. Obtain relevant documents.

(2) *Item 12b—Discharged from military service for mental, physical, or other reasons.* Contact MEPS medical staff before shipping applicant.

(3) *Item 12c—Disability compensation.* Determine medical complaint and contact MEPS medical staff before shipping applicant.

g. *Part II, item 13.*

(1) *Item 13a—Medication.* Contact MEPS medical staff before shipping applicant after determining types of medication taken. (This is not necessary when treatment was for a cold.)

(2) *Item 13b—Hospitalized.* If applicant was hospitalized in past 5 years, obtain copy of hospital discharge summary plus records from physician of current status of problem that caused hospitalization. If hospitalized for surgery, see (4) below.

(3) *Item 13c—Pins, screws, or plates.* In some cases, repairs of fractures requiring pins, screws, or plates make applicant ineligible for enlistment. Contact MEPS medical staff in questionable cases.

(4) *Item 13d—History of illness, injury, or surgery.* Obtain relevant medical documents. For surgery, obtain surgical report and hospital discharge summary. (This report and summary are not needed for tonsillectomy, hernia, appendectomy, gall bladder, or minor

skin surgery.) Applicants are temporarily disqualified for at least 60 days after hernia, appendectomy, or gall bladder surgery. Applicants are temporarily disqualified for at least 6 months after orthopedic surgery.

*h. Part II, Item 14.*

(1) *Item 14a.* Obtain relevant medical documents.

(2) *Item 14b—Mental condition.* Have private physician or hospital forward relevant medical documents directly to MEPS physician (addressed by name). Contact MEPS medical staff before shipment. History of psychosis at any time is disqualifying. (Schizophrenia is included in psychosis.)

(3) *Item 14c—Sleepwalking.* Obtain relevant medical documents.

(4) *Item 14d—Addiction to drugs or alcohol.* This condition is disqualifying. Refer questionable cases to MEPS medical staff before shipping applicant. Obtain relevant documents with request for evaluation, to include rehabilitation and psychiatric reports as applicable.

(5) *Item 14e through 14h.* Obtain relevant medical documents.

(6) *Item 14i—Other medical problems or defects not listed.* Obtain relevant medical documents.

*L. Part II, Item 15. Women only—date of last menstrual period.* Self-explanatory.

*Note:* Items below have been registered in DOD Data Element Program.

Armed Service Processed For

Name of Applicant

Date of Birth

SSN

Height

Weight

Maximum Weight Allowed

Date Screened

(Females Only) Date of Last Menstrual Period

Date Signed

Name of Recruiting Representative

Pay Grade of Recruiting Representative

## APPLICANT MEDICAL PRESCREENING FORM

Authority. Sections 505, 510, and 3012, Title 10, U.S. Code. Principal purpose: To speed your medical examination processing by identifying possible medical problem areas and to aid the medical staff in determining your eligibility and physical capabilities. To prepare military service applicants for medical processing by identifying documents or medical history required. Disclosure: Voluntary; failure to provide the information requested will stop further processing of your enlistment application.

### PART I. PROCESSING REQUIREMENTS (RECRUITER COMPLETES - VERIFY PERSONAL DATA ENTERED)

1. a. ARMED SERVICE PROCESSED FOR  
 ARMY     NAVY     MARINE CORPS     AIR FORCE     COAST GUARD

b. SERVICE COMPONENT  
 REGULAR     RESERVE     NATIONAL GUARD

2. NAME OF APPLICANT (Last, First, Middle)    3. DATE OF BIRTH (YYMMDD)    4. SOCIAL SECURITY NUMBER  
 APPLICANT, ANY O.    590823    123-45-6789

5. HEIGHT (actual)(inches)    6. WEIGHT (actual)(lbs)    7. MAX WT ALLOWED (lbs)    8. DATE SCREENED (YYMMDD)  
 71    175    228    860201

### PART II. MEDICAL HISTORY (APPLICANT) Check each item—explain "yes" and "unsure" answers in item 16.

9. PHYSICAL IMPAIRMENTS				11. DISEASES				13. TREATMENT OF ILLNESS/INJURY			
YES	NO	UNSURE		YES	NO	UNSURE		YES	NO	UNSURE	
			Have you ever had or have you now				Have you ever had or have you now				Have you ever
			a Back trouble				a. Hepatitis				a Taken any medicines
			b Ear trouble or loss of hearing				b Rheumatic fever				b Been hospitalized
			c Eye trouble, injury or illness								c Had bones surgically repaired using pins, screws or plates
			d Any deformities of, or missing fingers or toes								d Had or have you now any illness or injury including broken bones which required treatment by a physician/surgeon, hospitalization or a surgical operation
			e Any painful or "trick" joints or loss of movement in any joint								
			f Impaired use of arms, legs, hands and feet								
			g Have loss of vision in either eye								
10. CORRECTIVE DEVICES				12. FEDERAL GOVERNMENT ACTIONS				14. MEDICAL CONDITIONS			
YES	NO	UNSURE		YES	NO	UNSURE		YES	NO	UNSURE	
			Do you				Have you ever				a Do you have any difficulty standing for a long time?
			a Wear braces on your teeth				a Been rejected for military service				Have you ever
			b Wear contact lenses or glasses				b Been discharged from military service for mental, physical or other reasons.				b Been treated for a mental condition.
			c Wear a hearing aid				c Do you receive or have you applied for disability from any Federal Agency				c Been a Sleepwalker since age 12
											Have you ever had or have you now
											d Addiction to drugs or alcohol
											e Allergies
											f Asthma or respiratory problems
											g Bedwetting, since age 12
											h Epilepsy or seizures of any kind
											i Other medical problems or defects of any kind

15 (FEMALES ONLY) DATE OF LAST MENSTRUAL PERIOD (YYMMDD)

16 EXPLANATION OF "YES" AND "UNSURE" ANSWERS: DESCRIBE PROBLEM, GIVE AGE AT TIME OF PROBLEM, NAME OF DOCTOR AND/OR HOSPITAL WHERE TREATED, AND YOUR CURRENT STATUS REGARDING THAT PROBLEM.

11a 9 years old, VIRAL HEPATITIS, OIG CRUTCH GENERAL HOSPITAL  
 DR Fee/good - NO REOCURANCE.

**PART III. CERTIFICATION BY APPLICANT AND RECRUITER**

**WARNING:** The information you have given constitutes an official statement. Federal law provides severe penalties (up to 5 years confinement or a \$10,000 fine or both), to anyone making a false statement. If you are selected for enlistment based on a false statement, you can be tried by military courts-martial or meet an administrative board for discharge and could receive a less than honorable discharge that would affect your future. **WARNING.**

a. Applicant. I certify the information on this form is true and complete to the best of my knowledge and belief, and no person has advised me to conceal or falsify any information about my physical and mental history.

b. Recruiting Representative. I certify all information is complete and true to the best of my knowledge. I have conducted the medical prescreening requirements as directed by service regulations.

APPLICANT'S SIGNATURE

*Ang O. Applicant*

NAME OF RECRUITING REP (Last, First, MI)

*SHAFFER FRANK A*

PAY GRADE OF RECRUITING REP

*E-8*

DATE SIGNED (YYMMDD)

*860201*

SIGNATURE OF RECRUITING REP

*Frank A. Shaffer*

DATE SIGNED

(YYMMDD) *860201*

**PART IV. MEDICAL PROCESSING INSTRUCTIONS TO APPLICANT** (Rctg Rep Check Blocks - Applicant Initials)

The Armed Forces Examining and Entrance Station (AFEES) or other military medical facility will conduct a thorough medical examination. You should provide any medical records or documents regarding illness, hospitalization, injuries, treatment, or surgery which may be required/requested by the examining physician. The items below apply specifically to you and represent requirements of the medical staff. Please initial each checked item in the blank provided to indicate that you understand.

**PREPARATION FOR MEDICAL EXAMINATION**

**INSTRUCTIONS**

- 1. Take medical documents as discussed. \_\_\_
- 2. Take eye glasses *AAA*
- 3. Wear contact lenses. Also take your eye glasses with you or a statement from the optometrist/ophthalmologist of visual acuity and eye glass refractive error. Statement must be less than one year old. \_\_\_
- 4. Bring a statement from your orthodontist saying that the braces you are wearing will be removed at your expense and active treatment ended before your active duty date. \_\_\_
- 5. Males wear undershorts; females wear bra and panties for medical examination. *AAA*

**ACKNOWLEDGEMENTS**

- 1. I understand that I will undergo a pelvic/rectal examination. (females only) \_\_\_
- 2. My medical examination may take more than 1 day if tests are required. *AAA*
- 3. I've been briefed on the processing procedures and I understand them. *AAA*
- 4. I must lose \_\_\_ lbs. before further processing can take place \_\_\_
- 5. I appear to be ineligible for further processing for the following reasons.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**NOTE:** In questionable cases, use DIAL-A-MEDIC procedures to call or forward this form and other documents to the AFEES Chief Medical Officer through the service rep. prior to scheduling a medical examination.

**PART V. MEDICAL OFFICER'S COMMENTS**

Based on information provided, further processing is

- Authorized       Not Justified
- Deferred pending review of additional documentation  
(attach supplemental page for remarks)

SIGNATURE AFEES MEDICAL OFFICER

DATE SIGNED (YYMMDD)

Figure 5-5. Sample DD Form 2246—Continued

... (Date) ...

TO: ... (Applicant's Physician) ...  
.....  
.....

Re: .....  
SSN: .....

Dear Doctor ..... :

The above named person has applied for enlistment in the Armed Forces of the United States. In the course of our preenlistment interview, it was indicated that a history of a medical condition exists that may or may not be significant to military duties. To make a complete and fair decision on the applicant's medical fitness, further documents from you are needed. The applicant has been advised that the added information is to be furnished at his/her own expense, since the Government will not pay, nor make reimbursement, for any actions taken to obtain the required information or documents.

The documents needed are as follows:

- ( ) A statement of the applicant's current medical status of ailments listed below, along with an outline of treatment and prognosis.
- ( ) A copy of the hospital discharge summary.
- ( ) A copy of the surgical and pathology report.
- ( ) Other.

Please mail the documents to:

Your assistance in providing this information is sincerely appreciated.

Applicant's Release: I hereby authorize the above named physician or his agent to release, to the requesting Armed Forces recruiter and military examining facility, a copy of my medical record to conduct a medical evaluation of my acceptability for military service.

Sincerely,

... (Signature of applicant) ...

... (Recruiting Service representative) ...

Figure 5-6. Sample letter requesting documents from applicant's physician

**CERTIFICATE AND ACKNOWLEDGEMENT OF SERVICE REQUIREMENTS FOR INDIVIDUALS  
ENLISTING, REENLISTING, OR TRANSFERRING,  
INTO TROOP PROGRAM UNITS OF THE US ARMY RESERVE**

For use of this form, see AR 601-210, AR 135-91 and AR 140-111; the proponent agency is DCSPER.

**DATA REQUIRED BY THE PRIVACY ACT OF 1974**

**AUTHORITY:** Title 10, USC Section 270, 10 USC 511, 10 USC 673a & Executive Order 9397, 22 November 1943.

**PRINCIPAL PURPOSE:** To explain obligation and participation requirements and to insure that your agreement to these conditions is a matter of record.

**ROUTINE USES:** Confirmation of obligation and participation requirements; occasionally as a basis for non-participation action if requirements are not met.

**DISCLOSURE:** Disclosure of your SSN is voluntary, however, if not provided you will not be enlisted.

**SECTION I - APPLICABILITY**

This certificate and acknowledgement of service requirements will be completed by all individuals enlisting, reenlisting, or transferring, into troop program units of the US Army Reserve under the provisions of AR 135-91, AR 140-111 and AR 601-210. It is not applicable to personnel enrolling in the ROTC program in accordance with AR 145-1.

**SECTION II - INSTRUCTIONS**

For individuals enlisting or reenlisting in the US Army Reserve: the guidance counselor, or the officer administering the Oath of Enlistment, is responsible to read and explain the service requirements set forth below. Following the reading, explanation, affixing of proper signatures and the administration of the Oath of Enlistment, a copy of this signed form will be stapled to each copy of the signed enlistment agreement.

For individuals transferred or reassigned to a troop program unit of the US Army Reserve: the unit commander, or his designated representative, is responsible to read and explain the service requirements set forth below. Following the reading, explanation and affixing of proper signatures, a copy will be provided to the individual, a copy will be filed in the member's MPRJ, and the original copy will be forwarded to Commander, RCPAC, ATTN: DARC-RMR-R, 9700 Page Blvd., St. Louis, MO 63132, for inclusion in the member's OMPF.

**SECTION III - EXPLANATION TO APPLICANT/MEMBER**

In connection with membership in the US Army Reserve, it is my duty and responsibility to explain the service and participation requirements that are applicable. If, during the course of this explanation, you have any questions, or want further clarification, advise me and I will explain all matters to your satisfaction and understanding before proceeding. Following the administration of the Oath of Enlistment, if you are enlisting or reenlisting, you will be furnished an Enlistment Document (DD Form 4/3 through 4/4) which you will be required to sign. An exact copy of this explanation with your signature will be attached to all copies of your Enlistment Document. If you are being transferred or reassigned to a troop program unit of the US Army Reserve, an exact copy of this explanation will be inserted in your military records. In either case I will furnish you a copy of this signed statement.

This certificate is required by regulation when you have voluntarily elected one of the following option: (Individual will initial next to the checked transaction.)

1.  **TRANSFER OR REASSIGNMENT TO A TROOP PROGRAM UNIT OF THE US ARMY RESERVE.** This requires that you continue training with your assigned unit and continue satisfactory participation in the Ready Reserve for the remaining period of service on your current statutory or contractual obligation.
2.  **IMMEDIATE REENLISTMENT.** As a current member of the US Army Reserve I am reenlisting for continued service in a troop program unit and satisfactory participation in the Ready Reserve for the entire period of service stipulated on the enlistment document to which this is attached.
3.  **ENLISTMENT/REENLISTMENT OF PRIOR SERVICE MEMBER HAVING NO REMAINING STATUTORY MILITARY SERVICE OBLIGATION.** I am currently not a member of the US Army Reserve, but I have had previous military service in the Armed Forces of the United States and I have no remaining statutory military

**DA** FORM JUN 84 **3540/1**

EDITION OF OCT 80 IS OBSOLETE.

PAGE 1

Figure 5-7. Sample DA Form 3540-Series

SECTION III - EXPLANATION TO APPLICANT/MEMBER (Continued from page 1)

service obligation. This enlistment will require that I commence training with a troop program unit immediately. I will be required to maintain satisfactory participation in the Ready Reserve for the entire period of service stipulated in the Enlistment Document to which this is attached.

4.  **ENLISTMENT/REENLISTMENT OF A PRIOR SERVICE MEMBER WITH A REMAINING STATUTORY MILITARY SERVICE OBLIGATION.** I am currently a member of another Armed Force of the United States, or a member of the Army National Guard, and I have been granted a conditional release to permit enlistment in the US Army Reserve. I incurred an eight-year military service obligation upon entry into the military service and I have not completed that obligation; therefore, this enlistment into the US Army Reserve is, at least, for the minimum period of service remaining of my statutory obligation. This enlistment will require that I commence training with a troop program unit immediately. I will be required to maintain satisfactory participation in the Ready Reserve for the entire period of service stipulated on the Enlistment Document to which this is attached.

5.  **ENLISTMENT/REENLISTMENT OF A FORMER MEMBER OF THE ARMED FORCES WHO WAS DISCHARGED PRIOR TO COMPLETION OF AN INCURRED EIGHT-YEAR MILITARY SERVICE OBLIGATION.** I am currently not a member of the Armed Forces of the United States. During my last previous military service I incurred a statutory military service obligation of six years and when last discharged I had not completed the full six years. Therefore, this enlistment into the US Army Reserve is for a term of service that will equal, or exceed, the period of service that is required to complete the remaining portion of the eight-year obligation. This enlistment requires that I commence training with a troop program unit immediately. I will be required to maintain satisfactory participation in the Ready Reserve for the entire period of service stipulated on the Enlistment Document to which this is attached.

6.  **INITIAL ENLISTMENT AS A NON-PRIOR SERVICE APPLICANT.** I have had no previous military service on active duty, or active duty for training, in the Armed Forces of the United States and upon executing this enlistment I will incur a statutory military service obligation of eight years. The enlistment option that I have selected provides that I will be a member of a troop program unit for a period of \_\_\_\_\_ years and a member of the Individual Ready Reserve (IRR) for the balance of my eight-year service obligation unless I elect to remain with the troop program unit, or unless I am discharged from this enlistment agreement as a result of appointment as a commissioned officer, or warrant officer. I also understand that I will be further required:

a. Unless otherwise stipulated on an Addendum attached to this certificate (see Section V below), to enter and satisfactorily complete an initial period of active duty for training (IADT) to become qualified in a military occupational speciality (MOS) as soon as a training space is available. Training spaces are normally available within 180 days following enlistment although additional delay may be necessary for military reasons.

b. If for any reason beyond my control I am unable to complete the training during the period for which I was initially ordered to active duty for training (IADT) I agree to:

(1) Remain on active duty for training for such additional period as is required to complete my training, or

(2) Accept training in an alternate military occupational speciality (MOS) if offered, and remain on active duty for training for such additional training as is required to complete such training.

c. If I enlist for assignment to a position requiring airborne training and I refuse to undergo, or fail to complete, such training for reasons within my control, or after receiving a parachutist rating I refuse to participate in airborne training, I will be assigned to a unit vacancy for which I am, or can be, qualified, or if such assignment is not available I will be subject to transfer to the Individual Ready Reserve.

d. If I qualify for enlistment under a training/pay category that authorizes me to be in a paid training status, I will commence training with my unit while I am awaiting entry on initial active duty for training (IADT). If I am not authorized to be in a paid training status upon enlistment I may voluntarily attend scheduled drills with my unit until such time as I am authorized to be paid and then I will commence training with my unit.

e. I will be required to perform satisfactory participation in the Ready Reserve for a period of eight years.

#### SECTION IV - SATISFACTORY PARTICIPATION

I understand that I must participate satisfactorily during the entire period of my enlistment or assignment to the Ready Reserve in accordance with the rules and regulations now in effect, or which may be hereafter placed into effect, by the proper authority. Satisfactory participation in the Ready Reserve currently is defined as follows:

1. After completing your active duty for training (if required) you will serve the remaining period of your enlistment with your assigned unit unless the option you selected provided for transfer to the Individual Ready Reserve after a period of time in your unit.
2. You will be required to attend all scheduled unit training assemblies (at least 48 per year) unless you are excused by proper authority. If you accrue 9 or more unexcused absences during any continuous 365-day period you may be declared an unsatisfactory participant. A member who attends a scheduled unit training assembly must be in the prescribed uniform, present a neat soldierly appearance, and perform his/her duties in a satisfactory manner to receive credit for attendance. In the event you do not receive credit for attendance for any of the reasons I have explained you will be charged with an unexcused absence.
3. As a member of a unit you will be required to satisfactorily complete one period of annual active duty for training of not less than 14 days per year, exclusive of travel time unless excused therefrom by proper authority.
4. If through reasons beyond your control, you lose your unit assignment and are assigned by proper authority to the Individual Ready Reserve (IRR), you may be required to complete a period of not more than 30 days active duty for training each year.
5. If you change residence to a location too distant to permit continued participation with your unit, you will be authorized a period of not more than 90 days of excused absence from training. During this 90-day period you must locate and join another Reserve Component unit.
6. You will be responsible for keeping your commander advised of your current mailing address at which you will receive official correspondence.
7. You will be responsible for replying to and complying with all official orders and correspondence which you may receive.
8. If you fail to participate satisfactorily for any of the reasons I have explained or which may be placed into effect hereafter by proper authority, you may be declared an unsatisfactory participant and may be subject to removal from the unit and transfer to the Individual Ready Reserve (IRR) under other than honorable conditions.
9. During the entire period of this enlistment, while you are a member of the Ready Reserve, you may at any time be ordered to active duty involuntarily as a member of a unit or as an individual if not assigned to a unit, in the event of a war or national emergency declared by the Congress of the President of the United States or under any other conditions authorized by law in effect at the time of your enlistment or which may hereafter be enacted into law.

#### SECTION V - ADDITIONS OR CHANGES TO THIS CERTIFICATE

A check in this block indicates that an Addendum has been completed, signed by the applicant, and attached hereto. This Addendum is to be considered an integral part of this certificate and it may add, alter, or delete, certain portions of this certificate. Only Addendums that have been authorized by HQDA publications may be used for this purpose.

#### SECTION VI - STATEMENT OF ACKNOWLEDGEMENT AND UNDERSTANDING OF ENLISTMENT, REENLISTMENT, OR UNIT ASSIGNMENT, OBLIGATIONS

I, the undersigned, having voluntarily elected to become a member of a troop program unit of the US Army Reserve, acknowledge that all of the conditions of such membership as outlined on this certificate, were read and explained to me by the officer, or guidance counselor, whose signature appears below. I have been advised

**SECTION VI - STATEMENT OF ACKNOWLEDGEMENT AND UNDERSTANDING  
OF ENLISTMENT, REENLISTMENT, OR UNIT ASSIGNMENT, OBLIGATION (Continued from page 3)**

of my responsibilities with respect to satisfactory participation in the Ready Reserve and I understand them.

TYPED NAME  ANY O. APPLICANT	SOCIAL SECURITY NUMBER  123-45-6789
SIGNATURE  <i>any o. applicant</i>	DATE SIGNED  860102

**SECTION VII - CERTIFICATION BY OFFICER OR GUIDANCE COUNSELOR**

I certify that I have read and explained all of the conditions and stipulations concerning the specific program set forth above under which the individual is, or will become, a member of a troop program unit of the US Army Reserve. Following this reading and explanation, a copy of this certificate was furnished the above named individual.

TYPED NAME AND RANK  FRANK A. SHAFFERY MSG	TITLE  SENIOR ARMY COUNSELOR HARRISBURG RCTG BN
SIGNATURE  <i>Frank A. Shaffery</i>	DATE SIGNED  860102

REMARKS

**DA FORM 3540/4**  
OCT 80

DA FORM 3540/1 THRU 4, OCT 80, REPLACES DA FORM 3540, MAR 78, WHICH IS OBSOLETE.

PAGE 4

Figure 5-7. Sample DA Form 3540-Series—Continued

DEPARTMENT OF THE ARMY  
(Appropriate recruiting battalion address)

SUBJECT: Consent to Extension in the Delayed Entry Program

(Appropriate Rctg Bn commander)

I, . . . (Reservist's name and SSN) . . . , have been found disqualified because of . . . (reason) . . . for enlistment in the Regular Army for what appears to be a temporary condition. Therefore, I hereby consent to an extension in the US Army Delayed Entry Program for a period of . . . days. I understand that my new date of enlistment in the Regular Army is . . . . My enlistment option is . . . . I have been informed that if, as a result of this extension, I lose my original enlistment option, I may request a discharge from the Delayed Entry Program or select another option that is acceptable to me.

. . . (Date) . . .

. . . (Reservist's signature) . . .

. . . (Date) . . .

. . . (Signature of guidance counselor) . . .

Figure 5-8. Sample letter for consent to extension in the DEP

(Appropriate recruiting battalion address)

SUBJECT: Request for separation from Delayed Entry Program

(Appropriate Rctg Bn commander)

1. I, . . . (print name) . . . , do hereby request separation from the Delayed Entry Program for the reasons indicated below. I understand that by initiating this request for separation I forfeit my enlistment guarantee to the school or training I have selected as indicated on the statements of enlistment and that my class reservation will be canceled. I further understand that should my separation request be disapproved by higher headquarters that I may be required to serve on active duty for . . . years in my Reserve status.

2. My reason for requesting separation is: (Continue on back or separate sheet if necessary.) Attach supporting documents as outlined in appendix G, USAREC Regulation 601-50.

. . . (Date) . . .

. . . (Signature of Reservist) . . .

. . . (Date) . . .

. . . (Typed name and grade of guidance counselor) . . .

. . . (Date) . . .

. . . (Signature of guidance counselor or recruiter) . . .

Figure 5-8. Sample letter for request for discharge from the DEP

*(Appropriate Recruiting Battalion address)*

**SUBJECT: Withdrawal of Delayed Entry Program Separation Request**

*(Appropriate Rctg Ba)*

I, . . . *(print name)* . . . , having previously requested separation from the Delayed Entry Program, do hereby withdraw my request and voluntarily agree to enlist in the Regular Army. I understand that I forfeited my original enlistment guarantee when I submitted my request for separation and that I must select a new option from those available at this time.

. . . *(Date)* . . .

. . . *(Signature of reservist)* . . .

. . . *(Date)* . . .

. . . *(Typed name and grade of guidance counselor as witness)* . . .

. . . *(Date)* . . .

. . . *(Signature of guidance counselor)* . . .

**Figure 5-10. Sample letter for withdrawal of DEP separation request**

SUBJECT: Courtesy Enlistment in the US Army

TO: (Appropriate Rectg Bn)

1. Private/Mr/Miss/Ms ..... SSN .....  
is scheduled to be enlisted into the US Army through your battalion.

2. The following information is forwarded:

- a. Recruiter ..... Telephone .....
- Address .....
- b. Applicant's approximate arrival in your area .....
- c. Applicant's address in your area .....
- ..... Telephone: .....
- d. Applicant is/is not in the DEP. Scheduled AD/ADT date is: .....
- e. Applicant has been instructed to contact: .....
- f. AFRES that did initial processing: .....

3. This action was coordinated with ..... of your  
Rectg Bn on ..... Case file will be/has been mailed to: .....

4. Please contact ..... at ..... if questions  
or problems arise.

5. Following enlistment, please forward copies of the applicant's DD Form 4 series, DD Form 1988  
series, and DA Form 3286-series or DA Form 3540 as appropriate to this battalion.

(Signature block)

Figure 5-11. Sample letter for courtesy enlistment

Manager  
Regional Office, Veterans Administration  
(Address)

Dear Sir:

I, ... (Name) ... (Social Security number) ... , having enlisted in the Regular Army this date, do hereby voluntarily waive my monthly Veterans Administration compensation in the amount of \$ . . . . This compensation is being received under claim No. . . . from the Veterans Administration Regional Office, ... (Address) . . . .

Sincerely yours,

210

... (Signature) ...

1st Ind

MEPS, (location) (date)  
To: Manager, Regional Office, Veterans Administration  
... (Address) ...

... (Name of applicant) ... was enlisted in the Regular Army at this station on ... (Date) . . . .

... (Signature of Commanding Officer) ...

Figure 5-12. Sample letter for waiver of VA disability compensation

INFORMATION REQUIRED BY THE PRIVACY ACT OF 1974  
Section 270, Title 10, United States Code; Section 280,

**AUTHORITY:** Title 10, United States Code; and Executive Order 9397,  
22 November 1943.  
To voluntarily waive Veterans Administration disability compensation.

**PRINCIPAL PURPOSE:** To record the waiver of disability compensation and to notify the VA Regional Office having jurisdiction over your claim.

**ROUTING USE:** Disclosure of your SSN is voluntary. If it is not provided, you will continue to receive compensation to which entitled; however, you will not be eligible to receive pay and allowances authorized for the duty you are about to perform.

**DISCLOSURE:**

---

Manager (Date)  
Veterans Administration Regional Office  
(Address)

Dear Sir:

I, . . . (Name) . . . . . (Service number) . . . . . (Social Security number) . . . having (re)enlisted in the United States Army Reserve this date do voluntarily waive my Veterans Administration compensation for a period of inactive duty training, active duty, or active duty for training. This compensation is being received under Claim No. . . . from the Veterans Administration Regional Office . . . (Address) . . .

1st Ind  
(Unit) (Location) (Date)

To Manager, Veterans Administration Regional Office  
(Address)

. . . (Name of enlistee) . . . . . (Service number) . . . . . (Social Security number) . . . was (re)enlisted in the USAR at this unit on . . . (Date of enlistment) . . . . .

. . . (Signature block of a Commissioned Officer) . . .

Figure 5-13. Sample letter for request for waiver of disability compensation

STATEMENT FOR ENLISTMENT  
UNITED STATES ARMY ENLISTMENT OPTION  
US ARMY DELAYED ENLISTMENT PROGRAM

For use of this form, see AR 601 201 the proponent agency is the Office of the Deputy Chief of Staff for Personnel

1 ACKNOWLEDGEMENT In connection with my enlistment into the United States Army Reserve, I hereby acknowledge that

a My enlistment in the US Army Reserve obligates me to a total of 8 years service in the US Armed Forces, including service in the Reserve components, unless sooner discharged by proper authority. Fulfillment of this obligation begins on the date I enlist in the Delayed Entry Program.

b I will be assigned to the US Army Reserve Control Group (*Delayed Entry*), during which time I will be in a nonpay status and will not be authorized to participate in any Reserve training

c I volunteer to serve on active duty for two years in any job assignment specified by the Army, such period to begin within 10 days unless I enlist into the Regular Army, or I am granted further delay by proper authority.

d. In lieu of performing the active duty specified in c above, I may enlist into the Regular Army for a period of 4 Years 00 Weeks with the following understanding:

(1) Upon enlistment into the Regular Army, I will be enlisted under the provisions of Army Regulation 601-210, option or options as indicated below:

- Option 9- 23 TITLE US Army Cohesion, Operational, Readiness and Training (COHORT)

- Option 9- 17 TITLE US Army Cash Bonus

- Option 9- \_\_\_\_\_ TITLE N/A

- Option 9- \_\_\_\_\_ TITLE N/A

(enter appropriate primary option and indicate all associated options)

(2) If enlisting for an Army school course I have been assured of attending the school course for MOS or CMF

13B10 TITLE Cannon Crewman

(enter military occupational specialty or career management field & title)

(3) In the event through no fault of my own that my enlistment option, school course, or training of my choice is cancelled or otherwise not available before I enlist into the Regular Army, I will elect one of the following alternatives

(a) I will elect another option, school course or training of my choice for which I am qualified and a vacancy exists

(b) I will be separated from the Delayed Entry Program.

(4) The date of my enlistment into the Regular Army is scheduled for: 12 June 19 86

(5) In the event that I willfully fail to report for active duty on the date specified in (4) above and on my DD Form 4 enlistment contract I understand that I will be in an Absent Without Leave Status (AWOL) and subject to apprehension in accordance with article 86 and if appropriate article 85 (*deserter*) of the Uniform Code of Military Justice.

(6) I further certify that I am currently enrolled as a senior in high school and I understand that my enlistment into the Delayed Entry Program is contingent upon my successful completion of high school gaa  
(Initials)

(7) I understand that the course I have selected requires me to present proof in the form of a transcript or letter from school officials stating I have successfully completed a course or courses of instruction in  
N/A  
(enter Subject(s), i.e., Math, Science, etc.)

(8) I certify that I have read or have viewed the Job Description for the MOS I am enlisting for and further acknowledge that I understand the general nature of the training I will receive. gaa  
(Initials)

STATEMENT FOR ENLISTMENT - CONTINUED

(9) I also acknowledge that if I am qualified and I am enlisting for an MOS or CMF that has a Cash Bonus, that the bonus amount authorized on my enlistment into the Regular Army will be the amount authorized upon my entry into the Delayed Entry Program. Further I understand that the Bonus for my CMF/MOS on this date is \$ 2,000 000 (Note: If enlisting for an MOS which has a Cash Bonus and applicant declined such bonus the word "Declined" is entered in the Amount Block. If no bonus authorized enter "NONE". If the word declined is entered above I hereby state I was offered an enlistment option for a bonus and declined such option.)

(10) If I have enlisted for guaranteed 1st assignment to Europe, I understand that should I acquire a dependent prior to my active duty date, I will no longer be qualified for a guaranteed assignment to Europe. (This does not preclude assignment to Europe at the discretion of the Army.)

(11) I certify I have provided my recruiter and counselor all information required on my application for enlistment, further I have not concealed any medical information and I further state that no person has advised me to conceal any information with respect to my enlistment.

2 UNDERSTANDING I understand that in the event the Secretary of the Army determines that military necessity of a national scope requires that service members be available for immediate assignment/reassignment, any guarantees contained in this agreement may be terminated. Under these conditions I may be assigned or reassigned according to the needs of the Army.

I have read and understand each of the statements above and in the DD Form 1966 series, signed by me, and understand that these statements are intended to constitute all promises whatsoever concerning my enlistment. Any other promise or representation of commitments made to me in connection with my enlistment is written below in my own handwriting, or is hereby waived (if none, write "NONE") None

Contract Control Number CCN 4567890

AUTHENTICATION

SIGNATURE OF GUIDANCE COUNSELOR (Witness) <i>Frank A. Shaffery</i>	SIGNATURE OF APPLICANT <i>Any O. Applicant</i>	DATE <u>860602</u>
TYPED NAME, GRADE AND SSN OF COUNSELOR Frank A. Shaffery SGM 111-11-1111	TYPED NAME, SSN OF APPLICANT Any O. Applicant 222-22-2222	DATE 860602

Figure 9-1. Sample-DA Form 3286-59 Statement for Enlistment (Delayed Entry Program)—Continued

STATEMENT FOR ENLISTMENT  
US ARMY ENLISTMENT OPTIONS

For use of this form, see AR 601-210, the proponent agency is the Office of the Deputy Chief of Staff for Personnel.

1. Acknowledgement in connection with my enlistment into the Regular Army for the enlistment options indicated I hereby acknowledge

a. If I am enlisting for an option which guarantees school training I am assured of training in Military Occupational Specialty (MOS)

13B10 CANNON CREWMAN

provided I am qualified.

(enter MOS and title)

b. If the enlistment option I have chosen authorized a first assignment I am enlisting for

9th Infantry Division

(enter unit, station, command or location, if no assignment enter NO 1st ASG)

c. If the unit, command, activity or installation indicated in 1b above is located in the Continental United States (except COHORT units) I am guaranteed a minimum assignment of 12 months. If the unit, command, activity or installation is in an overseas location. I understand the normal tour of duty in N/A is currently N/A. Additionally, I understand the normal tour length may be shorter or longer, or I may be reassigned to meet the needs of the Army. (Does not apply to COHORT units which have extensions requirements)

(1) I understand that I may receive an initial assignment, at an interim location, to a unit that is undergoing training. That unit will be deployed to my unit or station of choice on successful completion of unit training. The stabilization period guaranteed by the option will begin when I arrive at the unit or station I have chosen.

(2) I may be subject to periods of temporary duty assignment on an individual basis away from the activity, unit, or subordinate element of the unit for which enlisting. Such periods of temporary duty will not count against the guaranteed period of stabilization indicated above.

(3) In the event the unit or activity to which I am assigned or attached under the provisions of this option is deployed, relocated, reorganized or redesigned prior to the expiration of the guaranteed minimum period of assignment to the unit, activity or installation of choice I will remain assigned to the unit or activity. If the unit or activity is inactivated, disbanded, or discontinued, I will be reassigned in accordance with the needs of the Army and established assignment period.

d. My term of enlistment into the Regular Army is for 4 YEARS AND 00 WEEKS

2. I further acknowledge that I am enlisting for the following enlistment option(s)

(a) OPTION-9- 23 US ARMY COHESION, OPERATIONAL READINESS AND TRAINING (COHORT) (AR 601-210)

(b) OPTION-9- 17 US ARMY CASH BONUS (AR 601-210)

(c) OPTION-9- N/A (AR 601-210)

(d) OPTION-9- N/A (AR 601-210)

(Enter the specific option(s) and enter N/A for lines not used)

(1) I have read and understood the terms and conditions for each option I have enlisted for. I further state that I have read or viewed the description of duties for the Military Occupational Specialty I am enlisting for

(2) A description of my enlistment option and the terms and conditions which apply to my enlistment follow, I will read and acknowledge by placing my initials in the appropriate space provided, indicating I fully understand my option. My guidance counselor has indicated the appropriate option for which I am enlisting and that no other option(s) other than those I have enlisted for apply.

9-3 US Army Training of Choice Enlistment Option. \_\_\_\_\_  
(Initials)

Upon successful completion of the training specified in 1a above, I will be assigned in accordance with the needs of the Army, and no promise has been made to me concerning the specific job or station to which I will be assigned.

9-4 US Army Airborne Enlistment Option: \_\_\_\_\_  
(Initials)

(1) I am volunteering to perform frequent aircraft flights and parachute jumps and to participate in realistic combat training while receiving airborne training or performing airborne duty.

STATEMENT FOR ENLISTMENT US ARMY ENLISTMENT OPTIONS -- CONTINUED

(2) Should I fail to qualify for airborne training subsequent to my enlistment, or fail to retain these qualifications, I will not be offered another assignment choice, but will be reassigned in accordance with the needs of the Army. Examples of these specific causes for disqualification for airborne training include:

- (a) Failure to complete airborne (*parachute*) training if required
- (b) Failure to maintain all qualifications for airborne training.
- (c) Failure to attain or maintain required standards on advanced physical fitness test.

(3) I understand that I am guaranteed initial assignment to the unit indicated in 1b above and that such assignment is not for any minimum period. After initial assignment, I am subject to reassignment in accordance with the needs of the Army and established assignment policies

(4) Airborne unassigned I understand my initial assignment is based on the needs of the Army and I may or may not be assigned to an Airborne unit

Option 9-8 US Army Band Enlistment Option \_\_\_\_\_  
(Initials)

(1) My enlistment for this option assures that, provided I meet required prerequisites, I will be assigned to an Army Band or unassigned as specified in 1b above.

(2) Upon completion of basic training, I will undergo AIT if required at the US Army element, School of Music, in the MOS indicated in 1a above.

(3) If enlisted for the United States Army Band, I must meet the prerequisites for assignment to Presidential support activities prescribed in AR 614-3

(4) If enlisted for an airborne band, I must be airborne qualified for satisfactorily complete airborne training

9-11 US Army Officer Candidate School Enlistment Option \_\_\_\_\_  
(Initials)

(1) I must successfully complete training, which includes basic training and officer candidate school, to become eligible for a commission.

(2) I must qualify for a security clearance

(3) I must satisfactorily pass the Advanced Physical Fitness Examination prior to enrollment in the OCS program

(4) Although I may indicate a branch of preference prior to commissioning, I will accept a commission in any branch selected by the Department of the Army

(5) After being commissioned, I will serve no less than 36 months on active duty as a commissioned officer, unless sooner released from active duty by the Army, and I will serve the remainder of the military service obligation (MSO) required by law

(6) Throughout my training I must be prepared to meet rigorous physical, mental and psychological requirements

(7) After accepting an OCS class assignment, I will not be allowed to withdraw from the OCS program for personal reasons until I have completed at least 4 weeks of OCS training and subsequent to the completion of 4 weeks of OCS training, only if determined by the Army to be in its best interest

(8) In the event I should fail to complete OCS training successfully, I will be required to complete the time remaining on the 3 year Regular Army enlistment period in an enlisted status and to serve the remainder of the military service obligation required by law

STATEMENT FOR ENLISTMENT US ARMY ENLISTMENT OPTIONS - CONTINUED

9-12 US Army Warrant Officer Flight Training Enlistment Option: \_\_\_\_\_  
(Initials)

(1) I must successfully complete basic training, if required, Warrant Officer Indoctrination Training and the Warrant Officer Candidate Rotary-Wing Aviation Training Course (*Pre-flight and Flight Training Course*).

(2) I must qualify for a security clearance.

(3) I must continue to meet Class I medical standards for flying.

(4) If I am enlisting for the Regular Army, I understand that after appointment as a warrant officer and completion of flight training, I will serve no less than 60 months on active duty, unless sooner released from active duty by Department of the Army, and I will serve the remainder of any military service obligation required by law.

(5) Throughout my training, I must be prepared to meet rigorous physical, mental and psychological requirements.

(6) In the event I should fail to qualify for a security clearance or fail to complete pre-flight or flight training successfully, I will be required to complete the time remaining on the 3 year Regular Army enlistment period in an enlisted status and to serve the remainder of the military obligation required by law.

APPLICABLE TO (TPU) USAR WARRANT OFFICER FLIGHT ENLISTEES

(7) If I am enlisting for the United States Army Reserve Troop Program Unit Warrant Officer Flight Program, I understand that I will enter the Regular Army for training and upon completion of training be separated from active duty appointed as a warrant officer in the USAR and assigned in the USAR to the Troop Program unit below. I will serve no less than 60 months in a Army Reserve Troop Program Unit as a warrant officer unless sooner released by Department of the Army and will serve the remainder of my military service obligation required by law.

(8) Upon successful completion of training, and provided I meet required prerequisites, I will be assigned to the following Army Reserve Unit \_\_\_\_\_ with UIC Code \_\_\_\_\_ located at \_\_\_\_\_

(9) If I fail to complete the course, academically or through action initiated by me to disenroll from this course I will be separated from Regular Army, placed in an initial active duty for training Status and trained in an enlisted specialty for which I am qualified and placed into the Individual Ready Reserve. I will be required to complete my military service obligation as required by law

Option 9-13 US Army Combat Arms Enlistment Option: \_\_\_\_\_  
(Initials)

(1) My choice of the training I receive will be within CMF 11, 13, 19 or my choice of MOS 19D Cavalry Scout. (*Training in CMF series 13 (Field Artillery) is not available to individuals enlisting for the United States Army Combat Development Experimentation Command*) (*My choice is indicated in 1a above*).

(2) Upon successful completion of training I will be assigned to the unit indicated in 1b above.

Option 9-14 US Army Communications Command Enlistment Option \_\_\_\_\_  
(Initials)

Providing I meet required prerequisites, I will receive training in the Military Occupational Specialty (MOS) specified in 1a above.

Option 9-17 US Army Cash Bonus Enlistment Option:       DADA        
(Initials)

(1) Upon being awarded MOS/CMF specified in 1a above, I will be authorized an enlistment bonus of \$ 6,000. (*enter appropriate bonus level*). Any amount in excess of \$5,000 will be paid in equal installments every 3 months after award of my MOS and initial payment of \$5,000 (*Complete Bonus will be paid within 1 year after award of MOS*)

STATEMENT FOR ENLISTMENT US ARMY ENLISTMENT OPTIONS — CONTINUED

(2) Should I voluntarily or because of misconduct fail to satisfactorily complete either AIT or OSUT, I will be trained in another MOS and required to complete my enlistment based upon the needs of the Army, unless released from active duty for administrative or disciplinary reasons. In that event, I will not receive an enlistment bonus.

(3) Should I, through no fault of my own, fail to satisfactorily complete AIT or OSUT in the MOS for which originally enlisted, I will be given an opportunity for training in another MOS and be retained in the Army, or released from active duty if so desired. If retained and the new MOS authorizes a cash bonus, I will be entitled to payment of the bonus upon satisfactory completion of AIT/OSUT. The dollar value of the bonus will be determined by the MOS for which trained, regardless of MOS for which originally enlisted.

(4) In the event I fail to meet any of the established prerequisites and therefore to qualify initially for award of the designated Military Occupation Specialty (MOS) I will not be paid the bonus.

(5) I will serve in the primary MOS upon which the bonus is based and must stay qualified in my awarded MOS unless otherwise directed by Headquarters, Department of the Army for the duration of my enlistment. Service in any MOS includes normal skill progression as defined in Army classification directives.

(6) In the event I become medically disqualified for duty in my designated Military Occupation Specialty (MOS) after having been awarded it and after having been paid the bonus, I will be retrained in accordance with the needs of the Army and will be required to complete the term of service for which enlisted.

(a) If my subsequent disqualification is voluntary or through my own fault, I may be required to repay the unearned portion of the bonus.

(b) If my subsequent disqualification is neither voluntary nor my fault, I will not be required to repay any portion of the bonus.

(7) If I do not complete the term of service for which the bonus was paid because of voluntary action or misconduct on my part, or because I become disqualified for service in the MOS, I will repay the unearned portion of the bonus.

(8) I understand that my bonus is subject to federal tax and state tax where applicable.

Option 9-18 US Army First Assignment Enlistment Option, assures assignment to a unit or Command shown in 1b above

                      
(Initials)

Option 9-19 US Army Station/Command of Choice Enlistment Option, assures training and assignment to a Station, Command or Area shown in 1b above                     

                      
(Initials)

Option 9-23 US Army COHORT Enlistment Option                     

                      
(Initials)

(1) If the unit I am enlisting for is located in the Continental United States, I am guaranteed a minimum assignment of 36 months to the COHORT unit indicated in 1b above commencing upon the date of assignment to that unit (24 months if a two year COHORT unit)

(2) I understand that being part of a COHORT unit I may be required to serve overseas as a member of that COHORT unit however, this does not guarantee an overseas assignment

(3) I understand that, upon completion of the COHORT unit assignment, I am subject to another assignment either within the COHORT or in accordance with the needs of the Army

(4) I understand that if the COHORT unit I am enlisting for is located in an overseas location, that the tour length established for the country or location of the unit is NA Months.

(5) If the unit has a greater tour length than established by AR 614-30 for that location I volunteer for an overseas tour extension to equal a total of 36 months from the date of my arrival in the unit. My enlistment therefore constitutes a voluntary extension of overseas tour upon entry into active duty.                     

                      
(Initials)

STATEMENT FOR ENLISTMENT US ARMY ENLISTMENT OPTIONS -- CONTINUED

Option 9-24 US Army Material Development and Readiness Command (*Security Depot*) Enlistment Option \_\_\_\_\_  
(Initials)

(1) I understand that I must undergo one station unit training in Military Occupational Specialty (MOS) 95B, Military Policeman

(2) Upon successful completion of my 12 months assignment to the Army depot specified in 1b above I have the option of being reassigned to one of three overseas areas of my choice, providing I meet prerequisites for overseas assignments. I further acknowledge that it is my responsibility to advise the Department of the Army during the ninth month after my arrival at the depot as to whether I wish to volunteer for overseas assignment or remain assigned to my unit of assignment. I understand that if I fail to notify the Department of the Army by the end of the ninth month at the depot it may be treated as an election to continue service in my unit of assignment, or I may be reassigned in accordance with the needs of the Army, and I will be required to complete the period of service for which enlisting

(3) In the event the training in the MOS for which I enlisted is canceled after my enlistment or if I fail to report for MOS training at the appropriate time, through no fault of my own, I may select training in a MOS for which a vacancy exists at the Army depot for which I enlisted and for which I am qualified

Option 9-25 US Army Electronic Warfare/Cryptologic Option \_\_\_\_\_  
(Initials)

(1) Assignment Upon successful completion of training and provided I meet required prerequisites, I will initially be assigned to An EW/Cryptologic related unit, activity or training center of my choice as shown in 1b above or if no 1st assignment is guaranteed an EW/Cryptologic related unit, activity or training center as determined by the CG MILPERCEN

(2) My retention within a EW/Cryptologic related unit, activity or training center is dependent upon the following

(a) The continuous maintenance of the highest personal and security standards and satisfactory performance of duty through the period of my service.

(b) The continued requirement of my service

(c) I have informed the security interviewer of all incidents in my life that would have a bearing upon my acceptability for assignment under this option. My initial acceptance for this option is based on a review of information now available to the security interviewer and does not constitute final approval for assignment under this option.

(d) If found to be unqualified for retention or service under this option for any reason including the withholding derogatory information which is within my knowledge and which precludes or results in loss of my access to special intelligence information, I will be advised that I am not eligible for this option, my enlistment option will be voided, I will be reassigned in accordance with the needs of the Army; and I will be required to complete the term of service for which I enlisted

(e) Due to the nature of my training and assignments in the EW/Cryptologic field, I understand that temporary restrictions may be imposed on my foreign travel both during and after my enrollment

Option 9-26 US Army 2 Year Enlistment Option \_\_\_\_\_  
(Initials)

(1) If selected for overseas assignment, except for any leave I might take, I would not normally return from overseas until just before the end of my 2 year term of enlistment

(2) I am enlisting for training in the MOS listed in 1a above and if available an assignment listed in 1b above

(3) If enlisting for an MOS which requires a variable term of enlistment my term of service is beyond 2 years as indicated in 1d above.

STATEMENT FOR ENLISTMENT US ARMY ENLISTMENT OPTIONS - CONTINUED

Option 9 28 US Army College Fund \_\_\_\_\_  
(Initials)

(1) I understand that I am automatically enrolled in the GI Bill and I am enlisting for the US Army College Fund.

(2) In connection with my enlistment I will be awarded the amounts indicated below as they apply to my term of enlistment

0	2 Year/Award up to \$8,000
0	2 Year w/Associate Degree/Award up to \$12,000
0	3 Year/Award up to \$12,000
0	4 Year/Award up to \$11,100

(3) If I disenroll at the reception station I will not be allowed to enroll at a later date or receive the Army College Fund

(4) I must remain enrolled in the GI Bill which requires a deduction from my pay. I also acknowledge that this contribution is non-refundable

(5) I will forfeit my entitlement to this option if Any of the following apply

(a) I disenroll from the GI Bill

(b) I fail to obtain the MOS for which I enlisted, to include academic failure. (Unless trained in another MOS authorized the award)

(c) I fail to meet any enlistment prerequisite for this or any other option I enlisted for.

(d) I fail to remain qualified in my awarded MOS for the duration of my initial period of enlistment. (Unless otherwise directed by HQDA)

(e) I fail to complete my initial term of enlistment, unless separation or discharge was connected with disability, hardship or convenience of the Government. If discharge was for convenience of the Government, the following minimum time must have been served in order to receive any award

- (1) Two year enlistees - 20 months
- (2) All other - 30 months

3 ACKNOWLEDGMENTS (Applicable to all enlistees regardless of option) (this applies to all enlistment option)

a If my enlistment contract can't be fulfilled through no fault of my own, the alternatives available to me will be as provided in chapter 7, AR 635-200. I understand that I will have a period of thirty days from the time I am notified, become aware, or reasonably should have become aware that my selected option cannot be fulfilled, to elect an alternative option for which there is an opening and for which I am qualified, or to request separation. This period may be extended by the general courts martial convening authority when necessary to determine the availability of my selected alternative. If I make no election within that period, my claim will be deemed to have been waived. I may withdraw my request for training or reassignment prior to approval and elect another alternative, but not thereafter.

b. If through my own fault, I fail to meet any of the established prerequisites, to include special prerequisites of the Nuclear Surety Program, or maintain my qualifications for this option, fail to maintain the required physical, professional, or suitability standards, or become medically or otherwise disqualified for training or retention, I will be trained and utilized in accordance with the needs of the Army and will be required to complete the term of service for which I enlisted.

c. If found to be unqualified for retention or service under any option for any reason because of personal conduct or withholding derogatory information which is within my knowledge and which precludes or results in loss of my access to special intelligence information, I will be advised that I am not eligible for my option, and my enlistment option will be voided. I will be reassigned in accordance with the needs of the Army, and will be required to complete the term of service for which I enlisted.

STATEMENT FOR ENLISTMENT US ARMY ENLISTMENT OPTIONS - CONTINUED

d. In the event the training I selected under my option is discontinued or I become medically disqualified for MOS selected, I will be provided the opportunity to select a related MOS for which qualified and for which a vacancy exists or I may request separation.

e. In order to get the benefit of my option I must meet the following prerequisites which cannot be determined until after my enlistment.

(1) Successfully complete any required training.

(2) Qualify for and retain appropriate security clearance, as required for the MOS and/or unit/area of initial assignment selected.

f. Unless I have previously completed basic training (BT) in past 5 years, I must complete BT prior to undergoing advanced individual training (AIT) or the equivalent of such training if required.

g. I have received no assurance that all or any specific part of my enlistment will be spent in performing these duties.

b. No guarantee is made to me beyond the term of my enlistment under the contract this form annexes.

i. No assurance has been given that I will or will not be assigned overseas during my term of enlistment, (except Guaranteed Overseas Assignment in 1b above.)

4. UNDERSTANDING: I understand that in the event the Secretary of the Army determines that military necessity of a national scope requires that service members be available for immediate assignment/reassignment, any guarantees contained in this agreement may be terminated. Under these conditions I may be assigned or reassigned according to the needs of the Army. I have read and understand each of the statements above to include any Addendums and in the DD Form 1966 series signed by me, and understand that these statements are intended to constitute all promises whatsoever concerning my enlistment. Any other promise or representation of commitments made to me in connection with my enlistment is written below in my own handwriting, or is hereby waived. (If none, write NONE). *None*

AUTHENTICATION

TYPED NAME OF APPLICANT	SIGNATURE OF APPLICANT	DATE
Any O. Applicant	<i>Any O. Applicant</i>	860612
TYPED NAME, GRADE, AND SSN OF WITNESSING OFFICIAL	SIGNATURE OF WITNESSING OFFICIAL	DATE
Benigno Pineda MSG 111-88-1111	<i>Benigno Pineda</i>	860612

DA FORM 3286-60/7, MAY 86

Figure 9-2. Sample-DA Form 3286-60 Statement for Enlistment (Regular Army)-Continued

**STATEMENT OF UNDERSTANDING**  
**(ARMY POLICY)**

For use of this form, see AR 601.210; the proponent agency is the Office of the Deputy Chief of Staff for Personnel

**1. SURE PAY:**

a. As part of my enlistment contract, I hereby acknowledge and agree that I have the duty, as explained below, to establish and maintain an account with a United States financial institution (such as a bank, savings and loan, or credit union) for the direct deposit of my Army net pay and allowances.

b. I understand that within 3 months after completion of BT/AIT, or arrival at my first duty station, whichever is later, I am required to do the following:

(1) Establish an account with a US financial institution for direct deposit of my Army net pay and allowances, and

(2) Execute the appropriate forms at my finance office to ensure that my Army net pay and allowances are deposited directly into my account.

c. I understand I may freely choose or change US financial institutions to satisfy this requirement.

d. I understand that I will continue to have the duty to maintain such an account for direct deposit of my Army net pay and allowances so long as I remain on active duty, unless I receive a specific exemption from this requirement from the Army.

e. I understand that failure to perform the duty of establishing and maintaining such an account, in the absence of a specific exemption, may subject me to administrative action and/or disciplinary action under the Uniform Code of Military Justice.

**2. ALCOHOL AND DRUG ABUSE:**

a. I understand that the Army's policy on alcohol and drug abuse is as follows:

(1) The Army must prevent alcohol and drug abuse in order to perform its mission to defend the United States, to ensure its combat readiness, and to protect the health and welfare of its soldiers.

(2) I understand that service in the United States Army places me in a position of special trust and responsibility.

(3) Any drug or alcohol abuse by members of the United States Army is against the law, violates Army standards of behavior and duty performance, and will not be tolerated.

(4) The use of narcotics, dangerous drugs, or marijuana can seriously harm my health and safety and the health and safety of other soldiers.

(5) The use of narcotics, dangerous drugs, or marijuana by soldiers can lead to criminal prosecution and/or discharge under other than honorable conditions.

(6) If I am identified for either alcohol or drug abuse, including the use or possession of marijuana, appropriate disciplinary and/or administrative action may be taken against me. This may include trial by court-martial or administrative separation from the Army.

b. I understand that certain MOSs in the Army cannot be performed by persons who have used marijuana or other drugs. If it is established that I have used drugs or marijuana and that usage disqualifies me for the MOS for which I entered the Army or have been awarded, I may be reclassified into another MOS.

**3. RELIGIOUS PRACTICE ACCOMMODATION:**

a. I understand the following policy on accommodation of religious practices in the Army:

(1) Department of the Army policy is to accommodate religious practices when accommodation will not have an adverse impact on military readiness, unit cohesion, standards, health, safety or discipline.

DA FORM 3286-61/1, MAY 86

Figure 9-3. Sample-DA Form 3286-61 Statement for Enlistment (Army Policy)

STATEMENT OF UNDERSTANDING - CONTINUED

(2) The Army places a high value on the rights of its soldiers to observe the tenets of their respective religions.

(3) Unit commanders are authorized to initially approve or deny requests for accommodation of religious practices. Conditions of accommodation may change based on military need.

(4) Policy guidelines are contained in AR 600-20 and AR 165-20 which my guidance counselor has available for me to read.

(5) I understand that the Army cannot guarantee accommodation of religious practices.

b. I further state that I have been given the opportunity to read or I have read the policy in AR 600-20 and AR 165-20.

4. I have read the following statement(s) of understanding which apply to my enlistment

a. Statement of Understanding for USAR commissioned/warrant officers. I understand that I will automatically vacate my reserve commission/warrant, if I enlist in the Delayed Entry Program. \_\_\_\_\_  
(Initials)

b. Statement of Understanding for ESL enlistee. I understand that I will be required to undergo English language training at the Defense Language Institute, English Language Center, Lackland Air Force Base, Texas, and that failure to attain an ECLT score of 70 by completion of training will result in separation from the Army \_\_\_\_\_  
(Initials)

c. Statement of Understanding for prior service enlistee. I understand that if I have enlisted for an MOS that is taught in the OSUT mode. I may be required to complete all or a portion of Basic Training, regardless of the period of my break in service. \_\_\_\_\_  
(Initials)

d. Statement of Understanding I understand that I will be given a Pre-Basic Training Physical Fitness Test during my first 3 days at the Reception Station. Should I fail to meet the minimum requirements, I will be placed in a Fitness Training Unit (FTU) for a period not to exceed 3 weeks or until I can attain the minimum physical standards to enter Basic Training. aaa  
(Initials)

5. Military Entrance Physical Strength Capacity Test (MEPSCAT) STATEMENT OF UNDERSTANDING (Applicable only to applicants not meeting MEPSCAT)

a. I understand that the physical strength demands rating was developed to keep persons from being enlisted into MOS they may have difficulty performing as a result of physical requirements. My Military Entrance Physical Strength Capacity Test (MEPSCAT) indicated that I am unable to satisfy the physical strength requirements of MOS \_\_\_\_\_

b. Having been advised that I lack the physical strength for this MOS, I elect to be enlisted and trained in this MOS.

c. I understand that if I cannot perform the duties prescribed for MOS \_\_\_\_\_ which I have read or viewed, I will be trained in and reclassified to another MOS in accordance with the needs of the Army. I understand that this training/reclassification will not give me a right to an early discharge or otherwise relieve me of any obligations I have under my enlistment agreement.

\_\_\_\_\_  
(Initials)

d. I also understand that if I have enlisted under option 9-17, US Army cash bonus enlistment option, I am also subject to the provisions of sub-paragraph (4) and (6) of that option and may not be paid the bonus or may be required to repay any bonus already paid or any unearned portion thereof. \_\_\_\_\_  
(Initials)

6. This statement will be completed for applicants enlisting in the Regular Army who have no spouse and have surrendered custody of dependents. (Enter NA if not applicable)

STATEMENT OF UNDERSTANDING - CONTINUED

ACKNOWLEDGEMENT/CERTIFICATION.

"I, Any O. Applicant, am the parent of IAM A. Applicant

and certify that the child(ren) has (have) been placed in the custody of the other parent or another adult by court order or as provided by state law. I further certify that this custody agreement is intended to remain in full force and effect during the term for which I am now enlisting. I understand that if I regain custody of this (these) child(ren), either by court decree, or in accordance with applicable state law, or if the child(ren) are residing with me in lieu of the legal custodian, I will be processed for involuntary separation for fraudulent entry unless I can show that the regaining custody is not contrary to the above stated intent; (e.g., death or incapacity of other parent or custodian)."

My child(ren) are in the custody of: Name Mrs. Willbe A. Applicant

Relationship Mother Address 318 DAYTON ST. NEWARK N.J.

Signature Any O. Applicant Witness Vicky Adamson, SFC

7. I have read, acknowledge and fully understand the information above.

AUTHENTICATION

TYPED NAME, RANK AND SSN OF GUIDANCE COUNSELOR	SIGNATURE OF GUIDANCE COUNSELOR	DATE
Vicky Adamson, SFC, 333-33-3333	<i>Vicky Adamson</i>	860612
TYPED NAME AND SSN OF APPLICANT	SIGNATURE OF APPLICANT	DATE
Any O. Applicant	<i>Any O. Applicant</i>	860612

DA FORM 3286-61/3, MAY 86

Figure 9-3. Sample-DA Form 3286-61 Statement for Enlistment (Army Policy)—Continued

**ADDENDUM TO STATEMENTS FOR ENLISTMENT**

**(ADDITIONAL REQUIREMENTS FOR ENLISTMENT OPTIONS)**

For use of this form, see AR 601 210, the proponent agency is the Office of the Deputy Chief of Staff for Personnel

1. **ACKNOWLEDGEMENT** The enlistment option I have selected has additional requirements associated with the MOS or unit I am being assigned to. I hereby acknowledge that I have read and I understand the applicable statements below which are in addition to the basic qualifications and understandings for my enlistment option contained in DA Form 3286-2.

a. If I am enlisting for:

A Special Force Unit \_\_\_\_\_  
(Initials)

(a) If I am not already airborne qualified, I will be required to qualify for and successfully complete such training before receiving Special Forces training

(b) By my enlistment for this option, I am volunteering to perform frequent aircraft flights and parachute jumps and to participate in realistic combat training while engaged in airborne and Special Forces training and duty

(c) I understand that Special Forces units in time of war are engaged on a sustained basis in operations within and behind enemy lines for military purposes

(d) I am aware that all Special Forces personnel are required to undergo language training either mission type or as a student, at an appropriate language facility.

(e) Should I fail to qualify for Special Forces training duty subsequent to my enlistment, I will not be offered another assignment choice, but will be reassigned in accordance with the needs of the Army. Examples of specific causes for disqualification for Special Forces training duty include

(1) Failure to complete basic training and advanced individual training, if required.

(2) Failure to attain or maintain required standards as prescribed in AR 614-200, on the Advanced Physical Fitness Test.

(3) Inability to swim 50 meters unassisted while wearing fatigues and boots.

(4) Failure to compete satisfactorily airborne (*parachute*) training, if required

(5) Failure to qualify for SECRET security clearance

(6) Loss of medical or professional qualifications required for airborne or Special Forces duty.

(7) A determination by the appropriate Special Forces Commander that I am unsuitable for further Special Forces training and duty.

(f) Only personnel who enlist for one of the four operational MOS 18B, 18C, 18D, or 18E are eligible to attend the Special Forces Qualification.

(g) I understand that I am not guaranteed Special Forces training

A Ranger Unit \_\_\_\_\_  
(Initials)

a. If I am not already airborne qualified, I will be required to qualify for and successfully complete such training before assignment to a Ranger Unit. I volunteer to attend the Ranger course

b. By my enlistment for this option, I am volunteering to perform frequent aircraft flights and parachute jumps and to participate in realistic combat training while engaged in airborne/Ranger training and duty.

c. Causes for disqualification for this option include:

(1) Failure to complete satisfactorily airborne (*parachute*) training, if required.

ADDENDUM OF STATEMENT OF ENLISTMENT CONTINUED

- (2) Failure to qualify for security clearance
- (3) Loss of physical, medical, or professional qualifications required for airborne and Ranger duty
- (4) Failure to satisfactorily complete the Ranger Indoctrination Course.

f. I am aware that the Battalion Commander has the authority to relieve summarily from duty and move from the Battalion, individuals he determines are unsuited for continued assignment to a Ranger unit. Whether I will be reassigned to another Ranger unit will be at the option of the Army, but if I am summarily relieved, such action will not constitute a breach of my enlistment commitment regardless of whether I am to be reassigned.

For Language Training under option 9-3 \_\_\_\_\_  
(Initials)

a. I have read and understand the minimum requirements listed in AR 611-6, which must be met to be eligible for language training and understand the nature of the training I am to receive. Should I fail to meet the requirements, I understand that I will be required to complete the term of service for which I enlist.

b. Should I be relieved from the training for any reason to include for academic deficiency, disciplinary reasons, or failure to qualify for or retain a security clearance, I will be reassigned in accordance with the needs of the Army and will be required to complete the period of service for which I enlist.

c. Upon completion of Language training I may be assigned Language duty or be further trained in any MOS, and no promise has been made to me concerning the specific job or station to which I will be assigned.

d. If required, I must successfully complete MOS training prior to the attendance of Language training, and if I do not complete MOS training I will be reassigned in accordance with the needs of the Army.

For Special Intelligence \_\_\_\_\_  
(Initials)

a. My enlistment for this option assures me that, provided I meet prescribed prerequisites, my initial duty assignment will be in MOS 97B (Counter Intelligence Agent).

b. I have received no assurance that all or any specific part of my enlistment period will be spent in these duties.

c. I understand that I will be on probation status until I am 21 years of age or one year after date of successful completion of MOS 97B training, whichever is later.

d. I understand that my ultimate assignment to training and duty and that my retention in MOS 97B duties will depend upon the following factors which cannot be determined prior to my enlistment:

- (1) Successful completion of basic training, if required
- (2) Successful completion of any MOS training
- (3) Favorable conclusion of a special background investigation to include an evaluation of my eligibility for access to Sensitive Compartmented Information (SCI)
- (4) Qualification for retention in MOS 97B duties by satisfactory performance of assigned duties and maintenance of the high standards of integrity and loyalty required by intelligence operations
- (5) Maintenance of a record free from indiscretions or defects of character which are deemed unacceptable by the Commander, US Army Military Personnel Center.

ADDENDUM OF STATEMENT OF ENLISTMENT - CONTINUED

If, through my own fault, I fail to meet any of the established prerequisites or maintain my qualifications for this option fail to maintain the required physical, professional, or suitability standards, or become medically or otherwise disqualified for training or retention in intelligence duties, I will be trained and utilized in accordance with the needs of the Army and will be required to complete the term of service for which I enlist

**Training and Doctrine Command (TRADOC)** Enlistment under the TRADOC option will send the soldier to any one of twenty-three TRADOC Installations or to TRADOC units located throughout the Continental United States. Enlistment under this option will guarantee the soldier an assignment to a TRADOC installation or unit for a minimum of twelve months. \_\_\_\_\_  
(Initials)

**Forces Command (FORSCOM)** Units assigned to FORSCOM include Armor, Airborne and Infantry Divisions, Rangers, Airborne, Armored Cavalry, Missile Artillery, Air Defense, Transportation, and Engineer units. Enlistment under the FORSCOM option guarantees the soldier will be assigned for a minimum of twelve months to a FORSCOM activity within the Continental United States or overseas \_\_\_\_\_  
(Initials)

**The 3D Infantry (The Old Guard)** I understand that provided I meet required prerequisites I will be assigned to the 3D Infantry (The Old Guard) for a period of 3 years. If through my own fault, I fail to maintain the required physical, professional, or suitability standards, or become disqualified for duty with The Old Guard, I will be utilized in accordance with the needs of the Army and be required to complete the term for which I am enlisting. \_\_\_\_\_  
(Initials)

**The US Army Marksmanship Unit.** I understand my continued service with that unit will be based upon my ability to maintain standards of shooting excellence that assures I remain competitive in National and International competition, I understand if I fail to maintain such standards, or suitability for this unit, as determined by the unit commander, I will be reassigned in accordance with the needs of the Army \_\_\_\_\_  
(Initials)

**Loan Repayment Program (Loan Forgiveness)**

a. **ACKNOWLEDGEMENT.** I acknowledge that the government will repay a designated portion of any loan I incurred that was made insured or guaranteed under part B of the Higher Education Act of 1965 (*Guaranteed Student Loan*) or any loan made under part F of such act (*National Direct Student Loans*) after 1 Oct 1975 and before I enlist and enter Active duty

b. I have elected to participate in the Loan Repayment Program

c. Upon my enlistment in the Regular Army the portion or amount of loan that may be repaid is 33 1/3 percent or \$1,500 whichever is greater, for each year of service

d. I understand that I must disenroll from the GI Bill, the guidance counselor will complete the appropriate form for the GI Bill and I will execute the disenrollment section prior to enlistment

e. Repayment of this loan will be made only after each successful year of Active duty that I perform, commencing on the date of this enlistment

f. I understand that I will lose my entitlement for that year and any future years for this program if

(1) I fail to obtain the MOS I enlisted for

(2) I fail to remain qualified for the MOS awarded during the term of enlistment I am obligated for. (*Unless otherwise directed by the Headquarters, Department of the Army*)

g. I acknowledge that only "Guaranteed Student Loans" or "National Direct Student Loans" made after 1 Oct 75 and before entry into the military service will be partially repaid based upon my years of service completed

h. I have been advised that I must keep my loan current and not in default, I further state that I must complete the required documents provided to me by the Loan Processing Center

ADDENDUM OF STATEMENT OF ENLISTMENT - CONTINUED

i Failure to verify information or provide the application to the Repayment Center will result in delay

j I further understand the repayment of my loan by the Government is based upon satisfactory completion of each year of service and I must secure a deferment or maintain my account in good standing until such time repayment begins

2 UNDERSTANDING I have read and understand each of the statements above and in the DD Form 1966 series, signed by me, and understand that these statements are intended to constitute all promises whatsoever concerning my enlistment. Any other promise or representation of commitments made to me in connection with my enlistment is written below in my own handwriting or is hereby waived (if none write "NONE") *None*

AUTHENTICATION

SIGNATURE OF GUIDANCE COUNSELOR (If (1)(c)(6)) <i>Frank Repinski</i>	SIGNATURE OF APPLICANT <i>Any O. Applicant</i>	DATE <i>860612</i>
TYPED NAME, GRADE AND SSN OF COUNSELOR Frank Repinski <del>111</del> -22-2333 MSG	TYPED NAME, SSN OF APPLICANT Any O. Applicant	DATE <i>860612</i>

Figure 9-4. Sample DA Form 3286-62 Statement for Enlistment (Addendum)—Continued

# DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL	SUBJECT
	Volunteer Statement for Overseas Assignment (Guaranteed Enlistment Option)

~~22~~ Thru: Channels FROM Soldier Concerned DATE CMT 1

TO: DAPC-EPL-M  
2461 Eisenhower Avenue  
Alexandria, VA 22331

1. Under AR 614-30 and table 9-12, AR 601-210, for which I enlisted, I volunteer for assignment to one of the following overseas locations (maximum of three). The locations are listed in priority of my preference. (I understand that this request will be applied against requirements in the overseas areas of my choice and, if no vacancy exists, I will not be ordered overseas until my normal turn.)

- a. \_\_\_\_\_.
- b. \_\_\_\_\_.
- c. \_\_\_\_\_.

2. The information below is submitted to support my request:

NAME \_\_\_\_\_.

GRADE \_\_\_\_\_.

SSN \_\_\_\_\_.

PMOS \_\_\_\_\_.

SMOS \_\_\_\_\_.

ETS \_\_\_\_\_.

CURRENT UNIT OF ASSIGNMENT \_\_\_\_\_.

DATE ELIGIBLE FOR OVERSEAS ASSIGNMENT \_\_\_\_\_.

\_\_\_\_\_  
(Signature of Soldier)

DA FORM 2498  
AUG 80

PREVIOUS EDITIONS WILL BE USED

U S G P O 1982-346-546

Figure 9-5. Sample volunteer statement for oversea assignment

# DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL

SUBJECT

Waiver of Overseas Assignment

TO  
Applicable Personnel  
Officer

FROM  
Soldier Concerned

DATE

CMT 1

1. Under table 9-12, AR 601-210, I hereby waive my option of volunteering for an overseas assignment.
2. I understand that this waiver of my option to volunteer for an overseas assignment may be treated as an election to continue service in my unit of assignment or I may be reassigned according to the needs of the Army. I also understand that I will be required to complete the period of service for which I enlisted.
3. I understand that I will not be given another chance to volunteer for overseas assignment as part of my enlistment guarantee.

\_\_\_\_\_  
(Signature of Soldier)

(File this document as a permanent document in the Member's Personnel Records Jacket.)

DA FORM 2496  
AUG 80

PREVIOUS EDITIONS WILL BE USED

• U. S. G. P. O. 1982-306-343

Figure 9-6. Sample waiver of overseas assignment

DEPARTMENT OF THE ARMY  
190th Army Band  
Anywhere, Anystate 54321

Atkins, Thomas B. 123-45-6789

SUBJECT: Letter of Certification

SFC John P. Doe  
Recruiting Battalions  
Post Office Building  
AnyStreet  
Anywhere, Anystate 54321

1. Reference is made to Chapter 7, AR 601-210, Army Civilian Acquired Skills Program (ACASP).
2. Using the selection criteria prescribed in table 9-17, above reference, I auditioned Mr. Thomas B. Atkins, SSN 123-45-6789, Box 186, Anywhere, Anystate 54321 on 3 July 1981. I determined that he was qualified for enlistment in MOS 02B (trumpet player) under the ACASP.
3. Mr. Atkins attained an audition raw score of 125. I recommend him for enlistment in pay grade E3 and accelerated promotion to E5. He must successfully complete all required training and demonstrate conduct and skill proficiency during the performance of 20 unit training assemblies after he completes training. I based Mr. Atkins' consideration for accelerated promotion to pay grade E5 on a current position vacancy for an E5 02B (trumpet player).
4. Request that you provide this unit with verification of enlistment or nonenlistment of Mr. Atkins.
5. This audition is valid for 30 days from the date the applicant was auditioned.

1 Encl  
Watkins-Farnum Performance  
Scale, Form A

W. P. MUSICMAN  
CW4 USAR  
Commanding

CF:  
Commander, Fifth US Army, ATTN: AFKB-PA-PPM,  
Ft. Sam Houston, TX 78234  
Applicant

Figure 9-7. Sample letter of certification for USAR band enlistment option

**CERTIFICATE AND ACKNOWLEDGEMENT OF SERVICE REQUIREMENTS  
FOR INDIVIDUALS ENLISTING OR REENLISTING IN THE INDIVIDUAL READY RESERVE**

For use of this form, see AR 601-210 and AR 140-111; the proponent agency is DCSPER.

**DATA REQUIRED BY THE PRIVACY ACT OF 1974**

**AUTHORITY:** Title 10 USC, Sec. 270, 10 USC 511, 10 USC 673a and Executive Order 9397, 22 November 1943.

**PRINCIPAL PURPOSE:** To explain obligation and participation requirements and to insure that your agreement to these conditions is a matter of record.

**ROUTINE USES:** Confirmation of obligation and participation requirements; occasionally as a basis for nonparticipation action if requirements are not met.

**DISCLOSURE:** Disclosure of your SSN is voluntary; however, if not provided, you will not be enlisted.

**SECTION I - APPLICABILITY**

This certificate and acknowledgement of service requirements will be completed by all personnel enlisting or reenlisting in the Individual Ready Reserve.

**SECTION II - INSTRUCTIONS TO OFFICER ADMINISTERING THE OATH OF ENLISTMENT**

The officer administering the Oath of Enlistment to individuals enlisting or reenlisting in the Individual Ready Reserve is responsible to read and explain the service requirements set forth below. Following the reading and explanation and after the proper signatures are entered on the form and after having been administered the Oath of Enlistment, one copy of this signed form will be stapled to each copy of signed DD Form 4. The applicant will be furnished a copy of DD Form 4/1 through 4/4 with a copy of this form.

**SECTION III - EXPLANATION TO APPLICANT**

In connection with your desire to enlist in the Individual Ready Reserve, it is my duty and responsibility to explain the service and participation requirements applicable if you elect to accomplish this enlistment. If during the course of this explanation you have any questions or want further clarification, advise me and I will explain all matters to your satisfaction and understanding before proceeding.

Following administration of the Oath of Enlistment, you will be furnished a copy of the Enlistment Agreement (DD Form 4/1 through 4/4) which you have been required to sign. An exact copy of this explanation with your signature will be attached to your DD Form 4/1 through 4/4.

This certificate is required by regulation when you have voluntarily elected one of the following options: (Individual will initial next to the checked transaction.)

1.  **IMMEDIATE REENLISTMENT.** As a current member of the US Army Reserve I am reenlisting for continued service in the US Army Reserve. This will require that I continue to participate in the Ready Reserve for the entire period of service stipulated on the enlistment document to which this certificate is attached.

2.  **ENLISTMENT/REENLISTMENT OF A PRIOR SERVICE MEMBER HAVING NO REMAINING STATUTORY MILITARY SERVICE OBLIGATION.** I am currently not a member of the US Army Reserve, but I have had previous military service in the Armed Forces of the United States and I have no remaining statutory military service obligation. This enlistment will require that I participate in the Ready Reserve for the entire period of service stipulated on the enlistment document to which this is attached.

3.  **ENLISTMENT/REENLISTMENT OF A FORMER MEMBER OF THE ARMED FORCES WHO WAS DISCHARGED PRIOR TO COMPLETION OF AN INCURRED SIX-YEAR MILITARY SERVICE OBLIGATION.** I am currently not a member of the Armed Forces of the United States. During my last previous military service I incurred a statutory military service obligation of six years and when last discharged I had not completed the full six years. Therefore, this enlistment into the US Army Reserve is for a term of service that will equal, or exceed, the period of service that is required to complete the remaining portion of the six-year obligation. This enlistment requires that I participate in the Ready Reserve for the entire period of service stipulated on the enlistment document to which this is attached.

DA FORM 4688/1  
OCT 80

DA FORM 4688/1 THRU 3, OCT 80, REPLACES DA FORM 4688, MAR 78, WHICH IS OBSOLETE.

PAGE 1

Figure 9-8. Sample DA Form 4688-Series

SECTION III - EXPLANATION TO APPLICANT (Continued from page 1)

4.  **INITIAL ENLISTMENT AS A NON-PRIOR SERVICE APPLICANT.** I have had no previous military service on active duty, or active duty for training, in the Armed Forces of the United States and upon executing this enlistment I will incur a statutory military service obligation of six years. I will be required to enter and satisfactorily complete an initial period of active duty for training (ADT) to become qualified in a military occupational speciality (MOS), as soon as a training space is available. Training spaces are normally available within 180 days following enlistment. Additional delay may be necessary for military reasons. After completing initial active duty for training I will serve the remaining period of my six year military service obligation as a member of the Individual Ready Reserve assigned to Control Group (Annual Training). I will be required to report for two weeks active duty for training during the third and fifth years of my enlistment, to provide me with refresher training in my military occupational speciality. The Commander, Reserve Components Personnel and Administration Center (RCPAC), will provide me with orders and instructions that will inform me of the dates and location of such training, in sufficient time to allow me to arrange my personal affairs. This enlistment will require that I participate satisfactorily in the Ready Reserve for the entire period of service stipulated on the enlistment document to which this is attached.

SECTION IV - PARTICIPATION

I understand that *except for the training requirements stipulated above for members who incur a statutory military service obligation upon enlistment, or that may be specified on an Addendum attached hereon that I have voluntarily agreed to by affixing my signature, I do not incur a mandatory training requirement during the period of this enlistment, but to participate I must -*

1. Complete and promptly return all military correspondence.
2. Promptly report any change of address to Commander, Reserve Components Personnel Administration Center, 9700 Page Blvd., St. Louis, MO 63132.

I UNDERSTAND THAT:

1. The period of time that I am assigned to the Individual Ready Reserve will count toward computation of time-in-grade and time-in-service for promotion consideration and longevity for pay purposes.
2. To qualify for pay purposes I must be serving on active duty, active duty for training, or be a member of a troop program unit of the Selected Reserve attending scheduled training assemblies in an inactive duty status.
3. To qualify for retirement benefits at age 60, I must achieve 20 qualifying years of Federal service and be a member of the Reserve Component during the last 8 years of military service. A qualifying year of military service for retirement requires the member to accrue a minimum of 50 points in a retirement year. My years of service in the Individual Ready Reserve will not qualify me for retired pay at age 60 unless I accrue at least 50 points for each retirement year and each of these years, when added to other qualifying years of Federal service, amounts to a total of 20 years.
4. At any time after I have completed initial active duty for training, if required, while a member of the Individual Ready Reserve I may apply to voluntarily enter on active duty, or active duty for training, to:
  - a. Attend military schools if I meet the prerequisites and if the school, or course of instruction, is available, or to
  - b. Perform duties in support of US Army Reserve activities or programs.
5. I may voluntarily seek transfer and subsequent troop program unit assignment if a vacancy exists in my grade and MOS and if approved by the unit commander. Upon transfer and assignment to a troop program unit I must perform as a satisfactory participant. Satisfactory participation as a member of a troop program unit requires that:
  - a. I must attend all scheduled unit training assemblies unless excused by proper authority. If I accrue 9 or more unexcused absences during any continuous 365-day period I may be declared an unsatisfactory participant. When attending a scheduled unit training assembly, I must be in the prescribed uniform present a neat, soldierly appearance, and perform my duties in a satisfactory manner to receive credit for attendance. In the event I do not receive credit for attendance for any of the reasons outlined, I will be charged with an unexcused absence.

DA FORM 4688/1 THRU 3, OCT 80. REPLACES DA FORM 4688, MAR 78, WHICH IS OBSOLETE. PAGE 2

DA FORM 4688/2

PAGE 2

Figure 9-8. Sample DA Form 4688-Series-Continued

**SECTION IV - PARTICIPATION** (Continued from page 2)

b. As a member of a unit, I would be required to satisfactorily complete one period of annual active duty for training of not less than 14 days per year, exclusive of travel time unless excused therefrom by proper authority.

c. I would be responsible for keeping my unit commander informed of my current mailing address at which I would receive official correspondence.

d. I would be responsible for replying to and complying with all official orders and correspondence which I may receive.

6. If, as a member of a troop program unit, I were to fail to participate satisfactorily for any reasons explained herein, or which may be placed into effect by proper authority, I could be declared an unsatisfactory participant and subject to removal from the unit and transfer to the Individual Ready Reserve (IRR) under other than honorable conditions.

7. During the entire period of this enlistment/reenlistment while I am a member of the Ready Reserve, I may at any time be ordered to active duty involuntarily as an individual, or as a member of a unit if I am assigned to a unit, in the event of war or national emergency declared by the Congress, or the President of the United States, or under any other conditions authorized by law in effect at the time of this enlistment, or which may hereafter be enacted into law.

**SECTION V - ADDITIONS OR CHANGES TO THIS CERTIFICATE**

A check in this block indicates that an Addendum has been completed, signed by the applicant, and attached hereon. This Addendum is to be considered an integral part of this certificate and it may add, alter, or delete, certain portions of this certificate. Only Addendums that have been authorized by HQDA publications may be utilized for this purpose.

**SECTION VI - STATEMENT OF ACKNOWLEDGEMENT AND UNDERSTANDING OF ENLISTMENT OR REENLISTMENT OBLIGATIONS**

I, the undersigned, having voluntarily elected to enlist/reenlist in the United States Army Reserve under the provisions of AR 140-111 for the period of service indicated on the enlistment agreement to which this is attached, acknowledge that all of the conditions of said enlistment were read and explained to me by the officer, or guidance counselor, whose signature appears below, prior to being administered the Oath of Enlistment.

I have been advised of my responsibilities with respect to participation in the Ready Reserve and I understand them.

TYPED NAME Any O. Applicant	SOCIAL SECURITY NUMBER 123-45-6789
SIGNATURE <i>Any O. Applicant</i>	DATE SIGNED 860102

**SECTION VII - CERTIFICATE BY GUIDANCE COUNSELOR OR BY THE OFFICER ADMINISTERING THE OATH OF ENLISTMENT**

I certify that prior to being administered the Oath of Enlistment, I read and explained all of the conditions and stipulations concerning the specific program set forth above under which he or she requested enlistment. Following this reading and explanation, he or she requested administration of the Oath of Enlistment. After administering the Oath of Enlistment, a copy of this certificate was furnished the above named individual.

TYPED NAME AND RANK Frank A. Shaffery MSG	TITLE SR ARMY COUNSELOR
SIGNATURE <i>Frank A. Shaffery</i>	DATE SIGNED 860102

DA FORM 4688 13 4688/13

DA FORM 4688/1 THRU 3, OCT 80. REPLACES DA FORM 4688, MAR 78, WHICH IS OBSOLETE.

PAGE 3

Figure 9-8. Sample DA Form 4688-Series-Continued

**PROFESSOR OF MILITARY SCIENCE, ROTC, CERTIFICATION**  
**Reserve Officer Training Corps (ROTC)/Simultaneous**  
**Membership Program (SMP)**  
**Enlistment Option**

1. According to Chapter 10, AR 601-210, officials of the US Army Recruiting Command (USAREC) must have certificates from a PMS, ROTC, that an applicant for the ROTC/SMP has a reasonable chance of being enrolled in the ROTC Advanced Course, before the US Army Reserve enlistment processing can be completed.

2. As a result of an interview with . . . . . on . . . . ., I hereby certify that he/she has a reasonable chance of being accepted for enrollment in the ROTC Advanced Course. The applicant appears to have those qualifications necessary for becoming an effective Army officer as evidenced by appearance, record, personality, scholarship, extra curricular activities, and aptitude for military training.

. . . (Date) . . .

. . . (Signature of PMS) . . .

. . . (Typed name, grade, and branch) . . .

. . . (Institution) . . .

. . . (Address of institution) . . .

**Figure 9-17. Sample PMS (ROTC) certification**

(Letterhead)

**SUBJECT: Notice of Removal from Participation in ROTC/SMP with Continuing Membership in the Troop Program Unit of Assignment**

**TO:**

1. Effective this date, Cadet . . . . ., SSN: . . . . . is hereby removed from taking part in the ROTC/SMP as a result of

- a. Not having enrolled in the ROTC Advanced Course within 1 year since entry into the ROTC/SMP, or
- b. Not having been accepted for enrollment in the ROTC Advanced Course, or
- c. Having been disenrolled from the ROTC Advanced Course, or
- d. Failing to volunteer for the Early Commissioning Program, or
- e. Refusing to accept a commission when offered, or
- f. Not having been offered a commission.

2. . . . . has a remaining military service obligation, either statutory or contractual. He/she is thereby retained as a member of the USAR, currently assigned to this troop program unit (TPU), until the date of expiration of term of service (ETS), which is . . . . .

3. The additional information below is provided:

- a. In accordance with AR 140-158, enlisted pay grade reverts from Cadet to . . . . .
- b. DMOS is changed from 09R10/09R20 to . . . . .
- c. Entry on IADT to complete basic training or advanced individual training, or both, (is) (is not) required. A training reservation (has) (has not) been obtained through the REQUEST system. The member will enter on IADT . . . . ., at . . . . ., to undergo training in MOS . . . . .

**FOR THE COMMANDER:**

(Signature block)

**Figure 10-1. Notice of removal from participation in ROTC/SMP**  
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## Appendix A References

### Section I Required Publications

#### AR 40-501

Standards of Medical Fitness. (Cited in para 5-11 and tables 2-1, 3-1, 3-6, 4-1, 4-2, 7-1, 9-3, 9-5, and 9-6.)

#### AR 50-5

Nuclear Surety. (Cited in tables 4-1, 9-2, 9-10, 9-11, and 9-12.)

#### AR 50-6

Chemical Surety Program. (Cited in table 4-1.)

#### AR 135-91

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures. (Cited in para 10-23 and fig 5-7.)

#### AR 140-10

Army Reserve: Assignments, Attachments, Details, and Transfers. (Cited in paras 1-11, 1-12, 3-4, 5-22, 5-24, 5-66, 10-10, and 10-16 and tables 4-3, 9-20, and 9-21.)

#### AR 140-120

Army Reserve: Medical Examinations. (Cited in para 5-11.)

#### AR 140-158

Army Reserve: Enlistment Personnel Classification, Promotion, and Reduction. (Cited in paras 5-65, 7-11, 10-9, 10-11, and 10-12, tables 2-3, 4-8, 7-1, 9-19, 9-20, 9-21, and 9-22, and figs 5-17, 9-22, and 10-1.)

#### AR 140-192

Army Reserve: Organization, Training, Assignment, and Retention Criteria for Military Intelligence, Signals Intelligence, Electronic Warfare, and Signal Security Units. (Cited in para 6-9 and table 9-18.)

#### AR 220-90

Army Bands. (Cited in table 9-4.)

#### AR 600-9

The Army Weight Control Program. (Cited in para 5-26 and 10-7 and tables 3-1, 4-4, and 9-6.)

#### AR 611-201

Enlisted Career Management Fields and Military Occupational Specialties. (Cited in paras 3-5, 6-5, and 7-11 and tables 3-4, 6-1, 7-1, 9-2, 9-4, 9-8, 9-9, 9-10, 9-11, 9-12, 9-14, 9-15, 9-17, and 9-21.)

#### AR 612-2

Preparation of Replacements for Oversea Movement (POR). (Cited in para 7-3.)

#### AR 614-3

Selection of US Army and Civilian Personnel and Contractor Employees for Assignment to Presidential Support Activities. (Cited in table 9-4.)

#### AR 614-30

Oversea Service. (Cited in paras 5-31, 6-6, and 7-8, tables 9-4, 9-7, 9-8, 9-10, and 9-12, and fig 9-13.)

#### AR 614-200

Selection of Enlisted Soldiers for Training and Assignment. (Cited in paras 5-31, 6-6, 6-9, 8-2, and 8-5, tables 7-1, 9-2, 9-3, 9-7, 9-8, and 9-10, and fig 9-4.)

#### DA Pam 351-4

US Army Formal Schools Catalog. (Cited in para 6-5 and tables 9-2, 9-4, 9-9, 9-10, 9-11, 9-12, 9-13, 9-14, and 9-15.)

#### DA Pam 611-227

Officer Leadership Board Interview. (Cited in tables 9-5 and 9-6.)

#### USAREC Regulation 601-50

Delayed Entry Program (DEP). (Cited in fig 5-11.) USAREC publications may be obtained from Headquarters, USAREC, Fort Sheridan, IL 60037-6000.

### Section II Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

#### AR 37-104-10

Military Pay and Allowance Procedures for Inactive Duty Training Joint Uniform Military Pay System—Reserve Components (JUMPS-(RC)-Army).

#### AR 40-3

Medical, Dental, and Veterinary Care.

#### AR 135-100

Appointment of Commissioned and Warrant Officers of the Army.

#### AR 135-178

Separation of Enlisted Personnel.

#### AR 135-180

Qualifying Service for Retired Pay Nonregular Service.

#### AR 135-205

Enlisted Personnel Management.

#### AR 140-111

US Army Reserve Enlistment and Reenlistment Program.

#### AR 145-1

Senior ROTC Program: Organization, Administration, and Training.

#### AR 195-3

Acceptance and Accreditation of Criminal Investigative Personnel.

#### AR 310-10

Military Orders.

#### AR 340-18

The Army Functional Files System

#### AR 351-5

Army Officer Candidate Schools.

#### AR 600-2

Name and Birth Data and Social Security Number.

#### AR 600-10

The Army Casualty System.

#### AR 600-20

Army Command Policy and Procedures.

#### AR 600-37

Unfavorable Information.

#### AR 600-43

Conscientious Objection.

#### AR 600-200

Enlisted Personnel Management System.

#### AR 601-270

Military Entrance Processing Stations (MEPS).

#### AR 601-280

Army Reenlistment Program.

#### AR 604-5

Personnel Security Program.

#### AR 604-10

Military Personnel Security Program.

#### AR 611-5

Army Personnel Selection and Classification Testing.

#### AR 611-85

Selection of Enlisted Volunteers for Training as Aviation Warrant Officers.

#### AR 612-5

US Army Returnee-Reassignment Station Processing Procedures.

#### AR 612-201

Processing Procedures at US Army Reception Stations and Training Centers and Control and Distribution of Trainees (RCS MILPC-17).

#### AR 614-6

Permanent Change of Station Policy.

#### AR 630-5

Leave, Passes, Permissive Temporary Duty and Public Holidays.

**AR 635-10**  
Processing Personnel for Separation.

**AR 635-40**  
Physical Evaluation for Retention, Retirement, or Separation.

**AR 635-100**  
Officer Personnel.

**AR 635-200**  
Enlisted Personnel.

**AR 640-2-1**  
Personnel Records and Identification of Individuals-Personnel Qualification Record.

**AR 640-30**  
Photographs for Military Personnel Files.

**AR 700-84**  
Issue and Sale of Personal Clothing.

**DA Pam 611-256-1**  
Scoring the Flight Aptitude Selection Test.

**FM 21-20**  
Physical Readiness Training.

**NGR 600-200**  
Enlisted Personnel Management.

**USAREC Regulation 601-77**  
USAREC In-Service Recruiting (ISR) Program, Reserve Component.

## **Appendix B** **Forms Used in Enlistment** **Processing or Composition of** **Enlistment Packets**

### **B-1. General**

Packet composition displayed in table B-1 does not apply to applicants processed under the Active Army In-Service Recruiting Program. (Refer to tables B-2F and B-2G.)

a. The copy number of the form or document is shown under each packet as follows:

- (1) "0" for original (white).
- (2) "2" for the first carbon (yellow).
- (3) "3" for the second carbon (green).
- (4) "4" for the third carbon (pink).
- (5) "R" for mechanically reproduced copy.

b. A number in parenthesis ( ) means that number of copies.

c. Dashes indicate that no distribution is made.

d. An asterisk (\*) preceding the document number shows that the document is only used when applicable. (See source reference for applicability.)

### **B-2. Concept**

The recruiting activity, USAREC, or MEPCOM, identified under the form or document number and description, will indicate the person or activity that will initiate the form or procure a certain document,

if required. The recruiting activity includes the following:

- a. Recruiter (Rctr).
- b. Guidance Counselor (GC).
- c. MEPCOM personnel.
- d. Recruiting Battalion personnel.

Table B-1  
Forms used in enlistment processing or composition of enlistment packets

Item	Document/Responsibility	Title and Source	NPS	PS	Packet Number (For Regular Army)						Packet Number (For US Army Reserve)							
					1	2	3	4	5	6	1	2	3	4	5	6	7	
1.	DD Form 4/1 through 4/3 (MEPCOM)	Enlistment/Reenlistment Document—Armed Forces of the United States	X	X	0	2	3	4	R	—	0	2	3	4	R	R	—	
2.	DD Form 93 (MEPCOM)	Record of Emergency Data	X	X	—	023	4	—	—	—	—	—	0&2	3	4	—	—	
3.	*DD Form 214 (MEPCOM)	Certificate of Release or Discharge from Active Duty	—	X	R	R	R	0	—	—	R	—	R	0	—	—	—	
4.	*DD Form 215 (Rctr)	Correction to DD Form 214 Certificate of Release or Discharge from Active Duty	—	X	R	R	R	0	—	—	R	—	R	0	—	—	—	
5.	*DD Form 220 (Rctr)	Active Duty Report	—	X	—	—	—	—	—	—	—	—	R	0	—	—	—	
6.	*DD Form 368 (See note 1) (Rctr)	Request for Discharge or Clearance from Reserve Component	—	X	—	R	R	0	—	—	0	—	R	—	—	—	—	
7.	*DD Form 369 (Rctr)	Police Record Check	X	X	—	—	0	—	—	—	—	—	—	—	—	—	R	—
8.	*DD Form 370 (Rctr)	Request for Report From (Employer) (School) (Personal Reference)	X	X	0	—	R	—	—	—	0	—	R	—	—	—	R	—
9.	DD Form 372 (Rctr)	Application for Verification of Birth for Official US Armed Forces Use Only	X	X	—	R	0	R	—	—	—	—	—	R	—	0	—	—
10.	*DD Form 398- (GC)	Statement of Personal History	X	X	—	R	—	—	—	—	—	—	R	—	—	—	—	—
11.	DD Form 398-2 (Rctr)	DOD Personnel Security Questionnaire	X	X	—	2	3	—	—	—	—	—	2	—	—	3	0	—
12.	*DIS Form 1 with Original DD Form 398-2 (See note 2)	Report of ENTNAC	X	X	—	0	—	—	—	—	—	—	0	—	—	—	—	—
13.	DD Form 1878 (GC)	Request for Personnel Security Investigation	X	X	—	R	—	—	—	—	—	—	R	—	—	—	—	—
14.	DD Form 1986/1 thru DD Form 1986/8 (Rctr)	Record of Military Processing—Armed Forces of the United States	X	X	0	2	3	4	—	—	0	2	3	4	R	R	—	—
15.	DD Form 2005 (MEPCOM)	Privacy Act Statement—Health Care Records	X	X	—	0	—	—	—	—	—	—	0	—	—	—	—	—
16.	DD Form 2057 (GC)	Contributory Educational Assistance Program Statement of Understanding	X	—	—	0	R	R	—	—	—	—	—	—	—	—	—	—
17.	DD Form 2260	Armed Forces Fingerprint Card	X	X	—	—	—	—	—	—	0	—	—	—	—	—	—	0



Table B-1  
Forms used in enlistment processing or composition of enlistment packets—Continued

Item	Document/Responsibility	Title and Source	NPS	PS	Packet Number (For Regular Army)						Packet Number (For US Army Reserve)								
					1	2	3	4	5	6	1	2	3	4	5	6	7		
30.	*DA Form 3540 (GC)	Certificate and Acknowledgment of Service Requirements for Individuals Enlisting, Reenlisting, or Transferring into Troop Program Units of the US Army Reserve	X	X	—	—	—	—	—	—	—	0	R	R	R	R	R	R	—
31.	*Addendum to DA Form 3540 DA Form 4824-R (GC)	Addendum to Certificate and Acknowledgment of Service Requirements (DA Form 3540) for all Personnel Applying for Participation in the Reserve Officers Training Corps (ROTC)/ Simultaneous Membership Program (SMP)	X	X	—	—	—	—	—	—	—	0	R	R	R	R	R	R	—
32.	*Addendum to DA Form 3540 DA Form 4825-R (GC)	Addendum to Certificate and Acknowledgment of Service Requirements (DA Form 3540) for Enlistments in the Army Reserve Civilian Acquired Skills Program (ACASP)	X	X	—	—	—	—	—	—	—	0	R	R	R	R	R	R	—
33.	*Addendum to DA Form 3540 DA Form 4826-R (GC)	Addendum to Certificate and Acknowledgment of Service Requirements for Enlistment Under the Alternate Training Program	X	—	—	—	—	—	—	—	—	0	R	R	R	R	R	R	—
34.	*DA Form 4888 (GC)	Certificate and Acknowledgment of Service Requirements for Individuals Enlisting or Reenlisting in the Individual Ready Reserve	X	X	—	—	—	—	—	—	—	0	—	—	—	—	—	—	—
35.	*DA Form 4886 (Rctr)	Issue In-Kind Personnel Clothing Record (Male)	—	X	—	—	—	—	—	—	—	0	—	—	—	—	—	—	—
36.	*DA Form 4886-1 (Rctr)	Issue In-Kind Personnel Clothing Record (Female)	—	X	—	—	—	—	—	—	—	0	—	—	—	—	—	—	—
37.	SF 88 (See note 3) (MEPCOM)	Report of Medical Examination	X	X	0	R	R	R	R	R	R	0	—	—	—	—	—	—	—
38.	SF 93 (MEPCOM)	Report of Medical History	X	X	—	—	—	—	—	—	—	0	—	—	—	—	—	—	—
39.	SF 160 (MEPCOM)	Request Pertaining to Military Records	—	X	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—





**Table B-2****Reference list of tables to be used for disposition of enlistment or reenlistment packets**

Rule	When an applicant	Use table
1	has enlisted in RA (NPS/PS)	B-2A
2	has no prior military service and enlists for assignment to a TPU of the Selected Reserve and is required to enter IADT to complete BT	B-2B
3	has prior military service and enlists for assignment to a TPU of the Selected Reserve and is required to enter IADT to complete BT	B-2B
4	has enlisted for ROTC/SMP (see chap 10) and is required to enter IADT to complete BT	B-2B
5	has prior military service and enlists for assignment to a TPU of the Selected Reserve and is not required to complete BT	B-2C
6	has enlisted for ROTC/SMP (see chap 10) and is not required to enter IADT to complete BT	B-2C
7	has no prior military service and enlists for direct assignment to Control Group (AT) of the IRR	B-2D
8	has prior military service and enlists for direct assignment to Control Group (Reinforcement) of the IRR (see chap 5)	B-2E
9	has enlisted or reenlisted immediately on discharge from the Active Army at a military installation under the Active Army In-Service Recruiting Program, for assignment to a TPU of the Selected Reserve	B-2F
10	has enlisted or reenlisted immediately on discharge from the Active Army at a military installation under the Active Army In-Service Recruiting Program, for assignment to Control Group (Reinforcement) of the IRR (see chap 5)	B-2G

**Table B-2A****When NPS or PS person has enlisted in RA**

Packet Number	Distribution
1	Forward immediately on completion of enlistment processing to Commander, Enlisted Records and Evaluation Center (ATTN: PCRE-FR-A), Fort Benjamin Harrison, IL 46249. Note: Annotate mailing containers "DO NOT OPEN IN MAILROOM" in RED ink using stamps with letters ¼-inch high.
2	Forward to USAREC STA or First Duty Station, if not required to complete BT
3	Retain at proper Recruiting Battalion under USAREC directives.
4	Provide to enlistee for personal records.
5	Forward on enlistment, unless forwarded at time of DEP-in, to the proper Reserve or National Guard activity.
6	Forward to Personnel Defense Investigation Service, PO Box 1083, Baltimore, MD 21203

**Table B-2B****When NPS or PS person, or ROTC/SMP potential participant, has enlisted in a TPU of Selected Reserve and is scheduled to enter IADT or ADT**

Packet Number	Distribution
1	Forward immediately on completion of enlistment processing to Commander, RCPAC (ATTN: AGUZ-RSC-RP), 9700 Page Blvd., St. Louis, MO 63132-5200.
2	Forward immediately on completion of enlistment processing to the proper area commander (CONUSA) (see glossary).
3	Forward to USARECSTA where enlistee is scheduled to enter on IADT or ADT.
4	Provide to enlistee for personal records.
5	Forward to assigned TPU.
6	Retain at proper Recruiting Battalion.

**Table B-2C****When PS person or ROTC/SMP potential participant has enlisted in a TPU of Selected Reserve and is not required to enter IADT or ADT**

Packet Number	Distribution
1	Forward immediately on completion of enlistment processing to Commander, RCPAC (ATTN: AGUZ-RSC-RP), 9700 Page Blvd., St. Louis, MO 63132-5200.
2	Forward immediately on completion of enlistment processing to proper area commander (CONUSA) (see glossary).
3	Forward to assigned TPU.
4	Provide to enlistee for personal records.
5	This packet is not required.
6	Retain at proper Recruiting Battalion.
7	Forward to Personnel Defense Investigation Service, PO Box 1083, Baltimore, MD 21203.

**Table B-2D****When NPS person has enlisted for direct assignment to Control Group (AT) of the IRR scheduled for entry on IADT.**

Packet Number	Distribution
1	Forward immediately on completion of enlistment processing to Commander, RCPAC (ATTN: AGUZ-EPS), 9700 Page Blvd., St. Louis, MO 63132-5200.
2	Incorporate this packet with Packet Number 6 below.
3	Forward to USARECSTA where enlistee is scheduled to enter on IADT.
4	Provide to enlistee for records.
5	This packet is not required.
6	Retain at proper Recruiting Battalion.
7	Forward to Personnel Defense Investigation Service, PO Box 1083, Baltimore, MD 21203.

**Table B-2E****When PS person has enlisted for direct assignment to Control Group (Reinforcement) of the IRR with no IADT or ADT requirement**

Packet Number	Distribution
1	Forward immediately on completion of enlistment processing to Commander, RCPAC (ATTN: AGUZ-RSC-RP), 9700 Page Blvd., St. Louis, MO 63132-5200.
2	Incorporate this packet with Packet Number 1 above.
3	Incorporate this packet with Packet Number 1 above.
4	Provide to enlistee for personal records.
5	This packet is not required.
6	Retain at proper Recruiting Battalion.
7	Forward to Personnel Defense Investigation Service, PO Box 1083, Baltimore, MD 21203.

**Table B-2F****When PS person has enlisted under the Active Army In-Service Recruiting Program at military installation immediately on discharge from Active Army with assignment to a TPU of the Selected Reserve**

Packet Number	Composition and Distribution
1	Composed of: Original DD Form 4 series, Original DA Form 3540 series, Copy of DA Form 1811, Copy of SF 88, Copy of SF 93, Copy of Statement of Acceptance, and Original of DA Form 3072 with approval documents, if required. Disposition will be as follows: attach this packet to Copy 2 of the DD Form 214, DD Form 93, and copy of discharge order and forward to US Army Enlisted Records and Evaluation Center, Fort Benjamin Harrison, IN 46249, under instructions in AR 635-10, table E-9, rule 5, note 7.
2	Composed of: 1st copy (Yellow) of DD Form 4 series, Copy of DA Form 3540 series, Copy of DA Form 1811, Copy of Statement of Acceptance, and Copy of DA Form 3072 with approval documents, if required. Disposition will be as follows: place this packet in the member's MPRJ and forward to the proper area commander (CONUSA) under AR 635-10, table E-9, rule 5.
3	Composed of: 2d Copy (Green) of DD Form 4 series, Copy of DA Form 3540 series, Original DA Form 1811, Copy of Statement of Acceptance. Disposition will be as follows: provide this packet to the member for personal records.
4	Composed of: 3d Copy (Pink) of DD Form 4 series, Copy of DA Form 3540 series, Copy of Statement of Acceptance, and Copy of Discharge Orders. Disposition will be as follows: retained by In-Service Recruiter under USAREC directives.
5	Composed of: Reproduced copies of DD Form 4 series, DA Form 3540 series, Statement of Acceptance, DA Form 3072 with approval documents, (if required), DD Form 214, DA Form 1811, and discharge orders. Disposition will be as follows: Forward this packet to the proper USAR unit of assignment.

**Table B-2G****When PS person has enlisted under the Active Army In-Service Recruiting Program at a military installation immediately on discharge from Active Army with assignment to Control Group (Reinforcement) of the IRR**

Packet Number	Composition and distribution
1	Composed of: Original (White) DD Form 4 series, Original DA Form 4688, Copy of DA Form 1811, Copy of Statement of Acceptance, and Original of DA Form 3072 with approval documents, if required. Disposition will be as follows: see disposition of Packet 2 below.
2	Composed of: 1st Copy (Yellow) DD Form 4 series, Copy of DA Form 4688 series, Copy of Statement of Acceptance, Disposition will be as follows: this packet and Packet Number 1 will be attached to Copy Number 2 of the DD Form 214 and placed in the member's MPRJ. The MPRJ will be disposed of under AR 635-10, table E-8, rule 1.
3	Composed of: 2d Copy (Green) DD Form 4 series, Copy of DA Form 4688 series, Original DA Form 1811, Copy of Statement of Acceptance. Disposition will be as follows: provide this packet to the member for personal records.
4	Composed of: 3d Copy (Pink) of DD Form 4 series, and copies of DA Form 4688 series, Statement of Acceptance, and discharge orders. Disposition will be as follows: retained by In-Service Recruiter under USAREC directives.
5	Composed of: Reproduced copies of DD Form 4 series, DA Form 4688 series, Statement of Acceptance, DA Form 3072 with approval documents, (if required), DD Form 214, DA Form 1811, and discharge order. Disposition will be as follows: forward this packet to the proper Recruiting Battalion.
6	Composed of: Reproduced copies of DD Form 4 series and discharge order. Disposition will be as follows: forward directly to Commander, RCPAC (ATTN: AGUZ-EPS-R), 9700 Page Blvd., St. Louis, MO 63132-5200.

## Glossary

### Section I Abbreviations

<b>ABC</b> American Board for Certification	<b>ARNGUS</b> Army National Guard of the United States	<b>CG</b> Commanding General
<b>ABCMR</b> US Army Board for Correction of Military Records	<b>ARPERCEN</b> US Army Reserve Personnel Center	<b>CIHS</b> currently in high school
<b>AC</b> Active Component	<b>ASCP</b> American Society of Clinical Pathologists	<b>CL</b> clerical
<b>ACASP</b> Army Civilian Acquired Skills Program	<b>ASI</b> additional skill indicator	<b>CLA</b> certified laboratory assistant
<b>ACB</b> Army Classification Battery	<b>ASVAB</b> Armed Services Vocational Aptitude Battery	<b>CMF</b> Career Management Field
<b>ACT</b> American College Test	<b>AT</b> annual training	<b>CO</b> combat
<b>AD</b> active duty	<b>ATC</b> Army Training Center	<b>COHORT</b> Cohesion, Operation Readiness, and Training
<b>ADA</b> Air Defense Artillery	<b>AUS</b> Army of the United States	<b>CONUS</b> continental United States
<b>ADAPCP</b> Alcohol and Drug Abuse Prevention and Control Program	<b>AUVS</b> Automated Unit Vacancy System	<b>CONUSA</b> the numbered armies in CONUS
<b>ADS</b> active duty support	<b>AUTOVON</b> automatic voice network	<b>COTA</b> certified occupational therapy assistant
<b>ADSD</b> active duty service date	<b>AWOL</b> absent without leave	<b>CTLT</b> cadet troop leadership training
<b>ADT</b> active duty for training	<b>BAQ</b> basic allowances for quarters	<b>CTMS</b> Chief, Testing Management Section
<b>AEA</b> assignment eligibility and availability	<b>BAS</b> basic allowances for subsistence	<b>DA</b> Department of the Army
<b>AFQT</b> Armed Forces Qualification Test	<b>BASD</b> basic active service date	<b>DCSPER</b> Deputy Chief of Staff for Personnel
<b>AGR</b> Active Guard Reserve	<b>BEE</b> US Army Buddy European Enlistment Option	<b>DEP</b> Delayed Entry Program
<b>AMC</b> US Army Materiel Command	<b>BESD</b> basic enlistment service date	<b>DEROS</b> date eligible for return from overseas
<b>AMOPS</b> Army Mobilization Operations Planning System	<b>BI</b> background investigation	<b>DIA</b> Defense Investigation Agency
<b>AOT</b> Army orientation training	<b>BRM</b> basic rifle marksmanship	<b>DLAT</b> Defense Language Aptitude Test
<b>ANG</b> Air National Guard	<b>CAP</b> Civil Air Patrol	<b>DLIELC</b> Defense Language Institute, English Language Center
<b>AQB</b> Army Qualification Battery	<b>CCF</b> Central Clearance Facility	<b>DMDC</b> Defense Manpower Data Center
<b>ARCOM</b> US Army Reserve Command	<b>CEB</b> Cadet Evaluation Battery	<b>DOD</b> Department of Defense
	<b>CEWI</b> US Army Military Intelligence, Signals Intelligence, Electronic Warfare, and Signals Security Units Enlistment Option	<b>DOR</b> date of rank
		<b>DS</b> Department of State

<b>EAD</b> entry on active duty	<b>HRAP</b> Hometown Recruiter Aide Program	<b>MEPS</b> Military Entrance Processing Station
<b>EB</b> enlistment bonus	<b>HSC</b> US Army Health Services Command	<b>MET</b> Mobile Examining Team
<b>ECP</b> Early Commissioning Program	<b>HSDG</b> high school diploma graduate	<b>MI</b> Military Intelligence
<b>ECLT</b> English Comprehension Level Test	<b>HSG</b> high school graduate	<b>MID(S)</b> Military Intelligence Detachment (Strategic)
<b>EDP</b> Expeditious Discharge Program	<b>HSSR</b> high school senior who is a candidate for graduation	<b>MILPERCEN</b> US Army Military Personnel Center
<b>EL</b> electronics	<b>IADT</b> initial active duty for training	<b>MILPO</b> Military Personnel Office
<b>ENTNAC</b> Entrance National Agency Check	<b>IET</b> initial entry training	<b>MLT</b> medical laboratory technician
<b>EPTS</b> existed prior to entry service	<b>ING</b> Inactive National Guard	<b>MM</b> mechanical maintenance
<b>ETS</b> expiration term of service	<b>INS</b> Immigration and Naturalization Service	<b>MOS</b> military occupational specialty
<b>EW</b> electronic warfare	<b>INSCOM</b> US Army Intelligence and Security Command	<b>MOSC</b> military occupational specialty code
<b>FA</b> field artillery	<b>IRE</b> interservice reenlistment eligibility code	<b>MPRJ</b> Military Personnel Records Jacket
<b>FAA</b> Federal Aviation Administration	<b>IRR</b> Individual Ready Reserve	<b>MRVS</b> Medical Research Volunteer Subject Program
<b>FAST</b> Flight Aptitude Selection Test	<b>ISC</b> interservice separation code	<b>MSO</b> military service obligation
<b>FBI</b> Federal Bureau of Investigation	<b>ITT</b> individual tactical training	<b>MTOE</b> modification table of organization and equipment
<b>FMB</b> Force Management Branch	<b>JOEN</b> Joint Optical Information Network	<b>MUSARC</b> major US Army Reserve command
<b>FS</b> Foreign Service	<b>JROTC</b> Junior Reserve Officers' Training Corps	<b>NA</b> not applicable
<b>GED</b> General Educational Development	<b>JUMPS-RC</b> Joint Uniform Pay System—Reserve Component	<b>NAC</b> National Agency Check
<b>GM</b> general maintenance	<b>MACOM</b> major Army command	<b>NCO</b> noncommissioned officer
<b>GOCOM</b> US Army Reserve General Officer Command	<b>MAP</b> military applicant profile	<b>NDCC</b> National Defense Cadet Corps
<b>GST</b> General Screening Test	<b>MAPS</b> US Military Academy Preparatory School	<b>NHSG</b> non-high school graduate
<b>GT</b> general technical aptitude area	<b>MDC</b> movement designator code	<b>NPS</b> nonprior service
<b>HHG</b> household goods	<b>MDW</b> US Army Military District of Washington	<b>NYC</b> Neighborhood Youth Corps
<b>HQ</b> headquarters	<b>MEPCOM</b> US Army Enlistment Processing Command	<b>OCS</b> Officer Candidate School
<b>HQDA</b> Headquarters, Department of the Army		

**ODCSPER**  
Office of the DCSPER

**OF**  
operators and food

**OJT**  
on-the-job-training

**OLB**  
Officer Leadership Board

**OPM**  
Office of Personnel Management

**OPMF**  
Official Personnel Military File

**OSB**  
Officer Selection Battery Test

**OSD**  
Office of the Secretary of Defense

**OSUT**  
one-station unit training

**PEBD**  
pay entry basic data

**PERSINS**  
Personnel Information System

**PL**  
Public Law

**PMOS**  
primary military occupational specialty

**PMS**  
Professor of Military Science

**POE**  
port of embarkation

**PPN**  
personnel procurement number/procurement program number

**PRP**  
Personnel Reliability Program

**PS**  
prior service

**PSAC**  
Prior Service Active Component—complete

**PSAI**  
Prior Service Active Component—  
incomplete

**PSAT**  
Preliminary Scholastic Aptitude Test

**PSI**  
personnel security investigation

**PSMB**  
Prior Service Management Board

**PSR**  
Prior Service Reserve Component

**PSSP**  
Personnel Security Screening Program

**PULHES**  
Physical Profile Serial Code (Numerical)

**PW**  
prisoner of war

**RA**  
Regular Army

**RC**  
Reserve Component

**RCCPDS**  
Reserve Components Category Paid Drill  
Strength

**RE**  
reenlistment eligibility

**RECBN**  
Reception battalion

**REP 63**  
Reserve Reenlistment Program of 1963

**REPQL**  
Report of Qualifications

**REQUEST**  
Recruit Quota System

**RFD**  
Reserve Forces Duty

**RIF**  
reduction in force

**ROTC**  
Reserve Officers' Training Corps

**ROTC/SMP**  
Reserve Officers' Training Corps/Simultaneous  
Membership Program

**RPIRS**  
Reserve Personnel Information Reporting  
System

**RPMF**  
Reserve Personnel Master File

**RTU**  
reinforcement training unit

**SA**  
Secretary of the Army

**SADT**  
special active duty for training

**SAT**  
Scholastic Aptitude Test

**SBI**  
special background investigation

**SC**

**SCI**  
sensitive compartmented information

**SIGINT**  
Signals Intelligence

**SIGSEC**  
Signals Security

**SPD**  
separation program designator

**SQT**  
Skill Qualification Test

**SRIP**  
Selected Reserve Incentive Program

**SROTC**  
Senior ROTC

**SSI**  
senior service instructor

**SSN**  
social security number

**ST**  
skilled technical

**TDP**  
Trainee Discharge Program

**TDRL**  
Temporary Disability Retired List

**TDY**  
temporary duty

**TPC**  
training pay category

**TPU**  
troop program unit

**TRADOC**  
US Army Training and Doctrine Command

**TUSAB**  
The US Army Band

**UCMJ**  
Uniform Code of Military Justice

**USACC**  
US Army Communications Command

**USACDEC**  
US Army Combat Development Experimentation  
Command

**USAEEA**  
US Army Enlistment Eligibility Activity

**USAESOM**  
US Army Element School of Music

**USAF**  
US Air Force

**USAFB**  
US Army Field Band

**USAMU**  
US Army Marksmanship Unit

**USAMRIID**  
US Army Medical Research Institute of Infectious Diseases

**USAR**  
US Army Reserve

**USAREC**  
US Army Recruiting Command

**USARECSTA**  
US Army Reception Station

**USATC**  
US Army Training Center

**USMA**  
US Military Academy

**USMAB**  
US Military Academy Band

**UVL**  
Unit Vacancy List

**VA**  
Veterans Administration

**VEAP**  
Veterans' Educational Assistance Program

**WFPS**  
Watkins-Farnum Performance Scale

**WOCMDC**  
Warrant Officer Candidate Military Development Course

**WOFT**  
Warrant Officer Flight Training

**WST**  
Women's Selection Test

**YOS**  
years of service

## Section II Terms

### Applicant and enlistee

a. *Applicant.* Person who—  
(1) Applies voluntarily for enlistment in the RA or USAR.  
(2) Is found eligible for further processing after completing and signing the DD Form 1966-Series.

b. *Enlistee.* Person who has enlisted in the DEP, the RA, or the USAR. An applicant becomes an enlistee after—  
(1) The Oath of Enlistment is taken.  
(2) Applicable portions of the DD Form 4-Series are signed.

### Area commanders

In this regulation, the following are referred to as area commanders:

- a. CONUS Army commanders.
- b. Senior outside CONUS commanders.
- c. Commander, 172d Infantry Brigade, Fort Richardson, AK.
- d. Commander, US Army Western Command, Fort Shafter, HI.

**Armed Forces Examining and Entrance Stations**  
See Military Entrance Processing Stations.

**Army (Regular Army, Active Army, US Army Reserve)**

a. *Army.* The regular Army, Army of the United States, Army National Guard of the United States, and the Army Reserve.

b. *RA.* The permanent Army, comprising a major component of the US Army; also the term is used to distinguish between the RA and other major components of the US Army.

c. *Active Army.* Members of the RA on AD; members of ARNGUS and USAR on active duty under AR 135-210 or AR 135-91 (other than for training or in support of Army Reserve or National Guard Programs); ARNG members called into Federal Service; and all persons appointed, enlisted, or inducted into the Army without a component.

d. *USAR.* A Federal force, consisting of individual reinforcements and combat, combat support, support, and training type units. This force is organized and maintained to provide—

- (1) Military training in peacetime.
- (2) A reservoir of trained units and individual reservists to be ordered to AD in case of a national emergency.

### Careerist

a. (*For RA*) A member of the RA on his or her second or subsequent enlistment. Careerists are former members of other Regular Components who—

(1) Have completed an initial term of service.

(2) Are enlisted and on AD in the RA.

b. (*For USAR*) A Selected Reserve member who—

(1) Has 6 or more years of satisfactory Federal service for Reserve retirement under 10 USC 1331.

(2) Has reenlisted in the USAR.

### Civil Conviction

See paragraph 4-13b(3).

### Dependent

For enlistment purposes, "dependent" provides a clear-cut rule that will prevent enlistment of persons who have family and financial responsibilities that would be difficult, if not impossible, to meet while they are members of the military service. This definition does not apply for purposes of pay and allowances, medical care, exchange privileges, and other benefits.

a. To determine enlistment eligibility, dependent means—

(1) *Spouse.* Does not include common law spouse unless the marriage has been recognized by a civil court.

(2) *Unmarried, natural, or adopted child.* This applies to any unmarried, natural, or adopted child, under 18 years of age, of an applicant. "Natural child" includes any illegitimate child determined to be applicant's child by court order or as otherwise provided by State law. Applicant's natural or adopted child is not a dependent if—

(a) The child has been adopted by another person (final adoption court order or decree issued and effective).

(b) Custody has been transferred by court order (final court order issued and effective) or as provided by State law and no monetary child support is required of the applicant.

(3) *Stepchild.* Stepchild under 18 years of age living with the applicant.

(4) *Another supported person.* Any other person who, in fact, depends on applicant for over one-half of his or her support.

b. *Applicant without spouse.* Includes applicant—

(1) Who is unmarried, divorced, or legally separated.

(2) Whose spouse is deceased or incarcerated.

(2) Whose spouse has deserted the applicant.

c. *Husband and wife team.* Husband and wife undergoing simultaneous enlistment oaths.

### Defense Manpower Data Center

Centralized system set up and managed by DOD to give all branches of the Armed Service enlistment eligibility information on PS personnel.

### Education (See Table 2-1.)

### Enlistment

Voluntary contract (DD Form 4-Series) for military service that creates military status as an enlisted member of the RA or the USAR. Includes enlistment of both NPS and PS personnel. The latter group includes prior Army and USAR personnel and any persons with PS in any other Armed Force of the United States.

### Enlistment categories

a. *Initial-terminer (RA).* Person serving an initial term of active service. (Persons who are on IADT only are not included in this category.)

b. *First-terminer (USAR).* Person serving in first term of service in the USAR. For statistical purposes, a first-terminer is defined as a member whose initial entry into the Armed Forces incurred a statutory obligation of 6 years and who has not, as yet, completed that obligation.

c. *First-term USAR.* PS or NPS person serving on a first enlistment in the USAR.

**Grade**

Refers to pay grade unless otherwise specified.

**Major Army commands**

Major Army commands are listed below.

- a. US Army Forces Command.
- b. US Army Training and Doctrine Command.
- c. US Army Military District of Washington.
- d. US Army Materiel Development and Readiness Command.
- e. US Army Intelligence and Security Command.
- f. US Army Communications Command.
- g. US Army Criminal Investigation Command.
- h. US Army Health Services Command.
- i. Military Traffic Management Command.
- j. US Army, Europe and Seventh Army.
- k. Eighth US Army.
- l. US Army, Japan.
- m. US Army, Western Command.

**Major USAR command**

- a. US Army Reserve Commands.
- b. US Army Reserve General Officer Commands.

**Military Entrance Processing Station**  
Station where—

- a. Physical examinations and mental tests are administered to applicants.
- b. Administrative processing and enlistment are completed.

**Military occupational specialty**

Group of military jobs so closely related that the highest degree of interchangeable skills exists among persons so qualified.

**Military service obligation**

(a) Each person who becomes a member of an armed force . . . , shall serve in the armed forces for a total of six years, unless he is sooner discharged because of personal hardship under regulations prescribed by the Secretary of Defense . . . Any part of such service that is not active duty or is active duty for training shall be performed in a reserve component. (10 USC 651).

b. Each person covered by subsection (a) who is not a Reserve, and who is qualified, shall, upon his release from active duty, be transferred to a reserve component of his armed force to complete the service required by subsection (a) (10 USC 651).

**Other adverse disposition**

See paragraph 4-13b(2).

**Personnel status (for enlistment purposes)****a. NPS Personnel.**

(1) (For persons enlisting in RA) Never served or have served less than 180 days on active duty as a member of the Armed Forces. (Members of an RC may not process until 6 months after completion of MOS training.) (See note.)

(2) (For persons enlisting in USAR) Never served or have served less than 180 days on active duty and are not MOS qualified. (See note.)

(3) Enlisted illegally while underage and who were separated by reason of voided enlistment before attaining age 17.

(4) Been former member of an Armed Forces academy and did not graduate.

(5) Completed ROTC and served only ADT as an officer. (Considered PS for purposes of enlisting in USAR.)

**b. PS Personnel.**

(1) (For persons enlisting in RA) Have 180 days or more on active duty as a member of the Armed Forces.

(2) (For persons enlisting in USAR) Have served 180 days or more on active duty as a member of the Armed Forces. Members who are MOS qualified, regardless of time, also are considered PS. (Also considered PS for RA if total officer ADT combined with active enlisted service exceeds 180 days.)

*Note:* Persons considered NPS, but previously discharged from any branch of the Armed Forces, must present DD Form 214 and must meet PS criteria in AR 601-210, table 4-1 and 4-2.

**Program procurement numbers**

Numbers that—

- a. Have been established to provide information on the number of enlisted personnel in various programs.
- b. Will be used to identify a person's program source at time of enlistment.

**Recruit Quota System**

Real-time automatic data processing system. This system—

- a. Matches a potential enlistee's qualifications to the Army's MOS requirements.
- b. Provides quotes and reservations for training school seats for enlistees.

**Sole surviving son or daughter**

Only remaining son or daughter in a family where the father, or one or more sons or daughters, as a result of serving in the US Armed Forces—

- a. Was killed in action or died in line-of-duty from wounds, accident, or disease.
- b. Is in a captured or missing-in-action status.

c. Is permanently 100-percent disabled as determined by the VA or one of the military services.

**Within 3 months of separation**

Period of 3 months is the time period during which a person must enlist to be eligible for certain benefits. Time period starts the day after separation and ends with the date of the month, 3 months later, that corresponds to the separation date. When no corresponding date exists in the third month, the last day of that month will be the terminating date. (For example, if a person separates on 31 January, terminating date is 30 April.)

**RESERVED**

### BAND AUDITION RECORD

For use of this form, see AR 614-200; the proponent agency is MILPERCEN.

NAME (Last, first, MI)

FROM:

TO:

CF:

The above named individual was administered the current audition for \_\_\_\_\_  
(instrument)

on \_\_\_\_\_ by the undersigned.  
(date)

Having achieved a score of \_\_\_\_\_, the individual is technically qualified for ( ) enlistment  
( ) reenlistment ( ) reclassification ( ) appropriate schooling in MOS \_\_\_\_\_.

The individual did not pass the audition and is not technically qualified for ( ) enlistment ( ) reenlistment  
( ) reclassification ( ) appropriate schooling.

Score required: \_\_\_\_\_

Score achieved: \_\_\_\_\_

NAME, GRADE, TITLE

SIGNATURE

DATE



**ENLISTMENT/REENLISTMENT QUALIFYING APPLICATION**  
**(SPECIALLY RECRUITED PERSONNEL)**

For use of this form, see AR 601-280; the proponent agency is DCSPER.

APPLICATION FOR:

ENLISTMENT

REENLISTMENT

1. NAME (Last - First - Middle Initial) 2. FORMER SERVICE NUMBERS

3. DATE OF BIRTH 4. PHYSICAL PROFILE 5. AFQT TEST AND SCORES

**6. PRIOR ACTIVE FEDERAL SERVICE**

COMPONENT OR SERVICE	FROM	TO	MOS CODE	GRADE

<b>TOTAL INACTIVE FEDERAL SERVICE</b>		YEARS	MONTHS	DAYS
---------------------------------------	--	-------	--------	------

7. DESCRIPTION OF MAJOR DUTY ASSIGNMENTS ON ACTIVE DUTY

**8. SERVICE SCHOOL COURSES COMPLETED**

COURSE	MOS CODE	SCHOOL AND LOCATION	LENGTH OF COURSE	YEAR ATTENDED

**9. INACTIVE FEDERAL SERVICE**

COMPONENT OR SERVICE	FROM	TO	MOS CODE	GRADE

<b>TOTAL INACTIVE FEDERAL SERVICE</b>		YEARS	MONTHS	DAYS
---------------------------------------	--	-------	--------	------



10. **CIVILIAN EDUCATION**

LEVEL	NAME AND LOCATION OF SCHOOL	MAJOR OR SPECIALTY	DEGREE	YEAR
HIGH SCHOOL				
COLLEGE				
UNIVERSITY				
POST GRADUATE				

OTHER EDUCATION AND DESCRIPTION OF TRAINING WHICH QUALIFIES FOR ENLISTMENT/REENLISTMENT SPECIFIED

11. **CIVILIAN EMPLOYMENT SINCE DATE OF LAST SEPARATION FORM THE ARMED FORCES**  
*(If additional space is required, use additional sheet of paper)*

FROM (Date)	TO (Date)	EMPLOYER AND ADDRESS

DESCRIPTION OF DUTIES AND RESPONSIBILITIES

FROM (Date)	TO (Date)	EMPLOYER AND ADDRESS

DESCRIPTION OF DUTIES AND RESPONSIBILITIES

12. LIST OF SUPPORTING DOCUMENTS *(Attached)*

13. **STATEMENT OF APPLICANT**

I, \_\_\_\_\_ DO HEREBY ACKNOWLEDGE THAT I HAVE EXAMINED IN DETAIL THE DATA AND INFORMATION PRESENTED HEREIN AND THAT THE SAME ARE TRUE COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SIGNATURE *(First name - Middle name - Last name)*

14. RECOMMENDATIONS OF RECRUITING OFFICER TO INCLUDE MOS AND GRADE

TYPED NAME, GRADE, AND ORGANIZATION OF RECRUITING OFFICER	SIGNATURE



**STATEMENTS OF MEMBER  
REMOVED FROM THE TEMPORARY DISABILITY RETIRED LIST**

For use of this form, see AR 601-210; the proponent agency is DCSPER.

DATE

I have been advised of my entitlement to be permanently retired/separated upon my removal from the *Temporary Disability Retired List* as provided for under Sections 1201/1203, Title 10, United States Code.

I hereby waive my present entitlement to disability retirement/separation compensation for the purpose of continuing on USAR duty despite my physical disability.

I understand that at the time of my ultimate retirement/separation, my disqualifying defect will be reevaluated under the physical standards in effect at the time of the determination of the disqualifying defect and under the standards in effect at the time of the evaluation. My separation retirement will proceed under standards which are most advantageous to me.

In voluntarily enlisting this date, I am aware that, dependent upon my retention qualifications and the requirements of the Service, it may be necessary to effect my retirement/separation prior to the completion of the period for which I have enlisted.

TYPED NAME, GRADE, AND SSN OF MEMBER

SIGNATURE



**ADDENDUM TO CERTIFICATE AND ACKNOWLEDGMENT OF SERVICE REQUIREMENT  
(DA FORM 3540 OR DA FORM 4688) FOR ENLISTMENT UNDER THE DUAL COMPONENT ENLISTMENT OPTION**

For use of this form, see AR 601-210; the proponent agency is ODCSPER

**INFORMATION REQUIRED BY THE PRIVACY ACT**

- AUTHORITY:** Title 10 USC 270, 10 USC 511, 10 USC 673a, and Executive Order 9397, 22 November 1943.
- PRINCIPAL PURPOSE:** To explain other obligations and requirements imposed as a result of this specific option and to insure that your agreement to these conditions is a matter of record.
- ROUTINE USES:** Confirmation of obligations and requirements incurred under this option; occasionally as a basis for retraining in an alternate MOS if training requirements are not met.
- DISCLOSURE:** Disclosure of your SSN is voluntary; however, if not provided you will not be accepted into the program.

This form will be completed for each applicant enlisting for the dual component enlistment option and must be firmly attached to each copy of the DA Form 4 series, DA Form 3540 series, or DA Form 4688 series.

1. I understand that enlistment for the Dual Component Enlistment Option provides that—

a. I must be within 10 working days of my start of terminal leave or Date Eligible for Return Overseas (DEROS) for the purpose of Regular Army (RA) Expiration Term of Service (ETS), be expected to be discharged from the Regular Army with a Reenlistment Code of RE-1 or RE-2, and meet the USAR basic eligibility requirements for enlistment.

b. I agree to enlist in the USAR. I understand that I will be assigned to the \_\_\_\_\_  
*(enter TPU identification)*  
\_\_\_\_\_ or the IRR upon my discharge from the Regular Army.

c. I understand that I will be discharged from the USAR if:

(1) An adverse administrative action is taken before my normal Regular Army ETS that results in an early Regular Army Discharge, or

(2) I am discharged with a Reenlistment Eligibility Code other than RE-1 or RE-2, or

(3) I subsequently reenlist in the Regular Army.

d. If I am hospitalized before my Regular Army ETS and retained beyond my ETS, I will remain enlisted in the USAR until a medical decision is made as to my medical fitness for further service in the USAR. If I am judged not medically fit for continued service in the USAR, I understand that I will be discharged.

2. I agree to be a satisfactory participant as explained in DA Form 3540 series or DA Form 4688 series (as proper) for the entire period of my enlistment after my discharge from the Regular Army.

3. I understand that my point of contact (POC) during my enlistment in the USAR and before my discharge from the Regular Army is \_\_\_\_\_.

4. I agree to keep my POC informed of my location and any conditions that may change my eligibility for USAR service.

\_\_\_\_\_  
TYPED NAME AND SSN OF APPLICANT

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TYPED NAME, RANK AND TITLE OF WITNESS

\_\_\_\_\_  
SIGNATURE OF WITNESS

\_\_\_\_\_  
DATE



**STATEMENTS FOR ENLISTMENT  
ADDENDUM TO PART VI (AR 601-210)**

For use of this form, see AR 601-210; the proponent agency is DCSPER.

1. I understand that my civilian acquired skill as (a) (an) \_\_\_\_\_

*(List both the title of the skill and MOB)*

will be recognized upon enlistment and during my service in the US Army. I also understand that I will be considered for accelerated appointment to pay grade \_\_\_\_\_ *(Enter grade based on Chapter 7)* based on my demonstrated skill proficiency and conduct as a soldier. I further understand that appointment is not automatic, but dependent on my demonstration of skill proficiency and conduct.

2. I also understand that enlistment for this program does not entitle me to the movement of my dependents, household goods or privately owned vehicle at Government expense unless I receive valid permanent change of station (PCS) orders which show my pay grade to be E-5; or E-4, but only if as an E-4, I have two years of active military service. I must meet the grade and service requirements on or before the effective date of the PCS orders.

3. I understand that based on my present language ability and my scores on the Defense Language Aptitude Test, I will not be required to undergo language training.

AUTHENTICATION		
SIGNATURE OF GUIDANCE COUNSELOR	SIGNATURE OF APPLICANT	DATE
TYPED NAME, GRADE AND SSN OF WITNESSING OFFICIAL	SIGNATURE OF WITNESSING OFFICIAL	DATE



**ADDENDUM TO CERTIFICATE AND ACKNOWLEDGEMENT OF SERVICE  
REQUIREMENTS (DA FORM 3540) FOR ALL PERSONNEL APPLYING FOR PARTICIPATION IN THE RESERVE  
OFFICERS TRAINING CORPS (ROTC)/SIMULTANEOUS MEMBERSHIP PROGRAM (SMP)**  
For use of this form, see AR 601-210; the proponent agency is DCSPER.

**INFORMATION REQUIRED BY THE PRIVACY ACT**

**AUTHORITY:** Title 10 USC Section 270, 10 USC 511, 10 USC 673a and Executive Order 9397, 22 November 1943

**PRINCIPAL PURPOSE:** To explain additional obligations and participation requirements imposed as a result of this specific option and to insure that your agreement to these conditions is a matter of record

**ROUTINE USES:** Confirmation of obligations and participation requirements incurred under this option, occasionally as a basis for removal from the program if the requirements are not met.

**DISCLOSURE:** Disclosure of your SSN is voluntary; however, if not provided you will not be accepted into the program

**APPLICABILITY**

This addendum to DA Form 3540 will be completed by all individuals applying for participation in the ROTC/SMP and will be reproduced locally.

**INSTRUCTIONS TO USAR ACCEPTANCE OFFICIAL**

Each individual applying for participation in the ROTC/SMP will read, initial where indicated, and sign this addendum prior to participating in the program if they are currently unit members, or prior to being enlisted, reenlisted, extended, or reassigned, as a member of a troop program unit of the USAR. All questions will be answered to the applicant's satisfaction. After completion of the Authentication block below, a copy of this Addendum will be attached firmly to each copy of the DA Form 3540 and distributed in accordance with the instructions contained in Section IV, Chapter 8, AR 140-111.

**EXPLANATION TO APPLICANT**

1. In connection with my selection for participation in the ROTC/SMP as a currently assigned unit member, or in connection with my enlistment, reenlistment, extension of enlistment, or reassignment from Control Group (ROTC) to a troop program unit of the US Army Reserve, I accept the following

- Option 1: Selection for participation in ROTC/SMP as a member currently assigned to the appropriate troop program unit. I further acknowledge that (check one)
- I have previously successfully completed a basic training course conducted by the US Armed Forces, or I have successfully completed 3 years or more of Junior ROTC and a letter of acceptance by a Professor of Military Science as credit placement for enrollment in Advanced ROTC has been issued and is available to the recruiting officials; or I have attended a Service Academy for one year; or I have successfully completed MS II; or I have successfully completed ROTC Basic Camp Read and initial paragraphs 2a through 2f, h, i, j, l, and m.
- Entry on Initial Active Duty for Training (IADT) to complete basic training is required to be successfully completed prior to entrance in ROTC/SMP. Read and initial paragraphs 2a through 2f, h, i, j, l, and m.

Option 2: Enlistment for ROTC/SMP with no previous military service or ROTC credit placement for enrollment in Advanced ROTC. Entry on Initial Active Duty for Training (IADT) to complete basic training is required to be successfully completed prior to entrance in ROTC/SMP. Read and initial paragraphs 2a through 2g, i, j, k, and m.

- Option 3 Enlistment, reenlistment, or extension of enlistment, for ROTC/SMP with one of the following
- a. Previous military service and have successfully completed a basic training course conducted by US Armed Forces
  - b. Have successfully completed 3, or more, years of Junior ROTC and a letter of acceptance by a Professor of Military Science as credit placement for enrollment in Advanced ROTC, has been issued and is available to the recruiting officials
  - c. Have attended a Service Academy for one year.
  - d. Have successfully completed MS II
  - e. Have successfully completed ROTC Basic Camp

Read and initial each paragraph 2a through 2m.

Option 4: Reassignment from Control Group (ROTC) to a troop program unit for participation in ROTC/SMP and already enrolled and participating in the Advanced ROTC Program. Read and initial paragraphs 2a, b, c, d, i, j, k, and m.

2. In connection with my enlistment, reenlistment, extension of enlistment, or reassignment from Control Group (ROTC), the following additional agreements are acknowledged.

- a. I understand the ROTC/SMP is a voluntary officer training program which requires Reserve Component enlisted status for eligibility.
- b. I understand that by law (10 USC 2106) a commissioned officer may not apply credits which stem from enlisted service served concurrently with ROTC Advanced Course training, when computing length of service for any purpose.
- c. I understand that participants in the Army ROTC scholarship program are not eligible for participation in ROTC/SMP. ROTC/SMP participants may apply for Army ROTC scholarships, however, they will be reassigned from the troop program unit to the Control Group (ROTC) prior to acceptance of such scholarships.
- d. I agree that upon successful completion of the ROTC Advanced Course, to include ROTC Advanced Camp, I will volunteer for commissioning under the provisions of the ROTC Early Commissioning Program (ECP) if, upon completion, I am not scheduled to receive a baccalaureate degree within six months.
- e. I am not ineligible to enroll in the Advanced ROTC Program as provided in paragraph 3-14, AR 145-1



f. I understand if I am accepted for participation in the ROTC/SMP and do not apply for enrollment in the ROTC Advanced Course within one year following enlistment, I will be dropped as a potential ROTC/SMP participant and retained in the unit in an enlisted status until completion of my military service obligation (statutory or contractual). I will also be required to undergo any initial active duty for training not previously completed.

g. I understand if I enlist directly for participation in the ROTC/SMP and I apply but am not accepted for enrollment in the ROTC Advanced Course (see eligibility requirements, paragraphs 15 and 17, AR 145-1) I will, at my request be retained in the unit, or be honorably discharged. If I am retained in an enlisted status I will be dropped as a potential ROTC/SMP participant and required to complete any initial active duty for training not previously completed.

h. I understand if I enlisted under any other enlistment program or option and was selected for ROTC/SMP participation and I do not apply for enrollment in the ROTC Advanced Course within one year following my selection, or I am not accepted for enrollment in the ROTC Advanced Course, I will be dropped as a potential ROTC/SMP participant and retained in an enlisted status until completion of my military service obligation (statutory or contractual).

i. I understand that if I am disenrolled from Advanced ROTC, or fail to complete the ROTC Advanced Course, I will be dropped from the ROTC/SMP and, if otherwise qualified, retained in the unit in an enlisted status until completion of my military service obligation (statutory or contractual). I must undergo initial active duty for training if not previously completed. I will be administratively reduced immediately to the grade and rank authorized by AR 140-158.

j. I understand that if I fail to volunteer for the ROTC Early Commissioning Program (ACP), or fail to accept a commission, or fail to be tendered a commission, I will be treated in the same manner as those ROTC/SMP participants who fail to complete Advanced ROTC. See paragraph i above.

k. I understand that when enlisting directly for participation in the ROTC/SMP I am not entitled to enlistment incentives under the provisions of DA Circular 135-23, or similar Federal directives.

l. I understand that when entering the ROTC/SMP if I received an enlistment incentive under the provisions of DA Circular 135-23, or similar Federal directives, I will not be entitled, upon my assignment to an officer-trainee position, to future incentive payments and may be required to pay back some, or all, of the money I have received prior to my assignment to an officer-trainee position.

m. I understand that any enlistment/reenlistment program, other than the Enlistment Incentive Program (DA Circular 135-23, or other similar Federal directives), which I would have otherwise elected and been eligible for upon initial enlistment/reenlistment, will be available upon my application for said program should I remain in an enlisted status upon removal from the ROTC/SMP.

3. I have read, initialed, and understood, each of the statements above which pertain to the option I chose in paragraph 1 above. Any other promise, representation, or commitment made to me in conjunction with my enlistment, reenlistment, extension of enlistment, or reassignment from Control Group (ROTC), for participation in the Reserve Officers Training Corps (ROTC)/Simultaneous Membership Program (SMP) is written below in my own handwriting, or is hereby waived (If none write "NONE")

**AUTHENTICATION**

ASSIGNED UNIT DESIGNATION AND COMPLETE ADDRESS (Include ZIP Code)

DATE	TYPED NAME AND SOCIAL SECURITY NUMBER OF APPLICANT	SIGNATURE OF APPLICANT
DATE	TYPED NAME GRADE BRANCH AND TITLE OF RECRUITING OFFICIAL	SIGNATURE OF RECRUITING OFFICIAL



**ADDENDUM TO CERTIFICATE AND ACKNOWLEDGEMENT OF SERVICE  
REQUIREMENTS (DA FORM 3540) FOR ENLISTMENTS IN THE ARMY RESERVE CIVILIAN  
ACQUIRED SKILLS PROGRAM (ACASP).**

For use of this form, see AR 601-210; the proponent agency is DCSPER.

1. This addendum is authorized for local reproduction and will be completed for each applicant enlisting for the Army Reserve Civilian Acquired Skills Program (ACASP). This addendum must be firmly attached to each copy of the DA Form 3540.

2. "I understand that my civilian acquired skill as

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*(List both the title of the skill and the MOS)*

will be recognized upon enlistment and during my service in the Army Reserve. I also understand that I will be considered for accelerated appointment to pay grade (enter pay grade based on criteria in Table 7-1) based on my demonstrated skill proficiency and conduct as a soldier. I also understand that failure to successfully complete all required training may result in my separation from the Army Reserve. I further understand that accelerated appointment is not automatic, but is dependent on my conduct and demonstrated skill proficiency during the performance of my duties."

DATE	TYPED NAME OF APPLICANT	SIGNATURE OF APPLICANT
DATE	TYPED NAME, RANK AND TITLE OF WITNESS	SIGNATURE OF WITNESS



**ADDENDUM TO CERTIFICATE AND ACKNOWLEDGEMENT OF SERVICE REQUIREMENTS (DA FORM 3540)  
FOR ENLISTMENT UNDER THE ALTERNATE TRAINING PROGRAM**

For use of this form, see AR 601-210; the proponent agency is DCSPER.

**INFORMATION REQUIRED BY THE PRIVACY ACT**

**AUTHORITY:** Title 10 USC Section 270, 10 USC 511, 10 USC 673a. and Executive Order 9397, 22 November 1943.

**PRINCIPAL PURPOSE:** To explain additional obligations and requirements imposed as a result of this specific option and to insure that your agreement to these conditions is a matter of record.

**ROUTINE USES:** Confirmation of obligations and requirements incurred under this option; occasionally as a basis for retraining in an alternate MOS if training requirements are not met.

**DISCLOSURE:** Disclosure of your SSN in voluntary; however, if not provided you will not be accepted into the program.

**THIS FORM WILL BE COMPLETED FOR EACH APPLICANT ENLISTING FOR THE ALTERNATE TRAINING PROGRAM AND MUST BE FIRMLY ATTACHED TO EACH COPY OF THE DA FORM 3540.**

1. I understand that enlistment for the Alternate Training Program provides that:
  - a. I must enter on Initial Active Duty for Training to undergo the common basic training program at an active military installation.
  - b. If I fail to successfully complete the basic training program I will be discharged from the US Army Reserve.
  - c. Upon successful completion of the basic training program I will be released from Active Duty for Training and be permitted to return to civilian status. I will then immediately commence training with my assigned troop program unit in a paid drill status. During this period I am not required to attend Annual Training with my unit, but I may volunteer to attend Annual Training, and may do so if authorized by my unit commander.
  - d. Within one year of the last day of my separation from Active Duty for Training (after successful completion of basic training) I will be required to again enter on Active Duty for Training to successfully complete Advanced Individual Training resulting in qualification in a Military Occupational Speciality (MOS). The period I will be required to remain on Active Duty for Training to successfully complete Advanced Individual Training will be dependent upon the skill or speciality in which I am to be trained.
  - e. If for any reason I am unable to successfully complete Advance Individual Training during the period for which I was ordered on Active Duty for Training, then I agree to:
    - (1) Remain on Active Duty for Training for such additional period as is required to become qualified in my selected Military Occupational Speciality, or
    - (2) I will accept training in an alternate Military Occupational Speciality, if offered, and will remain on Active Duty for Training for such additional period as may be required to complete such training and become qualified in the alternate Military Occupational Speciality.
2. I understand that both periods of Active Duty for Training (basic training and Advance Individual Training) are considered Initial Active Duty for Training and the minimum period of time I must spend on Active Duty for Training (basic and Advanced Individual Training, combined) is 12 weeks.
3. I understand that Time in Grade for promotion to pay grade E-2 begins upon entry on the first Active Duty for Training period (basic training). I may not be promoted to pay grade E-2 until 180 days subsequent to entry on Active Duty for basic training. I cannot be promoted to pay grade E-3 or above, until I have successfully completed Advanced Individual Training, been awarded a Military Occupational Speciality (MOS), and otherwise meet the promotion requirements of AR 140-158.
4. I further understand that I may not voluntarily change my selected Military Occupational Speciality (MOS) after the reservation for entry on Active Duty for Training to undergo Advanced Individual Training has been confirmed.
5. I understand that under current provisions of law I will not satisfy my draft obligation unless I complete six years of satisfactory service as a member of the Ready Reserve or National Guard and, during such service, complete 12 consecutive weeks of active duty for training with an armed force (even through I complete all required training following enlistment in the Split Training Program).
6. I understand that I am not entitled to Veterans' reemployment benefits if my initial period of active duty for training is less than 3 consecutive months.
7. I HEREBY CERTIFY THAT I CANNOT COMPLETE BASIC TRAINING AND ADVANCED INDIVIDUAL TRAINING DURING ONE CONTINUOUS PERIOD BECAUSE OF A SCHOOL OR SEASONAL EMPLOYMENT CONFLICT AND THAT THE PROVISIONS OF THE ALTERNATE TRAINING PROGRAM OUTLINED ON THIS ADDENDUM HAVE BEEN FULLY READ AND EXPLAINED TO ME, ANY QUESTIONS THAT I HAD RELATIVE TO THIS PROGRAM HAVE BEEN SATISFACTORILY ANSWERED, AND I UNDERSTAND WHAT THE ALTERNATE TRAINING PROGRAM POLICY, AS DESCRIBED IN THIS ADDENDUM, PROVIDES FOR ME UPON ENLISTMENT.

SIGNATURE OF WITNESS	TYPED NAME AND RANK OF WITNESS	TITLE OF WITNESS AND DATE
SIGNATURE OF APPLICANT	TYPED NAME AND SSN OF APPLICANT	DATE



**ADDENDUM TO CERTIFICATE OF ACKNOWLEDGEMENT  
OF SERVICE REQUIREMENTS  
(DA FORM 3540)  
FOR ENLISTMENT INTO THE US ARMY RESERVE  
TROOP PROGRAM UNIT WARRANT OFFICER FLIGHT PROGRAM**

For use of this form, see AR 601-210; the proponent agency is DCSPER

This form will be completed for all applicants enlisting for the USAR TPU WOFT Program and must be firmly attached to each copy of the DA Form 3540.

1. **ACKNOWLEDGEMENT:** I am enlisting for the USAR Warrant Officer Flight Training Program, I hereby acknowledge that I understand that -

- a. I must successfully complete basic (*combat*) training (*if required*) and undergo the Warrant Officer Indoctrination Training and Warrant Officer Candidate Rotary-Wing Aviation Course (*Preflight and Flight Training Course*).
- b. I must qualify for a security clearance.
- c. I must continue to meet Class 1 medical standards for flying.
- d. After my appointment as a Warrant Officer and completion of flight training, I will serve no less than 60 months in an Army Reserve Troop Program Unit as a Warrant Officer, unless sooner released by the Department of the Army, and I will serve the remainder of my military obligation as prescribed by law.
- e. Throughout my training I must be prepared to meet the rigorous physical, mental, and psychological requirements.
- f. In the event I should not be granted a security clearance or should fail to complete my training (*Preflight or Flight*) successfully, or withdraw or otherwise voluntarily disenroll from this course, I will be required to be retained in the Troop Program Unit and trained in an enlisted specialty for which a vacancy exists and for which I am qualified.
- g. The unit I am enlisting for is:

ENTER USAR UNIT UIC

LOCATED AT

2. I understand this addendum is part of agreements contained in DA Form 3540 signed by me.

3. I certify I have read and understand the above, further I have had no promises made to me other than those contained in this form. Any verbal promise is not valid. I hereby acknowledge that I have had explained to me and I have read or viewed the nature of the training I am to receive.

**AUTHENTICATION**

GUIDANCE COUNSELOR'S NAME, GRADE, SSN

GUIDANCE COUNSELOR'S SIGNATURE

APPLICANT'S NAME, SSN

APPLICANT'S SIGNATURE



**ADDENDUM TO CERTIFICATE OF ACKNOWLEDGEMENT OF SERVICE  
REQUIREMENT FOR  
ENLISTMENT INTO THE UNITED STATES ARMY RESERVE  
OFFICER CANDIDATE SCHOOL  
ENLISTMENT OPTION**

For use of this form, see AR 601-210; the proponent agency is DCSPER

1. **ACKNOWLEDGEMENT:** In connection with my enlistment into the USAR, I hereby acknowledge that I understand that -
- a. I will be required to serve 8 years in the USAR and that upon my commissioning serve not less than 6 years in a Troop Program Unit and the remainder of my Military Service Obligation as prescribed by law.
  - b. My enlistment into the USAR OCS Program assures me that, upon completion of required training, I will be commissioned in the USAR.
2. The following condition and requirements are hereby acknowledged:
- a. I must successfully complete training to include Basic Combat Training and the Officer Candidate School in order to become eligible for a commission.
  - b. I must qualify for a security clearance.
  - c. I must satisfactorily pass the Advanced Physical Fitness Examination prior to enrollment in the OCS Program.
  - d. I will accept a Branch in accordance with the unit vacancy for which I am enlisting. I am enlisting for the following position: AR 601-210 paragraph \_\_\_\_\_ line: \_\_\_\_\_ MOS: \_\_\_\_\_
  - e. The Unit Commander retains the authority to utilize me in accordance with the needs of the Army.
  - f. Upon my commissioning, I will serve not less than 6 years in a TPU, unless sooner relieved by proper authority.
  - g. In the event that I should fail to complete OCS training I will be required to complete my Military Service Obligation as prescribed by law. My unit may require that I be trained in an enlisted MOS for which I am qualified and for which a vacancy exists.
3. I have read and understand the statements above and those contained in the DA Form 3540 series and hereby declare I fully understand my enlistment commitment and the conditions thereof.

**AUTHENTICATION**

GUIDANCE COUNSELOR'S NAME, GRADE, SSN

GUIDANCE COUNSELOR'S SIGNATURE

APPLICANT'S NAME, SSN

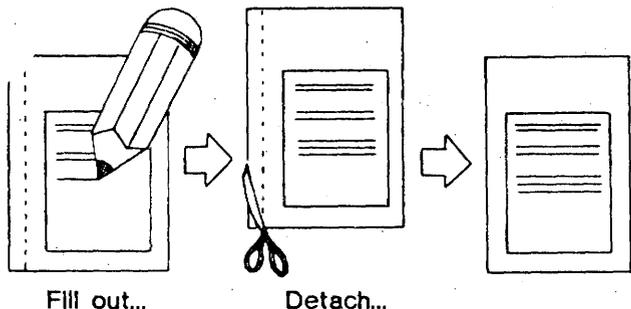
APPLICANT'S SIGNATURE





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# ARMY UPDATE PUBLICATIONS SUBSCRIPTION FORM



Forward to unit publications officer for consolidation on DA Form 12-9U-R.

This page is for internal use within your unit.

1. To change their initial distribution requirements, individual users or sections of a unit should complete this DA Form 12-13 (UPDATE Subscription Page) and submit it to their unit publications officer.

2. The unit publications officer should consolidate the entire unit's requirements, enter those requirements on DA Form 12-9U-R, and submit the DA 12-9U-R to the address preprinted on the form. Only unit publications officers may submit DA Form 12-9U-R. (DA 12-Series Circular).

(Publication No.) AR 601-210

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**AR 601-210**  
**REGULAR ARMY AND**  
**ARMY RESERVE**  
**ENLISTMENT PROGRAM**

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