

1, 2, 3, 4, 5

2 Aug
5/51965

**PERSONNEL PROCUREMENT
ARMED FORCES EXAMINING
STATIONS AND ARMED FORCES
INDUCTION STATIONS**

PERSONNEL PROCUREMENT

ARMED FORCES EXAMINING STATIONS AND ARMED FORCES INDUCTION STATIONS

CHANGES

No. 5

HEADQUARTERS,
DEPARTMENT OF THE ARMY
WASHINGTON 25, D.C., 12 September 1962

AR 601-270, 11 March 1960, is changed as follows:

1. Paragraphs which have been modified or added are indicated by a bold type star.
2. The following pen-and-ink changes will be made:
 - a. Page 10, paragraph 12p. In line 1 delete "(V-O)".
 - b. Page 37, paragraph 39g. In line 1 change "These forms" to read "This form".
 - c. Page 77, appendix I, part I, paragraph 1. In line 4 change the parenthesis after the word "Forces" to a comma and add "including all Reserve Components").
 - d. Page 116, paragraph 7c. In line 8 add the word "and" between "A" and "B" and delete "C".
3. Remove old pages and insert new pages as indicated below.

Remove pages—	Insert pages—
1 through 6	1 through 6
11 through 15	11 through 15
17 through 24.1	17 through 24 and 24.1
29 and 30	29, 30, and 30.1
33 and 34	33, 34, and 34.1
39 through 42, 42.1	39 through 42
43 and 44	43 and 44
51 and 52	51 and 52
53 through 62	53 through 62, 62.1
63, 64, 64.1, 65 through 68	63 through 68
71	71
73 through 75	73 through 75
81 through 83	81 through 83
93 and 94	93 and 94
99	99
111	111
	123

[AG 341.8 (3 Aug 62) EPPEI]

*These changes supersede DA letter AGSP(M)315 (3 Feb 60), 17 February 1960, subject: Implementation of Army Radio Code Aptitude Test at Armed Forces Examining Stations; DA message 577794, 20 October 1961; DA message 53023, 26 February 1962; TAG message 10989, 27 March 1962; and paragraph 7a, DA letter AGTP-A 201.6 (26 Feb. 62) 14 June 1962, subject: Mental Testing Procedures for Registrants and RFA ACDUTRA Personnel in Puerto Rico.

BY ORDER OF THE SECRETARY OF THE ARMY:

G. H. DECKER,
General, United States Army,
Chief of Staff.

Official:

J. C. LAMBERT,
Major General, United States Army,
The Adjutant General.

Distribution:

Active Army: To be distributed in accordance with DA Form 12-9 requirements for DA Regulations, Military Personnel Procedures, Enlisted—E plus MAAG (5), Mil Msn (5), AFES (5).

NG: State AG (3).

USAR: None.

PERSONNEL PROCUREMENT

ARMED FORCES EXAMINING STATIONS AND ARMED FORCES INDUCTION STATIONS

CHANGES

No. 4

HEADQUARTERS,
DEPARTMENT OF THE ARMY
WASHINGTON 25, D.C., 14 March 1962

AR 601-270, 11 March 1960, is changed as follows:

1. The paragraphs which have been modified or added by these changes are indicated by a bold-type star.

2. The following changes will be made in pen and ink:

✓ a. Page 1, chapter 2, section I. Delete "Preinduction processing of registrant in oversea commands (outside the continental limits of the United States, its Territories, or possessions)-Paragraph 28-Page 27".

✓ b. Page 3, appendix XV. Delete "Instructions for Completion of DA Form 2035-R" and substitute "Preinduction Processing of Registrants in Oversea Commands".

✓ c. Page 3, appendix XVI. Following the parenthesis after the word "SCORES" add "(To be used in oversea facilities only)".

✓ d. Page 19, paragraph 22f. In line 4 change "ACB" to "AQB".

✓ e. Page 20, paragraph 22g(1)(d). In lines 13 and 14 delete "an integrated structure".

✓ f. Page 21, paragraph 26a(1). In line 25 after the word "evidence" insert "at his own expense".

g. Page 31, paragraph 35a(1). In line 3 change "AR 40-503" to "AR 40-501". In line 29 change "ACB" to "AQB".

✓ h. Page 33, paragraph 36e(1)(c). In line 6 change "ACB" to "AQB".

✓ i. Page 43, paragraph 41b(4)(b). In line 10 change "ACB" to "AQB".

✓ j. Page 44, paragraph 41b(6)(a). In line 6 change "ACB" to "AQB".

✓ k. Page 44, paragraph 41b(8). In line 3 delete the word "appropriate". In line 7 delete the s from "statements".

✓ l. Page 47, paragraph 43b(2). In lines 3 and 4 delete "paragraph 2b, AR 40-500, for appointment in the USAR with active duty," and substitute "Chapter 8, AR 40-501".

✓ m. Page 51, paragraph 49b(3). Delete and substitute "Section 261, AFRA 55".

✓ n. Page 51, paragraph 49b(4). Delete and substitute "Section 262, AFRA 55".

✓ o. Page 51, paragraph 50k. Delete and substitute "DA Form 6028 (Army Qualification Battery, AQB Scoring Work Sheet)".

✓ p. Page 66, paragraph 60d(5). Delete last 3 sentences and add "The use of a facsimile signature stamp by the examining physician is not authorized."

✓ q. Page 67, paragraph 62b. In line 9 delete the sentence "If any disqualifying defect * * * discovered upon inspection." In line 26 delete "to" and insert "beneath".

✓ r. Page 101, appendix IX. Delete.

*These changes supersede DA letter AGTP-M 341.8, 15 September 1959, subject: Preinduction Examination of Selective Service Registrants in Oversea Commands; DA letter AGTP-M 341.8, 18 May 1960, subject: Preinduction Examination of Selective Service Registrants in Oversea Commands; DA letter AGSP, 12 August 1960, subject: Policy for Armed Forces Qualification Test (AFQT) Administration at Armed Forces Examining Stations; DA letter AGSP, 12 May 1961, subject: Armed Forces Security Questionnaire, DD Form 98, Accomplished at Armed Forces Induction Stations; DA letter AGSP, 7 September 1961, subject: Implementation of the Army Qualification Battery (AQB) and the Women's Army Classification Battery (WACB); DA letter AGSP, 5 October 1961, subject: Implementation of the Army Qualification (AQB) and the Women's Army Classification Battery (WACB); DA letter AGSP, 28 November 1961, subject: Changes to AR 601-270, Personnel Procurement, Armed Forces Examining Stations and Armed Forces Induction Stations; DA message 573183, 18 September 1961; DA message 577794, 20 October 1961, and so much of DA message 583099, 7 December 1961, as pertains to AR 601-270.

14 March 1962

3. Remove old pages and insert new pages as indicated below:

Remove pages—	Insert pages—
9 through 12.1.....	9 through 12 (?).
17 and 18.....	17 and 18.
25 through 30.....	25 through 30.
35, 36, 36.1, 37, 38, 38.1, 39, 40, 40.1, 41, and 42.	35 through 42, and 42.1.
53 through 64.....	53 through 64 and 64.1.
73 through 75.....	73 through 75.
85 and 86.....	85 and 86.
93 and 94.....	93 and 94.
111.....	111.
115 and 116.....	115 and 116, and 116.1

[AG 841.8 (25 Jan 62) AGSP]

BY ORDER OF THE SECRETARY OF THE ARMY:

Official:

J. C. LAMBERT,
Major General, United States Army,
The Adjutant General.

G. H. DECKER,
General, United States Army,
Chief of Staff.

Distribution:

Active Army: To be distributed in accordance with DA Form 12-9 requirements for DA Regulations, Military Personnel Procedures, Enlisted—E plus MAAG (5); Mil Man (5); AFES (5).

NG: State AG (3).

USAR: None.

PERSONNEL PROCUREMENT

ARMED FORCES EXAMINING STATIONS AND ARMED FORCES INDUCTION STATIONS

CHANGES

No. 3

HEADQUARTERS,
DEPARTMENT OF THE ARMY
WASHINGTON 25, D.C., 16 May 1961

AR 601-270, 11 March 1960, is changed as follows:

1. The paragraphs which have been modified or added by these changes are indicated by a bold type star.

2. The following changes will be made in pen and ink:

a. *Page 9, paragraph 12i.* In line 3 change "AR 40-503" to read "AR 40-501."

b. *Page 9, paragraph 12l.* At the end of the paragraph delete the period after "standards" and add "for induction."

c. *Page 10, paragraph 13.* At the end of the paragraph add this sentence "These plans are for other than mobilization purposes."

d. *Page 17, paragraph 19c(2) (a).* In line 4 insert the words "on the AFQT" following the words "10 or higher".

e. *Page 19, paragraph 22d.* In line 7 after the word "felonies" add "or under probation or suspended sentence imposed by a court for a violation of the UMT&S Act, as amended, on the condition that the registrant will report and submit to induction."

f. *Page 21, paragraph 26(a) (1).* In line 15 place a period after the word "station" and delete "if, or when, he is forwarded for induction."

g. *Page 27, paragraph 28a(3).* In line 7 change "AR 40-503" to "AR 40-501".

h. *Page 38, paragraph 39p(1)5.* Rescinded.

i. *Page 39, paragraph 39p(3).* Add paragraph "(c.1) DD Form 62 original and copy to Selective Service local board."

j. *Page 42, paragraph 40g(2).* Change the last sentence to read "For DD Form 47 mental test results on the ECFA-2 or -3 will be found in section V, item 20a."

k. *Page 47, paragraph 45a(3) (a).* Delete this paragraph and substitute therefore "FBI applicant type fingerprint card, Form FD 258."

l. *Page 47, paragraph 45a(3) (c).* Add the following sentence at the end of this paragraph "Qualification of or refusal to complete items 16, 17, or 19, of DD Form 398 (Statement of Personal History) by conscientious objectors classified I-O, will not be cause for implementation of AR 604-10."

m. *Page 48, paragraph 45a(3) (c)4.* In line 2 after the word prepared insert "by the Induction Station Commander".

n. *Page 48, paragraph 45b(3).* In line 3 delete the rest of paragraph and insert the following, "a(3) (c)4 above will be forwarded by the Induction Station Commander to the appropriate State Director of Selective Service."

*These changes supersede DA letter AGSP, 26 October 1960, subject: Registrants Under Probation or Suspended Sentence for Violation of the Universal Military Training and Service Act (UMT&S Act).

o. Page 48.1, paragraph 46. Add paragraph "d. Conscientious objectors, classified I-O will not be inducted."

p. Page 52, paragraph 52a. In line 4 delete the word "rejection" and insert the word "nonacceptance."

q. Page 52, paragraph 52c. In lines 2 and 8 delete the words "rejection" and insert the words "nonacceptance." In line 11 delete the word "rejected" and insert the word "nonaccepted."

r. Page 53, paragraph 55a(2). In line 5 change "TM 12-260" to read "AR 611-5." In paragraph 55b line 2 change "TM 12-260" to read "paragraph 9c, AR 611-5." Also, in paragraph 55c(1) line 10 change "paragraph 169a and b, TM 12-260" to read "paragraph 10, AR 611-5."

s. Page 54, paragraph 55e(1). In line 5 insert the words "the physical limits of" after the word "outside." Also, paragraph 55e(2) lines 3 and 4 change "paragraph 4, SR 310-20-9" to read "AR 611-5."

t. Page 57, paragraph 56d. In lines 7, 8 and 9 change the words "Manual for Administering and Scoring the Nonlanguage Qualification Test" to read "DA Pam 611-29."

u. Page 60, paragraph 57c. In lines 3 and 4 change "Section IV, DD Form 47" to read "Section V, DD Form 47." Also on pages 60 and 61, paragraphs 58b and c change all examples of "AFQT-5B" to read "AFQT-7A."

v. Page 61, paragraph 58c(1). Under listing of percentile score change "60" to read "65."

w. Page 107, appendix XI. First line following title, after the words "U.S." delete the word "Army."

3. Remove old pages and insert new pages as indicated below.

Remove pages	Insert pages
11 and 12.....	11, 12, and 12.1
23 and 24.....	23, 24, and 24.1
35 and 36.....	35, 36, and 36.1
63 through 69.....	63 through 69
71.....	71
93 and 94.....	93 and 94

[AG 341.8 (20 Apr 61) AGSP]

BY ORDER OF THE SECRETARY OF THE ARMY:

G. H. DECKER,
General, United States Army,
Chief of Staff.

Official:

R. V. LEE,
Major General, United States Army,
The Adjutant General.

Distribution:

Active Army: To be distributed in accordance with DA Form 12-4 requirements for DA Regulations—Personnel Enlisted—D plus: MAAG (5); Mil Msn (5); AFES (5).
NG: State AG (3).
USAR: None.

PERSONNEL PROCUREMENT**ARMED FORCES EXAMINING STATIONS AND ARMED FORCES
INDUCTION STATIONS**

CHANGES

No. 2

HEADQUARTERS,
DEPARTMENT OF THE ARMY
WASHINGTON 25, D.C., 26 January 1961

AR 601-270, 11 March 1960, is changed as follows:

1. The paragraphs which have been modified by these changes are indicated by a bold type star.
2. Remove pages 37 and 38 and insert attached pages.

[AG 341.8 (9 Jan 61) AGSP]

BY ORDER OF THE SECRETARY OF THE ARMY:

G. H. DECKER,
*General, United States Army,
Chief of Staff.*

Official:

R. V. LEE,
*Major General, United States Army,
The Adjutant General.*

Distribution:

Active Army: To be distributed in accordance with DA Form 12-4 requirements for DA Regulations—Personnel Enlisted—D plus MAAG (5), Mil Msn (5), AFES (5).

NG: State AG (3).

USAR: None.

PERSONNEL PROCUREMENT

ARMED FORCES EXAMINING STATIONS AND ARMED FORCES
INDUCTION STATIONSCHANGES }
No. 1 }HEADQUARTERS,
DEPARTMENT OF THE ARMY
WASHINGTON 25, D.C., 20 July 1960

AR 601-270, 11 March 1960, is changed as follows:

1. The paragraphs which have been modified or added by these changes are indicated by a bold type star.

2. The following changes will be made in pen and ink:

a. Page 5, paragraph 2. In line 8 delete the word "Deputy".

b. Page 19, paragraph 22a. At the end of the paragraph delete the period after "waived" and add "by the Armed Forces Moral Waiver Determination Board."

c. Page 25, paragraph 27c(4)(j). In line 3 change the reference "(see par. 2i, AR 604-10)" to read "(see par. 2g, AR 604-10)".

d. Page 25, paragraph 27c(4)(k). In line 2 change the reference "paragraph 17, AR 604-10" to read "paragraph 18, AR 604-10".

e. Page 55, paragraph 55e(5). In lines 1 and 4 delete the words "Navy and". Following line 9 in the same paragraph delete the following: "Navy: Officer in Charge, U.S. Naval Personnel Research Field Activity, 19th and East Capitol Streets, N.E., Washington 25, D.C." Also in the same paragraph, first line at the top of the page in the second column, add the word "Navy" after the word "Army".

f. Page 56, paragraph 56b. In line 4 change the words "This test" to read "The ACB".

g. Page 63, paragraph 60b. In line 5 delete the words "except for the following" and place a period after the word "enlistment".

h. Page 66, paragraph 60d(6). In line one after the word "copy" insert "(or moist diazo processed copy)." In line 4, place a period after the word "files" and delete the rest of the sentence.

i. Delete page number 119 from Authentication page, and page numbers 121 and 122 from supersession pages.

4. Remove old pages and insert new pages as indicated below.

Remove pages—	Insert pages—
7 and 8.....	7 and 8, 8.1.
35 through 40.....	35 through 40, 40.1.
47 and 48.....	47 and 48, 48.1.
57 through 62.....	57 through 61.
83.....	83.
93 and 94.....	93 and 94.
115.....	115 and 116.
119.....	119 through 121.

[AG 341.8 (15 Jun 60) AGSP]

*These changes supersede AR 30-43, 14 June 1956; and DA letter AGSP, 23 March 1960, subject: Disposition of Records for Registrants Inducted into the Army.

TAGO 54A—July 570465*—60—1

By Order of *Wilber M. Bricker*, Secretary of the Army:

L. L. LEMNITZER,
General, United States Army,
Chief of Staff.

Official:

R. V. LEE,
Major General, United States Army,
The Adjutant General.

Distribution:

Active Army: To be distributed in accordance with DA Form 12-4 requirements for DA Regulations, Personnel/Enlisted—D plus MAAG (5);

Mil Msn (5); AFES (5).

NG: State AG (3).

USAR: None.

ARMY REGULATIONS
 No. 601-270

HEADQUARTERS,
 DEPARTMENT OF THE ARMY
 WASHINGTON 25, D.C., 11 March 1960

PERSONNEL PROCUREMENT
ARMED FORCES EXAMINING STATIONS AND ARMED FORCES INDUCTION STATIONS

CHAPTER 1. ARMED FORCES EXAMINING STATIONS AND ARMED FORCES INDUCTION STATIONS

Section I. OPERATIONAL POLICIES

	Paragraph	Page
Mission.....	1	5
★Assistant Secretary of Defense (Manpower).....	2	5
Department of the Army responsibilities.....	3	5
Major commanders and responsibilities.....	4	5
Commanders of Armed Forces examining stations and Armed Forces induction stations.....	5	6
Functions and responsibilities of State Directors of Selective Service.....	6	6
Selective Service local boards.....	7	6
Liaison with recruiting main stations, Armed Forces examining stations, Armed Forces induction stations, and Selective Service System.....	8	7
Days of operation.....	9	7
Transportation, meals, and lodging.....	10	7
Channels of communications.....	11	8
Definitions.....	12	9
Interim plans for emergency situations.....	13	10

II. PERSONNEL, FACILITIES, AND FUNCTIONS

Staffing.....	14	11
Armed Forces examining stations medical officers.....	15	12
Testing Personnel.....	16	12
Facilities.....	17	13
Functions.....	18	14

CHAPTER 2. INDUCTION

Section I. PREINDUCTION PROCESSING

General.....	19	17
Reception of registrants.....	20	17
Preinduction interview.....	21	18
Moral standards.....	22	19
Individuals ineligible for induction.....	23	21
Determination of medical and mental qualifications by Armed Forces examining stations.....	24	21
Accomplishment of DD Form 98 (Armed Forces Security Questionnaire).....	25	22
Outprocessing of registrants.....	26	22
Records processing.....	27	22
Preinduction processing of registrants in oversea commands (outside the continental limits of the United States, its Territories, or possessions) Rescinded.....	28	27

II. INDUCTION PROCESSING

Notification of registrant's arrival.....	29	29
Reception of registrants and records.....	30	29
Scope of induction processing.....	31	29
Induction orientation.....	32	30
Roll call and issuance of individual records.....	33	30
Control of registrants.....	34	30
Allocation to Army, Navy, Marine Corps, or Air Force.....	35	30.1
Induction.....	36	32
Oath of allegiance ceremony.....	37	33
Outprocessing.....	38	34
Completion and disposition of records.....	39	34
Processing registrants in special categories.....	40	39
Special procedure for processing certain National Guard and Reserve personnel.....	41	42

*For list of publications superseded, see page 121.

	Paragraph	Page
Section III. PROCESSING OF MEDICAL AND DENTAL REGISTRANTS		
General.....	42	47
Preinduction processing.....	43	47
Outprocessing of registrants.....	44	47
Processing and disposition of forms and records.....	45	47
Induction processing.....	46	48
Outprocessing of inducted medical and dental registrants.....	47	48
IV. PREINDUCTION AND INDUCTION REPORTS		
Reports.....	48	49
CHAPTER 3. ARMED FORCES EXAMINING STATIONS		
Section I. PROCESSING AND RECORDS PREPARATION		
General.....	49	51
Records accomplished at Armed Forces examining stations.....	50	51
DA Form 765 (AFES Record of Qualification for Induction).....	51	52
DA Form 766 (AFES Letter of Qualification for Enlistment).....	52	52
DD Form 557 (AFES Qualitative Distribution Report of Male Enlistments, Inductions, and Rejections, RCS-DD-MP&R(M)344).....	53	52
II. MENTAL TESTING AND QUALIFICATIONS		
Purposes of mental testing.....	54	53
Test administration.....	55	53
Mental test battery.....	56	57
Terminal screening.....	57	59
Recording of mental test scores.....	58	61
III. MEDICAL EXAMINATION		
General.....	59	63
Complete medical examination.....	60	63
Reexamination of rejected registrants.....	61	67
Physical inspection.....	62	67
Utilization of enlisted personnel.....	63	67
Miscellaneous items.....	64	67
IV. PROCESSING RESERVE APPLICANTS		
General.....	65	69
Reception and orientation.....	66	69
Records to be initiated and accomplished at Armed Forces examining stations.....	67	69
Mental qualification and testing.....	68	69
Physical standards and examination.....	69	69
Identification of records.....	70	69
Outprocessing.....	71	69
V. REJECTED APPLICANTS FOR ENLISTMENT (MALE)		
Procedures for processing.....	72	71
VI. REPORTING PROCEDURES AND RECORDS DISPOSITION (AFES Qualitative Distribution Report of Male Enlistments, Inductions and Rejections, Reports Control Symbol DD-MP&R(M)344)		
Purpose.....	73	73
Preparing agencies and form.....	74	73
Frequency and routing.....	75	73
Source.....	76	73
Procedures for preparation of report.....	77	73
Maintenance and disposition of records.....	78	75
Maintenance and disposition of X-rays.....	79	75
APPENDIX I. TYPES OF DISCHARGE FROM ARMED FORCES AND LIST OF REASONS AND/OR AUTHORITIES FOR DISCHARGE OR SEPARATION		77
II. APPLICATION FOR DETERMINATION OF MORAL ELIGIBILITY FOR INDUCTION		85
III. VERIFICATION OF INTERVIEW FINDINGS		87
IV. ORIENTATION—DD FORM 98 (ARMED FORCES SECURITY QUESTIONNAIRE)		89
V. LIST OF MENTAL TESTING INSTRUMENTS		93
VI. ALLOCATION RECORD		95
VII. WAIVER OF VETERANS ADMINISTRATION DISABILITY PENSION OR COMPENSATION		97

	Paragraph	Page
APPENDIX VIII. ACKNOWLEDGMENT OF SERVICE OBLIGATION (6-YEAR ACKNOWLEDGMENT).....	----	99
IX. ACKNOWLEDGMENT OF SERVICE OBLIGATION (8-YEAR ACKNOWLEDGMENT).....	----	101
X. FLOW OF NAVY INDUCTEES.....	----	103
XI. SAMPLE OF NAVY INDUCTEE'S TRAVEL ORDERS.....	----	107
XII. SAMPLE OF AIR FORCE SPECIAL ORDERS.....	----	109
XIII. FLOW CHART OF INDUCTION MENTAL SCREENING PROCEDURES AT ARMED FORCES EXAMINING STATIONS.....	----	111
XIV. LISTS OF U.S. NAVAL DISTRICTS, U.S. MARINE CORPS RESERVE AND RECRUITMENT DISTRICTS, AND U.S. AIR FORCE RECRUITING GROUPS.....	----	113
XV. PREINDUCTION PROCESSING OF REGISTRANTS IN OVERSEA COMMANDS.....	----	115
XVI. DA FORM 2035-R (COMPUTATION OF ACB APTITUDE AREA SCORES) (To be used in oversea facilities only).....	----	117
XVII. BOX-LUNCH MENUS FOR USE IN LETTING MEAL CONTRACTS FOR SELECTIVE SERVICE REGISTRANTS AND APPLICANTS FOR ENLISTMENT.....	----	119
XVIII. MENUS FOR USE IN LETTING MEAL CONTRACTS FOR SELECTIVE SERVICE REGISTRANTS AND APPLICANTS FOR ENLISTMENT.....	----	121
★XIX. INSULAR PUERTO RICAN PERSONNEL FOUND ACCEPTABLE ON ECFA (SPANISH) AT TIME OF PREINDUCTION EXAMINATION IN PUERTO RICO.....	----	123

CHAPTER 1

ARMED FORCES EXAMINING STATIONS AND ARMED FORCES
INDUCTION STATIONS

Section I. OPERATIONAL POLICIES

1. Mission. ★ Armed Forces examining stations and Armed Forces induction stations are military installations established at locations designated and approved by the Assistant Secretary of Defense (Manpower) and are under the control of the commanding general having jurisdiction over the areas in which they are located. The primary functions of the Armed Forces examining stations and Armed Forces induction stations are to—

a. Determine the moral, mental, and medical qualifications of prospective accessions to the Armed Forces and perform related administrative functions.

b. Allocate to the Army, Navy (including Coast Guard), Marine Corps, or the Air Force those registrants reporting for induction who are found acceptable.

c. Induct those allocated into the respective services.

★ **2. Assistant Secretary of Defense (Manpower).** The Office of the Assistant Secretary of Defense (Manpower) is responsible for the development of policies and procedures applicable to Armed Forces examining stations.

3. Department of the Army responsibilities. The Department of the Army, as executive agent for the Department of Defense for the operation of Armed Forces examining stations and Armed Forces induction stations, is charged with the following functions:

a. Transmittal of orders to Armed Forces examining stations and Armed Forces induction stations.

★ *b.* Receipt of reports from each Armed Forces examining station and Armed Forces induction station, preparation of consolidated qualitative distribution data, and transmittal thereof to the Assistant Secretary of Defense (Manpower) and to each service.

★ *c.* Analysis of reports pursuant to basic policies and transmittal of findings to Assistant Secretary of Defense (Manpower) to each service.

d. Execution of necessary administrative actions pursuant to basic policies.

e. Preparation of Armed Forces examining stations and Armed Forces induction stations staffing, analysis, and justification of individual service participation obligation and other requirements for the operation of Armed Forces examining stations and Armed Forces induction stations.

4. Major commanders and responsibilities. The major commanders include the commanding generals, ZI armies; United States Army, Alaska; United States Army, Caribbean; and United States Army, Pacific. The Army commanders are responsible for—

a. Recommending number and location of examining stations and induction stations required. Traveling examining and induction boards may be used to cover sparsely settled areas or when otherwise necessary. Military installations (e.g., Army posts, camps, and stations) may be used as locations, for stations, when available, if location and facilities are suitable.

b. Providing necessary Army administrative and professional personnel for examining stations and induction stations. When authorized by the applicable table of distribution, civilian personnel may be employed to fill specific positions.

c. Insuring operation of examining stations and induction stations in accordance with Headquarters, Department of the Army instructions.

d. Establishing and maintaining liaison with State Directors of Selective Service and the designated representatives of the other military services. This liaison will include the establishment of schedules, based on the average load which

the station can process, to assure an even flow of applicants and registrants to the examining stations and induction stations for processing.

★*c.* Providing the examining stations with the facilities and equipment necessary for the performance of examining stations functions.

5. Commanders of Armed Forces examining stations and Armed Forces induction stations. Commanders are officers in charge of recruiting activities in the area in which the examining stations and induction stations are located and are delegated operational control of examining stations and induction stations. The functions of command involve the assignment of tasks, internal organization, and the authoritative direction necessary to accomplish the mission of an examining station and an induction station. It does not include the administration and discipline of assigned or attached personnel of a service other than the service of the commander. The commanding officers of examining stations and induction stations are responsible for the successful and efficient accomplishment of the primary functions of the examining stations and induction stations.

6. Functions and responsibilities of State Directors of Selective Service. Each State Director of Selective Service under the direction and control of the Director of Selective Service is responsible for—

a. The administration of the Selective Service System in his State. He determines the number of registrants to be forwarded for Armed Forces preinduction examination in anticipation of calls for induction. He calls upon the Selective Service local boards within his State to forward the required number of men and provides travel schedules which will assure an even flow of men to the induction station, according to arrangements previously made with the Army commander.

b. Initiating SSS Form 202 (Physical Examination Call on Local Board) requiring Selective Service local boards to select and deliver for preinduction physical examination a specified number of registrants to a designated examining station at a given time and date for examination.

c. Initiating SSS Form 201 (Notice of Call on Local Board) requiring Selective Service local boards to select and deliver a specified number of registrants who have been found acceptable for service to a designated induction station at a given time and date for induction.

d. Emergency medical care, hospitalization, and transportation and burial of remains.

(1) Registrants suffering illness or injury while at an examining station or induction station under orders authorized by the Director of Selective Service are entitled to emergency medical care including hospitalization at the nearest military medical facility. If such is not available, the nearest civilian hospital will be utilized, at the expense of the Selective Service System. Transportation and burial of the body of a registrant who suffers death while acting under the orders of the Director of Selective Service are also the responsibility of the Selective Service System.

(2) Claims for the payment of expenses incurred for emergency medical care of registrants or for transportation and burial of the body of a registrant who suffers illness, injury, or death while at an examining station or induction station under Selective Service orders will be submitted to the State Director of Selective Service of the State in which the expenses were incurred by the examining station or induction station commander under the provisions of Section 1609.51, Selective Service regulations.

7. Selective Service local boards. Selective Service local boards are responsible for—

a. Registration.

b. Selective Service classification to determine availability for service.

c. Selection for preinduction examination and induction.

d. Accomplishing section I, except items 2 and 3, and section II, DD Form 47 (Record of Induction) in quadruplicate for each registrant ordered

to report to the induction station for preinduction examination or induction.

e. Issuance of Order To Report for Armed Forces Physical Examination (SSS Form 223).

f. Preparation of Physical Examination Lists (SSS Form 225), showing names of registrants being forwarded for examination.

✓g. Notifying the registrants of the results of examination on Statement of Acceptability (DD Form 82).

h. Issuance of Order To Report for Induction (SSS Form 252).

i. Preparation of Delivery Lists (SSS Form 261) showing names of registrants being forwarded for induction.

j. Transportation, meals, and lodging as indicated in paragraph 10.

8. Liaison with recruiting main stations, Armed Forces examining stations, Armed Forces induction stations, and Selective Service System. Close liaison will be maintained between Armed Forces examining stations, Armed Forces induction stations, recruiting main stations of all services, State Directors of Selective Service and local boards to insure prompt and efficient processing of applicants and registrants. List of addresses of State Directors of Selective Service is contained in AR 601-49.

9. Days of operation. Armed Forces examining stations and Armed Forces induction stations will ordinarily operate on a 5-day week basis; however, they will be prepared to process applicants

<i>If registrants arrive by—</i>	<i>Arrival time*</i>	<i>Service responsible for provision of shelter and food</i>
(1) Local or chartered transportation.	Not later than 1200 hours.	Army.
(2) Local or chartered transportation.	Subsequent to 1200 hours.	Selective Service System.
(3) Scheduled common carrier.	Not later than 1200 hours.	Army.
(4) Scheduled common carrier.	After 1200 and not later than 1400 hours and have already eaten noon meal.	Army.
(5) Scheduled common carrier.	Subsequent to 1400 hours.	Selective Service System.
(6) Scheduled common carrier.	Subsequent to 1200 hours and not later than 1400 hours and have not eaten noon meal.	Selective Service System.

*All arrival times are interpreted to mean arrival at the induction station.

g. Registrants held over beyond normal processing time will be furnished necessary meals and lodging at Army expense.

h. Commanding officers of induction stations are responsible for furnishing appropriate meals

on Saturday if so requested by any of the four services.

10. Transportation, meals, and lodging. a. Transportation, meals, and lodging for applicants for enlistment and enlistees will be furnished in accordance with appropriate regulations of each of the four services concerned.

b. Transportation, meals, and lodging will be furnished by the Selective Service System for registrants while en route from Selective Service local boards to induction stations and from induction stations to the local boards when registrants are ordered to report for preinduction examinations.

c. Transportation, meals, and lodging will be furnished by the Selective Service System for registrants when en route from local boards to induction stations when registrants are ordered to report for induction.

d. Transportation, meals, and lodging, while en route from induction stations to reception stations, training divisions, or other duty stations, will be furnished by the appropriate service to which inducted registrants have been allocated.

e. Registrants ordered by Selective Service local boards to report for induction, if rejected, will be furnished transportation, meals, and lodging by the Army, while en route from induction stations to Selective Service local boards.

f. The service indicated in the following table is responsible for providing shelter and food for registrants while at the induction station:

and necessary lodging to all registrants. When it becomes necessary for station commanders to provide meals or lodging to registrants for whom Selective Service System is responsible under the table in f above, the Selective Service System will

be billed for such meals or lodging in accordance with AR 35-273.

i. Station commanders who have established billeting facilities on the station premises will billet registrants arriving after the cutoff hours indicated in the table in *f* above on a nonreimbursable basis provided that personnel in excess of the table of distribution authorizations are not required.

j. Standards to be followed in providing food and shelter for registrants while being processed at induction stations and examining stations are—

(1) For stations not located at or near military installations, provisions for food and shelter will be made on a contract basis. The cooperation of local officials will be sought, whenever necessary, to obtain proper facilities at reasonable cost. Induction station commanders will insure that meals and lodging which are provided are substantially the same for all registrants.

★(2) Substantial, varied, and well-balanced meals of good quality will be supplied in restaurants or cafeterias of good, or better than average, standing in the community concerned. If cafeterias are used, a standard meal will be provided which does not require or permit individual selection of items. The Food Service Division, Office of The Quartermaster General, has prepared nutritionally balanced menus (apps. XVII and XVIII) which will be used as a guide in letting contracts to civilian feeding establishments. The menus have taken into consideration the caloric requirements of the age groups that comprise the majority of Selective Service registrants and applicants for enlistment. Contracts for meals which do not approximate the specifications outlined in appendixes XVII and XVIII will not be consummated. Special instructions regarding messing of Selective Service registrants and applicants for enlistment are as follows:

(a) Box lunches (app. XVII) may be utilized only when hot meals cannot be served because of the inability of local

restaurants to serve the number of individuals involved or when the use of restaurants would involve excessive time lost from processing schedules, or for other cogent reasons.

- (b) The regular dispensation granted military personnel of Catholic faith permitting them to eat meat on all days of the year except Ash Wednesday, Good Friday, Forenoon of Holy Saturday, and the Vigil of Christmas is applicable to Catholic registrants and applicants for enlistment during preinduction, induction or enlistment processing, if meals are furnished by the Government. Since box lunches do not make provision for sandwiches with other than meat filling, the foregoing information will be brought to the attention of all examinees on Fridays and other days when Catholics do not partake of meat.
- (c) The sanitary inspection as required by paragraph 15*b*, will be conducted by the Armed Forces examining station medical officer, and wherever practicable, by the local health authorities of messing facilities prior to the consummation of the contract. During the term of the contract a monthly sanitary inspection of the messing facilities will be conducted by the Armed Forces examining station medical officer and wherever practicable with the assistance of the local health authorities.
- (3) Contracts for billeting will be let to hotels, clubs (USO, American Legion, Veterans of Foreign Wars, etc.), or to YMCA's under the following conditions:
- (a) The establishment concerned should be located in the better section of the community and be of good, or better than average, repute. The building should present an attractive appearance, both inside and out, and must be free of fire hazards.
- (b) Establishments should provide adequate separate rooms with twin beds,

- with or without bath, for each two individuals.
- (c) Dormitory-type rooms, with single, or double-deck beds, may be used in lieu of the type mentioned in (b) above, provided that closets or steel lockers are supplied for the overnight storing of clothing and personal effects; the space for each man is at least 72 square feet; and adequate bathing and toilet facilities are adjacent or near to the room being used.
 - (d) The sleeping facilities furnished will be solely on the basis of one person to a bed.
 - (e) Privileges normally extended other guests by the establishment must be given to individuals billeted at Government expense.
 - (f) Bed linens must be changed daily, regardless of whether the same individual occupies the same bed more than one night.
 - (g) All rooms must have at least one window facing an open court or the side of the building; rooms opening on a narrow airshaft are not acceptable.
- (4) Billeting contracts will be written to incorporate the provisions of (3)(b), (c), (d), (e), (f), and (g) above.

11. Channels of communications. *a.* Channels of communication for Armed Forces examining stations and Armed Forces induction stations located in the continental United States will correspond to the command structure as established for the U.S. Army within Army major commands. Commanding officers of examining stations and induction stations established at military installations will be responsible directly to the appropriate commander in the echelon of command within the U.S. Army Recruiting Service as prescribed by the Army commander, except that when the examining station is a unit of a recruiting main station of one of the other services, the commanding officer will not be made responsible to any commander lower in the echelon of command than U.S. Army recruiting district commander.

b. Channels of communication in overseas areas will be prescribed by the major overseas Army commanders.

c. The service representative of each service is authorized to report in letter form, when applicable any matter deemed appropriate to his parent service, with an information copy to the commanding officer of the examining station, induction station, or recruiting main station, as appropriate.

d. Upon approval of the major commander, each service may conduct periodic routine inspections of their personnel on duty in the examining stations or induction stations in order to determine the fitness of such personnel. Upon completion of such inspections, two copies of the report will be submitted to the commanding officer of the recruiting main station who will forward one copy to the executive agent.

12. Definitions. For the purpose of these regulations, the following definitions apply:

a. *Administrative acceptee.* A registrant who has been accepted for military service following an administrative determination that he possesses the required capacity to achieve the minimum score on the prescribed mental tests, notwithstanding his failure to achieve such scores.

b. *Applicants.* Individuals who volunteer for enlistment and are forwarded by the service of their choice for mental and medical examinations.

c. *Armed Forces Reserve personnel.*

(1) *Section 261, AFRA 55 (10 U.S.C., 511).*

Enlistments under this section will be for a period of 6 years. Each person so enlisted will be required during such enlistment to perform—

- (a) Active duty for a period of 2 years.
- (b) Satisfactory service as a member of the Ready Reserve for a period which, when added to service rendered under (a) above, will total 5 years.
- (c) The remainder of such period of enlistment as a member of the Standby Reserve.

(2) *Section 262, AFRA 55 (50 U.S.C., 1013).*

Each enlistment under this section will be for a period of 8 years. Each person so enlisted will be required during such enlistment to perform an initial period of active duty for training of not less than 3 months or more than 6 months. Enlistments under this section may be accepted from persons who—

- (a) Are medically and mentally qualified for service in the Armed Forces.
- (b) Have not been ordered to report for induction into the Armed Forces under the Universal Military Training and Service Act.
- (c) Have not attained the age of 18 years and 6 months.

★(3) *Reserve of the Army enlistments for 6 months active duty for training, (AR 140-111).* Enlistments as reserve of the Army for service with the Army Reserve for the 6 months active duty for training program are authorized under the provisions of AR 140-111.

- (a) Each enlistment under these provisions will be for a period of 6 years.
- (b) Each person so enlisted will be required to perform 6 months active duty for training.
- (c) Enlistments under this section may be accepted from persons who—
 1. Have not had prior military service.
 2. Are between the ages of 18½ and 26.
 3. Meet the requirements for enlistment for this program, as prescribed in AR 140-111.

d. *Chargeable accessions.* Men, 17 years of age or older, who have not previously served in any of the Armed Forces or who have served on active duty in any of the Armed Forces for a period less than 6 months since 16 September 1940. Aviation cadets, officer candidates, and reservists are exempted.

e. *Delinquent registrant.* An individual required to be registered under the Selective Service law who fails or neglects to perform any duty required of him under the Selective Service law.

f. *Induction.* The procedure consisting of the physical inspection (or, if appropriate, the complete medical examination), mental testing (if not already accomplished), the completion of records and necessary processing to effect the transition from civilian to military status, for a period of defined obligation under the provisions of the Universal Military Training and Service Act.

g. *Minimum mental standards.* The minimum mental test score for acceptance of chargeable accessions is percentile score of 10 on the Armed Forces Qualification Test (AFQT).

h. *Nonchargeable accessions.* All individuals not within the chargeable accessions group.

i. *Physical standards.* The minimum medical standards for acceptance of chargeable accessions are those established in AR 40-501.

j. *Postponed registrant.* An individual who, having been classified as available and found acceptable for service, has been ordered to report for induction in his proper turn and then had the

date of reporting postponed by authority of Selective Service regulations.

k. Preinduction processing. The procedure consisting of the reception of registrants, initiation of administrative records, the determination of moral character, and, based upon the results of the medical examination and mental testing, ascertainment of the registrant's acceptability for induction.

l. Rejectee. An individual who at any time after the commencement of processing is found unacceptable for military service by reason of failure to meet the minimum mental, medical, and/or moral standards for induction.

m. Registrants. Those individuals who are forwarded by Selective Service local boards to Armed Forces induction stations for preinduction processing or induction into the Armed Forces.

n. Scope of Armed Forces examining stations processing. Consists of administering mental tests; the medical examination; the accomplishment of necessary forms and maintenance of required records.

o. Selective Service number. Each registrant has a Selective Service number to identify him. This Selective Service number is a composite number made up from four elements determined in the manner provided as follows:

- (1) The first element of the Selective Service number, reading from left to right, is the number representing the numerical position of the State in which the registrant is registered as shown on the following list of States, territories, and possessions—

1. Alabama	19. Massachusetts
2. Arizona	20. Michigan
3. Arkansas	21. Minnesota
4. California	22. Mississippi
5. Colorado	23. Missouri
6. Connecticut	24. Montana
7. Delaware	25. Nebraska
8. Florida	26. Nevada
9. Georgia	27. New Hampshire
10. Idaho	28. New Jersey
11. Illinois	29. New Mexico
12. Indiana	30. New York
13. Iowa	31. North Carolina
14. Kansas	32. North Dakota
15. Kentucky	33. Ohio
16. Louisiana	34. Oklahoma
17. Maine	35. Oregon
18. Maryland	36. Pennsylvania

37. Rhode Island	48. Wyoming
38. South Carolina	49. District of Columbia
39. South Dakota	50. New York City
40. Tennessee	51. Alaska
41. Texas	52. Hawaii
42. Utah	53. Puerto Rico
43. Vermont	54. Virgin Islands
44. Virginia	55. Guam
45. Washington	56. Canal Zone
46. West Virginia	
47. Wisconsin	

- (2) The second element of the Selective Service number is the number of the registrant's Selective Service local board within the State.
- (3) The third element of the Selective Service number is the last two digits of the year in which the registrant was born. *For example*, if a registrant was born in 1928, the third element of his Selective Service number would be the number 28.
- (4) The fourth element of the Selective Service number is the number assigned to the registrant by his Selective Service local board among the other registrants of the Selective Service local board having the same year of birth.

★*p. Trainability limited (V-O).* An individual found medically and morally qualified who achieved a score between 10 and 30 on AFQT but who fails to achieve acceptable scores on AQB. These individuals are not included within the definition of rejectees (*l* above).

q. Volunteer for induction. An individual who offers himself of his own free will or intention for induction.

13. Interim plans for emergency situations. In unusual emergency situations causing a large influx of examinees there will be some delay in augmentation of present staffs. In order to achieve expeditious processing of examinees during emergency conditions written interim plans will be developed to provide for utilization of additional fee-basis physicians and civilian clerks for as many hours per day as may be required. These interim plans will be kept current in light of changing conditions and in readiness for immediate implementation until permanent expansion plans can be effected or the emergency situation is alleviated. These plans are for other than mobilization purposes.

Section II. PERSONNEL, FACILITIES, AND FUNCTIONS

14. Staffing. *a.* The Armed Forces examining stations will be staffed by personnel contributed by the four services. Staffing contributions of each service to the examining stations and induction stations will be made on a workload basis. The workload upon which this computation will be made is the projected total applicants and registrants (chargeable and nonchargeable) of each service to be processed or partially processed in the examining stations and induction stations.

b. The four services will provide personnel in accordance with applicable tables of distribution and will meet the personnel specifications.

c. Military personnel serving under the operational control of another service will be governed by the existing laws and regulations of the service of which they are members.

d. Personnel of the four Armed Forces will be placed on permanent duty with examining stations and induction stations in accordance with established tables of personnel distribution as published by the Department of the Army. Personnel contributions to the AFES and AFIS are on a primary, full-time duty basis, in activities and functions directly related to the missions of these stations. Personnel selected will be assigned to the appropriate service recruiting group and attached to area service units, with duty at a specific examining station, and if performing duty satisfactorily, will normally remain so assigned for a minimum of 1 year. Reassignment of personnel performing duty with these activities will be effected by the commander of the appropriate recruiting group in accordance with the appropriate service regulation. In order to accomplish the relief of unsatisfactory personnel assigned to these activities as expeditiously as possible, personnel considered unsatisfactory will fall into one or both of the following groups:

- (1) Those whose personal conduct merits disciplinary action.
- (2) Those whose performance of duty in the skill category in which assigned is unsatisfactory, either through lack of training or inattention to duty.

e. Before forwarding a request for relief, the individual initiating the action will advise the person being recommended for relief of the contemplated action. Such persons will be notified by

letter which includes the reasons for the contemplated action and a directive requiring reply by indorsement within a period not to exceed 10 days from date of receipt. Each letter recommending relief of an individual will include a statement that the individual has been afforded maximum training opportunities and supervision and the commander's recommendation as to whether or not disciplinary action or demotion procedures should be initiated. Requests for relief of male officers must contain a statement of the individual's aeronautical rating and whether currently on flying status, if appropriate. Attached as inclosures to each letter recommending relief will be the following:

- (1) The letter from the commander initiating the request advising the individual of the proposed action and explaining fully the reasons therefor, together with the individual's reply.
- (2) A comprehensive evaluation of the individual to include a character and efficiency rating for enlisted personnel and an evaluation for officers similar to that prescribed by AR 623-105 or AR 623-201, as appropriate.

Additional policies and procedures for the administration of personnel assigned to duty with these activities will be as prescribed in appropriate service publications and implementing directives. Channels of communications will be as prescribed by each continental Army commander and the commanders of local recruiting groups comparable to Army commanders. Individuals assigned to examining stations and induction stations in overseas commands will be governed by applicable regulations of the command to which assigned.

★*f.* Under existing regulations, fitness reports for Navy officers assigned to examining stations will be completed and signed on prescribed Navy form by the Commander, Armed Forces Examining Stations, who upon completion will submit to the Officer in Charge of the local Navy Recruiting Station for review and forwarding to the Chief of Naval Personnel. These reports should be completed in accordance with current Navy directives. Assistance, when necessary, should be obtained from the local Officer in Charge of Navy Recruiting Station.

15. Armed Forces examining stations medical officers. *a.* Supervision of the medical operation of the Armed Forces examining stations is considered to be a direct responsibility of major commanders through their surgeons. Army commanders will arrange for close liaison between their respective surgeons and examining station medical officers in order to provide maximum professional assistance and guidance in the accomplishment of the medical mission assigned to examining stations.

b. Each examining station will have assigned one or more military medical officers who will be responsible for the determination of medical qualifications of applicants and registrants. The senior military medical officer at each examining station will be responsible for—

- (1) Medical processing of examinees.
- (2) Accuracy of medical reports.
- (3) Making recommendations regarding arrangements of medical examining facilities.
- (4) Care of medical equipment.
- (5) Sanitary inspection of the station.
- (6) Sanitary inspection of billeting and messing facilities for examinees.

c. Fee-basis physicians. Armed Forces examining stations will utilize each assigned medical officer to the maximum practicable extent in conducting medical examinations, subject to the following:

- (1) When in any one day the ratio of examinees to assigned medical officers exceeds thirty to one, one fee-basis physician may be employed for each additional thirty examinees, or fraction thereof.
- (2) As a general rule, no civilian physician should be employed on a split-shift or longer than 8 consecutive hours in any one day.
- (3) When assigned medical officers are sick, on leave, or absent pursuant to official orders, fee-basis physicians may be employed during the period of absence to accomplish the required duties.
- (4) Only military medical personnel regularly assigned to examining stations will be utilized for accomplishing physi-

cal inspection, except under conditions set forth in (1) and (3) above.

- (5) Neuropsychiatric and roentgenologist services are not affected by the foregoing but will continue to be accomplished as provided in AR 40-330. Consultants should be board qualified when local conditions permit.
- (6) When an examining station has been unable to obtain sufficient civilian physicians after all local sources, including the local medical association, have been exhausted, a letter setting forth full particulars will be addressed to The Surgeon General, ATTN: MEDCM, Department of the Army, Washington 25, D.C., through the Army surgeon.
- (7) The commanding officer of the examining station will assure that only competent, thorough, and up-to-date physicians are hired. In general, younger physicians recently graduated from medical school are preferred for most examining station functions.

★*d. Medical consultations.* Enlistees and inductees requiring medical consultations will be furnished such care in accordance with the priority set forth in paragraph 94, AR 40-3. When these facilities are not available, these examinees will be referred to civilian consultants. Reimbursement for these consultations will be at Government expense and will not exceed the rates prescribed in AR 40-330.

★*e. Dispensary operation unauthorized.* Dispensaries will not be established in examining stations.

16. Testing personnel. *a. Personnel psychologists.* Each Armed Forces examining station will have assigned one or more commissioned personnel psychologists (Army MOS 2230 or 2239). When supplied by another service, psychologists will possess qualifications comparable to those for the Army MOS 2230 or 2239. The general duties and responsibilities of personnel psychologists are—

- (1) Administering, or supervising the administration of, all mental tests prescribed for use in examining stations in accordance with prescribed standards and procedures.

★(2) Rescinded.

- (3) Conducting the terminal screening interview and determining in accordance with paragraph 57 registrants administratively acceptable for induction.
- (4) Advising the commanding officer on correct mental testing procedures and mental evaluation of examinees.
- (5) Effectively using and training of testing section personnel.
- (6) Controlling and securing of all testing materials.
- (7) Establishing liaison with medical examiners and communicating to them evidence obtained in the testing situation or interview which may be pertinent to the neuropsychiatric evaluation.

★*b. Personnel psychology specialists.* The enlisted personnel psychologists under the close supervision and review of the commissioned personnel psychologist may be delegated duties in connection with the following:

- (1) Test administration.
- (2) Supervision of test proctors.
- (3) Supervision of test scoring activities.
- (4) Conduct of terminal screening interviews for the commissioned personnel psychologists in order to meet peak interviewing workloads. The commissioned personnel psychologists, however, will in all cases make the final determination of those registrants failing the AFQT and/or AQB who will be administratively accepted for military service.

17. **Facilities.** *a.* Favorable impressions of the Armed Forces gained by applicants and registrants while they are at an Armed Forces examining station and Armed Forces induction station may well be the determining factor in a decision on the part of these individuals to plan a career in one of the services. Commanding officers, therefore, will insure by careful planning and indoctrination that the processing of all applicants and registrants is accomplished in the most considerate and efficient manner.

b. The following standards will be used in providing adequate facilities for the examining stations and induction stations.

- (1) Station facilities will be kept in a good state of repair.

- (2) Sufficient space must be provided to avoid undue congestion and permit orderly handling of examinees throughout all processing.
- (3) When stations are not located at Army installations, they should be located convenient to public transportation facilities.
- (4) Suitable toilet and lavatory facilities will be provided.
- (5) Adequate ventilation is important, especially during the summer months, and when large numbers of examinees are being processed at one time.
- (6) The initial receiving room will be readily accessible to the place of entry into the building. Suitable directional signs will be posted.
- (7) Sufficient seating accommodations will be provided so that examinees will not be required to stand.
- (8) Charts explaining major steps in processing applicants and registrants for pre-induction and induction processing should be posted on the walls of the initial reception room.

c. Medical examining sections will conform to the following standards:

- (1) Rooms for testing vision will be at least 24 feet long.
- (2) A suitable darkroom will be provided for special examination of the eyes and nasal passages.
- (3) A private office will be provided for each medical examiner.
- (4) Each room will be provided with chairs for the examiners and for examinees being held for more detailed examinations.
- (5) Adequate provisions will be made for storing clothing of registrants while they are undressed. Responsible attendants will be detailed to receive, safeguard, and return the clothing of examinees. Small cloth bags with drawstrings long enough to hang around the neck will be provided for valuables. A notice will be posted to the effect that no responsibility will be assumed by the station for lost valuables.
- (6) Suitable separate medical facilities will be provided for the examination of

women if the workload precludes the scheduling of medical examinations for women at a different time from those for men.

d. The following standards will be used in providing adequate facilities for mental testing sections:

- (1) Suitable desks or tables and chairs will be provided. Writing surfaces will be flat and smooth. Examinees taking the test will be separated sufficiently to insure the validity of test scores. Satisfactory physical separation may be accomplished either through proper spacing or through the use of desk partitions.
- (2) Testing rooms will be well lighted and every effort will be made to maintain adequate ventilation and a comfortable temperature.
- (3) Testing rooms will be free from distracting noises.
- (4) Adequate safeguards will be established to provide security for tests, scoring keys, and test manuals at all times. When not actually in use, test materials will be stored under lock and key.

★e. Rescinded.

18. Functions. *a. Recruiting services.* Each group of examinees sent to an Armed Forces examining station from a recruiting main station will be accompanied by a delivery list containing the names of applicants listed in alphabetical order, with indication of processing required and whether the individual is a chargeable or nonchargeable applicant (par. 77a).

b. Armed Forces induction stations. Armed Forces induction stations will receive from the Selective Service local boards registrants for pre-induction or induction processing and complete appropriate records prior to sending the registrants to Armed Forces examining stations.

c. Armed Forces examining stations. Armed Forces examining stations will—

- (1) Conduct, in accordance with current directives, the mental testing and medical examination of all chargeable accessions to the Armed Forces in order to determine their mental-medical classification.
- (2) Examine only individuals referred to it by the four services.

- (3) Submit such reports as directed by the Department of the Army.
- (4) Provide for the complete interchange of information with the individual services at the local level, including statistical and administrative reports pertaining to examining stations functions.
- (5) Furnish each service concerned DA Form 766 (AFES Letter of Qualification for Enlistment) or the induction station DA Form 765 (AFES Record of Qualification for Induction) specifying the mental-medical classification assigned to each applicant or registrant.
- (6) Summarize Armed Forces examining stations letters and records of qualification returned by each service and induction station and submit a monthly report for each of the four services on DD Form 557 (AFES Qualitative Distribution Report of Male Enlistments, Inductions, and Rejections) to the executive agent. Reports Control Symbol DD-MP&R(M) 344 has been assigned to this report.
- (7) Expedite the completion of the examination and testing of all individuals and their return, together with their records, to the recruiting main station or induction station forwarding them for examination.
- (8) Examine nonchargeable male personnel, in addition to the applicant and registrant workload in the chargeable and nonchargeable category for which staffing contributions have been made, when facilities and personnel attached permit.
- (9) Accomplish the medical examination and the mental testing of female applicants for enlistment in those stations where personnel and physical facilities are considered adequate and operationally feasible by the Army commanders and when such examinations are requested by the respective recruiting services. Mental testing of female applicants may be scheduled so as not to interfere with the processing of male applicants and registrants.
- (10) Accomplish the medical examination and/or mental testing of such other per-

12 September 1962

C 5, AR 601-270

sonnel referred to it by the four services as time, facilities, and personnel will permit; provided the other assigned missions

of the station will not be delayed and no additional expenditure of funds is involved.

CHAPTER 2 INDUCTION

Section I. PREINDUCTION PROCESSING

19. General. *a.* The preinduction processing and examination of registrants as prescribed in these regulations will normally be performed in the sequence indicated:

- (1) Initial reception and rollcall.
- (2) Preinduction orientation.
- (3) Preinduction interview, including determination of moral qualifications.
- (4) Determination of mental and medical acceptability for military service.

b. Registrants who refuse to take any part or all of the preinduction examination will be returned to their Selective Service local boards. All records pertaining to the individual will be returned to the appropriate Selective Service local board by letter of transmittal which will explain in detail the reason for return. When registrants so reported are subsequently returned by their Selective Service local boards for immediate induction and again refuse to take any part or all of the prescribed tests and examinations, they will be processed as prescribed in paragraph 40c.

c. When formerly rejected applicants for enlistment are forwarded by Selective Service System for examination in registrant status in accordance with section V, chapter 3, reexamination will be governed by the following:

- (1) *Medical examination.* The medical examination will be accomplished in accordance with section III, chapter 3.
- (2) *Mental test.*

★(a) Those registrants who were initially rejected for enlistment for medical reasons only and who initially achieved a percentile score of 10 or higher on the AFQT and qualified on Army Classification Battery or Army Qualification Battery Tests will not be retested, provided recorded test scores are available.

(b) Previous testing of an individual in applicant status does not preclude testing him once as a registrant with the alternate form of the AFQT, if a

score of less than percentile 10 was obtained.

★(c) Registrants whose records indicate AFQT scores between 10 and 30, inclusive, will be tested with the Army Qualification Battery, or retested, if records show previous failure to attain a score of 90 or higher in two or more Aptitude Areas. When part A scores for the AQB must be obtained and the AFQT answer sheets or DA Forms 6028 are not available, the AFQT will be administered. The AFQT answer sheet will be scored for the sole purpose of obtaining standard scores for part A of the AQB. Original scores when recorded on the AFQT will be used.

(d) In cases where no records of previously made test scores are available, readministration of the complete battery of mental tests may be accomplished, including terminal screening to determine those who may be administratively accepted.

20. Reception of registrants. *a. Delivery of Selective Service records at induction station.* Registrants will arrive in groups under control of a group leader. Each group leader will bring to the induction station a sealed envelope containing the following:

- (1) Physical Examination List (SSS Form 225), original and two copies, showing the total number of registrants in the group and the name and Selective Service number of each registrant.
- (2) Record of Induction (DD Form 47), original and three copies for each registrant, with section I, except items 2 and 3, and section II, completed.
- (3) Such other records as are deemed pertinent by the local board.

b. Rollcall. Rollcall will be made using SSS Form 225. As each name is called, DD Forms 47 will be arranged in order in which the names appear on SSS Form 225.

c. Orientation. After the rolcall, registrants will be given an orientation covering the following subjects:

- (1) Steps in preinduction processing.
- (2) Instructions regarding mess and quarters while at the induction station.
- (3) Approximate time and method by which registrants will be notified of results of preinduction examination.
- (4) Registrant's ineligibility for enlistment after being notified by Selective Service System to report for induction.
- (5) The necessity for bringing discharge certificates to the induction station when ordered to report for induction, in the case of personnel with prior service.
- (6) System of allocation between the services, emphasizing the fact that registrants will not be allocated to a particular service until they report for induction.
- (7) Accomplishment of DD Form 98 (Armed Forces Security Questionnaire).
- (8) Conditions under which registrants will be released from the induction station.
- (9) Instructions to aliens concerning their rights under current Selective Service regulations.
- ★(10) Registrants who are found qualified for induction as a result of their preinduction processing may possibly, upon return to the AFES for induction processing, be found disqualified for service. Each registrant is, therefore, to be cautioned in arranging his personal affairs to keep this possibility in mind and upon receipt of a notice from his Selective Service local board to report for induction should ask for a leave of absence from his employer. The registrant should also inform his employer that in the event he is rejected, he will report for reemployment on or before the beginning of his next regularly scheduled work period following return to his place (city) of employment.

★*c.1* The provisions of Section 9, UMT&S Act governing reemployment rights will be explained to all examinees.

d. Records to be accomplished at Armed Forces induction stations (preinduction). Forms and

records relating to mental and physical examinations or reports to be initiated, accomplished, or processed at time of preinduction examinations will consist of the following (par. 27c):

- (1) SSS Form 225 (Physical Examination List).
- (2) DD Form 47 (Record of Induction).
- (3) DD Form 62 (Statement of Acceptability).
- (4) DD Form 98 (Armed Forces Security Questionnaire).
- (5) PIIS Form 956 (Report of VD Suspect).
- (6) SF 88 (Report of Medical Examination).
- (7) SF 89 (Report of Medical History).
- (8) SF 514a (Urinalysis).
- (9) SF 514c (Serology).
- (10) SF 519a (Radiographic Report).
- (11) DA Form 316 (Summary of Registrant Examination for Induction).

21. Preinduction interview. *a. Verification of entries on DD Form 47.* Entries contained on DD Form 47 will be verified by interview with each registrant. Entries under item 8, "Prior military service" will be checked carefully. Verification of prior service including type and reason of discharge will be established by examination of latest discharge certificate. If the registrant does not have his discharge certificate with him, verification will be requested by the most expeditious means from the following:

- (1) *Army, Navy, Air Force, and Marine Corps.* Department of Defense Military Personnel Records Center, 9700 Page Boulevard, St. Louis 14, Mo.
- (2) *Coast Guard.* Commandant, United States Coast Guard, Washington 25, D.C.
- (3) *National Guard.* Adjutant general of the appropriate State.

b. Disqualified registrants. Registrants holding discharge certificates or forms of separation (from any of the Armed Forces) indicated in appendix I will not be acceptable for induction and will not be processed further. They will be considered administratively disqualified.

c. Reserve officers reporting for preinduction examination. If a Navy, Air Force, or Marine Corps Reserve officer should report for preinduction examination, the induction station commander

will immediately notify by post card or letter, one of the following appropriate agencies (excerpt report, par. 17af, AR 335-15).

- (1) *Naval Reserve officers.* Chief of Naval Personnel, Navy Department, Washington 25, D.C., ATTN: PERS B1.
- (2) *Air Force Reserve officers.* Air Reserve Records Center, 3800 York Street, Denver 5, Colo.
- (3) *Marine Corps Reserve officers.* Commandant, United States Marine Corps, Washington 25, D.C., ATTN: Director of Personnel, Marine Corps.

★*d. Registrants previously processed as applicants or registrants.* The applicant-registrant files will be searched to determine if the registrant was previously processed at the station concerned. Medical records, statements, consultation information, etc., found in the files of those who were previously processed will be included in the current processing file of the individual to insure that these documents are available to medical examining personnel during the medical processing. Information pertaining to previous mental tests will be furnished the mental testing section for those individuals who will be required to take additional tests.

22. Moral standards. ★Information concerning court convictions of a registrant and whether he is in custody of the law will be indicated on DD Form 47, under item 13 a and b. More specific information concerning such an entry, especially with respect to personal background, the circumstances of the incident or incidents, and final disposition of charges, will be obtained from the registrant at the induction station during the pre-induction interview. If a waiver is granted or denied under the provisions of *a*, *b*, *d*, or *e* below, the original DA Form 2281-R or report of investigation utilized in the determination will be attached to the original copy of the induction record (DD Form 47). All indorsements and supporting documents, such as police reports, school reports, etc., are an integral part of the waiver action and will also be attached to the original DD Form 47. Duplicate copies of DA Form 2281-R and working papers, drafts, etc., utilized in the preparation of the moral waiver action will be filed in the applicant-registrant file upon com-

pletion of the case by the moral waiver clerk in accordance with paragraph 5b, AR 345-265.

a. A registrant who has been convicted by a civil court, or who has a record of adjudication adverse to him by a juvenile court, for any offense punishable by death or imprisonment for a term exceeding 1 year is morally unacceptable for service in the Armed Forces unless such disqualification is waived by the Armed Forces Moral Waiver Determination Board.

b. (1) A registrant having frequent difficulties with law enforcement agencies, criminal tendencies, a history of anti-social behavior, alcoholism, drug addiction, sexual misconduct, or questionable moral character, or traits of character which render him unfit to associate with other men is unacceptable. However, the commanding general of each Army, after complete investigation through local law enforcement agencies, may waive this disqualification for induction as prescribed in (2) below.

(2) A registrant who has been convicted by a civil court, or who has a record of adjudication adverse to him by a juvenile court, for an offense not punishable by death or imprisonment for a term exceeding 1 year, may be approved for induction by the commanding general of the Army within which area the induction station is located, if in the opinion of the commanding general such approval is warranted. Induction will not be denied solely on the basis of conviction or adjudication for such offenses, and a record of minor traffic violations is not disqualifying.

c. Men who have criminal charges filed and pending against them alleging a violation of a State, Federal, or Territorial statute are unacceptable except as provided in *d* below. Men who have criminal charges filed and pending against them alleging a violation of a State, Federal, or Territorial statute, other than the Universal Military Training and Service Act, as amended, and who, as an alternative for such violations, are granted a release from the charge by a court on the condition that they will apply for and are acceptable for induction into the Armed

Forces, are unacceptable. Waivers will not be granted in these instances.

d. Men under parole, probation, suspended sentence, or conditional release from any term of confinement are unacceptable. The Selective Service System, however, in instances of registrants under parole, probation, suspended sentence, or conditional release for offenses other than felonies or under probation or suspended sentence imposed by a court for a violation of the UMT&S Act, as amended, on the condition that the registrant will report and submit to induction, will forward to the induction station all pertinent information concerning the case for consideration of waiver. Induction station commanders will forward these to The Adjutant General, ATTN: AGSP, Department of the Army, Washington 25, D.C., for consideration of waiver.

e. At the discretion of Army commanders, the commanding officers of induction stations may be delegated authority to grant waivers in those instances involving minor offenses. These offenses include single cases of drunkenness, vagrancy, truancy, peace disturbance, or other minor offenses for which no civil restraint exists.

f. Moral waivers will not be granted or obtained for registrants who are determined to be unacceptable for induction because of failure to meet the minimum mental (AFQT and/or AQB) and/or medical standards. Therefore, registrants who so fail to qualify for induction but who may also be subject to moral waiver action, under the provisions of paragraph 22, will be identified by an entry being made in section VI, DD Form 47, to indicate that the registrant was "Not Processed" for a moral waiver.

g. Those applications for moral waivers referred to Headquarters, Department of the Army, must be submitted on DA Form 2281-R (Application for Determination of Moral Eligibility for Induction) (app. II). Forms will be reproduced locally on 8- by 10½-inch paper. Completion of all required items will expedite processing by the Armed Forces Moral Waiver Determination Board and will preclude return of applications by Headquarters, Department of the Army, for additional information.

- (1) The following are suggested guides for completing certain entries on DA Form

2281-R (Application for Determination of Moral Eligibility for Induction).

- (a) *Item 4.* In addition to showing the offense, such as "burglary," or "disorderly conduct," a brief description of the offense will be included: e.g., "broke into grocery store at night, took \$50 worth of groceries," or "drunk and disorderly in public place (bus station)." When the offense is one contributing to the delinquency of a minor, the description will include the age of the minor as well as a brief narrative statement setting forth the nature of the delinquency.
- (b) *Item 6.* Names of employers, locations, inclusive dates (in most cases at least month and year), and job title of employment will be shown. An entry such as "6 months as gas station attendant" is not adequate. The entire employment period will be covered.
- (c) *Item 12.* Under "Remarks" will appear any additional information, extenuating circumstances, and a brief statement of the registrant's potential value to the service.
- (d) *Item 13.* Prior to making the appropriate recommendation the station commander or his representative should determine whether the evidence being presented is sufficient to permit proper evaluation by the Department of the Army. In determining moral acceptability of registrants, the Department of the Army screens out individuals with serious offenses and ingrained delinquency behavior patterns. The remaining registrants are evaluated under the concept that "an individual is composed of his mental-moral-medical abilities and functions as a whole being." Under this concept, a civil court record combined with marginal mental and medical abilities predicts marginal functioning. Registrants with the aforementioned mental-moral-medical pattern have difficulty adjusting to military stress and job performance demands. In addition to making a mar-

ginal contribution in the service they often become disciplinary problems. Accordingly, such registrants are evaluated very carefully and in many cases, Department of the Army requests additional information such as police record checks or evaluations from civil courts, probation officers, employers, and schools, in order to arrive at a proper determination.

- (2) If a registrant alleges a criminal record which cannot be verified by police or court records, the clerk of the court in which trial is alleged will be requested to furnish a written statement to the effect that there is or is not an available record to indicate that the individual has appeared before the court for trial. If the clerk of the court refuses to furnish a written statement, such fact will be included in the request for determination. When the alleged criminal record is unverified, a completed Armed Forces Fingerprint Record, DD Form 369 (Police Record Check), will be furnished in all cases except juvenile. When courts refuse to release a registrant's record without permission from the registrant or his parents the registrant should be requested to obtain the record or present to the induction officer written authority to obtain the record.
- (3) Applications for Determination of Moral Eligibility for Induction (DA Form 2281-R) forwarded through command channels to The Adjutant General, ATTN: AGSP, Department of the Army, Washington 25, D.C., will be submitted in duplicate.
 - (a) A letter of transmittal is unnecessary.
 - (b) Extraneous papers, such as Standard Form 88 (Report of Medical Examination), Standard Form 89 (Report of Medical History), DD Form 47 (Record of Induction), DD Form 398 (Statement of Personal History), and other papers which are not necessary for determining the moral acceptability of the registrant will not be forwarded.
- (4) To prevent excessive correspondence and

unnecessary delay, it is mandatory that each application be carefully reviewed for completeness before it is forwarded. The recommendation of each commander through whose headquarters the application is processed will indicate his approval or disapproval. Evidence added will be as accurate and detailed as that required in the basic application.

23. Individuals ineligible for induction. Individuals listed below are ineligible for induction.

a. Registrants who fail to meet the prescribed mental standards.

b. Registrants who fail to meet the prescribed medical standards.

c. The following categories are also considered ineligible:

- (1) Aliens illegally residing in the United States.
- (2) Registrants holding separation forms from any of the Armed Forces, as listed in appendix I.
- (3) Registrants who fail to meet the prescribed moral standards indicated in paragraph 22.
- (4) Except during time of war or national emergency hereafter declared by Congress, individuals who have served honorably on active duty in any of the Armed Forces for 1 year or more since 16 September 1940, excluding active duty for training.
- (5) Except during time of war or emergency, hereafter declared by Congress, individuals discharged or transferred to the Reserves subsequent to 16 September 1940 for the convenience of the Government under the provisions of pertinent regulations of the respective services, after having served honorably on active duty in any of the Armed Forces for 6 months or more, excluding active duty for training.

24. Determination of medical and mental qualifications by Armed Forces examining stations. Upon completion of preinduction interview, all registrants, except those who were administratively disqualified, will pass to the control of the examining station for preinduction mental and medical examination as prescribed in chapter 3.

25. Accomplishment of DD Form 98 (Armed Forces Security Questionnaire). At the completion of preinduction examinations all registrants, except registrants in Class I-O (conscientious objectors), who are found to be militarily qualified for service in the Armed Forces, including administrative acceptees, will be given the opportunity to accomplish the Armed Forces Security Questionnaire (par. 27c(4)).

26. Outprocessing of registrants. When preinduction mental and medical examinations have been completed, registrants will be returned to the induction station for outprocessing as follows:

a. Registrants will be advised of the results of the examination as follows:

(1) *Accepted registrants.* Registrants in this category will be told that they will receive notice from their Selective Service local boards when to report for induction. In cases where a history of a disabling ailment is given by a registrant in which corroborating evidence is lacking, and upon medical examination no evidence of such ailment is discovered, the registrant is then declared "Acceptable." However, the registrant will be informed that documents or supplementary data to substantiate such claims may be presented to his local board with the request that they be forwarded to the induction station. Notations will be made upon the local board copy of the DD Form 62 (Certificate of Acceptability) and upon the original and all copies of the Standard Form 88 under "Notes" (item 73) that "Registrant is determined acceptable; however, he claims ailments not verified by the medical officer and has been advised to present documentary evidence at his own expense to substantiate claims to his Selective Service local board prior to his induction."

(2) *Acceptability undetermined.* Registrants whose acceptability is undetermined will be advised that final disposition of their case will be made promptly when the required review of investigation is completed. When the required records have been received, registrants will be informed of their status by their Selective Service local boards. DD Form 62 will

not be accomplished for individuals whose acceptability is undetermined (par. 27c(3)(b)3). Employment of the term "acceptability undetermined" is restricted to those cases requiring a moral or medical waiver from a higher headquarters, and will not be applied to individuals with temporary physical defects. The terms "status undetermined" and "temporarily rejected" are unauthorized and will not be used.

✓★(3) *Rejected registrants.* Registrants in this category will be informed only that they have been found unacceptable for military service, except that those considered to be medically unfit for military service who have a condition requiring medical attention will be advised by the medical examiner to seek advice from a physician (pars. 64f and 72d).

b. Upon completion of preinduction processing, registrants will be returned to their homes. Transportation will be provided by Selective Service System.

27. Records processing. *a.* All records initiated or completed at induction stations which are to be furnished Selective Service local boards will be completed and dispatched within 5 working days following the date on which the mental and medical examinations were accomplished.

b. The induction station will maintain a processing file for registrants who appear at the station for preinduction or induction processing. This file will contain the following:

- (1) Selective Service Physical Examination List (SSS Form 225).
- (2) Selective Service Delivery List (SSS Form 261).
- (3) Summary of Registrant Examinations for Induction (DA Form 316).
- (4) Data used to prepare the allocation record, when required.
- (5) Suspense file for registrants pending determination of acceptability.
- (6) Any other available data which might clarify the registrants as a GROUP.

c. The forms listed in this paragraph are those required to be initiated or completed fully or partially in Armed Forces induction stations. In-

structions for preparation or completion of the forms are indicated below.

(1) *SSS Form 225 (Physical Examination List)*.

(a) *Preparation.* SSS Form 225 is prepared in quintuplicate by Selective Service local boards and is forwarded in triplicate to the induction station with each group of registrants forwarded for preinduction processing. Upon determination of acceptability or nonacceptability, the induction station will make appropriate entries in column 3.

(b) *Disposition.* The original will be forwarded to the Selective Service local board which initiated the SSS Form 225, a copy will be forwarded to the State Director of Selective Service, and the remaining copy will be retained by the induction station.

(2) *DD Form 47 (Record of Induction)*.

(a) *Initiation.* DD Form 47 is the official form containing the personal history of the registrant as recorded by the Selective Service local boards, and the results of the preinduction examination of the registrant and in applicable cases the records of induction into the Armed Forces. DD Form 47 is the basic personnel document in the files of the Armed Forces and Selective Service. Prior to forwarding a registrant to the induction station for preinduction processing, the Selective Service local boards will initiate DD Form 47 in quadruplicate for each registrant.

1. *Additional sets of DD Form 47.* Under circumstances listed below, Selective Service local boards will prepare additional sets of DD Form 47.

(a) When a registrant found acceptable for military service is sent to the induction station for induction after more than 1 year has elapsed since his preinduction examination.

(b) When a registrant is again sent to the induction station for pre-

induction medical examination or induction, and data originally recorded in sections I and II have changed.

(c) When a registrant who has been inducted into and discharged from military service is sent again to the induction station for preinduction processing or induction.

2. *Preparation of sections.*

(a) *Sections I and II.* Selective Service local boards will complete section I, except items 2 and 3, and section II prior to forwarding the registrant to the induction station.

(b) *Section III.* At the completion of the preinduction medical examination, the physical profile serial and code letter ("physical category") (AR 40-501) will be transcribed into section III for item 76, Standard Form 88. Results of reexaminations will be entered on separate lines under original determinations.

★(c) *Section IV.* During those periods when more than one service is using inductees the registrant's first, second, third, fourth, and fifth choice of service (Army, Navy, Marine Corps, Air Force, or Coast Guard) will be indicated by placing Arabic numbers in the appropriate boxes. The "None" box will be checked when the registrant has no preference of service. When only one service is using inductees it is not necessary to make an entry in this section. However, an entry will be required at the time of induction when the provisions of paragraph 35 are invoked.

(d) *Section V.* See paragraph 58c for completion of section V.

(e) *Section VI.* Notwithstanding entries in items 13a and 13b, DD Form 47, registrant will be personally interviewed to determine if he has a record of court adjudication or conviction. A "Yes"

entry under item 21a will require registrant to undergo processing prescribed by paragraph 22, provided he is otherwise qualified. A registrant who fails to qualify for induction but who may also be subject to moral waiver action under the provisions of paragraph 22, and for whom waiver action has not been taken, will be identified by having the "Not Processed" box checked in item 21a, DD Form 47 (par. 22f). The "Not Required" box will be checked when a "No" entry is made after interview of registrant. The appropriate "Granted" or "Not Granted" box will be checked after processing prescribed by paragraph 22 has been accomplished. If the block "Granted" or "Not Granted" has been checked, under "Remarks" the agency granting or not granting the moral waiver and the date will be entered. (Examples: DA-3/7/59; Third Army-2/6/59).

- ★(f) *Section VII.* This section will be completed after moral, medical, mental, and other determinations, if necessary, have been made. Item 22a will be checked for those registrants found acceptable for induction. Item 22b will be checked for those registrants found unacceptable for induction. Only one box indicating the reason for unacceptance will be checked, except in the case of the boxes "Failed Medical Only" where "Psychiatric" or "Other Medical," or both, will be checked, as appropriate. For registrants failing to qualify mentally and/or medically for whom moral waivers are not requested under the provisions of paragraph 22f, only the appropriate item in 22b pertaining to mental and/or medical qualifications will be checked. These individuals will be identified by the

check in the "Not Processed" block in section VI, Moral Determination. For example, a check in the "Trainability Limited" box will indicate the registrant is otherwise qualified for induction or is otherwise qualified and, if required, has not been processed for a moral waiver. A check in the "Failed AFQT Only" box would mean the registrant is qualified medically and, if required, was not processed for a moral waiver. When the box "Other Administrative" is checked, the appropriate references will be made after (Specify): "AR 601-270, Section ----, or paragraph ----" under which disqualification action was taken except for security cases. Under no circumstances will security type entries be made on DD Form 47; this includes references to AR 601-270 and AR 604-10. Care will be taken to insure that the date, place, and signature of the induction officer are entered properly. The original and one copy will be signed by the induction officer. Facsimile signatures may be used provided they are initialed by the induction officer.

(b) *Disposition.*

1. In the case of registrants found acceptable for military service, all copies of DD Form 47, and any medical documents attached thereto, will be returned to the Selective Service local board.
2. In the case of registrants found unacceptable for military service, the original and one copy will be returned to the Selective Service local board; a carbon copy will be forwarded to the Surgeon General, ATTN: MEDCS-IE, Department of the Army, Washington 25, D.C., and the last carbon copy will be destroyed.

3. When additional sets of DD Form 47 are received in accordance with (a)1 above, the original or a copy of all former DD Forms 47 and Standard Form 88 will be attached to the new set of DD Form 47 for use in considering the registrant's current medical and mental qualifications.
- (3) *DD Form 62 (Statement of Acceptability)*.
- (a) *Purpose.* DD Form 62 is the induction station's official notification to the Selective Service local board as to whether the registrant is acceptable or unacceptable for service in the Armed Forces.
- (b) *Preparation.* DD Form 62 will be prepared in duplicate at the induction station for each registrant examined after determination as to acceptability has been made. DD Form 62 will not be accomplished for registrants refusing to take any part or all of the required preinduction tests and examinations.
1. *Acceptable.* An entry will be made in item 1 for individuals determined to be acceptable for induction. See paragraph 26a(1) for entry to be made when an acceptable registrant gives a history of a disabling ailment for which corroborative evidence is lacking.
2. *Induction held in abeyance.* DD Form 62 will be prepared in accordance with (4)(m) below for registrants found unacceptable due to security reasons.
3. *Requirements for verification.* Whenever, because of lack of records required to be forwarded by Selective Service regulations or the need to obtain verification of interview findings (par. 57c), final determination is delayed, a letter substantially as shown in appendix III will be forwarded to the Selective Service local board. A copy of this letter, together with all forms pertaining to the registrant will be retained by the induction station pending receipt of a reply from the Selective Service local board. Whenever the Selective Service local board forwards the additional records or information necessary to finally determine the status of the registrant, DD Form 62 will be accomplished appropriately, to indicate the final determination.
4. *Unacceptable.* An entry will be made in item 2 for individuals determined to be unacceptable for induction.
5. *Disposition.* Both copies of DD Form 62 will be attached to DD Form 47 and forwarded to the Selective Service local board for all registrants. See (4) below on disposition of DD Form 62 for registrants found unacceptable for induction for security reasons.
- (4) *DD Form 98 (Armed Forces Security Questionnaire)*.
- (a) A commissioned officer who is thoroughly conversant with the regulations and policies pertaining to the

accomplishment of the Armed Forces Security Questionnaire (DD Form 98) will be designated to exercise control over the procedures, including the presentation of the orientation, established for completing the form.

- (b) Volunteers for immediate induction and previously qualified registrants being processed for induction, who have not accomplished the security questionnaire, or whose security questionnaire is invalid, will be given the opportunity to accomplish the security questionnaire prior to induction.
- (c) At the time registrants are given the opportunity to accomplish the security questionnaire, and orientation will be presented in a manner so as to insure all persons understand the importance of accomplishing the questionnaire. The orientation will consist of the informational material outlined in appendix IV.
- (d) Individuals who are about to accomplish DD Form 98 will be fully instructed as to the importance of the entries to be made in section IV and of affixing their signatures, and the reasons their cooperation in the accomplishment of the Armed Forces Security Questionnaire is an important step at the beginning of their military service.
- (e) Each individual will be instructed and prepared to respond in accordance with his rights and understanding of the entries he is required to make. Coercion or persuasion will not be used.
- (f) Following the orientation, each individual will be directed to carefully read the entire contents of the DD Form 98 and to answer all questions in section IV by writing "Yes" or "No" in the appropriate columns. All entries on the DD Form 98 will be in the individuals own handwriting except where use of typed entries is specified.
- (g) Immediately following the completion of the DD Form 98, and affixing the signature by the declarant, a commissioned officer serving as the witnessing

officer will affix his own signature. The practice of permitting DD Forms 98 to accumulate for later signature will be avoided. The witnessing officer may be any duly commissioned officer. It is not mandatory, however, it is presumed that he will be an officer who is on duty with the induction station.

- ★(h) Security questionnaires are valid for a period of 120 days. If the time element between preinduction and induction is in excess of 120 days, the following statement will be placed in the Remarks Section of DD Form 98:

I have this date, _____, reviewed the contents of DD Form 98 prepared by myself on _____ and certify that the statements then made by me are at this time full, true, and correct.

Signature of
witnessing officer

Signature

The use of a rubber stamp and red ink is recommended for this requirement. An orientation in accordance with (c) above will be required for these individuals. An examinee who qualifies or refuses to accomplish this statement will be processed as for initial examinees of these categories.

- (i) Security questionnaires which are satisfactorily accomplished by registrants will be forwarded to the appropriate Selective Service local board with other records which pertain to the individual, or, when applicable, to the military installation of initial reception.
- (j) A registrant who qualifies or refuses to accomplish the DD Form 98 in its entirety (see par. 2g AR 604-10) or who discloses significant derogatory information with respect to his background, or invokes constitutional privileges, and registrants admitting current membership in the Communist party ("known Communists") and registrants for whom credible derogatory information has been received from a reliable source indicating Communist party membership ("alleged Communists") as defined in AR 604-10, will

not be inducted into the Armed Forces pending completion of a thorough investigation.

- (k) Investigative action as prescribed in paragraph 18, AR 604-10 will be initiated at the induction station on all cases of registrants referred to in (j) above.
- (l) Security questionnaires not completed by the registrant will be completed by the personnel of the induction station by typing in the name of the registrant and including explanatory statements in the "Remarks" section of the security questionnaire stating the facts in connection with the particular case. The copy of the security questionnaire completed by personnel in the induction station will be forwarded to the appropriate major command.
- (m)
 1. DD Form 62 prepared for registrants referred to in (j) above will contain in remarks section the notation, "induction is held in abeyance, not presently acceptable for induction." Entries in regard to qualification for induction will not be made.
 2. Item 22 on DD Form 47 pertaining to registrants referred to in (j) above will not be completed until the result of investigative action is received from higher headquarters.
 3. Entry on SSS Form 225 (Physical Examination List) for registrants for whom investigative action has been initiated in accordance with (j) above will indicate induction being held in abeyance.
- (n) At the time final determination of the case under investigation has been made, the induction station concerned will be advised as to the appropriate action to be taken regarding the registrant whose induction is being held in abeyance. Upon receipt of information from higher headquarters indicating that registrants whose induction is being held in abeyance have been cleared for induction, the induction station will

prepare a new DD Form 62 in its entirety and forward it to the appropriate Selective Service local board. Upon receipt of information from higher headquarters indicating that registrants whose induction is being held in abeyance have been determined to be unacceptable for induction, the induction station will prepare a new DD Form 62 and forward it to the appropriate Selective Service local board. Original and copy of DD Form 62 prepared in accordance with (3) above, when retained, will be destroyed when the new forms are accomplished.

- (5) *PHS Form 956 (Report of VD Suspect)*. PHS Form 956 will be requisitioned through normal publications supply channels.
 - (a) For registrants whose serologic test shows a positive or doubtful reaction of infectious VD, PHS Form 956 will be accomplished in examining stations. Copy 2 will be given to registrant with instructions for treatment. Copy 5 will be attached to file copy of SF 88 and will be placed in registrant's file (par. 64d).
 - (b) For registrants whose serologic test shows a positive or doubtful reaction of noninfectious VD, copy 2 will be furnished the induction station to be attached to the original DD Form 62 and forwarded to the Selective Service local board. Copy 5 will be attached to SF 88 file copy and placed in registrant's file by the examining station (par. 64d).
- (6) *Standard Form 88 (Report of Medical Examination)*.
 - (a) *Completion of identifying items.* All identifying items 1 through 17 will be completed by the examining stations with the exception of items 2, 3, 10, 11, and 17 which will be completed at the stations of initial reception as appropriate. The registrant's Selective Service number will be entered in item 16. The items cited do not pertain to physical conditions, but are relevant for purposes of identifying the individual.

(b) Disposition.

1. *Registrants found acceptable for military service.* All copies of standard Form 88 will be attached to the corresponding copies of DD Form 47 and forwarded to the local boards ((2)(b) above).

2. *Registrants found unacceptable for military service.* The original and one copy will be attached to the corresponding copies of DD Form 47 and forwarded to the local boards. The second carbon copy will be attached to copy 2 of DD Form 47 and forwarded to The Surgeon General, ATTN: MEDCS-IE, Department of the Army, Washington 25, D.C. When reports of consultation are obtained upon an examinee, one copy will be attached to the DD Form 47 forwarded to The Surgeon General. The remaining copies will be destroyed.

(7) *Standard Form 89 (Report of Medical History).*

(a) *Preparation.* See paragraph 60c(1).

(b) Disposition.

1. For registrants found acceptable for military service the form will be attached to DD Form 47 and forwarded to the Selective Service local board.

2. For registrants found unacceptable for military service the form will be attached to the original of DD Form 47 forwarded to the Selective Service local board.

(8) *DA Form 316 (Summary of Registrants Examination for Induction).* Each station will prepare a monthly report of the results of the preinduction and induction examinations as prescribed in AR 601-286.

★*d.* X-ray film and film envelope will be forwarded to the Selective Service local board for registrants found acceptable for military service. The film for unacceptable registrants will be disposed of in accordance with AR 345-270.

28. **Preinduction processing of registrants in oversea commands (outside the continental limits of the United States, its Territories or possessions).** Rescinded.

Section II. INDUCTION PROCESSING

29. Notification of registrant's arrival. The State Director of Selective Service, using SSS Form 201, will direct Selective Service local boards to select and deliver for induction, specified numbers of registrants to specified induction stations. At the time the State director dispatches SSS Form 201 to Selective Service local boards, he will furnish the induction station concerned with an information copy. Information on this form alerts operating personnel as to the number of personnel scheduled to arrive daily from each Selective Service local board.

30. Reception of registrants and records. *a.* Registrants will arrive at the induction station in groups under control of a group leader, who will have in his possession a sealed packet containing the following forms and/or documents:

- (1) Original and two copies of Delivery List (SSS Form 261).
- (2) For each registrant who has undergone preinduction processing under section I, original and three copies of DD Form 47; original and three copies of Standard Form 88; Standard Form 89; X-ray film and film envelope; other forms if pertinent, such as PHS Form 956, any waiver of disqualification, any order terminating civilian custody, DD Form 98, and all other information bearing on the acceptability of the registrant for service in the Armed Forces.
- (3) For each registrant in the group forwarded for immediate induction, original and three copies of DD Form 47, with section I, except items 2 and 3, and section II completed by the Selective Service local board.

b. Immediately upon arrival of registrants, records will be checked for completeness. DD Form 47 of each registrant who underwent a preinduction examination will be checked against SSS Form 261 to determine whether medical examination, X-ray examination, and serologic test for syphilis were made within the required 180 days. The DD Form 98 will be accomplished, in applicable cases, as required by paragraph 39*k*. The forms for each registrant will then be assembled into a package having the basic forms in a position pattern conveniently aligned to the induction

station's stop points for induction processing. The forms for each registrant will then be placed in a large envelope which will show the registrant's full name and Selective Service number. The envelopes containing the forms will be issued to the registrants immediately after roll call.

c. Forms and records relating to mental and medical examinations or reports to be initiated, accomplished, or processed at induction stations will consist of the following:

	Paragraph
(1) SSS Form 2 (Registration Certificate)...	(39 <i>l</i>)
(2) SSS Form 110 (Notice of Classification)...	(39 <i>l</i>)
(3) SSS Form 201 (Notice of Call on Local Board).....	(29)
(4) SSS Form 261 (Delivery List).....	(39 <i>b</i>)
(5) DD Form 47 (Record of Induction)....	(39 <i>a</i>)
★(6) DA Form 41, NAVPERS Form 001-2, NAVMC 10526-PD, and AF 246 (Record of Emergency Data).....	(39 <i>c</i>)
(7) DD Form 98 (Armed Forces Security Questionnaire).....	(39 <i>k</i>)
(8) DD Form 309 (Police Record Check)...	(39 <i>d</i>)
(9) PHS Form 956 (Report of VD Suspect)...	(39 <i>f</i>)
(10) SF 88 (Report of Medical Examination).....	(39 <i>h</i>)
(11) SF 89 (Report of Medical History)....	(39 <i>g</i>)
(12) SF 519a (Radiographic Report).....	(39 <i>i</i>)
(13) DA Form 316 (Summary of Registrants Examined for Induction).....	(39 <i>m</i>)
(14) Acknowledgment of Service Obligation...	(39 <i>f</i>)
(15) Waiver of Veterans Administration Disability Pension.....	(39 <i>e</i>)
(16) SF 1109 (USA Transportation Request).....	(39 <i>n</i>)
(17) Allocation Record.....	(35 <i>c</i>)
(18) Special Orders.....	(39 <i>o</i>)

31. Scope of induction processing. *a.* Selective Service registrants found acceptable for military service normally will be ordered to report to induction stations in not less than 21 and not more than 180 days after the preinduction examination and will undergo a physical inspection (par. 62). If the lapse of time between the preinduction examination and the appearance of the registrant for induction is more than 180 days, another complete medical examination is required to determine acceptability for immediate induction except as provided in (1) and (2) below.

- (1) In the case of postponed registrants, paragraph 40*d* will apply.
- (2) In the case of all other registrants reporting for induction within 1 year of the

original examination, the X-ray examination and serology test may be omitted from the reexamination unless conditions are found in which X-ray and serology are indicated. A new set of Standard Forms 88 will be prepared in quadruplicate and marked "Reexamination" and the results of the reexamination will be recorded on the new form. These new Standard Forms 88 will be attached to like copies of the forms prepared for the original preinduction examination and will be distributed in accordance with instructions established for this form. Registrants then will be processed in accordance with the procedures for acceptable or unacceptable registrants prescribed herein.

b. Steps in processing of registrants for induction will normally be performed in the order indicated below:

- (1) Reception of registrants and records.
- (2) Induction orientation talk.
- (3) Rollcall and issuance of individual records.
- (4) Physical inspection or complete examination, as appropriate.
- ★(5) Accomplishment of DD Form 98, when applicable, and as prescribed in paragraph 39k. The applicant-registrant files will be searched to insure that all medical documents or information contained therein is made a part of the current processing file for review by the medical examiner during the physical examination or inspection. This is particularly important to detect those registrants who were previously processed as applicants. Information pertaining to previous mental tests will be furnished the mental testing section in those cases requiring additional mental tests.
- (6) Allocation to Army, Navy, Air Force, or Marine Corps.
- (7) Induction (if found fully acceptable for induction into the Armed Forces).
- (8) Oath of allegiance ceremony.
- (9) Accomplishment of acknowledgment of service obligation.

(10) Outprocessing.

a. All personnel inducted under these regulations will be inducted in grade E-1.

d. Special procedures applicable to individuals in the medical and dental professions are contained in paragraphs 42 through 47.

32. Induction orientation. The group of registrants will be assembled for an induction orientation talk, which will cover the following informational areas.

a. Purpose and significance of induction.

b. Processing steps in which the registrant will participate.

c. Number, sequence, and location of stations at which the processing will take place. Other necessary information including arrangements for messing.

d. Location of induction station counseling personnel who will assist registrants having questions or problems concerning insurance and other personal matters.

e. Obligation of inductee to serve in a Reserve Component under the Universal Military Training and Service Act, as amended, and Armed Forces Reserve Act of 1952.

f. Commercial trip insurance will be available at the option of registrants at their own expense upon arrival at the transportation terminal for their protection en route to reception stations. Sufficient time will be provided at the terminal to afford personnel an opportunity to purchase trip insurance.

33. Rollcall and issuance of individual records. Immediately following the orientation talk, an officer will conduct rollcall from SSS Form 261, and issue the envelopes containing individual records to the registrants. Registrants will be instructed to carry the envelope with them as they proceed from one processing point to another.

34. Control of registrants. Upon completion of rollcall, registrants will pass to control of the examining station for physical inspection, or complete medical examination, or complete medical examination and mental testing as required. Upon completion of processing by examining stations, registrants will revert to control of the induction station.

12 September 1962

C 5, AR 601-270

35. Allocation to Army, Navy, Marine Corps, or Air Force. (Representatives of the Bureau of Naval Personnel will consider registrant's preference for Coast Guard after allocation is made to the Navy.)

a. Allocation to services. Registrants who as a result of the induction physical inspection, or in applicable cases, a complete medical examination, are determined to be qualified for induction will

be allocated to the respective services in accordance with the following:

- (1) Allocation ratios provided by higher headquarters will be applied rigidly to insure that each service (Army, Navy, Air Force, and Marine Corps) receives its equitable proportion of registrants in each classification with respect to physical

and mental ability, including conscientious objectors, delinquent registrants, etc. Provision is made in AR 40-503 for four medical categories (A, B, C, and E) on the basis of a medical profile. Current standards for induction permit the acceptance of individuals in only the upper three of these. There are five mental groupings based on AFQT percentile scores as follows: Group I contains scores from 93 to 100 inclusive; group II contains scores from 65 to 92 inclusive; group III contains scores from 31 to 64 inclusive; group IV contains scores from 10 to 30 inclusive; and group V contains scores 9 and below. Combining the system of grouping in medical category with mental groups, 15 mental-medical categories are obtained as follows:

A-I	B-I	C-I
A-II	B-II	C-II
A-III	B-III	C-III
A-IV	B-IV	C-IV
A-V	B-V	C-V

Although five mental categories normally are employed, current standards for induction include only scores in the first three groups and only those in group IV who qualified on the ACB test.

- (2) In assigning registrants to the services by allocation ratios, the medical-mental grouping system will be used. *For example*, if allocation ratios were Army, 50 percent; Navy, 25 percent; Air Force, 20 percent; and Marine Corps, 5 percent; Army would receive 50 percent of the registrants having a medical profile of A and a mental rating of I; Navy would receive 25 percent of such registrants, Air Force, 20 percent; and Marine Corps, 5 percent.

b. Preference of registrants and basic grouping system. So far as practicable, allocation policy will conform to the registrant's preference of service. To indicate the registrant's preference, the following symbols will be used: Army-1, Navy-2, Air Force-3, Marine Corps-4, and none-N. These symbols will be added as the third factor to the basic medical-mental grouping system referred to in *a* above. *For example*, a registrant with medical profile B, mental rating IV,

with no preference for service will have a basic group of B-IV-N. A registrant with a medical profile A, mental rating I, with preference for Navy, will have a basic grouping of A-I-2. This 3-factor basic grouping system will be entered in ink on the margin on the front upper right corner on all copies of DD Form 47. As an exception, twins will be allocated to the same service if they so indicate a preference. The preferential allocation of members of the same immediate family other than twins, to the same service will continue to be made as prescribed above.

c. Allocation lists.

- (1) *General.* Allocation lists will be prepared for each day on which inductions are to be accomplished. These lists will be compiled from the Selective Service local board SSS Form 261 utilizing the service preference and other allocation information contained in the registrant's file. Army commanders will arrange with the State Directors of Selective Service for copies of SSS Form 261 to be furnished the induction station commander at least 48 hours before scheduled inductions, to allow time for the preparation of allocation lists.
- (2) *Compiling allocation lists.* Allocation lists will be compiled in the following manner:
- (a) Separate lists will be prepared for the registrants in each medical-mental category group, that is, A-I, one list; A-II, one list, etc. The heading of each list will consist of the date of allocation and the medical-mental category group. The names on each list will be arranged in alphabetical order. After each name there will be indicated the registrant's service preference as shown on DD Form 47.
- (b) Tentative allocations will be made on the basis of each registrant's service preference. The totals of the tentative allocations will be indicated as shown in appendix VI.
- (c) Totals of the tentative allocations will be compared with the authorized ratios to determine the degree of adjustment necessary in each service allocation.

(d) If, following tentative allocations, a shortage exists in any service allocation and there are registrants who have not expressed a service preference, these registrants will be assigned to the service in which the shortage exists. Such registrants must be assigned prior to changing the allocation of any registrant who has expressed a service preference.

(e) If there is need for further readjustment between the tentative allocations and the required ratios, the following action will be taken:

1. In the service (Army, Navy, Air Force, or Marine Corps) or services having an excess in the tentative allocation, begin at the top of the alphabetical list and select each fourth registrant for final allocation to the service having a shortage. So far as possible, every fourth registrant will be assigned in conformance with his second service preference.

2. For further adjustments, the above process of selection will be reversed until the allocations fall within the prescribed ratios.

d. Cumulative allocation adjustment. Since only fractional shortages or excess of allocation ratios are permissible, the daily allocation list cannot conform always to the required ratios. Fractional differences, however, can be adjusted on subsequent allocations. To accomplish such adjustments, cumulative records of allocations will be maintained, and by continuous adjustments of the daily allocations to the required ratios, the final monthly totals of allocations to the four services can be accomplished within the authorized ratios.

e. Allocation of special categories.

- (1) Aviation cadets, officer candidates, and persons above the draft age may volunteer outside the Selective Service System without charge against the medical and mental profiles of the receiving service.
- (2) Aviation cadets and officer candidates, who fail to complete training successfully or for other reasons are not utilized in such status, will be reported by their

service to the induction stations in order that they be debited against the medical and mental profiles of the respective services.

36. Induction. The following procedure will be followed in the induction of all registrants into the Armed Forces:

a. Registrants who have been determined to be fully qualified for induction in all respects will be assembled. The induction officer will inform them of the imminence of induction, quoting the following:

"You are about to be inducted into the Armed Forces of the United States, in the Army, the Navy, the Air Force, or the Marine Corps, as indicated by the service announced following your name when called. You will take one step forward as your name and service are called and such step will constitute your induction into the Armed Forces indicated."

b. Any registrant who fails or refuses to step forward when his name is called will be removed quietly and courteously from the presence of the group about to be inducted and processed as prescribed in paragraph 40c.

c. A commissioned officer or warrant officer then will call the roll and the foregoing procedure will be carried out. All who have stepped forward will be informed that each and every one of them is a member of the Armed Forces concerned, using the language exactly as quoted:

"You have now been inducted into the Armed Forces of the United States indicated when your name was called. Each one of you is now a member of the Armed Force concerned, and amenable to the regulations and the Uniform Code of Military Justice and all other applicable laws and regulations."

d. (1) *General.* Certain National Guard and Reserve personnel are eligible for training and service under the Universal Military Training and Service Act, as amended. Enlisted personnel of the Army, Navy, Air Force and Marine Corps Reserve, and personnel of the National Guard, subject to induction, and sent by the Selective Service local boards for induction, will be inducted if otherwise qualified. Individuals with National Guard and Reserve status accepted for induction will be inducted in grade E-1 and not in their National Guard or Reserve grade. Consideration

will be given, so far as practicable, to the allocation of individuals to the services of their Reserve affiliation, except as provided in paragraph 41b(3).

- (2) *Notification of induction of National Guard, Reserve or enlisted personnel.* Notification of induction of National Guard and Reserve personnel will be made to the appropriate service using paragraph 27, AR 601-210 as a guide, except as indicated below for Air Force Reserve and Air National Guard (exempt report, par. 17af, AR 335-15). A copy of the DD Form 47 (Record of Induction) will be substituted for the DD Form 4 (Record of Enlistment). DD Form 368 will accompany DD Form 47. Such notification must include full name, grade, service number, identification as to whether individual is USNR, USMCR, USAF, USAFR, ARNG or AFNG, and request for discharge, in order to avoid dual status. Notification regarding the induction of a member of the Air Force Reserve and Air National Guard will be made to: Headquarters, Air Reserve Records Center, 3800 York Street, Denver 5, Colo. Notification regarding the induction of a member of the Coast Guard will be made to the Commandant, United States Coast Guard, Washington 25, D.C.

e. Armed Forces examining stations will notify the appropriate Army National Guard or Army Reserve authority when any member of a Reserve Component of the Army is processed as a Selective Service registrant and found unacceptable for induction.

- (1) The appropriate Army National Guard or Army Reserve authority will be notified by preparing an additional copy (Local Board Copy) of DD Form 62 (1 Mar 59) (Statement of Acceptability) with the following modifications:
- (a) The Army service number with prefix (e.g.; FR 13 403 789; NG 28 124 803; etc.), will be entered after the reservist's name.
- (b) The parenthetical statement "(These to be directed to local board only)" under "Remarks" and the words "Local

Board Copy" appearing at the bottom of the form will be crossed out.

- (c) The individual's organization and the cause for this rejection will be entered under "Remarks." *Examples:* Svc Co 3d Inf Regt. "Medical—PULHES 4 1 2 3 3 4;" Co C 6th Engr Comb Bn "Mental—AQB failure;" Co A 10th Tank Bn "Administrative—Civil Court Record."
- (d) The words "FOR OFFICIAL USE ONLY" will be typed or stamped on the form. Under no circumstances will any security type entries be made on the form.
- (2) The following disposition will be made of the above DD Form 62:
- (a) For Army National Guard of the United States personnel, the form will be forwarded to the State adjutant general of the member's State of residence. See AR 635-5.
- (b) For Army Reserve personnel, the form will be forwarded to the appropriate United States Army Corps commander. See AR 135-306.

37. Oath of allegiance ceremony. The oath of allegiance is not a part of induction. Registrants who have been inducted will be informed that the taking of ceremonial oath of allegiance is not a part of induction. The oath will be administered by the service to which assigned as soon after the induction as practicable. In every instance there will be an appreciable break to insure that the taking of the ceremonial oath does not appear to be any part of the induction. The oath may be administered at any location as prescribed by the service in which inducted. If a nondeclarant alien is a member of the newly inducted group, the officer will explain the difference between the ceremonial oath of allegiance and the ceremonial oath of service and obedience.

a. The oath of allegiance reads as follows:

"I, -----, do solemnly swear (or affirm) that I will bear true faith and allegiance to the United States of America; that I will serve them honestly and faithfully against all their enemies whomsoever; and that I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to regulations and the Uniform Code of Military Justice."

b. In the event a nondeclarant alien does not desire to take the oath of allegiance, he may be administered the following oath of service and obedience, which oath will be substituted for the oath described in a above.

"I, _____, a citizen of _____, and without intention of surrendering such citizenship, do solemnly swear (or affirm) that I will serve the United States honestly and faithfully against all their enemies whomsoever, and that I will obey the orders of the President of the United States and orders of the officers appointed over me, according to regulations and the Uniform Code of Military Justice."

★c. An inductee who refuses to subscribe to the oath of allegiance or the oath of service and obedience, whichever is appropriate, will be advised that he is already a member of the United States Army, Navy, Air Force, or Marine Corps, whichever is appropriate. For such an Army inductee, the following entry will be recorded on the individual's DA Form 20 (Enlisted Qualification Record), DD Form 230 (Service Record) or DA Form 24 (Service Record): "Not eligible for security clearance or assignment to sensitive duties by reason of refusal to subscribe to (the oath of allegiance) (oath of service and obedience)."

38. Outprocessing. a. *General.* Outprocessing consists of the following actions:

- (1) Assignment of service numbers (b below).
- (2) Completion of records (par. 39).
- (3) Disposition of registrants found disqualified during induction processing (see par. 39 for disposition of records and par. 40b for disposition of individuals).
- (4) Disposition of registrants sent in for immediate induction will be as provided in paragraph 26a.

b. *Assignment of service numbers.* Service numbers will be assigned to personnel allocated to the Army and the Air Force only (see AR 600-203). Service numbers will not be assigned to personnel allocated to the Navy or to the Marine Corps.

39. Completion and disposition of records. Preparation, completion, and disposition of basic induction records (par. 30c) for each individual inducted into the Armed Forces is indicated in a through p below. Prior to dispatch, operating personnel will carefully review records for ac-

curacy, completeness, and presence of official and certifying signatures.

a. *DD Form 47.*

- (1) *Section I (permanent home of record).* By interview, information will be obtained from each individual inducted as to his permanent home of record. This information will be entered in item 3, section I, regardless of whether it is different from the address shown in item 3a.
- (2) *Section VI (item 21b).* Notwithstanding entries made in item 21a at the time of preinduction processing, the registrant will be personally interviewed to determine if he had a record of court adjudication or conviction since time of preinduction processing. A "yes" entry will require registrant to undergo processing prescribed by paragraph 22, provided he is otherwise qualified. Appropriate entries will be made under item 21b in accordance with paragraph 27c(2)(a) 2(e).
- (3) *Section VIII.* Upon completion of induction processing section VIII will be accomplished. Information necessary to determine medical determination will be obtained from Standard Form 88 completed during preinduction processing unless a complete examination was accomplished during induction processing (par. 60). The provisions of paragraph 27c(2)(a) 2(f) will be followed in accomplishing items 23, a or b DD Form 47.
- (4) *Section IX.* This section will be completed at the time the registrant is inducted into the Armed Forces. The service into which inducted will be checked as required and the date of induction will be entered. The inductee's service number will be entered in item 2 of his DD Form 47. The organization and location of the organization to which the inductee is ordered to report from the induction station and the date of reporting will be entered in the appropriate subitems. The name and location of the induction station at which the registrant was inducted will be entered. The inducting officer will sign the origi-

12 September 1962

C 5, AR 601-270

nal and copy; both copies will be forwarded to the station of initial reception; his name and grade will be

typed or stamped in the spaces provided. Facsimile signatures may be used provided they are initialed by the inducting

- officer immediately following the signature on the original and copy.
- (5) *Section X.* Fingerprint impressions will be made in this section for every person inducted into the Armed Forces. The impressions will be placed on the accomplished original of DD Form 47. They also will be placed on the copy forwarded to the station of initial reception. Extreme care will be exercised to assure clear, well-defined prints. Instructions in *d* below will be followed in preparing fingerprints.
- (6) *Registrants inducted into the Army.* The original of DD Form 47 will be forwarded with the U.S. Army Recruiting Main Station morning report to the Servicing Machine Records Unit (MRU); one copy of DD Form 47 will be forwarded by the induction station to the station of initial reception; one copy will be returned to the Selective Service local board; and the second carbon copy will be forwarded to The Surgeon General, ATTN: MEDCS-IE, Department of the Army, Washington 25, D.C.
- (6.1) *Registrants inducted into the Navy, Air Force, and Marine Corps.* The original and one copy of DD Form 47 will be forwarded by the induction station to the station of initial reception; one copy will be returned to the Selective Service local board; and the second carbon copy will be forwarded to The Surgeon General, ATTN: MEDCS-IE, Department of the Army, Washington 25, D.C.
- ★(7) *Registrants found unacceptable on induction processing.* For registrants found unacceptable on induction processing, the original and one copy of DD Form 47 accompanied by the original and one copy of Standard Form 88 will be returned to the Selective Service local board. The second carbon copy DD Form 47 and Standard Form 88 will be forwarded to The Surgeon General, Department of the Army, Washington 25, D.C. These copies will not be forwarded for medical and dental registrants (par. 46c). The remaining copies will be destroyed.
- (8) *Additional sets of DD Form 47.* Whenever a new set of DD Form 47 has been accomplished in accordance with paragraph 27c, all copies of the old form will be returned to the Selective Service local board together with the copy of the new set as prescribed above.
- ★(9) *Additional testing.* When a registrant in Mental Group IV is forwarded for induction processing and there is no record of AQB test scores, the AQB will be administered. For those individuals otherwise qualified, who fail to achieve a score of 90 or higher on 2 or more aptitude areas, the "Trainability Limited (V-O)" box in item 22b or 23b, as appropriate, will be checked.
- a.1 DD Form 62 (Statement of Acceptability).* For registrants found unacceptable for immediate induction, DD Form 62 will be prepared and forwarded to the Selective Service local board in accordance with paragraph 27c(3).
- b. SSS Form 261 (Delivery List).* Appropriate entries will be made on SSS Form 261 under column 4 showing disposition of the registrants. The commanding officer of the induction station will sign the original and two copies of this form. The original copy of SSS Form 261 will be forwarded to the Selective Service local board, one copy forwarded to the State Director of Selective Service of the State in which the local board is located, and one copy will be filed at the induction station.
- ★*c. DA Form 41, NAVPERS Form 601-2, NAVMC 10526-PD, and AF 246 (Record of Emergency Data).*
- ★(1) *Army.* DA Form 41 will be prepared in duplicate as prescribed in these regulations and AR 640-40 for registrants inducted into the Army. The original form (yellow paper) will be attached to the duplicate of DD Form 47 and routed in accordance with instructions for that form. The duplicate (pink card) will be forwarded promptly upon preparation to The Adjutant General, ATTN: AGPS, Department of the Army, Washington 25, D.C. Letters of transmittal are not necessary.
- ★(2) *Navy and Marine Corps.* NAVPERS Form 601-2 will be prepared in duplicate

in accordance with the Bureau of Personnel Manual, Article B-2312, for registrants who are inducted into the Navy. NAVMC 10526-PD will be prepared in duplicate in accordance with Marine Corps Personnel Manual, Paragraph 15118, for registrants who are inducted into the Marine Corps. The original and duplicate of the form will be attached to the original of the DD Form 47 and will be forwarded by the induction station to the station of initial reception.

- (3) *Air Force.* AF Form 246 will be prepared in accordance with AFR 35-38 for registrants who are inducted into the Air Force. All copies (the punchcard and the yellow copies) will be completed. The punchcard will be detached carefully and forwarded to Headquarters, USAF (AFPMP-S-1), Washington 25, D.C. Do not fold, bend, spindle, or staple the cards; package them as necessary to prevent damage or loss in transit. Letters of transmittal are not necessary. The four yellow copies of the form will be attached to the first duplicate copy of DD Form 47 and will be forwarded by the induction station to the station of initial reception.

★(4) *Completion of form.* Information required to complete the appropriate Record of Emergency Data will be typewritten on the form. During the interview, the registrant will be given appropriate instructions regarding the 6-month's gratuity pay and the designation of the beneficiary and alternate. It is important that identifying data such as names, addresses, relationships, etc., be clearly and accurately entered on this form. It will be emphasized to registrants that DA Form 41, NAVPERS Form 601-2, NAVMC 10526-PD, and AF 246 do not designate or change beneficiaries of life insurance; direct communication to the Veterans Administration or letter to the commercial insurance company concerned is necessary for that purpose.

★(5) *Witnessing.* Witnessing of DA Form 41, NAVPERS Form 601-2, NAVMC

1026-PD, and AF 246 will be accomplished as prescribed by AR 640-40, Bureau of Naval Personnel Manual, Article B-2312, Marine Corps Personnel Manual, Paragraph 15118, and AFR 35-38, as appropriate.

d. DD Form 369 (Police Record Check).

- (1) The authorized fingerprint record is DD Form 369 for applicants and inductees and preinductees. (FD Form 258 will be used when registrants qualify or refuse to complete DD Form 98.) Identification of stations preparing fingerprint records for enlistees will be an entry on the Form "RMS" with the location of the station for inductees, by an entry "IND STA" with the location of the station. An entry will be made across the top of each fingerprint record indicating the station of initial reception or in case of Air Force personnel, the training wing to which applicants and inductees are shipped. This record will be prepared in accordance with AR 606-15. Care will be exercised in preparation of this record in order to avoid its return for additional prints and the burden of administrative work incident thereto. The reverse of DD Form 369 will be left blank. Identifying items will be typewritten. The signature of the inductee and the fingerprint clerk will be entered under the appropriate items. Fingerprint clerks will be thoroughly instructed regarding the correct preparation of fingerprints. In preparing fingerprints, care will be taken to insure that—

- (a) Fingers are fully rolled. The complete pattern including the "deltas" must show to permit proper classification.
- (b) Impressions are not blurred or smudged as though the finger slipped while being rolled.
- (c) Sufficient ink is used, otherwise the ridge characteristics will be indistinct. The finger being rolled should be moderately moist from ridge to ridge.
- (d) Too much ink and chemical are not

16 May 1961

C 3, AR 601-270

the form will be forwarded to the Federal Bureau of Investigation, Washington 25, D.C.

- (3) For registrants inducted into the Navy, Air Force, or Marine Corps, the form will be attached to the original of DD

Form 47 and routed in accordance with instructions for that form.

e. Preparation of waiver of Veterans Administration disability pension or compensation. Registrants who are drawing pension or compensation for any reason from the Veterans Administration

used as this causes blurs and blind spots.

- (2) For registrants inducted into the Army, the form will be forwarded to the Federal Bureau of Investigation, Washington 25, D.C.
- (3) For registrants inducted into the Navy, Air Force, or Marine Corps, the form will be attached to the original of DD Form 47 and routed in accordance with instructions for that form.

e. Preparation of waiver of Veterans Administration disability pension or compensation. Registrants who are drawing pension or compensation for any reason from the Veterans Administration will be required to waive such pension or compensation at the time of their induction into the Armed Forces. Waiver will be executed for each inductee by letter substantially as outlined in appendix VII and will be indorsed and forwarded by the induction station commander within 24 hours after induction of the registrant to the appropriate Veterans Administration regional office listed in AR 930-10. If the registrant refuses to sign the required letter of notification, the commanding officer of the induction station will forward the notice to the Veterans Administration regional office, by indorsement, notwithstanding the lack of the registrant's signature.

★f. Acknowledgment of service obligation. Prior to the departure of inductees to the reception station or station of initial reception as in the case of inductees for the Navy, Air Force, or Marine Corps each inducted individual will be thoroughly oriented on his service obligation, to be entered upon at the completion of his active duty training. Immediately following the orientation, each inductee will be required to sign in duplicate, the statement of service obligation indicated below. The original copy of service obligation will be attached to the original copy of DD Form 47. The duplicate copy will be attached to the duplicate copy of DD Form 47. Acknowledgment of service obligation to be accomplished by inductees under 26 years of age who are inducted into the Armed Forces of the United States after 9 August 1955 (app. VIII).

g. Standard Forms 89. These forms, completed during the preinduction processing, require no further entries during processing. The distribution of these forms will be as follows:

★(1) *For inducted registrants.* Standard Form 89 will be forwarded with records of the inductee to the station of initial reception for inclusion in the health records jacket.

★(2) *For registrants found unacceptable on induction processing.* Standard Form 89 will be forwarded to the Selective Service local board.

h. Standard Form 88.

(1) *For inducted registrants.* The four copies of Standard Form 88 will be attached to the corresponding copies of DD Form 47 and distributed as prescribed for that form (a(6) above).

(2) *For registrants found unacceptable on induction processing.* The four copies of Standard Form 88 will be attached to the corresponding copies of DD Form 47 and distributed as prescribed for that form (a(7) above).

(3) *Additional sets of Standard Form 88.* Whenever a new set of Standard Form 88 has been accomplished in accordance with paragraphs 31a(2) and 40d, all copies of the old forms prepared for the original preinduction examination will be attached to like copies of the new forms and will be distributed in accordance with (1) and (2) above.

i. X-ray film and Standard Form 519a.

(1) *For registrants inducted into the Army.* X-ray film will be packed and identified in accordance with paragraph 93, AR 345-270 and forwarded on a current basis to the Manager, Federal Records Center, GSA, 2306 East Bannister Road, Kansas City, Mo. Packages will be labeled "exposed X-ray films" and will indicate the complete return address of the forwarding agency.

(2) *For registrants inducted into the Navy, Air Force, and Marine Corps.* X-ray films will be forwarded to the station of initial reception for disposition.

(3) *For unacceptable registrants.* X-ray films will be disposed of in accordance with AR 345-270.

j. PHS Form 956. *For inducted registrants.* Copy 2 of this form returned to the induction station in accordance with instructions in para-

graph 64d will be attached to the copy of DD Form 47 forwarded to the station of initial reception.

k. *DD Form 98 (Armed Forces Security Questionnaire)*. Volunteers for immediate induction, previously qualified registrants who have not accomplished the Armed Forces Security Questionnaire, and those whose security questionnaire is over 120 days old or is invalid for any reason will be given an opportunity to accomplish the Armed Forces Security Questionnaire prior to induction. Instructions relative to preparation and disposition of the Armed Forces Security Questionnaire are contained in paragraph 27c(4).

l. *SSS Form 2 and SSS Form 110*. All registrants found acceptable for military service will, at the time of induction, surrender their SSS Form 2 (Registration Certificate) and their SSS Form 110 (Notice of Classification). The commanding officer of the induction station will insure that these forms are destroyed by macerating, shredding, or burning. Failure of registrant to have Selective Service registration and classification forms in his possession at time of induction will in no way preclude further processing and induction.

m. *Summary of registrant examination for induction (DA Form 316)*. Each induction station will prepare a monthly report on the results of the induction examinations as prescribed in AR 601-286.

n. *Preparation of transportation requests*. Transportation requests will be prepared for transportation of inductees to initial reception stations indicated in orders in accordance with appropriate Army, Navy, Air Force, and Marine Corps regulations.

o. *Issuance of orders and establishment of EDCSA*. Special instructions regarding Navy, Air Force, and Marine Corps inductees are contained in paragraph 41. Orders will be prepared by the Armed Forces Induction Station reassigning Army inductees to U.S. Army reception stations. Inductees will not be assigned to an induction station. Orders issued by the induction station for reassignment of inductees will include a statement substantially as follows: "The following named personnel having been inducted (date) are relieved from assignment and are assigned to ----- Reception Station. EDCSA -----." The EDCSA to be established in orders will be computed as prescribed in paragraph 6, AR 330-12.

Copies of orders for registrants inducted into the Army, together with records outlined in p(1)(a) below, will be furnished the U.S. Army Recruiting Main Station for morning report purposes. The induction station will also mail copies of the orders to others who may require them. Registrants inducted into the Army will be shown on the morning report prepared by the U.S. Army Recruiting Main Station for the effective date of induction, in accordance with AR 335-60, as pertains to induction into the Army. On the EDCSA of reassignment to the reception station, an appropriate remark will be made on the morning report prepared by the U.S. Army Recruiting Main Station, and will be substantiated by a copy of the orders.

p. *Summary (Disposition of Records)*.

(1) *For registrants inducted into the Army.*

(a) Forwarded with the U.S. Army Recruiting Main Station morning report to the Servicing Machine Records Unit (MRU).

1. DD Form 47, original.
2. Standard Form 88, original.
3. Acknowledgment of service obligation, original.

(a.1) Hand-carried to the station of initial reception.

1. DD Form 47, one copy.
2. Standard Form 88, one copy.
3. Standard Form 89.
- ★4. DA Form 41, original (yellow).
5. Acknowledgment of service obligation, one copy.
6. DD Form 98.
7. PHS Form 956, copy 2 (when applicable).

★(b) To The Adjutant General, ATTN: AGPS, Department of the Army, Washington 25, D.C., DA Form 41, duplicate copy (pink).

(c) To Selective Service local board of inductees.

1. DD Form 47, one copy.
2. Standard Form 88, one copy.

(d) To The Surgeon General, ATTN: MEDCS-IE, Department of the Army, Washington 25, D.C.

1. DD Form 47, one copy.
2. Standard Form 88, one copy.

(e) To the Federal Bureau of Investiga-

- tion, Washington 25, D.C., DD Form 369.
- (f) To the Manager, Federal Records Center, GSA, 2306 East Bannister Road, Kansas City, Mo., all X-ray films.
- (2) *For registrants inducted into the Navy, Marine Corps, and Air Force.*
- (a) To the station of initial reception.
1. DD Form 47, original and one copy.
 - ★2. Standard Form 88, original and two copies.
 - ★3. Standard Form 89 (except priority inductees for the Navy and Marine Corps—two copies).
 4. NAVPERS Form 601-2 (Navy), original (yellow), and copy (white).
 5. NAVMC 10526-PD (Marine Corps), original (yellow), and copy (white).
 6. AF Form 246 (Air Force), four yellow copies.
 7. DD Form 369.
 8. Acknowledgment of service obligation, original and copy.
 9. DD Form 98.
 10. X-ray film.
 11. PHS Form 956, copy 2.
- (b) To Headquarters, USAF (AFPMP-S-1), Washington 25, D.C., AF Form 246 punchcard.
- (c) To Selective Service local board of the inductee.
1. DD Form 47, one copy.
 2. Standard Form 88, one copy.
- (d) To The Surgeon General, ATTN: MEDCS-IE, Department of the Army, Washington 25, D.C.
1. DD Form 47, one copy.
 2. Standard Form 88, one copy.
- (3) *For unacceptable registrants.*
- (a) DD Form 47, original and one copy to Selective Service local board and one copy to The Surgeon General, ATTN: MEDCS-IE, Department of the Army, Washington 25, D.C. (destroy extra copies).
- (b) Standard Form 88, same as (a) above.
- (c) Standard Form 89, to the Selective Service local board.
- (c.1) DD Form 62 original and copy to Selective Service local board.
- (d) DD Form 41, NAVPERS Form 601-2, NAVMC 10526-PD, and AF 246, not accomplished.
- (e) DD Form 369, not accomplished.
- (f) Acknowledgment of service obligation not accomplished.
- (g) PHS Form 956, copy 2, destroyed.
- (h) DD Form 98, not accomplished.
- 40. Processing registrants in special categories.** *a. Special categories.* This paragraph contains instructions regarding the processing of registrants in the following categories:
- (1) Registrants found unacceptable at time of induction.
 - (2) Registrants refusing to submit to induction.
 - (3) Postponed registrants.
 - (4) Delinquent registrants.
 - (5) Conscientious objectors.
- ★(6) **Rescinded.**
- b. Processing steps for registrants found unacceptable on physical inspection, or full examination.* For registrants found unacceptable for military service on physical inspection or full examination, processing will be completed as follows:
- (1) Applicable subitems under section VIII, DD Form 47, will be completed in accordance with paragraph 39a.
 - (2) Disposition of registrant will be entered in column 4, SSS Form 261.
 - (3) Appropriate changes will be made on the medical worksheet (single copy of Standard Form 88) located in the registrant's file.
 - (4) Operating personnel will review each registrant's DD Form 47, Standard Form 88, Standard Form 89, and DD Form 98 for accuracy and completeness.
 - (5) Registrants will be directed to the transportation section where arrangements will be made for returning them to the appropriate Selective Service local boards, or in appropriate cases, to place of residence. Every effort will be made to place the registrants on return transportation on the same day of their arrival at the induction station.
 - (6) Records of registrants found unacceptable at time of induction because they require a moral waiver (par. 22), a medical

waiver (par. 60c(6)), or a future appointment for further hospital study/consultation (par. 60c(2)), may be held at the induction station for completion upon final determination of acceptability. The registrant will be advised that he is unacceptable for induction pending the above determination and that his local board will advise him of his status. The registrant will be returned to his local board in the same manner as other registrants rejected at time of induction (par. 10e). Disposition of the registrant will be shown on SSS Form 261 as "not accepted" with the remark "pending moral waiver, medical waiver, or further hospital study/consultation" as applicable. If the final determination results in a decision that the registrant is unacceptable for induction, his records will be completed and distributed in the same manner as for registrants found unacceptable at time of induction. If the final determination results in a decision that the registrant is acceptable for induction, his records will be completed and distributed in the same manner as for registrants found acceptable at time of preinduction, except section VIII, DD Form 47, will not be completed until such time as the registrant is again ordered to report for induction.

c. Registrants who refuse to submit to induction. Any registrant who has been removed from the group as prescribed in paragraph 36b and who persists in his refusal to submit to induction will be informed that such refusal constitutes a felony under the provisions of the Universal Military Training and Service Act, as amended. He will be informed further that conviction of such an offense under civil proceedings will subject him to be punished by imprisonment for not more than 5 years, or a fine of not more than \$10,000, or both. He will then be informed again of the imminence of induction using the language specified in paragraph 36a, and his name and service number again will be called. If he steps forward at this time, he will be informed that he is a member of the Armed Force concerned, using the language specified in paragraph 36c. If, however, he persists

in refusing to be inducted, the following action will be taken:

- (1) The registrant will be requested, but not required, to make a signed statement, dated, in his own handwriting, as follows: "I refuse to be inducted into the Armed Forces of the United States." Such statement should be witnessed by at least two witnesses who will affix their signatures to the statement. Registrants who refuse induction will not be furnished any means of transportation.
- (2) Letter of notification or refusal to submit to induction will be prepared in quadruplicate. The original, together with the voluntary statement described in (1) above, will be submitted to the United States attorney for the district in which the registrant refused to be inducted. One copy will be forwarded to the State Director, Selective Service System, of the State in which the registrant refused to be inducted; one copy will be forwarded to the Selective Service local board which delivered the registrant for induction; and the other copy will be retained at the induction station. Such notification will include the following information:
 - (a) Name and address of registrant.
 - (b) Selective Service number of registrant.
 - (c) Number and address of the Selective Service local board which delivered the registrant for induction and, if different, the registrant's own Selective Service local board.
 - (d) A detailed statement of facts concerning the registrant's refusal to be inducted.
 - (e) Names and addresses of witnesses.
- (3) Army commanders should contact the United States attorney in their Army area, in advance, regarding what steps should be taken as to the disposition of any registrant who refuses to be inducted.
- (4) A registrant previously forwarded for preinduction examination who refused to take any part or all of the preinduction tests and examinations and who is returned for immediate induction and

again refuses to take any part or all of the prescribed tests and examinations will be informed that failure to submit to such examination as the commanding officer of the induction station will direct is a violation of Selective Service regulations and punishable as such. If he persists in refusing examination, action will be taken as prescribed in (1), (2), and (3) above, except—

(a) A statement, if given, will read: "I refuse to take the preinduction tests and examinations prescribed for induction into the Armed Forces of the United States." As in the case of registrants who refuse induction, a registrant who refuses to submit to examination will not be furnished any means of transportation.

(b) Where the word "induct" or "induction" appears in connection with notification to be made to the various Selective Service offices and office of the United States attorney, substitute "examined" or "examination," as appropriate.

d. Postponed registrants.

(1) *Induction without a new medical examination.* Postponed registrants who have received a complete preinduction medical examination and who are not ordered to report for induction within the 180-day period may be accepted for induction without a new complete medical examination, subject to all other provisions for induction qualifications and the following:

(a) The preinduction examination was accomplished not more than 1 year prior to registrant's actual induction.

(b) No condition has intervened which alters the original medical qualification based on the preinduction medical examination. In order to ascertain the above, each registrant will receive a careful and thorough physical inspection at the time he reports for induction. This physical inspection will consist of checking the physical condition of the registrant against the record of his preinduction medical ex-

amination with particular attention given to communicable or other intercurrent disease, illness, or injury which may warrant a change in the original determination of medical qualification. If, as a result of the physical inspection, conditions are found which might warrant a change in the registrant's physical acceptability status which cannot be determined definitely without further study, the registrant will be given a new and complete medical examination.

(2) *When a new medical examination is given.* When a new medical examination is given, the results should be recorded on the new set of Standard Forms 88 prepared in quadruplicate and marked at the top "Reexamination." This new set of Standard Forms 88 will be attached to like copies of this form prepared for the original preinduction examination and will be distributed in accordance with instructions established for this form. Registrants will then be processed in accordance with the procedures for acceptable and/or unacceptable registrants as prescribed herein.

e. Delinquent registrants. Delinquent registrants are subject to immediate induction if found acceptable. All other pertinent processing provisions prescribed herein will be observed, except as indicated below:

(1) *Delivery list.* A separate delivery list containing the name or names of delinquent registrants will be submitted on a separate SSS Form 261, with the words "Delinquent Registrants" stamped or typed across the top of the form.

(2) *Detention of delinquent registrants for completion of medical examination.* Delinquent registrants who must be detained for a period of more than 1 night for completing parts of the medical examination (chest X-ray and serologic test for syphilis) will, if otherwise qualified for military service, be sent for completion of such parts of the medical examination to the nearest Army installation within the Army area. The installation selected for such purposes

must have facilities for completing the chest X-ray and serologic test, as well as adequate facilities for housing and subsistence. All records pertaining to the registrant will accompany him to the installation to which he is sent.

- (3) *Unacceptable delinquent registrants.* As in the case of ordinary registrants, a serologic test for syphilis is not required for delinquent registrants found unacceptable for other medical reasons.
- (4) *Disposition of delinquent registrants at Army installations who are found acceptable for induction.* Delinquent registrants at an Army installation who are found acceptable for induction following the chest X-ray and serologic test for syphilis will be returned to the appropriate induction station or to the nearest induction station for actual induction processing as outlined above. The chest X-ray film and film envelope, the original and carbon copy of Standard Form 519a, and the results of the serologic test (original of Standard Form 514c), in addition to the records originally taken to the installation, will be placed in sealed envelopes and forwarded with the registrant to the induction station.
- (5) *Disposition of delinquent registrants at Army installations who are found unacceptable for induction.* Delinquent registrants at Army installations who are found unacceptable for induction following the chest X-ray and serologic test for syphilis will be returned to the induction station which sent them for disposition in accordance with the procedures established for ordinary unacceptable registrants as outlined above. The chest X-ray film and film envelope, the original and carbon copy of Standard Form 519a, and the report of the results of the serologic test (original copy of Standard Form 514c), in addition to the records originally taken to the installation, will be placed in a sealed envelope and forwarded with the registrant to the induction station.

f. Conscientious objectors.

- (1) *I-A-O.* Conscientious objectors are identified by appropriate entry contained in item 14, DD Form 47, which is completed by the Selective Service local board. Conscientious objectors forwarded for preinduction examination or induction will be processed in the same manner as other registrants. Upon completion of processing they will be forwarded to the appropriate reception station.
- (2) *Conscientious objectors (I-O).* Conscientious objectors (I-O) will be shown on a separate physical examination list (SSS Form 225) and each accompanying DD Form 47 will bear the stamped notation "I-O" in red ink. The following forms accomplished at the time of mental and medical processing will be similarly marked "I-O" in red ink: Standard Form 88, Standard Form 89, and DD Form 62. Processing of these conscientious objectors will be identical with that of other registrants, except there is no requirement for the accomplishment of DD Form 98. All forms, including DD Form 62, will be accomplished in the usual manner to show clearly whether the individual is acceptable under the present criteria. Disposition of records for "I-O" conscientious objectors regardless of mental and physical category will be that prescribed for registrants who are rejected. One copy of Standard Form 88 and one copy of DD Form 47 will be forwarded to The Surgeon General, ATTN: MEDCS-IE, Department of the Army, Washington 25, D.C.

★*g. Insular Puerto Rican personnel found acceptable on ECFA (Spanish) at time of preinduction examination in Puerto Rico. Rescinded.*

41. Special procedure for processing certain National Guard and Reserve personnel. a. General.

- (1) Certain National Guard and Reserve personnel are subject to priority induction and may be forwarded by the Selective Service System for induction under

provisions of Section 1631.8 of Selective Service System Regulations. Such personnel are those enlisted in Army or Air National Guard under Section 6(c)(2)(A), Universal Military Training and Service Act, and those enlisted under Section 262, AFRA, in the other Reserve components while under 18½ years of age who fail to participate satisfactorily in Ready Reserve training.

- (2) The following special instructions govern induction procedures of this special category of registrants, and implement paragraph 21c and other pertinent paragraphs of these regulations. In certain instances, special procedures are prescribed, in order to meet the requirements of the respective service. Other sections of these regulations prescribe procedures to be followed in processing registrants and inductees, normally furnished by the Selective Service System. The special instructions in this section do not constitute a conflict with other instructions in these regulations, but are applicable to induction procedures only in connection with processing those registrants forwarded by local boards under provisions of Section 1631.8 of Selective Service System Regulations.

b. Procedures common to all registrants.

- (1) *Identification by Selective Service local boards.* Selective Service System Form 261 (Delivery List) and copies of DD Form 47 (Record of Induction) initiated by local boards and forwarded with Reserve personnel ordered to report for induction will indicate induction action under the provisions of Section 1631.8 of Selective Service System Regulations; the Reserve affiliation and service into which the individual is to be inducted.
- (2) *Number of copies.* Local boards will furnish seven copies of DD Form 47 for personnel to be inducted into the Air Force.
- (3) *Service into which induction is to be accomplished.* Reserve personnel forwarded for induction under the provisions of Section 1631.8 of Selective

Service System Regulations will be inducted into the Armed Forces of which their Reserve Component is a part.

- (4) *Determination of qualification for induction.*
- (a) Except as indicated in (b) below, the mental, medical, moral, and security qualifications for induction of personnel ordered to report for induction under provisions of Section 1631.8 of Selective Service System Regulations will be determined under standards and procedures prescribed in these regulations in the same manner as prescribed for all other registrants who are ordered to report for induction.
- (b) Reservists forwarded for induction will not be administered the AFQT provided official records are available which indicate that the individual has previously been examined in an examining station and achieved the minimum test score of percentile 10 on the AFQT. Those Army reservists scoring between 10 and 30, inclusive, on AFQT will be administered the AQB.
- (5) *Service numbers.* Assignment of service number of Reserve personnel inducted into the Army and Air Force is prescribed in AR 600-203, which stipulates that the Reserve service number held by a reservist of the Army or Air Force will be retained and the appropriate prefix added. The assignment of service numbers to reservists inducted into the Navy and Marine Corps is explained in e(1)(d) and g(5) below.
- (6) *Reservists who fail to meet prescribed standards for induction.* Reservists who fail to qualify for induction for mental, medical, moral, or security reasons will be processed in accordance with the following:
- ★(a) *Mental rejection.* Reservists who are tested with the AFQT and/or AQB at Armed Forces examining stations who fail to attain a percentile score of 10 on AFQT or those who fail to attain two or more aptitude area scores of 90 or higher on AQB will be terminally

screened in accordance with paragraph 57. Reservists whose records show successful completion of a tour of active duty for training will be considered to have had the mental ability to have passed the AFQT and/or AQB if they had made an effort to pass. Such reservists may be administratively accepted for induction. Reservists not accepted for induction will be processed under the provisions of paragraph 72.

(b) *Medical rejection.* Reservists who are rejected for induction for medical reasons will be processed in accordance with instructions contained in paragraphs 59 through 64 and 72 applicable to regular registrants who do not meet induction medical standards.

(c) *Rejection for moral reasons.* The moral qualifications for induction of reservists will be determined in accordance with paragraph 22. Failure to meet the prescribed moral standards for induction constitutes a basis for rejection as for all other registrants.

(7) *Security evaluation.* Provisions of paragraphs 25 and 27c(4) will apply in accomplishing the security evaluation of reservists who are ordered to report for induction.

(8) *Acknowledgment of service obligation.* Each registrant will be required to accomplish the service obligation statement. The statement will contain the service designation in which the Reserve service will be performed. The disposition of the statement is prescribed in paragraph 39p. See f(5) below for special instructions concerning Air Force inductees.

c. *Reporting procedures.* Reservists who are processed through an induction station and examining station under the provision of Section 1631.8 of Selective Service System Regulations, will be reported on DD Form 557 (AFES Qualitative Distribution Report of Male Enlistments, Inductions and Rejections) in accordance with

paragraph 77. Army reservists who are inducted will be included in the DD Form 557 report currently being prepared for Army inductions.

d. *Preparation and disposition of records.*

(1) Records to be accomplished for reservists inducted into the Army, Navy, and Marine Corps will follow procedures prescribed in paragraph 39. The disposition of these records is prescribed in paragraph 39p.

(2) Preparation and disposition of records for reservists inducted into the Air Force are prescribed in f below.

(3) Special orders and transportation.

(a) Army inductees. Procedures prescribed in paragraph 39o will be followed.

(b) For Navy, Air Force, and Marine Corps inductees, see e, f, and g below and appendix XII.

e. *Special instructions as pertain to United States Navy.*

(1) Induction of reservists into the Navy and accomplishment of forms and records will follow procedures prescribed in these regulations except as stated below.

(a) The oath of allegiance will be administered at a Naval installation.

(b) Inductees will be shipped from the induction station to the appropriate Navy Main Recruiting Station designated in appendix X.

(c) Special orders authorizing travel which require issuance of Transportation Request will follow sample order (app. XI, including appropriation symbols shown in sample order).

(d) Service numbers will be assigned at the appropriate Naval installation.

(2) Records accomplished and/or completed at induction stations in connection with the induction of naval reservists will be disposed of in accordance with paragraph 39p(2).

f. *Special instructions as pertain to Air Force.*

(1) Inductees will be shipped to the nearest Air Force base to which enlistees are shipped.

- (2) Oath of allegiance will be administered at the induction station. Oaths may be administered by an Army or Air Force officer as desired by the recruiting main station commander.
- (3) A sample of the type order to be issued on these inductees including appropriation symbols and distribution is shown in appendix XII. In addition to the regular distribution required by these regulations, a copy of each order will be furnished Headquarters, United States Air Force, Washington 25, D.C., ATTN: AFPDP-3.
- (4) The records are prepared as follows:
- (a) *Record of Induction (DD Form 47)*. Seven copies of the DD Form 47 will be initiated by local boards for reservists ordered to report for induction into the Air Force. Induction stations will accomplish the DD Form 47 in accordance with instructions contained in paragraphs 27c(2) and 39a.
- (b) *AF Form 246 (Record of Emergency Data)*. AF Form 246, February 1959, will be prepared in accordance with instructions in AFR 35-38. Supplies of AF Form 246 will be secured from the nearest Air Force installation.
- (5) Disposition of records.
- (a) *DD Form 47*.
- 1 copy to appropriate Selective Service local board.
 - 1 copy to The Surgeon General, Department of the Army, ATTN: MEDCS-IE, Washington 25, D.C.
 - 1 copy (first duplicate) to be mailed to Air Force Base of initial reception.
 - 1 copy to the USAF recruiting group in which geographical area recruiting main station is located.
 - 1 copy to Air Reserve Records Center (CONAC), 3800 York Street, Denver 5, Colo.
 - 1 copy to be hand carried to the Air Force base of initial reception by the inductee.
 - 1 copy (original) to the Director of Administrative services, Headquarters, USAF, ATTN: Military Personnel Records Division, Washington 25, D.C.
- (b) *AF Form 246*. The punch card will be detached carefully and forwarded to Headquarters, USAF (AFPMP-S-1), Washington 25, D.C. The four yellow copies will be attached to the first duplicate copy of DD Form 47 to be forwarded to the Air Force Base of initial reception.
- (c) *Acknowledgment of service obligation*. The original of this statement will be attached to the original of DD Form 47. The duplicate will be attached to the first duplicate of DD Form 47.
- (d) *DD Form 369 (Police Record Check)*. DD Form 369 will be forwarded to the Federal Bureau of Investigation, Washington 25, D.C., ATTN: Identification Division.
- (e) *X-ray film*. X-ray film will be forwarded to the Manager, Federal Records Center, GSA, 2306 East Bannister Road, Kansas City, Mo.
- (f) *Standard Forms 88 (Report of Medical Examination) and 89 (Report of Medical History)*. Originals of Standard Forms 88 and 89 to the Director of Administrative Services, Headquarters, USAF, ATTN: Military Personnel Records Division, Washington 25, D.C.
- 1 copy Standard Form 88 to The Surgeon General, Department of the Army, Washington 25, D.C., ATTN: MEDCS-IE.
 - 1 copy Standard Form 88 to the appropriate Selective Service local board.
 - 1 copy Standard Form 88 to the USAF Base of initial reception.
- (g) *PHS Form 956 (Report of a Suspect or Case of VD Among Persons Examined for Military Service)*. Copy 2 to USAF Base of initial reception.
- (h) *DD Form 98 (Armed Forces Security Questionnaire)*. Original to USAF Base of initial reception.

g. Special instructions as pertain to Marine Corps.

- (1) Inductees assigned to the Marine Corps will be ordered to report to the Officer in Charge of the Marine Corps Recruiting Station that serves the geographical area in which the induction station is located.
- (2) The oath of allegiance will be administered at the Marine Corps Recruiting Station to which inductees are ordered to report.
- (3) Special orders directing travel, requiring issuance of Transportation Request, from the induction station to the Marine Corps Recruiting Station will in-

clude appropriation data necessary to accomplish the required travel. This data will be obtained from the appropriate Director of Marine Corps Reserve and Recruiting District listed in appendix XV.

- (4) Induction stations will furnish the Commandant of the Marine Corps (Code DFF) Washington 25, D.C., one copy of each special order that directs the transfer of inductees from induction stations to Marine Corps Recruiting Stations.
- (5) Allocation and assignment of service numbers will be made at the time the inductee reports to the Marine Corps Recruiting Station.

Section III. PROCESSING OF MEDICAL AND DENTAL REGISTRANTS

42. General. The procedures prescribed in this section will govern the processing at induction stations of doctors of medicine and doctors of dentistry. See AR 601-54.

43. Preinduction processing. *a. Forms required.* The following forms will be forwarded to induction stations for medical and dental registrants ordered for preinduction examination:

- (1) DD Form 47 (Record of Induction) in quadruplicate, for each registrant.
- (2) DD Form 398 (Statement of Personal History), one copy.
- (3) SSS Form 225 (Physical Examination List) in triplicate, listing all registrants forwarded.

b. Performance of examination.

- (1) *Mental tests.* The mental tests specified in section II, chapter 3, will not be administered to medical or dental registrants.
- (2) *Medical examination.* A complete medical examination of the scope prescribed in paragraph 2b, AR 40-500, for appointment in the USAR with active duty, will be accomplished for each registrant. The examining physician will not inform the registrant of the medical findings. Instead, the registrant will be informed that final determination regarding his physical status and acceptability for military service will be made by the Army commander and that he will be notified of the decision by mail. In addition, the registrant will be informed that notification of acceptability does not mean that he necessarily has been or will be scheduled for induction.
- (3) *Retention for hospitalization.* Whenever it is necessary to hospitalize the registrants in accordance with paragraph 60c (2), consideration will be given to—
 - (a) The registrant's pending professional commitments and appointments.
 - (b) The availability of facilities where the registrant is to be hospitalized.

44. Outprocessing of registrants. Upon completion of preinduction processing, registrants will be returned to their homes. Transportation

will be provided as indicated in paragraph 10 for regular registrants.

45. Processing and disposition of forms and records. *★a. Completion of forms.* Except as indicated in (1), (2), and (3) below, the same forms prepared at the induction station for regular registrants will be prepared for registrants processed in accordance with this section. Records of conscientious objectors classified I-O will be marked "I-O" in red ink as prescribed in paragraph 40f(2).

- (1) Standard Form 88 (Report of Medical Examination) will be prepared in sextuplicate, and Standard Form 89 (Report of Medical History) will be prepared in triplicate by each registrant.
 - (2) The forms will be completed in the manner prescribed for other registrants except that items 76, 77, and 78, Standard Form 88, and sections III, IV, V, VI, VII, and VIII, DD Form 47, will be left blank. (These items will be completed by the Army commander at such time as he determines the registrant's acceptability for military service.)
 - (3) While at induction stations for processing, registrants will be required to complete the following forms:
 - (a) The Armed Forces Fingerprint Record (reverse of DD Form 369 (Police Record Check)).
 - ★(b) DD Form 98 (Armed Forces Security Questionnaire), original only. Conscientious objectors classified I-O will not be required to accomplish DD Form 98.
 - ★(c) Medical registrants who received their education in foreign medical schools, will enter a statement in the Remarks section of DD Form 398 (Statement of Personal History) indicating that they have or have not obtained permanent certification by the Educational Council for Foreign Medical Graduates, as required by AR 601-54.
1. Security questionnaires which are accomplished satisfactorily will be forwarded to the appropriate Army commander as specified in b below.

20 July 1960

2. In cases where registrants refuse to accomplish the DD Form 98 in its entirety (see AR 604-10), or disclose significant derogatory information with respect to their background or invoke constitutional privileges or admit membership in the Communist party ("known Communist") and those for whom credible derogatory information has been received from a reliable source as defined in AR 604-10, will be subject to actions prescribed in paragraph 18, AR 604-10.

3. The following statement will be entered in remarks section of the DD Form 98 in connection with registrants cited in 2 above:

"(Registrant's name), a registrant under subsection (5a), Universal Military Training and Service Act, as amended, by Act of 27 June 1957 (Public Law 85-62), was this date given an opportunity to execute DD Form 98 as required by paragraph 15, AR 604-10, and in my presence he refused to do so."

This statement will be signed by the commissioned officer responsible for accomplishment of DD Form 98.

4. A DD Form 62 (Statement of Acceptability) will be prepared for registrants who qualify or refuse to accomplish the DD Form 98, and will have entered thereon only the following notation:

"Acceptability for military service pending Department of the Army clearance."

b. Forwarding of forms.

(1) Upon completion of the examination, the following forms will be forwarded by the induction station commander to the appropriate Army commander who will determine the registrant's acceptability for military service.

(a) SSS Form 225 (Physical Examination List), in triplicate.

(b) DD Form 47 (Record of Induction), in quadruplicate.

★(c) DD Form 98 (Armed Forces Security Questionnaire), original only. DD

Form 98 is not required for conscientious objectors classified I-O.

(d) Standard Form 88 (Report of Medical Examination), in sextuplicate.

(e) X-ray film (when signs or symptoms suggest the need for forwarding such films).

(f) Standard Form 89 (Report of Medical History), in triplicate.

(g) Three copies of DD Form 398 (Statement of Personal History), one of which must be a complete original.

(h) The Armed Forces Fingerprint Record (reverse of DD Form 369 (Police Record Check)).

(2) X-ray film which are not forwarded to the Army commander will be packaged and returned to the registrant's Selective Service local board. Packages will be labeled "Exposed X-ray film" and will indicate the name of the induction station making shipment.

(3) DD Form 62 (Statement of Acceptability), prepared under the provisions of a(3)(b) above will be forwarded to the appropriate State Director of Selective Service.

46. **Induction processing.** Induction processing of medical and dental registrants will be the same as prescribed for regular registrants except as indicated in *a*, *b*, and *c* below.

a. If the lapse of time between the preinduction medical examination and the appearance of the registrant for induction does not exceed 1 year, a new medical examination is not necessary to determine acceptability for military service unless upon physical inspection it appears to the examining physician that the registrant is no longer medically qualified for military service. In such cases or when the lapse of time subsequent to the preinduction medical examination exceeds 1 year, a new medical examination will be forwarded immediately to the Army commander for redetermination of acceptability.

b. A registrant reporting for induction will be inducted into the service to which he has been allocated for commissioning purposes. Induction station commanders will be provided with specific information in this regard for each registrant by the Army commander.

c. The instructions contained in paragraph 39a

20 July 1960

C 1, AR 601-270

(7) to forward to The Surgeon General, Department of the Army, copies of certain records, will be disregarded in the case of medical and dental registrants. *d. added c-3*

47. Outprocessing of inducted medical and dental registrants. Inducted medical and dental registrants will be disposed of as follows:

a. Registrants inducted into the Army will be

forwarded to the nearest reception station for reception processing.

b. Registrants inducted into the Navy will be forwarded to the nearest Office of Naval Officer Procurement.

c. Registrants inducted into the Air Force will be forwarded to the nearest military training wing.

Section IV. PREINDUCTION AND INDUCTION REPORTS

48. Reports. Reports of preinduction and induction activities will be prepared as required by AR 601-286.

CHAPTER 3

ARMED FORCES EXAMINING STATIONS

Section I. PROCESSING AND RECORDS PREPARATION

49. General. ★*a. Reception.* Upon completion of preliminary processing in the induction station of registrants and processing in the recruiting main station of applicants for enlistment, examinees will be received in the examining station for the accomplishment of the mental tests and medical examination. Each group of examinees will be welcomed and given an orientation on the processing to be received. Determination of processing requirements will be made so that delay and duplication may be avoided. Sufficient information will be obtained from each examinee for the initial preparation of forms to be completed in whole or in part at the examining station. To expedite the flow of personnel through examining stations, the order of processing will be adjusted so that maximum use is made of mental testing and medical examining facilities. Processing schedules will be arranged to allow sufficient time for thorough medical examinations. Applicant-registrant files will be searched to insure that information pertaining to the medical processing of those individuals previously processed is furnished the medical section. Information pertaining to previous mental tests will be furnished the mental testing section in those cases requiring additional mental tests.

b. Delivery lists and accompanying forms. Each group of examinees sent to examining stations for examination will be accompanied by a delivery list containing the names of applicants and registrants listed separately in alphabetical order with indication of processing required, and properly identified by their respective service according to the following classes:

- (1) Chargeable.
- (2) Nonchargeable.
- (3) Section 261, AFRA 55.

(4) Section 262, AFRA 55.

(5) Reserve personnel other than (3) and (4) above.

In addition to the delivery lists, registrants forwarded for preinduction processing or for immediate induction (without a preinduction examination) will be accompanied by their Personnel Records Jacket (DA Form 201) which will include DD Form 47. Registrants who have had a preinduction examination and are forwarded for physical inspection or for complete medical examination will be accompanied by DA Form 201, which will include previously accomplished Standard Forms 88 and 89 and DD Form 47.

c. Outprocessing. Upon completion of mental and medical processing the examinee will be returned to the recruiting main station or induction station which forwarded him for examination. Any delays encountered because of special processing will be explained to a representative of the forwarding station.

50. Records accomplished at Armed Forces examining stations. The forms and records listed in this paragraph are those required to be initiated or completed fully or partially in examining stations. Instructions for preparation and distribution of the following records are contained in paragraphs 51, 52, 53, 58, 60, and 64, respectively.

a. DA Form 765 (AFES Record of Qualification for Induction).

b. DA Form 766 (AFES Letter of Qualification for Enlistment).

c. DD Form 557 (AFES Qualitative Distribution Report of Male Enlistments, Inductions and Rejections).

d. DD Form 47 (Record of Induction).

e. Standard Form 89 (Report of Medical History).

f. Standard Form 88 (Report of Medical Examination).

g. Standard Form 519a (Radiographic Report).

h. Standard Form 514c (Serology).

i. Standard Form 514a (Urinalysis).

j. PIIS Form 956 (Report of VD Suspect).

k. DA Form 6028 (Army Qualification Battery, AQB Scoring Work Sheet).

51. DA Form 765 (AFES Record of Qualification for Induction). a. The AFES Record of Qualification for Induction (DA Form 765) will be initiated, in triplicate, by the examining station for each group of registrants physically inspected, reexamined, or examined for immediate induction. The original and one copy of this record will be forwarded with the group of registrants to the appropriate induction station. One copy will be retained in suspense by the examining station. The name, race (Caucasian or Other), percentile score, and physical profile category for each individual will be recorded by the examining station in columns a through e of DA Form 765. The name of the examining station, the name of the induction station to which the registrants are being returned, date examined, inspected, or reexamined, and the signature of the examining officer will be entered in the spaces provided on the form.

b. The induction station commander will complete the DA Form 765 received from the examining station with each group of registrants by entering in the appropriate spaces the name of the induction station, the examining station to which the completed form is to be returned, date of induction or rejection, and the signature of the induction officer. The service to which allocated will be indicated by checkmark in column f, g, h, or i for registrants who are inducted. Registrants who are rejected will be indicated by checkmark in column j and the reason for rejection will be entered in column k. Immediately upon completion, the original of DA Form 765 will be returned by the induction station commander to the examining station from which received. One

copy of completed DA Form 765 will be retained in the induction station.

c. Use of DA Form 765 is not mandatory when only one of the Armed Forces is accepting inductees.

52. DA Form 766 (AFES Letter of Qualification for Enlistment). a. *Preparation.* In order to insure that DD Form 557 (par. 53) accurately reflects the enlistment or nonacceptance of all "chargeable" individuals examined by examining stations, DA Form 766 will be prepared locally by the commanding officer of each examining station for each applicant examined at an examining station indicating the individual's mental-medical category.

b. *Number and distribution of copies.* For applicants, three copies. The original and one copy will be forwarded to the appropriate service recruiting installation or Reserve unit and one copy will be retained at the examining station.

c. *Indorsement.* Upon completion of enlistment or upon nonacceptance of personnel, the recruiting main station commander or Reserve unit commander will return a copy of the letter of qualification, by indorsement thereon within 5 working days to the examining station which completed the medical-mental examination. The indorsement will indicate the date of enlistment or nonacceptance, whichever is applicable, or that enlistment is held in abeyance and reason therefor. If the individual is nonaccepted, the reason for this action must be indicated or the letter will be returned by the examining station commander for the required information. When the examining station commander and the commander of the recruiting main station which forwarded the individual applicant for examination are the same person, this information may be placed on the copies of DA Form 766 without the formality of an indorsement.

53. DD Form 557 (AFES Qualitative Distribution Report of Male Enlistments, Inductions, and Rejections, RCS-DD-MP&R(M) 344). Each examining station will prepare a monthly report of male enlistments, inductions, and rejections in accordance with instructions contained in section VI, chapter 3.

★Section II. MENTAL TESTING AND QUALIFICATIONS

54. Purpose of mental testing. The purposes of mental testing are to—

a. Identify those male applicants who meet the required mental standards for enlistment in the Armed Forces, and to exclude those applicants who fail to meet the required mental standards.

b. Identify those registrants who meet the required mental standards for induction into the Armed Forces, as required by section 4(a) of the Universal Military Training and Service Act, as amended, and to exclude those registrants who fail to meet the established standards.

c. Provide the basis for the qualitative distribution among the Armed Forces of manpower found mentally acceptable for military service.

d. Identify those female applicants who meet the required mental standards for enlistment when mentally tested with the Armed Forces Women's Selection Test (AFWST) and the Women's Army Classification Battery (WACB).

55. Test administration. a. General.

(1) Administration of mental testing will be under the supervision of commissioned personnel psychologists assigned to the examining station who have been awarded MOS 2230 or 2239 or who are qualified to hold MOS 2230 or 2239. Tests will be administered by qualified commissioned personnel or by qualified enlisted Personnel Psychology Specialists (076). The corresponding equivalent specialty designations of the Navy, Marine Corps, or Air Force may be substituted for MOS codes listed above. However, as an exception, applicants for WAC College Junior Program may be administered the AFWST by U.S. Army recruiting personnel at facilities other than Armed Forces examining stations when it is determined to be more economical and feasible. Duties and responsibilities of testing personnel are described in paragraph 16.

(2) Only tests and testing materials authorized for use by appropriate regulations will be used to determine eligibility for military service. All authorized tests will be administered. Specific instructions for the administering and scoring

of each prescribed mental test are contained in the manual which accompanies the test. The provisions of the testing manual will be followed strictly and no deviations from the instructions contained in the manual are authorized. Time limits for administering tests specified in test manuals will be followed exactly. AFES commanders will assure that stop watches or interval timers are available and are being used properly.

- (3) Prior to test administration and scoring, all personnel having any responsibility for these functions will make a thorough study of all manuals and testing materials required in the administration of the test. All personnel will also become familiar with the applicable mental standards and procedures contained in appropriate regulations which determine acceptability for military service.
- (4) The effectiveness of the administrator is a key factor in testing. For many men this may be their first experience with a group test of mental ability. The test administrator is responsible for putting the men at ease and for giving complete and understandable instructions. He should speak slowly and clearly so that his voice can be heard by all the men being tested. The test administrator should not move up and down the room. He should stand so that he is facing the examinees at all times.
- (5) Each testing room will meet the following requirements:
- (a) *Be furnished with a clock.* The clock will be located in the front of the testing room clearly visible to all examinees.
- (b) *Be furnished with a sign "Test will end at (time)."* The sign will be large enough to be easily read by all examinees and will be placed so it is clearly visible to all examinees.
- (c) *Have the door to the testing room closed while the test is in session.* A sign "Test in Session—will end _____" will be posted on the outside of each

closed test room door during the time the test is in session.

b. Proctoring. The specific duties of proctors are set forth in AR 611-5 and appropriate test manuals. Test proctors will be physically present in the testing rooms during the entire test period. Test proctors will not stand in groups in testing rooms but will circulate among the examinees not only while the instructions for the test are being given but during the entire testing session. The number of test proctors may vary from the prescribed number according to physical facilities available. Normally, one proctor will be provided for every 20 examinees or fraction thereof but there will always be at least one proctor in the room if the group contains less than 20 examinees.

c. Motivation.

- (1) Applicants and registrants will be informed, in the orientation given before any mental test is administered, that they should endeavor to achieve the highest possible score as the score attained becomes a part of their permanent record. The orientation as prescribed in the applicable mental test manual will be used. The orientation will be presented in accordance with paragraph 10, AR 611-5.
- (2) Whenever it is obvious that a registrant is not approaching the AFQT in a proper manner after instruction and encouragement by the proctor, the examiner will withdraw the registrant from the test situation. The registrant will be referred to the personnel psychologist who will take one of the following actions:
 - (a) If the personnel psychologist determines that the registrant is incapable of understanding the test instructions, he will award the registrant a score of "0" on AFQT. Such registrants will be processed in the same manner as any other registrant who fails the AFQT.
 - (b) If the personnel psychologist finds that the registrant is merely refusing to cooperate in the testing situation, he will attempt to obtain the registrant's cooperation. If the registrant agrees to cooperate, the personnel psychologist will direct that he be readmitted to the test situation and administered the al-

ternate form of the AFQT. If, however, the registrant again refuses to cooperate, the personnel psychologist will recommend to the commanding officer one of the following actions:

1. That determination be made in accordance with paragraph 57, whether the registrant should be administratively accepted.
2. That the registrant be referred to the Selective Service local board as within the purview of section 12 of the Universal Military Training and Service Act, as amended, and as prescribed by paragraph 19b.

d. Scoring. Specific scoring instructions are provided in appropriate scoring manuals for each test administered. These scoring instructions will be followed carefully and without deviation. Tests will be scored at the earliest practicable time. Tests administered to applicants will be scored prior to those administered to registrants.

e. Security. The general instructions in AR 611-5 and AR 345-15 will apply in the security of tests and testing materials. The provisions of this paragraph, however, apply specifically to tests and testing materials used in Armed Forces examining stations.

- (1) To prevent compromise, proper safeguards against indiscriminate access to tests and testing materials, including scored answer sheets, will be maintained. Cabinets or chests with adequate locking devices will be provided. Testing materials when not in use will be locked in such containers at all times.
- (2) The current Armed Forces Qualification Test (AFQT) and Army Qualification Battery (AQB) authorized for use in the Armed Forces examining stations will not be administered outside the physical limits of the Armed Forces examining stations. No test booklets or testing materials of the Enlistment Screening Test (EST) or the Women's Enlistment Screening Test (WEST), authorized at recruiting stations, the Armed Forces Qualification Test, the Army Qualification Battery, the Armed Forces Women's Selection Test (AFWST), or the Wom-

en's Army Classification Battery (WACB) will be reproduced in any form without the specific permission of Chief of Personnel Operations. Personnel authorized access to the EST, WEST, AFQT, AQB, AFWST, and WACB testing materials will not show the test booklets or testing material at any time to any individual not authorized access to these materials except during the testing session in the Armed Forces examining station and as authorized for EST and WEST by recruiting stations. Recruiters and other testing personnel will not divulge to any applicant for enlistment or to any registrant for induction any answers to any questions on tests and testing materials used in the Armed Forces examining station under any circumstances.

- (3) The commanding officer of each recruiting main station will appoint a test control officer, normally the Personnel Psychologist, who will be responsible for the establishment and enforcement of procedures to prevent any unauthorized access to the contents of the tests in his custody. The test control officer will—
- (a) Control record of receipt, storage, issue, and transfer.
 - (b) Conduct the minimum of a monthly inventory of all tests and testing materials within the Armed Forces examining station.
 - (c) Establish procedures for and see that the monthly inventory required by (b) above is done at recruiting stations handling the EST and WEST.
 - (d) See that test booklets, scoring keys, and completed answer sheets after each test administration are handled only by personnel authorized to handle test material.
 - (e) Establish a system of daily inventory and examination of all test booklets and materials used in a test session to insure that the same test booklets are collected intact and are returned to security storage after each testing session. All test booklets will be carefully examined for answers or marks of any kind. If answers or marks have been made and they can be completely erased this will be done. If not, the booklet will be destroyed.
- (f) Establish procedures to see that each individual turns in his test booklet before leaving the room even though it is only for a few minutes.
 - (g) Designate the personnel who are authorized to handle test material and insure that these personnel are thoroughly indoctrinated regarding test security. Personnel authorized access to the testing material will be designated in a written order.
 - (h) Determine stock levels of testing material to be maintained and review all requisitions for test items to insure that quantity is only sufficient to maintain desired stock levels.
 - (i) Conduct weekly inspections of applicant and registrant files to assure that mental test scores are being accurately transcribed from one mental test record to another mental test record.
 - (j) Conduct weekly inspections of testing rooms and storage facilities to insure that necessary precautions are being taken to protect all tests and testing materials from compromise.
 - (k) Distribute only the prescribed number of sheets of scratch paper authorized by the test manual to each examinee. All paper issued will be collected and accounted for at the end of the test session and will be destroyed by burning.
 - (l) Be responsible for the destruction of damaged, worn-out, and obsolete test materials. Destruction of the testing material will be witnessed by one commissioned officer designated by the test control officer for this purpose. Destruction of testing material will be by burning. The personnel psychologist or his designated assistant will prepare a destruction certificate which will include the date of destruction, title, and serial numbers, if applicable,

- of material destroyed, and with the exception of answer sheets, the number of copies destroyed. This certificate will be retained in the files of the Armed Forces examining station for a period of 1 year after the testing material listed in the certificate has become obsolete. At the expiration of this period the certificate will be destroyed.
- (m) Enforce Headquarters, Department of the Army regulations and directives pertaining to handling test materials and insure that all personnel handling tests and testing materials are kept informed of all pertinent directives.
- (n) Assure that proctors are alert to see that each examinee is doing his own work and is not giving or receiving aid.
- (o) Maintain a running inventory of all test and testing materials, with the exception of answer sheets, that will show the current number on hand, including those in storage. Entries will be made by date whenever test materials are received or destroyed showing numbers involved, including serial numbers, if applicable. All information on any one page of the inventory will be limited to that pertaining to one type of test booklet, such as AFQT-7B, or to one type of scoring key, as appropriate.
- (p) Serially number with locally assigned numbers each test booklet and scoring key. This includes test booklets and scoring keys in use and those in storage.
- (q) Maintain a ledger by serial number which gives the current status of all test booklets and scoring keys received. The ledger will state whether the test booklet and scoring key are in use (active), in storage, or have been destroyed. All information on any one page in the ledger will pertain only to one type of test booklet, such as AFQT-7B, or to any one type of scoring key.
- (4) Test scores achieved by examinees on tests administered at examining stations will not be made available to individuals or agencies other than those agencies concerned in the processing of examinees in accordance with these regulations without prior approval of Chief of Personnel Operations. Tests and testing materials will not be released to any individual or any agency without prior approval of Chief of Personnel Operations. In accordance with paragraph 2c(7) and 5, AR 345-15, if request is made for an exception to the above stated policy, requests will be forwarded to Chief of Personnel Operations, ATTN: EPPEL, Department of the Army, Washington 25, D.C., with a statement of the reason for "need-to-know" anticipated use of test scores on testing material, number and types of test scores or testing material requested, controls and protections to be used, and agreement that names or other identity of persons whose test scores or testing materials are involved will not be publicly released.
- (5) Scored AFQT answer sheets, and answer sheets completed in whole or in part but not yet scored, are considered controlled test material and will not be released to personnel other than those conducting the examination. Completed answer sheets will be retained at all times within locked files in the custody of the Test Control Officer until final disposition. Normally, AFQT answer sheets will be filed alphabetically by service by month.
- (6) Air Force AFQT answer sheets and scored answer sheets for all other types of mental tests administered to Air Force personnel will be forwarded monthly, no later than the fifth working day following the end of the month in which the individual was examined, to the address below:
- Air Force: Chief, Personnel Laboratory, WADC
ATTN: WCLLT
BOX 1557
Lackland Air Force Base, Tex.

Army, Navy, Marine Corps, and registrant's AFQT answer sheets will be maintained in accordance with paragraph 5, AR 345-265, and will be destroyed after 4 months by burning.

- (7) When current directives require pre-screening with the Women's Enlistment Screening Test (WEST), the score achieved will be placed on the AFWST answer sheet. Disposition of the AFWST answer sheets for Air Force personnel will be the same as for the AFQT forms.
- (8) AQB and WACB answer sheets will not be included in registrant and applicant files. Completed AQB and WACB answer sheets, marked in whole or in part, will be kept in a locked file and will be maintained for a period of 1 month and destroyed by burning.

f. Retesting.

- (1) The test control officer appointed at each examining station will be responsible for establishing and enforcing adequate control procedures which will prevent unauthorized retesting with the AFQT.
- (2) The Department of Defense has established a policy which defines a "first test" and a "retest" on the Armed Forces Qualification Test (AFQT). The AFQT initially administered to an applicant or a registrant at an Armed Forces examining station will be considered the first test by all services regardless of the service for which application is made. Any subsequent AFQTs administered in accordance with the policies established by the individual services will be considered retests. AFQT retesting of applicants for enlistment is governed by the appropriate service regulations. Retest scores are acceptable only to the service authorizing the retest.
- (3) Registrants whose records of initial testing, regardless of the purpose for which tested, indicate achievement of scores which qualify them for induction will not be retested except when specifically directed by Headquarters, Department of the Army. Registrants who fail to

achieve a passing score will not be retested except when Headquarters, Department of the Army specifically directs the retesting of certain categories such as non-English speaking registrants as provided in paragraph 57d(2)(b)2. However, previous testing of an individual in applicant status does not preclude testing him once as a registrant with the alternate form of the AFQT if a score of less than percentile 10 was attained when initially tested as an applicant. Registrants, whose records indicate a previously attained AFQT percentile score between 10 and 30, inclusive, as a registrant or an applicant and who have not been tested with the AQB, will be tested with the AQB only. For those registrants for whom AFQT answer sheets or DA Forms 6022 are not available and for whom scores for Part A of the AQB must be obtained, the AFQT will be administered and the answer sheet scored for the sole purpose of obtaining standard scores for Part A of the AQB. The original AFQT score which qualified the applicant in registrant status or as a registrant will be retained and will be used. Registrants, previously rejected as applicants, who are forwarded for reevaluation in accordance with section V, this chapter will be retested with the AQB as provided in these regulations (par. 19c).

56. Mental test battery. The determination of mental acceptability of applicants for enlistment and Selective Service registrants for induction will be made in accordance with the procedures outlined below. Disposition will be made of registrants as illustrated in appendix XIII. For complete list of mental testing instruments, see appendix V.

a. Armed Forces Qualification Test (AFQT). This test will be administered to all applicants for enlistment and to all registrants forwarded for preinduction examination or immediate induction (without a preinduction examination) without regard to educational level attained by the individual except as provided in paragraph 43b(1). Instructions for the administration of the AFQT are contained in the manual which accompanies

the test. The following disposition, based upon the attained AFQT scores, will be made of individuals examined:

- (1) Applicants for enlistment must attain such qualifying AFQT scores as established by the respective services in separate recruiting regulations. Procedures for processing rejected applicants are contained in section V, this chapter.
- (2) Registrants who attain a percentile score of 31 or higher on AFQT are mentally qualified for induction without further testing. The Selective Service Evaluation Symbol "X—Qualified for induction under current standards" will be entered on DD Form 47 for the following registrants:
 - (a) Those scoring 31 or higher on AFQT.
 - (b) Those determined to be administratively acceptable.
- (3) Registrants who attain a percentile score between the 10th and 30th percentile, inclusive, on the AFQT will be further tested with the Army Qualification Battery in accordance with paragraph *b* below.
- (4) Registrants who attain a percentile score between 0 and 9, inclusive, on AFQT, unless determined to be administratively acceptable under the provisions of paragraph 57, will not be further tested. These registrants are not mentally acceptable for any military service. The Selective Service Evaluation Symbol for mental qualification to be entered on DD Form 47 for these registrants is "Z—Not qualified for military service even during war or national emergency."

b. Army Qualification Battery (AQB). (The provisions of this paragraph do not apply to registrants tested with the Examen Calificacion de Fuerzas Armadas (ECFA).) The AQB consists of the AFQT as Part A and an additional group of tests as Part B. The AQB will be administered and scored in accordance with DA Pam 611-14. The Army Qualification Battery is composed of short form classification and screening tests. Due to the shorter forms, accurate timing of all AQB tests is very critical, especially the Army Clerical Speed Test. The AQB will be

administered to registrants listed in (1) below, except that those registrants who are otherwise disqualified will not be tested with the AQB.

- (1) The following registrants will be further tested with the AQB:
 - (a) Registrants attaining percentile scores between 10 and 30, inclusive, on AFQT.
 - (b) All high school graduates, or those successfully completing 12 grades in school who score between 0 and 9, inclusive, on AFQT but are determined to be conditionally acceptable under the provisions of paragraph 57*b*(1)(*b*).
 - (c) All non-high school graduates who score between 0 and 9, inclusive, on AFQT but are determined to be conditionally acceptable under the provisions of paragraph 57*b*(1)(*a*).
- (2) Registrants scoring between 10 and 30, inclusive, on AFQT and who attain a score of 90 or higher on any two or more aptitude areas of the AQB are mentally acceptable for induction. High school graduates and non-high school graduates scoring between 0 and 9, inclusive, on the AFQT and who attain two or more aptitude area scores of 90 or higher when further tested with Part B of the AQB will be administratively accepted under the provisions of paragraph 57. Registrants failing to attain a score of 90 or higher on any two or more aptitude areas of the AQB will not be considered acceptable for induction unless determined to be administratively acceptable under the provisions of paragraph 57*b*(2). The Selective Service Evaluation Symbol "X—Qualified for induction under current standards" will be entered on DD Form 47 for registrants scoring between 10 and 30, inclusive, on AFQT and who attain two or more aptitude area scores of 90 or higher on AQB.
- (3) Registrants who fail to qualify under the provisions of (2) above, who attained scores between 10 and 30, inclusive, on AFQT, except those determined to be administratively acceptable under the provisions of paragraph 57, will not be fur-

ther tested. These registrants are not mentally acceptable for induction under current mental standards. On DD Form 47 and for all reporting purposes these registrants will be classified as "Trainability Limited," if appropriate. The Selective Service Evaluation Symbol for mental qualification of these registrants is "Y—Rejected but may qualify for induction during time of war or national emergency."

57. Terminal screening. *a. Administrative acceptance standards.* Administrative acceptance of registrants will be restricted to those registrants who, as a result of procedures outlined below, are determined to have deliberately failed the AFQT and/or AQB and who, had they been properly motivated, had the mental ability to have passed these tests under current mental standards. Registrants determined to have been malingering but who are not judged to have the mental ability to pass the tests will not be administratively accepted. This standard reflects the desire to insure that only those registrants who can assimilate, adequately, basic and advanced individual military training will be inducted.

b. Screening procedures. Terminal screening of registrants will be as follows:

(1) *Registrants failing to attain 10th percentile on AFQT.* All registrants failing to attain the 10th percentile on AFQT will be terminally screened using the devices prescribed in DA Pam 611-45. Final disposition of registrants will be as follows:

(a) *Non-high school graduates.* Non-high school graduates found by the Failure Keys to be in the True Failure Category or Undetermined Category will be rejected without additional terminal screening. These registrants are not qualified for military service even during war or national emergency. Those found by the Failure Keys to be in the Deliberate Failure Category will be further screened with the Individual Picture Recall Test (IPRT). In addition to testing with the IPRT the personnel psychologist will conduct a personal interview with these regis-

trants. If the examinee's IPRT score is 22 or above, a brief interview will be given and the registrant may be held for further testing with the AQB in accordance with paragraph 56b(1)(c) unless the interview elicits contrary information, in which case the interview will be expanded to an intensive interview. If the examinee's IPRT score is 21 or below, an intensive interview will be given and the registrant will be rejected as not qualified for military service even during war or national emergency, unless the information elicited during the interview indicates beyond a doubt that the registrant should not be rejected. Registrants whom the personnel psychologist believes should not be rejected will be held for further testing with the AQB under the provisions of paragraph 56b(1)(c). For registrants rejected, entries on DD Form 47 and DD Form 62 will be made as prescribed in paragraphs 58c(1) and 27c(3), respectively.

(b) *High school graduates.* All high school graduates, and those successfully completing 12 grades in school, will be screened with the Failure Keys and IPRT and interviewed by the personnel psychologist. If the use of the terminal screening devices reveals that the registrant had the mental ability to pass the AFQT had he tried, he will be held for further testing with the AQB in accordance with paragraph 56b(1)(b). If, however, after terminal screening, the personnel psychologist believes that the failing AFQT score of the registrant represents a true measure of his ability, the registrant will be rejected as not qualified for military service even during war or national emergency. Entries on DD Form 47 and DD Form 62 will be as prescribed in (a) above.

(c) Registrants further tested with Part B of the AQB in accordance with (a) and (b) above will be counseled prior to the administration of the AQB that it has

been determined that the AFQT score attained by them does not represent their true ability. They will be informed that failing to try to pass the AQB or failing to do their best on the AQB does not necessarily mean that they will be rejected for military service but that the scores attained by them will be placed on their records and may determine the kind of work they will be given to do while in the Army.

- (2) *Registrants failing AFQT who attain scores of 90 or higher in any two or more aptitude areas of the AQB.* All registrants attaining scores of 90 or higher in any two or more aptitude areas of the AQB when tested in accordance with (1) (a) and (b) above will be administratively accepted without further testing. The box "Administratively Accepted" will be checked in item 20a, DD Form 47.
- (3) *Registrants failing to attain standard scores of 90 or higher in any two or more aptitude areas of AQB.* Registrants failing to attain scores of 90 or higher in any two or more aptitude areas of the AQB, regardless of AFQT scores attained, will be further processed in accordance with (4) below.
- (4) *Terminal interview.* The personnel psychologist will review all available records of registrants who fail to attain two or more aptitude area scores of 90 or higher on the AQB for information pertaining to the registrant's education and civilian occupation. Particular attention will be given to items 9 and 10 of DD Form 47. Following the review of records, each registrant who has 9th grade or lower as his highest educational level completed, will be identified as a true failure on the AQB and will not be screened further. All other registrants will be interviewed by the personnel psychologist. During the interview the personnel psychologist will consider all data available concerning the education and job history of the registrant using DA Pam 611-14-1 in evaluating these factors to identify indi-

viduals who were capable of passing the AQB but were poorly motivated in taking the test. Where the evidence elicited in the interview clearly indicated the registrant was poorly motivated in taking the AQB and would have achieved qualifying scores had he tried to pass, the registrant may be administratively accepted. In all other cases, the registrant will be rejected as a true failure. If doubt exists as to whether the registrant should be administratively accepted, the personnel psychologist will verify the interview findings under the provisions of c below. Those rejected registrants who have AFQT percentile scores between 10 and 30, inclusive, if otherwise qualified for induction, will be classified as rejected but may qualify for induction during time of war or national emergency. Those rejected registrants who have AFQT percentile scores between 0 and 9, inclusive, and who were administered the AQB, will be classified as not qualified for military service even during time of war or national emergency. For registrants administratively accepted under these procedures, the box "Administratively Accepted" will be checked in item 20a, DD Form 47.

c. Verification of interview findings. When the findings of the terminal interview are at variance with the mental test scores of the registrant a request for verification of interview findings, substantially as shown in appendix III, may be forwarded to the registrant's Selective Service local board. For registrants interviewed in accordance with the procedures contained in DA Pam 611-14-1, the inquiry should request specific information as outlined in the pamphlet. In those instances in which no doubt exists that the registrant has deliberately failed the mental test, the request for verification of interview findings may be waived and the registrant will be recommended for administrative acceptance. The required entry will be made in item 20a, DD Form 47. Upon final determination of acceptability of registrants for whom verification of interview findings is requested, section V of DD Form 47 and the DD Form 62 will be accomplished, as appropriate.

d. Registrants not acceptable.

(1) Categories of personnel listed below who do not achieve a percentile score of 10 or higher on the AFQT and two aptitude area scores of 90 or higher on the AQB will not be accepted for induction. These registrants will be administered Part B of the AQB, regardless of whether the registrant has passed or failed the AFQT. Non-English speaking registrants will not be administratively accepted except under the provisions (2) (b) 1 below.

(a) Non-English speaking registrants.

(b) English speaking registrants who cannot read or write English.

(2) Non-English speaking registrants will be processed as follows:

(a) Non-high school graduates found by the Failure Keys to be in the True Failure or Undetermined Categories will be rejected without further processing except as indicated herein. If items 11 and 12 of DD Form 47 of such registrants indicate less than 12-months' residence in the continental United States, they will be recommended by the personnel psychologist for reexamination in accordance with (b) 2 below.

(b) Non-high school graduates found by the Failure Keys to be in the Deliberate Failure Category and high school graduates in all categories on the Failure Keys will be interviewed by the personnel psychologist. Information from available personnel records pertinent to their English speaking ability should be evaluated, and the registrant should be questioned on such matters as length of time spent in this country, opportunity or requirement for them to speak English at home or work, and amount of English training they have had in school. With regard to these registrants, the personnel psychologist will take the following actions:

1. In those instances in which the personnel psychologist suspects that a registrant is falsely claiming to be

non-English speaking or unable to read or write English, he will forward a request for verification of interview findings to the registrant's Selective Service local board. If the investigation indicates that the registrant was deliberately attempting to fail the test(s) and was fully capable of passing had he tried, the registrant may be accepted. This decision, however, will be based on fully substantiated facts concerning the registrant's background. Registrants with academic training beyond high school or who hold professional jobs requiring use of the English language may be considered questionable cases. If there is evidence that the registrant was malingering but his background does not indicate the mental ability to have passed the registrant will be rejected.

2. In those instances in which a registrant is rejected solely because he was non-English speaking, entry will be made on the copy of DD Form 62 to indicate that a reexamination may be justified in 6 to 12 months upon determination by the Selective Service local board that the registrant has become more fluent in English. The following phrase will be employed: "Non-English speaking — Reexamination may be justified in 6 to 12 months."

58. Recording of mental test scores. *a. Armed Forces Qualification Test Answer Sheet.*

- (1) The examiner will have the examinees fill in items on the answer sheet as prescribed by the appropriate test manual.
- (2) In the box "Service" the letters "PS" will be entered following the entry for service for those applicants who have had prior service. (*Example: Army (PS).*)
- (3) Test scores pertaining to the AFQT and additional tests, if administered, will be entered by the scorer on the AFQT answer sheet in the appropriate boxes as prescribed by the test manuals.

b. Standard Form 88 (Report of Medical Examination).

- (1) For the following individuals examining station personnel will record the appropriate AFQT form number, the percentile score, and the Mental Group under the "Notes" section (item 73) of Standard Form 88. (*Examples: AFQT-7B-67-II; AFQT-8B-9-V*):
 - (a) Applicants processed in accordance with sections IV and V, this chapter.
 - (b) Registrants obtaining a percentile score of 31 or higher on AFQT.
 - (c) Registrants failing to attain a percentile score of 10 on AFQT only.
 - (d) Registrants failing to attain a percentile score of 10 on AFQT and who also fail to attain 2 or more aptitude area scores of 90 or higher when tested with the AQB.
 - (e) Registrants with AFQT scores between 10 and 30, inclusive, on AFQT and who attain a standard score of 90 or higher in any 2 or more aptitude areas when tested with the AQB.
- (2) For those registrants scoring between 10 and 30, inclusive, on AFQT who fail to attain a standard score of 90 or higher in any 2 or more aptitude areas of the AQB, the AFQT form number, percentile score, Mental Group and "Trainability Limited" will be recorded. (*Examples: AFQT 7B-13-IV (Trainability Limited).*)

c. DD Form 47 (Record of Induction). Section V, "Mental Determination" will be filled in at the induction station in accordance with the following instructions:

- (1) *Armed Forces Qualification Test (AFQT).* The AFQT title, form, and percentile score attained will be recorded in section V, item 20a under "Test-Form-Score." (*Example: AFQT-7B-65.*) Following "AFQT Mental Group" in item 20a, an X will be placed in the appropriate mental group column in which the AFQT percentile score falls. Percentile scores on the AFQT will be converted to mental groups on the following basis:

Group	Percentile score
I-----	93-100
II-----	65-92
III-----	31-64
IV-----	10-30
V-----	9 and below.

- (2) "*Administratively Accepted.*" For registrants administratively accepted in accordance with standards and procedures prescribed in paragraph 57, an X will be entered in the block "Administratively Accepted" in item 20a.
- (3) *Army Qualification Battery (AQB).*
 - (a) The AQB title, form, aptitude areas and scores attained will be recorded in section V, item 20b under "Other Tests." (*Example: AQB, IN-85; AE-90; EL-90; GM-94; MM-95; CL-70; GT-72.*) For registrants who attain 2 or more aptitude area scores of 90 or higher on the AQB, an X will be entered in the block "Qualifying" in item 20b. For registrants who fail to attain 2 or more aptitude area scores of 90 or higher on the AQB, an X will be entered in the block "Nonqualifying" in item 20b. If the registrant is in AFQT mental group IV on the AFQT and has not been administered the AQB under the provisions of paragraph 56b, the notation "Not administered AQB" will be entered in item 20b.
 - (b) DA Form 6022 (Army Qualification Battery, AQB-Scoring Work Sheet), will be used for the conversion to standard scores and the computation of aptitude area scores for the AQB. An illustration of a completed DA Form 6022 and the instructions for the completion of the form are contained in DA Pam 611-14. The form will be prepared in duplicate in ink or type-written for each registrant examined with the AQB. The rescoring of the AFQT answer sheet, the scoring of Part B of the AQB, the recording of the "No. Right Answers" and "No. Wrong Answers," the conversion to standard scores, and the aptitude area computation will be checked by a dif-

ferent individual in all cases. Any inaccuracies found on either copy will be corrected. The AFES psychologist or his designated assistants who compute or check the scores will sign the form. Both sections of the form "AQB Scores" and "Aptitude Area Computation" will be completely filled in. Personnel converting standard scores for the AQB tests will check to assure that the correct conversion table is being used. DA Form 6022 will be distributed as follows:

1. For Selective Service registrants found acceptable at time of preinduction processing except registrants processed in oversea commands in accordance with appendix XV.
 - (a) One copy will be stapled to the original of DD Form 47 (Record of Induction) and forwarded to the registrant's local board as prescribed in paragraph 27c(2)(b)1 for this form.
 - (b) One copy will be filed in the applicant and registrant files in accordance with paragraph 5, AR 345-265.
2. For Selective Service registrants inducted into the Army, DA Form 6022 will be removed from the original of DD Form 47 and stapled to the copy of DD Form 47 which is forwarded by the induction station to the station of initial reception.
3. For unacceptable Selective Service registrants, DA Form 6022 will be filed in the applicant and registrant files in accordance with paragraph 5, AR 345-265.
4. For Selective Service registrants processed in oversea commands see appendix XV.
- (c) For unacceptable Army applicants, Active and Reserve Forces, tested subsequent to the introduction of the AQB, who score between 10 and 30, inclusive, on AFQT, the AFQT answer sheets will be scored to obtain standard scores for Part A of the AQB. These scores will be recorded on DA Form 6022. DA Form 6022 will be filed in the applicant and registrant files and the recorded standard scores for Part A will be utilized when these applicants are forwarded for examination in registrant status. These procedures will also apply for unacceptable applicants of the other services who may be returned for determination of acceptability for induction.

Section III. MEDICAL EXAMINATION

★59. **General.** The instructions contained in this section relate to the medical examination of applicants for enlistment and registrants forwarded for preinduction examination, reexamination, or induction. Medical examinations will be accomplished at Armed Forces examining stations; however, written parental (or guardian) consent will be obtained prior to medically examining male applicants under age 18 and female applicants under age 21 for enlistment in the Armed Forces. Parental consent SSS Form No. 254 (Application for Voluntary Induction) for voluntary registrants under the age of 18 is on file at the Selective Service local board. No additional authorization is required.

a. Medical examination of women. In those instances where women who are applicants for enlistment are examined at examining stations (par. 17c(6)), the recruiting service concerned will provide a female attendant for its examinees, except that when fee-basis physicians are employed in accordance with paragraph 15c their female assistants may be utilized as attendants.

b. Sequence of procedures. The processing steps in the medical examination will be dictated by the facilities of the examining station and the conditions under which examination is conducted. Important considerations are the floor plan and an orderly sequence of the various phases of the examination. Each step of the processing will be so organized as to eliminate confusion. Sufficient time will be allowed to permit thorough medical examination.

c. Physical standards.

- (1) *Men.* The general physical standards for acceptance into the military service are set forth in AR 40-501 for both registrants and applicants for enlistment.
- (2) *Applicants for specialty assignment.* Individuals applying for enlistment in certain specialty assignments within the Armed Forces must meet in addition certain established special medical standards.
- (3) *Women.* The physical standards for determining the acceptability of women for enlistment are given in the following references:

(a) *Physical standards for WAC.* See AR 40-501.

(b) *Physical standards for WAF.* See section V, AFM 160-1 and paragraph 19c, AFM 39-9.

(c) *Physical standards for Navy and Marine Corps.* See section I and article 15-34, chapter 15, Manual of Medical Department.

d. Types of medical examinations. The following types of medical examinations will be performed:

- (1) Complete medical examination (par. 60).
- (2) Physical inspection (par. 62).

60. Complete medical examination. *a. Applicability.* A complete medical examination (see AR 40-501) will be given to—

- (1) Registrants appearing for preinduction examination or for immediate induction (without a preinduction examination) irrespective of mental test scores.
- (2) Registrants forwarded for induction when more than 180 days have elapsed since they were found medically qualified on a complete medical examination, either as registrants or applicants for enlistment.
- (3) Male applicants for enlistment irrespective of mental test scores, unless found medically qualified on a complete medical examination within 180 days preceding the date of present examination. In the latter cases, only a physical inspection is required (par. 62a).
- (4) Women applicants for enlistment.
- (5) Previously disqualified registrants forwarded for reexamination.

b. Scope. A complete medical examination will consist of a clinical evaluation, laboratory findings, and other measurements and findings of the scope prescribed by paragraph 2b, AR 40-500 for induction and enlistment.

★*c. Special instructions.*

- (1) *Completion of medical history.* See paragraph 2, AR 40-500. Assistance will be furnished individuals unable to complete Standard Form 89 (Report of Medical History). The Spanish translation of this form (Historical Medico)

may be used by Spanish-speaking registrants. Rubber stamps will not be used for recording of any information on Standard Form 89 except as prescribed in paragraph 2c, AR 40-500. Distribution: one copy to the Army and Air Force; two copies to the Navy and Marine Corps.

- (2) *Retention for hospitalization or study.* Whenever the examinee's fitness for military service cannot be determined without hospital study, hospitalization of such cases will be accomplished in accordance with AR 40-501.
- (3) *Interpretation of X-ray film.* X-ray film will be read by a qualified roentgenologist, either civilian or military. A qualified roentgenologist is considered to be a physician, military or civilian, who has had a minimum of 1 year specialty training in roentgenology or whose practice in a given community is devoted primarily to the practice of roentgenology. In some instances, physicians who practice in other specialties, such as diseases of the chest, may be considered qualified by virtue of extensive experience or training in the interpretation of X-rays.
- (4) *Disqualification of registrants for temporary defects.* For registrants disqualified for defects that are temporary, such as remediable defects, incomplete healing of fractures, or insufficient convalescence from major surgery, an appropriate comment will be entered under "Notes" on Standard Form 88 (Report of Medical Examination) and on the local board copy of DD Form 62 (Statement of Acceptability) to indicate that a reexamination may be justified at a later date. It is the prerogative and responsibility of Selective Service local boards to determine if such individuals should be returned for a second examination; therefore, the comment will not recommend, request, or suggest such action. Instead a phrase such as the following will be employed: "Physically disqualified—recent fracture of left humerus. Reexamination believed justified in 3 months."

- (5) *Cases of doubtful acceptability.* Normally, final determination of the examinee's acceptability for military service will be made on the basis of the examination conducted at the examining station. Whenever there is doubt as to whether or not the examinee meets the minimum medical requirements for military service, determination of acceptability will be made by the appropriate Army area commander.
- (6) *Examinees previously discharged for medical reasons.*
- ★(a) In the case of Army and Air Force examinees who were previously discharged from the military service for medical reasons, and then found acceptable on preinduction or induction examination, the medical report (Standard Forms 88 and 89) will be forwarded direct to the Commanding Officer, U.S. Army Records Center, St. Louis, Mo., for processing and forwarding to Department of the Army for final determination of acceptability. Consultations will not be obtained on these individuals prior to review of their cases by the Department of the Army.
- (b) In the case of Navy and Marine Corps examinees who were previously discharged from the military service for medical reasons, the medical report (Standard Forms 88 and 89) will be forwarded to the cognizant Navy or Marine Corps Recruiting Activity for processing and forwarding to the Department of the Navy for final determination of acceptability. Consultations will not be obtained on these individuals prior to review of their cases by the Department of the Navy.
- (7) *Additional medical information.* Registrants claiming during the preinduction examination that they can produce documentary medical information which would have a bearing upon determining their acceptability for military service will not be held over to await receipt of such information. If found acceptable,

such registrants will be informed that the information should be presented by them to their Selective Service local board. In all such cases the following statement will be made in item 73 of Standard Form 88, "Registrant is determined acceptable; however, he claims ailments not verified by the medical officer and has been advised to present documentary evidence to substantiate claims to his Selective Service local board prior to his induction."

- (8) *Reexamination.* Registrants requiring a medical reexamination because of lapse of time (a(2) above) will be given a complete medical examination.
- (9) *Psychiatric evaluation.* Psychiatric evaluation will be made of a registrant or an applicant whenever the examining physician has reason to question the registrant's or applicant's emotional, social, or intellectual adequacy for military service. Such individuals will be referred to a psychiatrist for examination when the services of such a specialist are available within a period of 2 days. When the services of a psychiatric specialist cannot be made available within 2 days, the medical officer will make the final psychiatric evaluation. In all cases only an existing psychiatric condition will be considered in the determination of fitness for military service. The mere possibility that a psychiatric condition will arise later in the military service should not be sufficient reason in itself for rejection; however, such a possibility should be considered in the light of other findings. Determination of mental deficiency will be made independently of the examinee's AFQT scores, although these scores are useful as confirmatory evidence of the presence or absence of this disorder. The short time afforded medical examiners at examining stations does not permit them to properly evaluate an individual's "S" factor for profiling purposes. The shades of difference between S-1, S-2, or S-3 require more extensive observation than is possible at the time of enlistment

or induction. A more desirable time to determine functional ability from an "S" standpoint is during basic training. Therefore, all male individuals meeting psychiatric standards for induction or enlistment will be given a provisional S-1 profile. Those few who require S-2 or S-3 profile will usually become apparent through their behavior and manifested symptoms during basic training. In profiling an examinee, the psychiatric evaluation will be recorded under factor "S" of the physical profile.

- (11) *Urinalysis.* The use of urine content test agents such as urine reagent strips is authorized to determine the sugar and albumin content in urinalysis (item 45, Standard Form 88); but a urine sample is necessary to accomplish specific gravity and microscopic analysis as required by paragraph 2b(1), AR 40-500.

d. Report of Medical Examination, Standard Form 88. A medical worksheet (copy of Standard Form 88) will be prepared at the Armed Forces examining stations for each examinee and will be carried by the examinee along with Standard Form 89. The worksheet will be used by the medical examining officer for recording the medical findings. The medical worksheet must be complete in every respect required for the type examination given. The findings initially recorded on the medical worksheet will be typed or reproduced on the Standard Form 88 by Copyflex in the number of copies required (see par. 2b, AR 40-500). Preprinted or mimeographed Standard Forms 88 and 89 (including signature and initials) will not be used.

- (1) *Recording the findings.*

(a) *General.* As provided for by the form, each abnormality is to be described. In addition, all observed significant medical defects, whether disqualifying or not, will be summarized under item 74 of the form. The findings will be stated in terms of the most specific diagnosis. Statements such as "Disqualified for Cardiovascular Disease," or "Disqualified; Psychiatric Case," etc., are too general to be of value and should be avoided. The part or parts

of the body affected will be specified whenever the diagnosis is not sufficient to localize the condition, as in cases of paralysis, aneurysm, ulcers, etc. Manifestations or symptoms of a condition will not be used instead of a diagnosis. Whenever possible, abbreviations will be avoided. In item 77 the appropriate box "Is qualified for" or "Is not qualified for" will be checked and the word "Enlistment," "Induction," "Appointment," or whatever the purpose and scope of the examination calls for, as appropriate, will be entered.

- (b) *Disqualifying defects.* The disqualifying defects will be specified under item 78, in order of seriousness of the defect, even though these defects are stated under item 74. In the case of registrants who were previously discharged from the military service because of medical reasons and were found acceptable by the induction station, but were disqualified when their medical records were reviewed for final determination of acceptability in accordance with paragraph 60c(6), the Standard Form 88 will carry a notation from the Office of The Surgeon General, Department of the Army, as to the reason for the medical disqualification. This notation will be copied at the induction station under item 73 (notes) on the remaining copies of Standard Form 88. (*Example:* TSG, DA, 23 Sep 1954, Physically disqualified by reason of rheumatic heart disease.) These disqualifications will be considered medical.
- (c) *Accepted with venereal disease.* In case of registrants found acceptable with venereal disease who were referred to a civilian agency for treatment, the following entry will be made under item 75 of the form: "Referred for treatment to a civilian agency."
- (d) *Physical profile and physical category (item 76).* Utmost care will be taken to insure accurate entries under the physical profile and physical category,

in accordance with the instructions in AR 40-501.

- (2) *Report of consultation.* When a report of consultation is obtained for an examinee a copy will be attached to each Standard Form 88 and become an integral part of the medical report. Extracts from the report of consultation will not be entered upon Standard Form 88.
- (3) *Documentary evidence.* When documents prepared by physicians are submitted by the examinee in evidence of an existing physical condition which indicate the individual has received treatment for reported condition, such documents will be attached to each Standard Form 88.
- (4) *Review of medical data.* Immediately upon completion of the medical examination, the medical worksheet will be reviewed by the military medical officer in the presence of the examinee prior to his return to the dressing room.
- (5) *Signatures.* Before signing the typed Standard Form 88 the medical examining officer of the examining station will review the typed Standard Form 88 to insure that all items contain the required entries or that adequate explanatory remarks in lieu thereof are contained on the report. All items required by paragraph 2b, AR 40-500 and (in case of females) AR 40-501 or by these regulations will be complete in their entirety. The worksheet, original, and duplicates of the Standard Form 88 will be signed by a military medical officer of the examining station under item 82. The use of a facsimile signature stamp by the examining physician is not authorized. When facsimile signatures are used they will be initialed by the physician immediately following the signature on the original copy. See paragraph 2c, AR 40-500 and paragraph 3, AR 600-6.
- (6) *Disposition.* One typed, signed copy (or moist diazo processed copy) of the Report of Medical Examination (Standard Form 88) will be retained in applicant-registrant files. For applicants, the orig-

inal and two copies will be sent to the referring service.

61. Reexamination of rejected registrants. Registrants appearing for reexamination because of previous disqualification by virtue of a remediable medical defect will be given a complete examination.

62. Physical inspection. *a. General.* A physical inspection will be accomplished prior to the induction or enlistment of medically qualified registrants who have had a complete medical examination within the previous 180 days. The physical inspection will be performed with all clothing removed for the purpose of detecting any contagious disease, apparent defects not previously recorded, and any intervening illness or injuries. Generally, this item listed under "Clinical Evaluation" on Standard Form 88 will be considered.

b. Recording of findings. All findings of the physical inspection will be recorded under item 73 of the old set of Standard Forms 88, or on a newly prepared set of Standard Forms 88 which contains all the items previously recorded on the old set. If no additional abnormalities have been found at the time of inspection, the following notation will be made under item 73: "No additional defects discovered." A statement will be made under item 73 as to the military fitness of the registrant upon inspection. "[Fit] [Unfit] for military service," whichever is applicable. Appropriate changes will be made, when applicable, in the physical profile serial and physical category under item 76. The medical officer will sign his name (on the original) beneath the new findings reported under item 73, and will also initial the changes, if any, in the profile (item 76). The date of the physical inspection will be specified.

63. Utilization of enlisted personnel. In order to conserve the time of the physicians conducting the medical examinations, medical enlisted personnel properly qualified by training and experience may be utilized for the following phases of the medical examination:

- a.* Recording notes dictated by the physician.
- b.* Height and weight.
- c.* Determination of visual acuity.
- d.* Testing of color vision.
- e.* Determination of auditory acuity.
- f.* Directing exercise.

g. Blood pressure and pulse.

h. Serology.

i. Urinalysis.

j. Temperature.

k. Taking X-rays.

64. Miscellaneous items. *a. Data to be recorded on X-ray envelope.* The following data will be recorded on the X-ray envelope: Place of examination; date; examinee's last name, first name, and middle initial; his home address, and Selective Service number.

b. TB Medical Bulletin 62. The provisions of TB MED 62, with regard to physical facilities and safety precautions, will be adhered to in establishing and operating X-ray facilities in examining stations.

c. Urinalysis, serology, and X-ray.

(1) *Preparation of requests.* Requests for urinalysis, serology, and X-ray examinations will be made on Standard Forms 514a, 514c, and 519a respectively on original only. The findings will be reported on the appropriate form by the laboratory performing the tests. The findings and diagnostic reports will be transcribed by examining stations to items 45, 46, and 47 of Standard Form 88, as appropriate. Lists, logs, notebooks, telephone conversations, or similar devices will not be used in lieu of Standard Forms 514a, 514c, and 519a, but may be used to supplement them where rapid readings are necessary.

(2) *Disposition of requests.* These forms will be filed in applicant and registrant files in accordance with AR 345-265.

d. PHS Form 956 (Report of a Suspect or Case of VD Among Persons Examined for Military Service).

(1) PHS Form 956 will be prepared in quintuplicate at the examining station for all applicants and registrants whose serologic test for VD shows a positive or doubtful reaction. The original copy will be mailed to The Surgeon General, USPHS, Washington 25, D.C. Copies 3 and 4 will be furnished local or State authorities in the manner prescribed by health regulations of the particular locality and copy 5 will be attached to the

file copy of Standard Form 88 and placed in the applicant or registrant files.

- (2) In the case of registrants with VD in an infectious stage, copy 2 will be given to the registrant with instructions that he must obtain treatment prior to reporting for induction. The name and address of the agency (private physician, rapid treatment center, or VD clinic) selected by the registrant will be typed on copy 2, PHS Form 956 prior to the time it is given to the registrant. The registrant will be further instructed that he must present copy 2 to the treatment agency for entering data thereon regarding treatment received and that he must have copy 2 in his possession when he reports for induction. In the case of applicants, copy 2 will be furnished the recruiting service sending the individual in for examination.
- (3) In the case of a registrant with VD in a noninfectious stage, copy 2 will be returned to the induction station for inclusion in records returned to the local board. The registrant will be advised that he will receive copy 2 from his local board, that he must go to a local treatment agency of his own choice for treatment presenting copy 2 to such agency for recording on the reverse the appropriate diagnosis treatment data, and that he must have copy 2 in his possession when reporting for induction. In the case of applicants, copy 2 will be furnished the recruiting service sending the individual in for examination.

- (4) In case of registrants found acceptable with venereal disease, who were referred to a civilian agency for treatment the following entry will be made under item 75: "Referred for treatment to a civilian agency."

g. Registrants with communicable disease other than venereal disease. Registrants found to have a communicable disease other than venereal disease will be reported to the proper civil health authority in accordance with local health laws and regulations on forms provided by State or local health authorities for that purpose.

(1) *Report of tuberculosis.* Active tuberculosis is a reportable disease in all States. Therefore, at the time the diagnosis is established, all cases of active tuberculosis will be reported. This report will include sufficient identifying data so that public officials may readily locate the individual upon his return home or other designated place.

- (2) *Typhoid carriers.* Known chronic carriers of typhoid bacilli or other intestinal pathogens will be similarly reported.

★f. Rejected examinees in need of medical attention. Applicants for enlistment and registrants who are considered to be medically unfit for military service and who have been determined to have a condition requiring medical attention will be advised by the medical examiner to seek advice from a physician. An entry will be made in item 75, Standard Form 88, reflecting the fact that notification was made. Also see paragraph 72d.

Section IV. PROCESSING RESERVE APPLICANTS

65. General. The Armed Forces examining stations will accomplish the mental testing and medical examination of those applicants for enlistment in Reserve units who are forwarded by a Reserve unit. Prior to arrival at the Armed Forces examining station, applicants will have been determined to be acceptable for enlistment in all respects, except for determination of the mental and medical qualifications.

66. Reception and orientation. *a.* The reception of applicants will be followed by a review of records forwarded with the applicants by the Reserve unit. These records will consist of—

- (1) DD Form 98.
- (2) Acknowledgment of service obligation.
- (3) DD Form 4 (Enlistment Record—Armed Forces of the United States) or NAVPERS 708. These will have been initiated at the Reserve unit and will be completed at the examining station in accordance with instructions contained in this section.

b. Individuals will be oriented on processing procedures in accordance with paragraph 49.

67. Records to be initiated and accomplished at Armed Forces examining stations. Forms and records relating to mental testing, medical examination, or reports to be accomplished will be identified in accordance with paragraph 70 and will consist of the following:

- a.* Armed Forces Qualification Test and such other mental test records as may be required.
- b.* Standard Form 89.
- c.* Standard Form 88 (in triplicate).
- d.* Standard Form 514a.
- e.* Standard Form 514c.
- f.* Standard Form 519a.
- g.* DA Form 766.

★**68. Mental qualifications and testing.** A percentile score of 21 or higher is required for men under 26 years of age who initially enlist for a program which includes 3 to 6 months of initial ACDUTRA. A percentile score of 31 or higher on AFQT is required for men enlisting under

section 261, AFRA, for 2 years active duty. Mental qualifications for other Army Reserve enlistments can be found in AR 140-111. Mental qualifications for enlistment in Reserve components of the other Armed Forces is as specified in their respective enlistment regulations. The mental test will be administered and the attained score recorded in accordance with paragraph 58 as pertains to AFQT only. Retesting is not authorized except when requested by one of the respective services.

69. Physical standards and examination.

★*a.* Physical standards for enlistment are prescribed in AR 40-501. The medical examination of applicants will be conducted in accordance with instructions contained in section III, chapter 3.

★*b.* The preparation of the reports and records of the medical examination will be accomplished in accordance with AR 40-500 and AR 40-501.

c. The Standard Form 88 will be accomplished in its entirety. The entry of AFQT administered and score attained will be made on Standard Form 88 for each examinee prior to disposition of the report.

70. Identification of records. All records of applicants for initial enlistment in Reserve components will be identified as required by the Reserve enlistment regulations of the respective Armed Forces. For the Army Reserve the proper identification by service number prefix and procurement program number (PPN) is shown in appendix I, AR 140-111.

71. Outprocessing. *a.* Upon completion of processing of applicants at the examining station they will be returned to the parent Reserve unit.

b. All records forwarded with the applicant together with Standard Forms 88 and 89, and DA Form 766 will be returned to the parent Reserve unit or to a point or unit designated by the Reserve unit.

c. Those applicants determined to be unacceptable for enlistment in Reserve units due to failure to meet prescribed mental and medical standards will be processed in accordance with section V.

Section V. REJECTED APPLICANTS FOR ENLISTMENT (MALE)

72. Procedures for processing. a. General.

A mental test (AFQT) and a complete medical examination or physical inspection, as provided in sections II and III, this chapter, will be given to each applicant for enlistment into the Active or Reserve Forces.

b. Special procedures. The following additional procedures will apply in processing applicants found medically unacceptable or who fail to achieve the 10th percentile on AFQT.

- (1) The medical examining officer and the personnel psychologist will analyze carefully the medical and mental attributes of each applicant found unacceptable with a view toward determining those who are also unlikely to qualify in the future for military service as registrants under current standards. Such applicants found unacceptable will be considered as rejected. The personnel psychologist will conduct a brief terminal interview with each disqualified applicant who attains less than the 10th percentile on the AFQT in order to identify those individuals whose AFQT scores, as evidenced by school and job performance, appear to be a true measure of their mental ability. Failure Keys will be applied to scored AFQT answer sheets of those applicants whose test scores are questioned. An applicant whose scores on the Failure Keys place him in the True Failure Category should normally be considered as not qualifying mentally

for induction under current standards, that is a "rejected applicant."

- (2) Forms listed in paragraph 67 and in addition thereto, DD Form 62, in duplicate, will be accomplished for rejected applicants. DD Form 62 and the Standard Form 88 will contain the notation "Rejected Applicant."
- (3) Disposition of forms will be made as follows:
 - (a) Standard Form 88 and local board copy of DD Form 62 will be forwarded to the appropriate State Director of Selective Service.
 - (b) One copy of Standard Form 88 will be forwarded to The Surgeon General, ATTN: MEDCS-IE, Department of the Army, Washington 25, D.C.
 - (c) Registrant copy of DD Form 62 will be placed in the applicant and registrant files in accordance with AR 345-265.

c. Formerly rejected applicants forwarded by the Selective Service System for examination in registrant status will be medically and mentally examined in accordance with paragraph 19c. A complete new set of records will be initiated for each individual who is now considered to be in the status of a registrant. Processing of such individuals will proceed as for any other registrant.

★*d.* The fact that an applicant is believed to have a condition which requires medical attention should be stated on DD Form 62 whenever the medical examiner was unable to communicate this information directly to the applicant.

Section VI. REPORTING PROCEDURES AND RECORDS DISPOSITION

(AFES Qualitative Distribution Report of Male Enlistments, Inductions and Rejections, Reports Control Symbol DD-MP&R(M) 344)

73. Purpose. This report will provide information on the qualitative and quantitative distribution of military manpower by each service.

74. Preparing agencies and form. Report will be prepared by each Armed Forces examining station on DD Form 557 (AFES Qualitative Distribution Report of Male Enlistments, Inductions, and Rejections). In the event no personnel were processed or no enlistments or inductions were accomplished during a calendar month, a negative report will be submitted. Letters of transmittal are not required. Reports will be signed by the commanding officer of the examining station, and his name, grade, and service will be typed in the space provided. When the report is signed by an officer other than the commanding officer, the report will contain the typed name, grade, and service of the commanding officer and the written signature of the officer signing.

★**75. Frequency and routing.** *a. General.* Reports will be prepared as of the end of each calendar month. The original of each report will be dispatched by air mail or equally expeditious means direct to Chief of Personnel Operations, ATTN: EPPD-A, Department of the Army, Washington 25, D.C., not later than the fifth work-day following the report month.

b. Puerto Rico. Two separate reports will be submitted each month. One report will be for examinees tested with the current Armed Forces Qualification Test (AFQT); the other for those tested with the Examen Calificacion de Fuerzas Armadas (ECFA). The report for men tested with the ECFA will be identified as such and will contain only the information on line g (Total Inducted) and line 1 (Administrative Acceptees). The following items will be reported under remarks section of the ECFA reports:

- (1) Total number of registrants examined or reexamined
- (2) Total number of registrants physically inspected

76. Source. The report will be prepared from information contained in DA Form 766 for applicants and from DA Form 765 for registrants.

77. Procedures for preparation of report. *a. General.* The report for each calendar month will include all "chargeable" enlistments, inductions, and applicant rejections for the Active Forces (regulars) accomplished during that month, based on properly indorsed letters and records of qualification returned to the examining stations. The records of all personnel entering the examining station for examination should be identified by the using service as to the category of personnel (such as, chargeable enlistees (regulars), non-chargeable personnel, reserve, etc.), and this identification carried on the DD Form 766 so that proper categorization may be reflected on DD Form 557. The report will indicate the total distribution of mental scores in relation to physical profile categories by race (Caucasian and Other). Enlistments, inductions, and rejections accomplished during a particular month for which properly indorsed letters and records of qualification are received by the examining station after the DD-MP & R(M) 344 report for that month has been submitted will be included in the report for the following month. Data for preparation of this report will be kept current daily. Report will be properly identified to indicate service (i.e., Army, Navy, Marine Corps, and Air Force); name and location of the examining station preparing the report; and the month for which the report is submitted.

b. Total (line a). The total number of individuals enlisted and inducted (total of line b and line g) by physical profile categories and mental groups will be recorded on line a.

c. Physical profile categories and mental groups. Physical profile categories (A-B-C-E) in relation to mental test scores (groups I through IV) will be recorded, by race, in the appropriate spaces on DD Form 557 for all individuals enlisted and inducted. Totals for enlisted will be entered on line b and will be a summation of lines c through f; totals for inducted will be entered on line g and will be a summation of lines h through l. For personnel administratively accepted for induction, entries will be recorded on line l.

d. Rejectees. The total number of chargeable rejected applicants *only* will be entered in column 1 of line m, and will be distributed on lines m through s and in columns 1 through 18 of the report form by race, by mental group, and by physical profile category. Only applicants who failed to attain an AFQT score of 10 or who failed to qualify physically or morally will be reported as rejected applicants in section B (rejectees), DD Form 557.

★e. Remarks. Indicate the total processing workload at the Armed Forces examining station during the month covered by the report in the categories below. (All registrant examinations will be reflected on Army report only regardless of final allocation.) Items (3), (4), and (5) apply to all services. Other items are applicable to Army only.

- (1) Total number of registrants examined or reexamined (includes all preinduction examinations and complete examinations at time of induction).
- (2) Total number of registrants inspected.
- (3) Total number of chargeable applicants examined. (Includes ----- physical inspections.) Physical inspections for applicants to be included in the total number of chargeable applicants examined but identified separately in parenthesis as shown above.
- (4) Total number of nonchargeable personnel examined (includes all other examinations not categorized elsewhere under remarks section).
- (5) Reservists.
 - (a) Number examined under provisions of title 10, United States Code, section 511(b) (formerly section 261) and Section 262, AFRA 55.
 - (b) Number enlisted under provisions of title 10, United States Code, section 511(b) (formerly section 261) and Section 262, AFRA 55.
- (6) Number of AQB tests administered to chargeable applicants.
- (7) Number of AQB tests administered to nonchargeable applicants.
- (8) Number of WACB tests administered to female applicants.

- (9) (a) Number of AQB tests administered to registrants.
 - (b) Number who qualify.
- (10) (a) Number of AQB tests administered to registrants with AFQT percentile scores 10-15.
 - (b) Number who qualify.
- (11) (a) Number of AQB tests administered to registrants with AFQT percentile scores 16-20.
 - (b) Number who qualify.
- (12) (a) Number of AQB tests administered to registrants with AFQT percentile scores 21-25.
 - (b) Number who qualify.
- (13) (a) Number of AQB tests administered to registrants with AFQT percentile scores 26-30.
 - (b) Number who qualify.

f. Reporting examinations. The following prescribes a uniform procedure for reporting examinations in the remarks section of the DD Form 557:

- (1) In order that each examining station can give the same value to an examination, each examinee will be counted as 1 examination until his processing is complete. If an applicant or registrant is held over or returns subsequently to complete his initial processing, the latter processing will not be counted as an additional examination. Any person held overnight or returned for completion of processing, such as ACB, consultations, laboratory rechecks, etc., will not be counted as an additional examination. However, when any reexamination is given in accordance with paragraph 12b, AR 601-286, or when another complete examination is necessary, such examination will be considered an additional examination.
- (2) A complete examination given a registrant at preinduction or at time of induction will be counted as one examination. An inspection given at time of induction will be reported as an inspection.
- (3) A complete examination given to a chargeable applicant will be reported as

an examination. The number of physical inspections for applicants will be reported as in e(3) above.

- (4) An examination given to a nonchargeable person will be counted as an examination regardless of whether it is complete or partial. If a nonchargeable examinee is held overnight or returns subsequently to complete initial processing, the provisions of (1) above apply.

★78. **Maintenance and disposition of records.** *a.* Maintenance and disposition of files and records accumulated in Armed Forces examining stations and Armed Forces induction stations as a result of processing applicants for enlistment, registrants for preinduction and induction, and other individuals under the provisions of these regulations will be in accordance with AR 345-265.

b. Registrant-applicant files. These files, consisting of an individual folder for each registrant or applicant filed alphabetically by name, will be located in a limited access area and carefully safeguarded and secured at all times. Access to these files is restricted to Armed Forces examining and induction station personnel on a "need-to-know" and authorized basis.

79. **Maintenance and disposition of X-rays.** *a.* Maintenance and disposition of X-ray film in examining stations as a result of processing applicants for enlistment in the U.S. Army and U.S. Air Force and registrants for preinduction and induction under the provisions of these regulations will be in accordance with AR 345-270.

b. For all other personnel the X-ray film will be placed in the X-ray envelope and forwarded concurrently with the Standard Forms 88 and 89 by the examining activity to the recruiting service or other unit or agency forwarding the examinee.

APPENDIX I

**TYPES OF DISCHARGE FROM ARMED FORCES AND LIST OF REASONS
AND/OR AUTHORITIES FOR DISCHARGE OR SEPARATION**

Part I. TYPES OF DISCHARGE FROM ARMED FORCES

1. **General.** Individuals holding discharge certificates or forms of separation issued for separation under undesirable or other than honorable conditions (from any of the Armed Forces) indicated below are not acceptable for induction.

a. Army.

(1) *Enlisted men.*

(a) *Prior to 1 January 1950.*

1. WD AGO Form 53-57 (Dishonorable Discharge).
2. DA AGO Form 53-60 (Bad Conduct Discharge), not issued prior to 1 February 1949.
3. WD AGO Form 53-56 or 56 (Discharge from the Army of the United States) (blue), issued until 1 July 1947.
4. WD AGO Form 53-59. (Undesirable Discharge).

(b) *1 January 1950 to 1 July 1951.*

1. DA AGO Form 570 (Dishonorable Discharge).
2. DA AGO Form 60 (Bad Conduct Discharge).
3. DA AGO Form 59 (Undesirable Discharge).

(c) *Subsequent to 1 July 1951.*

1. DD Form 260A (Dishonorable Discharge) (yellow).
2. DD Form 259A (Bad Conduct Discharge) (yellow).
3. DD Form 258A (Undesirable Discharge).

(2) *Officers.*

- (a) WD AGO Form 53-99 (Military Record and Report of Separation—Discharge from the Army of the United States) (pink), issued from December 1944 to February 1948.
- (b) DA AGO Form 399 (Discharge),

issued from February 1948 to approximately 12 June 1956.

(c) DD Form 794A (Discharge Certificate under other than Honorable Conditions), issued subsequent to 12 June 1956.

(d) Any order or letter that indicates separation was "under other than honorable conditions" or "for the good of the service," or any order or letter that omits any reference as to character of separation. Any form of dismissal pursuant to a sentence by a general court-martial.

b. Air Force.

(1) *Airmen.*

(a) *Prior to September 1949*

1. WD AGO Form 53-57 (Dishonorable Discharge).
2. DA AGO Form 53-60 (Bad Conduct Discharge).
3. WD AGO Form 53-56 or 56 (Discharge from the Army of the United States) (blue).
4. WD AGO Form 53-59 (Undesirable Discharge).

(b) *1 September 1949 to July 1951.*

1. AF Form 442 (Dishonorable Discharge).
2. AF Form 441 (Bad Conduct Discharge).
3. AF Form 440 (Undesirable Discharge).

(c) *Subsequent to 1 July 1951.*

1. DD Form 260 AF (Dishonorable Discharge).
2. DD Form 259 AF (Bad Conduct Discharge).
3. DD Form 258 AF (Undesirable Discharge).

- (2) *Officers.*
- (a) *September 1944 to February 1948.* WD AGO Form 53-99 (Military Record and Report of Separation—Discharge from the Army of the United States) (pink).
 - (b) *February 1948 to May 1949.* DA AGO Form 399 (Discharge) (other than honorable).
 - (c) *May 1949 to 1 October 1954.* No discharge certificates were issued to Air Force officers discharged from May 1949 until 1 October 1954. Letters and special orders specify when the discharge was under other than honorable.
 - (d) *Subsequent to 1 October 1954.* DD Form 794 AF (Discharge Certificate under other than Honorable Conditions).
- c. *Navy (enlisted men).*
- (1) *Prior to 1 July 1951.*
 - (a) NAVPERS 662 (Undesirable Discharge).
 - (b) NAVPERS 662A (Bad Conduct Discharge).
 - (c) NAVPERS 662B (Dishonorable Discharge).
 - (2) *Subsequent to 1 July 1951.*
 - (a) DD Form 258N (Undesirable Discharge).
 - (b) DD Form 259N (Bad Conduct Discharge).
 - (c) DD Form 260N (Dishonorable Discharge).
- d. *Marine Corps.*
- (1) *Enlisted men.*
 - (a) *1944 to 1 March 1945.*
 1. NMC 385(a) (Discharge).
 2. NMC 385(c) (Undesirable Discharge).
 3. NMC 385 (Bad Conduct Discharge).
 4. NMC 385(b) (Dishonorable Discharge).
 - (b) *1 March 1945 to 1 July 1947.*
 1. NAVMC 75 (Undesirable Discharge).
 2. NAVMC 76 (Bad Conduct Discharge).
 3. NAVMC 77 (Dishonorable Discharge).
 - (c) *Subsequent to 1 July 1947—31 October 1951.*
 1. NAVMC 75 (Rev. 7-47) (Undesirable Discharge).
 2. NAVMC 76 (Rev. 7-47) (Bad Conduct Discharge).
 3. NAVMC 77 (Rev. 7-47) (Dishonorable Discharge).
 - (d) *1 November 1951 to Current.*
 1. DD Form 258 MC (Undesirable).
 2. DD Form 259 MC (Bad Conduct Discharge).
 3. DD Form 260 MC (Dishonorable Discharge).
 - (2) *Officers.* NAVMC-135-PD (Under Other Than Honorable Conditions).
- e. *Coast Guard.*
- (1) *Enlisted men.*
 - (a) 2510B (Dishonorable, Bad Conduct, or Undesirable).
 - (b) NAVCG-2510B (Rev. 5-44) (Discharge—Undesirable).
 - (c) NAVCG-2510C (Rev. 5-44) (Bad Conduct Discharge).
 - (d) NAVCG-2510D (Rev. 5-44) (Dishonorable Discharge).
 - (e) CG-2510B (Rev. 7-47) (Undesirable Discharge).
 - (f) CG-2510C (Rev. 7-47) (Bad Conduct Discharge).
 - (g) CG-2510D (Rev. 7-47) (Dishonorable Discharge).
 - (h) NAVCG-2733B (5-43) (Dishonorable, Bad Conduct, or Undesirable). Issued to Coast Guard Reserve personnel between May 1943 and August 1944.
 - (i) Subsequent to 1 July 1951, DD Form 258 CG (Undesirable), DD Form 259 CG (Bad Conduct Discharge), or DD Form 260 CG (Dishonorable).

Note. The Coast Guard enlisted discharge certificates "under other than honorable conditions" have been revised over a period of years. These types of discharges may readily be identified since they have been "yellow" in color until the 7-47 revision of the CG-2510B which is now "white."
 - (2) *Officers.*
 - (a) *1944 to July 1947.* Any order or letter that indicates separation was "under

other than honorable conditions" or "for the good of the service" or any form of dismissal by a general court-martial.

- (b) *Subsequent to July 1947. CG-2943 (Discharge) (Under Conditions Other Than Honorable).*

Note. Discharge certificate is not issued in the case of an officer dismissed pursuant to a sentence of a general court-martial or in the cases of those officers dropped from the rolls by reason of physical disability resulting from their own vicious habits. Separation by dismissal is considered to be equivalent to a dishonorable discharge of an enlisted person.

f. National Guard (enlisted men).

- (1) *Prior to 14 August 1950 (NGUS).*
- (a) WD NGB Form 57—Revised (Dishonorable Discharge).
 - (b) WD NGB Form 56—Revised (Discharge (Blue—neither honorable nor dishonorable)). When given for unfitness, inaptitude, or unsuitability.
- (2) *Subsequent to 14 August 1950 (NGUS).*
- (a) NGB Form 57 (Undesirable Discharge).
 - (b) NGB Form 58 (Bad Conduct Discharge).

- (c) NGB Form 59 (Dishonorable Discharge).

2. When provisions of a above not applicable.

The provisions of *a* above do not apply to any individual holding a discharge certificate or form of separation as indicated above but who at a later date has had the cause of discharge removed by proper authority or has reentered any of the Armed Forces and subsequently received an honorable separation except for any reason as indicated in paragraph 3 below.

3. Separated under honorable conditions. In addition to the individuals not acceptable for induction as indicated in *a* above, individuals honorably discharged or discharged under honorable conditions from any of the Armed Forces for reasons and/or under authorities as listed below are likewise not acceptable for induction.

4. When provisions of paragraph 3 above not applicable. The provisions of paragraph 3 above do not apply to any individual discharged for any of the causes and/or authorities as indicated below but who at the later date has had the cause of discharge removed by proper authority or has reentered any of the Armed Forces and subsequently received an honorable separation for any reason not listed herein.

Part II. LIST OF REASONS AND/OR AUTHORITIES FOR DISCHARGE OR SEPARATION

1. Army

Actual reason for separation which usually will not appear on the discharge certificate or other separation papers

Entry which may appear under "Remarks" (Item 55, WD AGO Form 63-series; Item 58, DD Form 814)

Entry which will be shown under "Reason and Authority for Discharge" (Item 40, WD AGO Form 63-series; Item 8, DD Form 814)

<p>a. Fraudulent entry into Army, secured by concealment of disqualifications.</p>	<p>One of the causes listed in section I, AR 635-206, such as "Conviction by Civil Court," "Concealment of Prior Service."</p>	<p>Fraudulent entry into Army, section I AR 635-206.</p>
<p>b. Medically unfit, deserter or absentee</p>	<p>-----</p>	<p>Desertion and medical unfitness, section II, AR 615-366, or section II, AR 635-206.</p>
<p>c. Medically unfit, deserter or absentee</p>	<p>-----</p>	<p>AWOL and medical unfitness, section II AR 615-366, or section II, AR 635-206.</p>
<p>d. Conviction by civil court (except as provided in par. 22).</p>	<p>-----</p>	<p>Conviction by civil court, section IV, AR 615-366, or section IV, AR 635-206.</p>
<p>e. Resignation in lieu of board action on inaptitude or unsuitability.</p>	<p>-----</p>	<p>Resignation, paragraph 4a, AR 615-367 or AR 635-220.</p>
<p>f. Resignation in lieu of board action on unfitness.</p>	<p>-----</p>	<p>Resignation, paragraph 4b, AR 615-367 or AR 635-220.</p>
<p>g. Resignation in lieu of reduction for misconduct or inefficiency.</p>	<p>-----</p>	<p>Resignation, paragraph 5, AR 615-367 or AR 635-220.</p>
<p>h. Resignation for good of the service</p>	<p>-----</p>	<p>Resignation, paragraph 6, AR 615-367 or AR 635-220.</p>
<p>Resignation</p>	<p>-----</p>	<p>Resignation, paragraph 7 and 8 AR 615-367 or AR 635-220.</p>
<p>Unfitness (these individuals are not eligible for reentry into the armed services unless the cause for which discharged is removed, and reentry is authorized by The Adjutant General).</p>	<p>-----</p>	<p>AR 615-368 or AR 635-208.</p>
<p>k. Inaptitude</p>	<p>-----</p>	<p>AR 615-369 or AR 635-209.</p>
<p>l. Unsuitability</p>	<p>-----</p>	<p>AR 615-369 or AR 635-209.</p>
<p>m. Homosexual</p>	<p>-----</p>	<p>AR 600-443 or AR 635-89.</p>
<p>n. Disloyal or subversive</p>	<p>-----</p>	<p>AR 615-370, SR 600-220-1 or AR 604-10.</p>
<p>o. Disposition of psychotics (no waivers granted unless psychiatric examination reveals complete recovery).</p>	<p>-----</p>	<p>SR 600-440-1.</p>
<p>p. Separation of enlisted men who lack job performance potential.</p>	<p>-----</p>	<p>DA Cir 635-2, 19 Aug 57 or 3 Apr 58.</p>

★2. Air Force

Disqualifying separation authorities and/or remarks

<i>Regulation (AFR)</i>	<i>Paragraph</i>
35-6, 3 February 1963-----	20d, g, h, i, j, k, l, m, or n.
35-6, 21 May 1951-----	21d, g, h, i, k, m, or n.
35-62-----	
35-66-----	
39-15, 19 April 1951-----	6 or 7.
39-15, 22 November 1954-----	5 or 6.
39-15, 17 March 1957-----	Sections C and D.
39-16-----	
39-17-----	
39-18-----	
39-21-----	
39-22-----	
39-23-----	
39-19 (prior to 21 Dec 51)-----	
39-11, 20 March 1952-----	Section III or IV.
39-11, 17 March 1959-----	Section III or IV.
45-43-----	11, 16, 18, 20, 21, 22, 23, 24, 25, 26, 27, or 28.

Former airmen whose report of separation contains any of the following notations under the authority for discharge or in the "Remarks" section:

- (a) Paragraph 2 AFR 39-14, 2 May 1951, and Letter AFPDC, Headquarters USAF, 10 August 51, Subject: Disposition of Enlisted Personnel.
- (b) Paragraph 11, SR 615-105-1/AFR 39-9, 6 September 1950, applies.
- (c) Paragraph 13, AFR 39-9, 3 December 1951, applies.
- (d) Paragraph 2, AFR 39-14, 18 May 1955, and Message AFPMP 81817, 9 December 1955, applies.
- (e) Paragraph 19, AFM 39-9, applies.
- (f) Paragraph 36, AFM 39-9, applies.
- (g) Paragraph 2, AFR 39-14, and paragraph 2a, Message AFPMP 969/56, SDN 703.
- (h) Enlistment subject to the approval of the Secretary of the Air Force.
- (i) AFR 39-16 and Ltr, DAF, 1 December 1955, as amended, Discharge of Unproductive Airmen.
- (j) Paragraph 11, AFM 39-9, applies.

★3. Navy

<i>Actual reason for discharge which will not appear on discharge certificate or other separation papers</i>	<i>Entry that will appear as reason and/or authority for discharge or separation</i>
a. Medical-----	Article C-10305, BuPers Manual.
b. Unsuitability-----	Article C-10310, BuPers Manual.
c. Security-----	Article C-10310A, BuPers Manual.
d. Unfitness-----	Article C-10311, BuPers Manual.
e. Misconduct-----	Article C-10312, BuPers Manual.
f. Sentence of Court-Martial-----	Article C-10314, BuPers Manual.
g. Military Personnel Security Program-----	C-SEC, NAV. INSTR. 5521-6.
★h. Low Mental Category-----	Article C-10306-21L and BuPERS INSTR. 1010.11D.

★4. Marine Corps

<i>Actual reason for discharge which will not appear on discharge certificate or other separation papers</i>	<i>Entry that will appear as reason and/or authority for discharge or separation</i>
a. Convenience of the Government (Other good and sufficient reason as determined by the Commandant of the Marine Corps or the Secretary of the Navy).-----	Paragraph 10271.1g, Marine Corps Manual.
b. Directed by the Secretary of the Navy-----	Paragraph 10281, MCM.
c. Inaptitude-----	Paragraph 10275.1a, MCM.
d. Unsuitability-----	Paragraphs 10275.1e, 1f, and 1g, MCM; MARCORPERSMAN, paragraph 13265.1a, 1b, 1c, 1d, 1e, 1f, and 1g.
e. Unfitness-----	Paragraphs 10277.2a (1), (2), (3), (4), (5); 10277.2d, 2e, and 2f, MCM; MARCORPERSMAN, paragraph 13266.2a (1), (2), (3), (4), (5), and (6); 13266.2b, 2c, 2d, 2e, and 2f.

<i>Actual reason for discharge which will not appear on discharge certificate or other separation papers</i>	<i>Entry that will appear as reason and/or authority for discharge or separation</i>
f. Desertion.....	Paragraph 10278.2a, MCM.
g. Fraudulent Entry.....	Paragraph 10278.2b, MCM.
h. Military Personnel Security Program.....	Paragraph 10280, MCM; MARCORPERSMAN, paragraph 13269.
i. Misconduct.....	MARCORPERSMAN, paragraph 13267.
★5. Coast Guard	
<i>Actual reason for discharge which will not appear on discharge certificate or other separation papers</i>	<i>Entry that will appear as reason and/or authority for discharge or separation</i>
a. Misconduct.....	Art. 584 or 12-3-41A (1), (2), or (3), C.G. Regulations; Art. 12-B-13, Personnel Manual.
b. Unfitness.....	Art. 585 or 12-3-40A (1), (2), (3), (4), (5), or (6), C.G. Regulations; Art. 12-B-12, Personnel Manual.
c. Unsuitability.....	Art. 586(1) (e), 587(2), or 12-3-30, C.G. Regulations; Art. 12-B-10, Personnel Manual.
d. Inaptitude.....	Art. 587, 587(1), or 12-3-38, C.G. Regs. (Inaptitude now considered a characteristic of "unsuitability" and covered by Art. 12-B-10, Personnel Manual.)
e. Sentence of Special or General Court-Martial.....	Art. 589(2) or 12-3-42A(2), C.G. Regs.; Art. 12-B-15, Personnel Manual.
f. Disloyal.....	Art. 12-3-40A(6), C.G. Regulations. (Disloyal now considered a characteristic covered by "security" and covered by Art. 12-B-11, Personnel Manual.)

APPENDIX II
APPLICATION FOR DETERMINATION OF MORAL ELIGIBILITY
FOR INDUCTION

APPLICATION FOR DETERMINATION OF MORAL ELIGIBILITY FOR INDUCTION (AR 601-270)		DATE OF APPLICATION
TO: Commanding General		FROM: U. S. Army Recruiting Main Station
1. NAME	2. ADDRESS	3. SELECTIVE SERVICE NO.
4. NATURE OF OFFENSES (Give detailed description, including DATE of each offense and AGE at time of offenses. List as A, B, C.)		
5. COMPLETE APPLICABLE ITEMS a THROUGH d BELOW REFERRING TO OFFENSES AS 4A, 4B, 4C		
a. CITY AND STATE IN WHICH TRIED, NAME OF COURT, AND DATE OF TRIAL		
b. DISPOSITION OR SENTENCES IMPOSED		
c. THE OFFENSES ARE PUNISHABLE UNDER THE LAW OF THE STATE		

DA FORM 2281-R, 1 Feb 62

Previous edition of this form is obsolete.

d. INCLUSIVE DATES					
CONFINEMENT		PAROLE		PROBATION	
6. COMPLETE EMPLOYMENT RECORD (Including periods of unemployment)					
NAME OF EMPLOYER	LOCATION	JOB TITLE	INCLUSIVE DATES		
7. INFORMATION WAS OBTAINED BY					
<input type="checkbox"/> INTERVIEW OF INDIVIDUAL		<input type="checkbox"/> VERBALLY FROM CIVIL AUTHORITIES		<input type="checkbox"/> REPORT FROM CIVIL AUTHORITIES	
8. EDUCATIONAL LEVEL	9. AQB SCORES OF 90 OR HIGHER	10. PHYSICAL PROFILE			
		P	U	L	H
11. AFQT SCORE					
12. REMARKS (Extenuating circumstances, brief statement of registrant's potential value in the service when composite medical, mental, and moral characteristics are considered)					
13. <input type="checkbox"/> RECOMMEND WAIVER BE GRANTED			13. <input type="checkbox"/> DO NOT RECOMMEND WAIVER BE GRANTED		
14. TYPED NAME AND GRADE			15. SIGNATURE		

APPENDIX III
VERIFICATION OF INTERVIEW FINDINGS

Date _____

SUBJECT: Acceptability Undetermined
TO: Chairman, Selective Service Local Board No.

1. The preinduction examination of _____ SS No. _____, examined
on _____ has not resulted in a final determination as to his acceptability for induction into
the Armed Forces for the following reason :

a. Incomplete records

The following records are required and it is requested that they be forwarded expeditiously.

b. The registrant failed to achieve the required score on the mental tests; however, the findings of the Terminal Screening Interview resulted in a decision that subject registrant is:

(1) acceptable for military service.

(2) acceptable for military service if given special training. It is requested that from your knowledge of this registrant, his standing in the community, his environment, his work history, and from information gained from such investigation as you deem necessary, you verify these findings.

2. Upon receipt of (the required records) (verification of interview findings), a final determination will be made and DD Form 62 will be accomplished. All records received pertaining to subject registrant are being retained until final determination has been made.

(Signed) _____

(Commanding officer)

APPENDIX IV

ORIENTATION—DD FORM 98 (ARMED FORCES SECURITY QUESTIONNAIRE)

In accordance with current policies all persons who meet the established criteria for acceptance into the Armed Forces will be given the opportunity to accomplish DD Form 98 (Security Questionnaire) prior to being inducted. Because of the importance attached to the act of accomplishing the Security Questionnaire it is necessary that potential service personnel be carefully oriented on the reasons, and the purpose for accomplishing the Security Questionnaire. The orientation, "Your Security Questionnaire," has therefore been designed to serve as a basis in presenting the orientation. It is recommended that the contents of the prepared orientation be carefully learned and presented in such a manner as to insure that all potential members of the Armed Forces thoroughly understand their responsibility with respect to accomplishing the Security Questionnaire.

YOUR SECURITY QUESTIONNAIRE

"The Department of Defense Form 98" you have been given, titled "Armed Forces Security Questionnaire," is required to be accomplished by *every* person before entering on duty with the Army, Navy, Marine Corps, or Air Force.

This security questionnaire is one of the most important forms you will ever be required to complete during your military service. Its importance has to do with both the security of the United States and your own future welfare as a citizen of the United States and as a member of the United States Armed Forces. For these reasons you must execute your questionnaire with the utmost care. Before doing so, you must fully understand its purpose and the meaning of the statements you will make in section IV.

Why Must You Sign a Security Questionnaire?

The fact that you are required to sign a security questionnaire at this time does not call into question your loyalty to the United States nor your intention to serve in the Armed Forces with the honor and fidelity traditional to the American soldier. The questionnaire is simply a means of helping the Federal Government protect itself and you against those who would undermine and destroy our Nation and individual freedom.

As a member of the Armed Forces you will occupy a position of honor and trust. It is vital to our national security that all such positions of honor and trust be held by persons of complete and unswerving loyalty to the United States.

Among the thousands of men and women coming into the Armed Forces each month, we must recognize that there might be a certain number of subversives and spies working for the Communist enemy or groups hostile to our democratic form of government. This is part of the "boring" from within tactics of the Communist conspiracy. We must also recognize that among these thousands of people will be some whose past activities cast serious doubt on their trustworthiness and who may even be persuaded to work for the enemy. As a member of the Armed Forces you should not have to associate with any such potentially disloyal persons, either here, at home, or overseas, or be exposed to their destructive influence. Above all, you should not have to rely upon them in critical situations.

Neither the Army nor any of the other fighting services can afford subversive or potentially disloyal members within their ranks. We must all be constantly on guard against these weak links in the Nation's military defense. It is the duty of every member of the Armed Forces to report to his com-

manding officer any information coming to his attention which indicates that retention of any member of the Armed Forces is not clearly consistent with the interests of national security.

How the Security Questionnaire Helps Protect Us

The security questionnaire makes considerably easier the difficult job of detecting, removing, and, where appropriate, punishing subversive and disloyal persons. It does this essentially in two ways: (1) By forcing secretly disloyal or subversive persons either to identify themselves or to falsify their signed statements, thus becoming subject to prosecution for the crime of perjury in a military or Federal court; and (2) by screening out prior to acceptance those openly disloyal and potentially disloyal persons who could endanger national security and undermine the morale and capability of their units. When such persons are identified before entering the service, their acceptance will be held in abeyance until the individuals have been cleared or complete determination made that they are unsuitable for service in the Armed Forces.

The requirement for signing the security questionnaire, is of course no guarantee that all disloyal and subversive persons will be discovered before they are accepted by the Armed Forces. But it does give the Government one additional means of preventing persons who might engage in subversive and other dangerous activities from entering the military service.

Executing Your Questionnaire

No one who has always been loyal to the United States and has never knowingly been connected with a subversive group need fear executing his security questionnaire with complete honesty and accuracy. In fact, it is essential to your welfare that you do so.

A list of subversive organizations designated by the Attorney General pursuant to the President's Executive Order 10450 of 27 April 1953 is contained in section II of DD Form 98. Most of these organizations serve as "fronts" for pro-Communist and pro-Fascist groups favoring the overthrow of our Government by force. Their usually misleading titles are intended to cloak their true mission and attract the unwary.

Read this list of subversive organizations on your forms very carefully, because in section IV you must state whether or not you have been associated in any manner with them. Failure to read the entire list may cause you unintentionally to make a false statement. It is entirely possible that some among you, with no disloyal intent, may have been associated at one time with one of these organizations before you realized its subversive nature. If this has ever happened to you, *do not fail to say so and explain the full circumstances of your association.* Otherwise you will run the risk of prosecution for perjury, which will seriously prejudice your future status in the Armed Forces and in civilian life.

Refusal To Sign

The Government does not permit evasion of the universal military service obligation by persons who refuse to sign DD Form 98, or state they are connected with subversive activities. The only basis for refusing to sign or fill out the form in its entirety is pleading protection of the Fifth Amendment. That Amendment gives every citizen the constitutional right not to be compelled to be a witness against himself.

But claiming his constitutional right against self incrimination and refusing to complete his security questionnaire do not keep the "draft dodger" out of the Army. However, in the interests of national security and in protecting you against those who would undermine and destroy our Nation and individual freedom, the Armed Forces will not accept for enlistment or for immediate induction those persons who refuse to satisfactorily accomplish the security questionnaire; claim protection of the Fifth Amendment, or those who admit membership in organizations listed on the security questionnaire form. This authority is given to all services in Department of Defense Directive.

Therefore, if an individual tries to evade military service by refusing to accomplish the security questionnaire he will subject himself to an investigation. If the investigation discloses insufficient derogatory information with respect to his background, and that serving in the Armed Forces would not be inconsistent with the interest of national security, the individual will, if otherwise qualified, be inducted. Upon completion of the obligated period of military service the type of discharge granted will be determined by the character of service performed.

There are two important ideas behind this policy directive. The first is that the Government and its Armed Forces have a prime duty to use all constitutional means available to them in safeguarding the national security against admitted or suspected disloyal persons. The second is that while such persons may have a military service obligation to fulfill, they should not have the privilege of serving with loyal soldiers in positions of honor and trust, nor in cases of proved disloyalty should they be rewarded for faithlessness by being separated under honorable conditions.

Summary

We have explained the purpose of this security questionnaire, DD Form 98, and its importance to you and the national security. Everyone entering on active military service is required to complete it. Its purpose is to help the United States guard against enemy agents and disloyal or untrustworthy persons undermining our Armed Forces.

In order that everyone here may be fully aware of the serious consequences of filling out his security questionnaire untruthfully, or invoking the Fifth Amendment and refusing to fill it out, we have also explained those consequences to you. They included possible prosecution for perjury in a military or Federal court, an investigation into your background to determine why you refused to sign a security questionnaire, and being deprived of the privilege of occupying a position of honor and trust among loyal fellow soldiers.

When you fill out your questionnaire truthfully and completely, as all loyal Americans are expected to do, you contribute to your own welfare and that of the United States into whose service you will soon enter.

Feel free to ask questions now or when you are completing your security questionnaire.

★ APPENDIX V

LIST OF MENTAL TESTING INSTRUMENTS

-
- 1. Armed Forces Qualification Test (AFQT-7B).**
- a. DA Pam 611-10 (Manual).
 - b. DA Form 6010 (Booklet).
 - c. DA Form 6010-2 (Answer Sheet).
 - d. DA Form 6010-1 (Scoring Key, Rights, AFQT-7B).
 - e. DA Form 6010-3 (Conversion Table).
- 2. Armed Forces Qualification Test (AFQT-8B).**
- a. DA Pam 611-10 (Manual).
 - b. DA Form 6011 (Booklet).
 - c. DA Form 6010-2 (Answer Sheet).
 - d. DA Form 6011-1 (Scoring Key, Rights, AFQT-8B).
 - e. DA Form 6010-3 (Conversion Table).
- 3. Terminal Screening.**
- a. DA Pam 611-45 (1 Jul 60) (Manual).
 - b. Individual Picture Recall Test, IPRT-A and -B.
 - (1) (C) DA Pam 611-30 (1 Jul 56) (Manual).
 - (2) DA Form 6030 (IPRT-A).
 - (3) DA PRT 2691 (Answer Sheet, IPRT-A).
 - (4) DA PRT 6031 (IPRT-B).
 - (5) DA PRT 2693 (Answer Sheet, IPRT-B).
- c. Failure Keys, AFQT-7B.**
- (1) DA Form 6045a (Scoring Key, DFK-AFQT-7B).
 - (2) DA Form 6045b (Scoring Key, TFK-AFQT-7B).
- d. Failure Keys, AFQT-8B.**
- (1) DA Form 6046a (Scoring Key, DFK-AFQT-8B).
 - (2) DA Form 6046b (Scoring Key TFK-AFQT-8B).
- 4. Army Qualification Battery (1962 Edition)**
- a. DA Pam 611-14 (Manual).
 - b. DA Form 6022 (Scoring Work Sheet).
- c. DA Pam 611-14-1 (Guide for Identification of Administrative Acceptees).**
- d. Scoring Keys (For use with AFQT-7B and 8B answer sheet).**
- (1) DA Form 6014a (Rights, Verbal, VE-7Q (AFQT-7B)).
 - (2) DA Form 6014b (Rights, Arithmetic Reasoning, AR-7Q (AFQT-7B)).
 - (3) DA Form 6014c (Rights, Shop Mechanics, SM-7Q (AFQT-7B)).
 - (4) DA Form 6014d (Rights, Pattern Analysis, PA-7Q (AFQT-7B)).
 - (5) DA Form 6015a (Rights, Verbal, VE-8Q (AFQT-8B)).
 - (6) DA Form 6015b (Rights, Arithmetic Reasoning, AR-8Q (AFQT-8B)).
 - (7) DA Form 6015c (Rights, Shop Mechanics, SM-8Q (AFQT-8B)).
 - (8) DA Form 6015d (Rights, Pattern Analysis, PA-8Q (AFQT-8B)).
- e. Clerical Speed.**
- (1) DA Form 6016 (Answer Booklet, ACS-2Q).
 - (2) DA Form 6016-1a (Scoring Key, ACS-2Q, Part I).
 - (3) DA Form 6016-1b (Scoring Key, ACS-2Q, Part II).
 - (4) DA Form 6017 (Answer Booklet, ACS-3Q).
 - (5) DA Form 6017-1a (Scoring Key, ACS-3Q, Part I).
 - (6) DA Form 6017-1b (Scoring Key, ACS-3Q, Part II).
- f. Automotive-Mechanical-Electrical.**
- (1) DA Form 6018 (Booklet, AME-2Q).
 - (2) DA Form 6019 (Booklet, AME-3Q).
 - (3) DA Form 6018-2 (Answer Sheet).
 - (4) DA Form 6018-1 (Scoring Key, AME-2Q).
 - (5) DA Form 6019-1 (Scoring Key, AME-3Q).

g. General Information—Classification Inventory.

- (1) DA Form 6020 (Booklet, GC-2Q).
- (2) DA Form 6021 (Booklet, CG-3Q).
- (3) DA Form 6020-2 (Answer Sheet).
- (4) DA Form 6020-1 (Scoring Key, GC-2Q).
- (5) DA Form 6021-1 (Scoring Key, GC-3Q).

h. Army Radio Code Aptitude Test, ARC-1 (Given at Armed Forces examining stations in accordance with AR 601-210).

- (1) DA Pam 611-32 (Manual). (For use at AFES only for male applicants.)
- (2) DA Form 6110 (1 Dec 56) Army Radio Code Aptitude Test, ARC-1 (Answer Sheet).
- (3) DA Form 6110-1 (1 Dec 56) Army Radio Code Aptitude Test (Scoring Key, Rights, ARC-1).
- (4) DA Form 6110-2 (1 Nov 61) Army Radio Code Aptitude Test, ARC-1 (Tape Recording).

5. Armed Forces Women's Selection Test, AFWST -5 and -6.

- a.* DA Pam 611-49 (Manual, AFWST -5 and -6).
- b.* DA Form 6049 (Booklet, AFWST-5).
- c.* DA Form 6049-1 (Scoring Key, Rights, AFWST-5).
- d.* DA Form 6050 (Booklet, AFWST-6).
- e.* DA Form 6050-1 (Scoring Key, Rights, AFWST-6).
- f.* DA Form 6049-2 (Answer Sheet, AFWST -5 and -6).

6. Women's Army Classification Battery, WACB (For use at AFES only).

- a.* DA Pam 611-40 (Manual).
- b.* DA Form 6040 (Scoring Work Sheet).
- c.* Scoring Keys (For use with AFWST -5 and -6 Answer Sheet).
- (1) DA Form 6041a (1 Oct 61), Verbal, VE-5W (AFWST -5).

- (2) DA Form 6041b (1 Oct 61), Arithmetic Reasoning, AR-5W (AFWST-5).
- (3) DA Form 6042a (1 Oct 61), Verbal, VE-6W (AFWST-6).
- (4) DA Form 6042b (1 Oct 61), Arithmetic Reasoning, AR-6W (AFWST-6).

d. Clerical Speed (same as listed under paragraph 4*e* above, for AQB).

e. Shop Mechanics—Pattern Analysis.

- (1) DA Form 6043 (Booklet, SM-PA-1W).
- (2) DA Form 6044 (Booklet, SM-PA-2W).
- (3) DA Form 6043-2 (Answer Sheet).
- (4) DA Form 6043-1 (Scoring Key, SM-PA-1W).
- (5) DA Form 6044-1 (Scoring Key, SM-PA-2W).

f. Army Radio Code Aptitude Test, ARC-1. (Answer sheet, scoring key, and tape recording same as listed for AQB. See DA Pam 611-40 for instructions for administering.)

7. Armed Forces Qualification Test (AFQT-3) (to be used in oversea facilities only in accordance with appendix XV for registrants and AR 601-210 for applicants for enlistment and reenlistment in RA).

- a.* DD Form 658 (Booklet).
- b.* DD Form 657 (Booklet).
- c.* DA Form 6051-2 (Answer Sheet).
- d.* DA Form 6052-1 (Scoring Key, Rights).

8. Armed Forces Qualification Test (AFQT-4) (to be used in oversea facilities only in accordance with appendix XV for registrants and AR 601-210 for applicants for enlistment and reenlistment in RA).

- a.* DD Form 659 (Booklet).
- b.* DI Form 657 (Booklet).
- c.* DA Form 6051-2 (Answer Sheet).
- d.* DA Form 6052-1 (Scoring Key, Rights).

9. Army Classification Battery (1958 Edition) (to be used for preinduction examinations in oversea facilities only in accordance with appendix XV). For list of mental testing instruments, see DA Pam 310-8.

APPENDIX VI ALLOCATION RECORD

Date _____
(Day) (Month) (Year)

Category A-1

Trainee	p ¹	Allocation to—							
		Army (1)		Navy (2)		Air Force (3)		Marine Corps (4)	
		Tentative	Final	Tentative	Final	Tentative	Final	Tentative	Final
Allen, Henry.....	13	X	X						
Bingham, Charles.....	21			X	X				
Dahon, John.....	23			X	X				
Eriss, Wilson.....	31					X	X		
Evans, Walter.....	12	X	X						
Laury, Winston.....	32					X	X		
Lewis, George.....	43							X	X
Moser, John.....	12	X	X						
Munson, John.....	12	X	X						
Munson, Reginald.....	31					X	X		
Nunn, Paul.....	13	X	X						
Patterson, David.....	12	X	X						
Peterson, Wylie.....	N	X	X						
Post, James.....	23		X	X					
Runner, William.....	23			X	X				
Russell, Frank.....	21			X	X				
Russell, William.....	21			X	X				
Stone, Paul.....	13	X	X						
Thomas, William.....	12	X	X						
Williams, Fred.....	32					X	X		
Total—Tentative.....		9		6		4		1	
Authorized quota.....		10		5		4		1	
Final total.....			10		5		4		1

Computation of authorization: * Total listed 20

.50	10 Army
.25	5 Navy
.20	4 Air Force
.05	1 Marine Corps

¹ Enter service preference in this column using code designations as follows: Army-1, Navy-2, Air Force-3, Marine Corps-4, none-N.
* For purpose of illustration only.

★APPENDIX VIII
ACKNOWLEDGMENT OF SERVICE OBLIGATION
(6-year acknowledgment)

“I, _____, having been inducted into the Army of the United States on this _____ day of _____, 19____, for 2 years’ active duty, acknowledge that I have been informed of my service obligation. I understand that upon completion of my term of active duty I will, if qualified, be transferred to the Army Reserve and required to serve in a Reserve Component for a period which, when added to my active duty service, totals 6 years, unless sooner discharged in accordance with standards prescribed by the Secretary of Defense. I understand that I must serve a period in the Ready Reserve which, when added to my active duty service, totals 4 years (or 5 years if I am assigned to a Control Group (Annual Training)), that I will then be transferred to the Standby Reserve for the remainder of my obligated period of service unless I sign an agreement to remain in the Ready Reserve. I further understand that during my service as a member of the Ready Reserve I will be required to attend not less than 48 scheduled drills or training periods and not more than 17 days active duty for training annually as prescribed by regulations, or that in lieu thereof, when authorized, I may be required to perform not more than 30 days active duty for training annually; that failure to perform required training in any year can result in my being ordered to perform additional active duty for training for 45 days for that year, and in having my service in the Ready Reserve extended involuntarily.”

Signature _____

Name and service number, typed _____

APPENDIX IX

- deleted a-4

**ACKNOWLEDGMENT OF SERVICE OBLIGATION
(8-year acknowledgment)**

"I, _____, having been inducted into the Army of the United States on this _____ day of _____, 19____, for 2 years' active duty, understand that upon release from active duty, I will, if qualified, be transferred to the Army Reserve to complete my 8 years' service obligation, and that I hereby become a member of the Ready Reserve. I further understand that, by joining a unit and satisfactorily participating therein for a period which, when added to my

period of active duty and any prior satisfactory participation in Reserve component training, totals 4 years (or 5 years if I am assigned to a Control Group (Annual Training)), I may then, upon my written request, be transferred to the Standby Reserve for the remainder of my obligated period of service."

Signature _____
Name and Service number, typed _____

APPENDIX X
FLOW OF NAVY INDUCTEES
(From Armed Forces Induction Stations to Navy Main Recruiting Stations)

<i>Induction stations</i>	First United States Army	<i>Recruiting stations</i>
Bangor, Maine-----	U.S. Navy Recruiting Station	
Portland, Maine.	Federal Court House Annex 76-78 Pearl Street Portland 3, Maine	
Albany, N.Y.-----	U.S. Navy Recruiting Station and ONOP	
Syracuse, N.Y.	Post Office Building Broadway Albany 1, N.Y.	
Buffalo, N.Y.-----	U.S. Navy Recruiting Station and ONOP	
	Post Office Building Ellicott, Swan and Oak Streets Buffalo 3, N.Y.	
Boston, Mass.-----	U.S. Navy Recruiting Station and ONOP	
Manchester, N.H.	New Court House and Post Office Bldg. Post Office Square Boston 9, Mass.	
Springfield, Mass.-----	U.S. Navy Recruiting Station	
	Post Office Building Dwight St. bet. Lyman and Taylor Springfield 3, Mass.	
New Haven, Conn.-----	U.S. Navy Recruiting Station and ONOP	
Newark, N.J.	346 Broadway	
New York, N.Y.	New York 13, N.Y.	
Providence, R.I.		
	Second United States Army	
Ashland, Ky.-----	U.S. Navy Recruiting Station	
Beckley, W. Va.	Ventura Hotel 321-13th Street Ashland, Ky.	
Harrisburg, Pa.-----	U.S. Navy Recruiting Station	
Baltimore, Md.	Post Office Building	
Fairmont, W. Va.	Calvert and Fayette Streets Baltimore 2, Md.	
Cincinnati, Ohio.-----	U.S. Navy Recruiting Station and ONOP	
	Court House and P.O. Building Government Square Cincinnati 2, Ohio	
Columbus, Ohio.-----	U.S. Navy Recruiting Station	
	New Post Office Building Gay and Marooni Streets Columbus 15, Ohio	
Pittsburgh, Pa.-----	U.S. Navy Recruiting Station and ONOP	
	Old Federal Building 300 Smithfield Street Pittsburgh 19, Pa.	

Second United States Army—Continued

<i>Induction stations</i>	<i>Recruiting stations</i>
Philadelphia, Pa.----- Wilkes-Barre, Pa.	U.S. Navy Recruiting Station and ONOP Blackburn Building 13 South 13th Street Philadelphia 7, Pa.
Louisville, Ky.-----	U.S. Navy Recruiting Station Post Office Building 7th and Broadway Louisville 2, Ky.
Richmond, Va.----- Roanoke, Va.	U.S. Navy Recruiting Station 323 E. Grace Street Richmond 19, Va.
Cleveland, Ohio.-----	U.S. Navy Recruiting Station and ONOP American Fore Building 844 North Rush Street Chicago 11, Ill.

Third United States Army

Charlotte, N.C.----- Raleigh, N.C.	U.S. Navy Recruiting Station and ONOP Post Office and Court House 300 Fayetteville Street Raleigh, N.C.
Columbia, S.C.----- Atlanta, Ga.	U.S. Navy Recruiting Station First National Bank Building 1210 Washington Street Columbia 1, S.C.
Jacksonville, Fla.----- Miami, Fla.	U.S. Navy Recruiting Station Post Office Building 311 W. Monroe Street Jacksonville 1, Fla.
Knoxville, Tenn.----- Nashville, Tenn.	U.S. Navy Recruiting Station and ONOP New Court House Building Broad Street and 9th Avenue, South Nashville 3, Tenn.
Montgomery, Ala.-----	U.S. Navy Recruiting Station P.O. and Court House Building 5th Ave. North bet. 18th and 19th Streets Birmingham 3, Ala.
Jackson, Miss.-----	U.S. Navy Recruiting Station and ONOP Santa Fe Building 1114 Commerce Street Dallas 2, Tex.
Memphis, Tenn.-----	U.S. Navy Recruiting Station Old Post Office Building 2nd and Center Streets Little Rock, Ark.

Fourth United States Army

Dallas, Tex.----- Shreveport, La.	U.S. Navy Recruiting Station and ONOP Santa Fe Building 1114 Commerce Street Dallas 2, Tex.
Albuquerque, N. Mex.----- Amarillo, Tex. Ablene, Tex.	U.S. Navy Recruiting Station and ONOP Post Office Building 4th and Gold Street Albuquerque, N. Mex.

Fourth United States Army—Continued

<i>Induction stations</i>	<i>Recruiting stations</i>
Houston, Tex.....	U.S. Navy Recruiting Station and ONOP Federal Office Building Fannin and Franklin Streets Houston 2, Tex.
New Orleans, La.....	U.S. Navy Recruiting Station and ONOP U.S. Customs House 423 Canal Street New Orleans 18, La.
Oklahoma City, Okla.....	U.S. Navy Recruiting Station Building 300, Will Rogers Field S.W. 66 Street and MacArthur Blvd. Oklahoma City, Okla. Mailing Address: P.O. Box 1866
Little Rock, Ark.....	U.S. Navy Recruiting Station Old Post Office Building 2d and Center Streets Little Rock, Ark.
El Paso, Tex.....	U.S. Navy Recruiting Station and ONOP
San Antonio, Tex.	751 South Figueroa Street Los Angeles 17, Calif.

Fifth United States Army

Chicago, Ill.....	U.S. Navy Recruiting Station and ONOP
Milwaukee, Wis.	America Fore Building 844 North Rush Street Chicago 11, Ill.
Denver, Colo.....	U.S. Navy Recruiting Station and ONOP New Customs House 19th and California Streets Denver 2, Colo.
Des Moines, Iowa.....	U.S. Navy Recruiting Station Old Post Office Building 5th and Court Streets Des Moines 9, Iowa
Detroit, Mich.....	U.S. Navy Recruiting Station and ONOP New Federal Building Fort and Shelby Streets Detroit 26, Mich.
Fargo, N. Dak.....	U.S. Navy Recruiting Station Chamber of Commerce Building 70 North Fifth Street Fargo, N. Dak.
Indianapolis, Ind.....	U.S. Navy Recruiting Station Post Office Building Ohio and North Pennsylvania Streets Indianapolis 4, Ind.
Kansas City, Mo.....	U.S. Navy Recruiting Station and ONOP 2603 Walnut Street Kansas City 8, Mo.
Minneapolis, Minn.....	U.S. Navy Recruiting Station and ONOP Federal Office Building Washington and 2d Avenues, South Minneapolis 1, Minn.
Omaha, Nebr.....	U.S. Navy Recruiting Station and ONOP
Sioux Falls, S. Dak.	Naval Personnel Center Omaha 11, Nebr.

Fifth United States Army--Continued

<i>Induction stations</i>	<i>Recruiting stations</i>
St. Louis, Mo-----	U.S. Navy Recruiting Station and ONOP Old U.S. Custom House 815 Olive Street St. Louis 1, Mo.

Sixth United States Army

Butte, Mont-----	U.S. Navy Recruiting Station and ONOP Lewisohn Building 28 West Granite Street Butte, Mont.
Ft. Douglas (Salt Lake City) Boise, Idaho-----	U.S. Navy Recruiting Station and ONOP Box 2811 (Bldg 32) Fort Douglas Salt Lake City, Utah
Fresno, Calif-----	U.S. Navy Recruiting Station and ONOP
Los Angeles, Calif.	751 South Figueroa Street
Phoenix, Ariz.	Los Angeles 17, Calif.
Portland, Oreg-----	U.S. Navy Recruiting Station
Spokane, Wash.	New U.S. Court House 620 S.W. Main Street Portland, Oreg.
San Francisco, Calif-----	U.S. Navy Recruiting Station and ONOP Federal Office Building Leavenworth and Fulton Streets San Francisco, Calif.
Seattle, Wash-----	U.S. Navy Recruiting Station and ONOP 110 Union Street Seattle 1, Wash.

Overseas

Puerto Rico-----	Commandant 10th Naval District (San Juan, P.R.) Navy No. 116 Fleet Post Office New York, N.Y.
Hawaii-----	Commandant 14th Naval District (Pearl Harbor, Hawaii) Navy No. 128 Fleet Post Office San Francisco, Calif.
Alaska-----	Commandant 17th Naval District (Kodiak, Alaska) Navy No. 127 % Postmaster Seattle, Wash.

APPENDIX XI - *see 3*

SAMPLE OF NAVY INDUCTEE'S TRAVEL ORDERS

U.S. ARMY ARMED FORCES INDUCTION STATION

(Place)

(Date)

, 19_____

From: Commanding Officer
To: (Indicate Inductee to be in Charge of Group)
Subject: Travel Orders

1. You will leave (city in which Induction Station is located) at _____ hours, this date and proceed as your transportation schedule directs to (city in which Navy Main Recruiting Station is located) and immediately upon arrival at that place, you will report to the Commanding Officer, U.S. Navy Main Recruiting Station (Address of Navy Main Recruiting Station).

2. Transportation and cash for meals and transfers en route for yourself and the man (men) under your charge are furnished herewith.

3. _____ service records and _____ health records, for yourself and the following named men under your charge, are furnished you herewith for delivery to the U.S. Navy Main Recruiting Station indicated in paragraph 1 above.

(Number)

(Number)

(list names of inductees on this shipment)

4. Transportation pursuant to these orders is chargeable to the appropriation "1771453.18 Military Personnel, Navy 1957," Object Class 029, and Expenditure Account 74132 USN Allotment 22/31600.

5. U.S. Navy Main Recruiting Station shall return a signed copy of this order to the transferring activity indicating receipt of men and records, or listing discrepancies.

(Signature of induction station commanding officer)

NAVY INDUCTEE IN CHARGE REPORTED THIS DATE, WITH SERVICE RECORDS, HEALTH RECORDS, AND MEN AS INDICATED IN PARAGRAPH 3 ABOVE

(Date)

(Receiving activity)

(Authenticating signature, rank and title)

APPENDIX XII
SAMPLE OF AIR FORCE SPECIAL ORDER

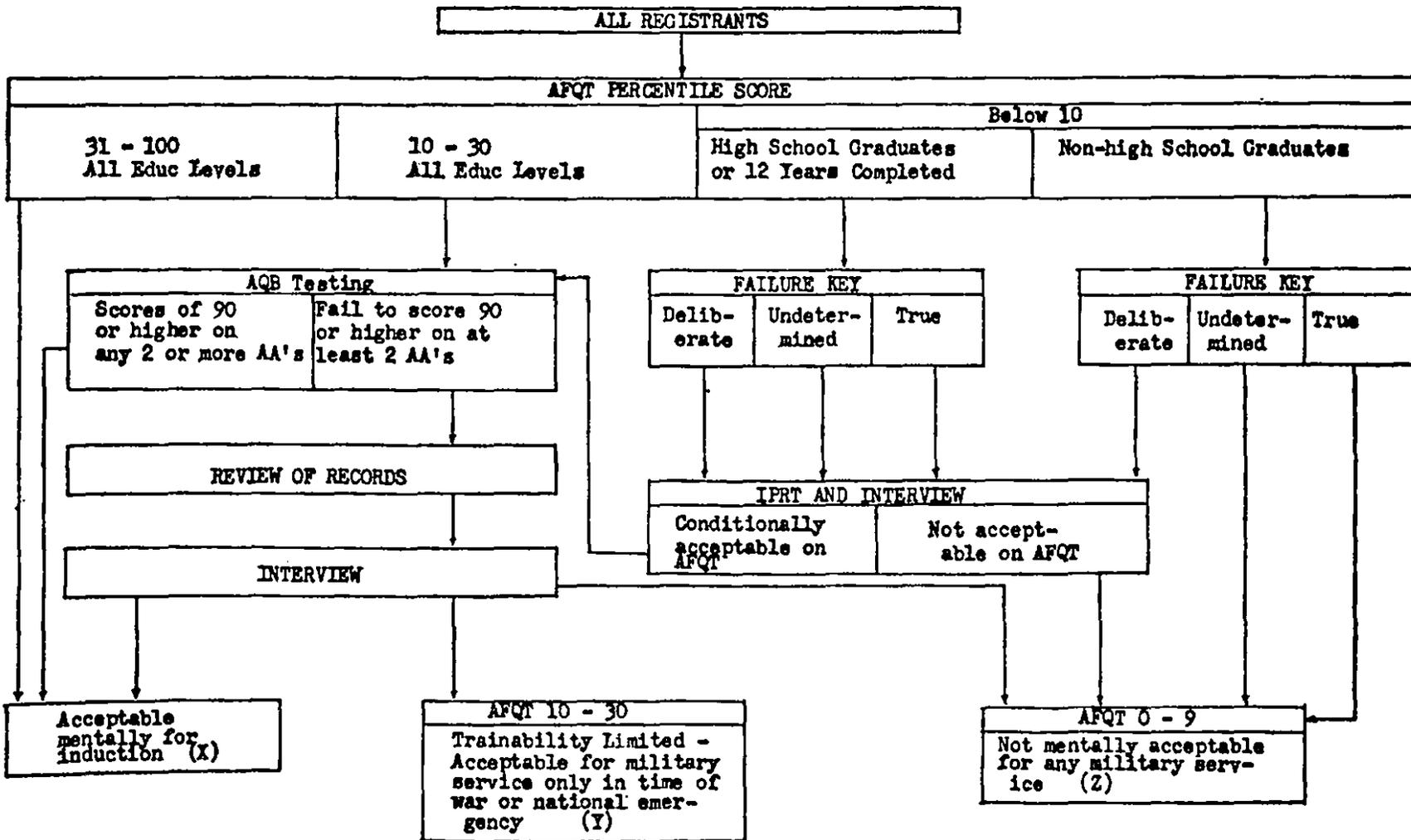
Following is sample wording for orders issued on Air Force inductees:

"A/B JOHN J. JONES, AF 12345678, (home of record (indicate individual's home of record at time of induction)), having been inducted in the United States Air Force on (enter date of induction) for a period of two years under the provisions of Section 6(c), Universal Military Training and Service Act, as amended, and Executive Order 10659, 15 Feb 56, is assigned to (enter appropriate Basic Military Training Wing Unit). Transportation officer will furnish transportation in kind and meal tickets. PCS. TDN. 5703500 048-102 P531.2 S503725 0200 0300.
(DISTRIBUTION: In accordance with AR 601-270.)"

Note: The 3d digit of the above fund citation will change each FY. The above citation is for FY 60. FY 61 citation will read 571 etc.

★ APPENDIX XIII

FLOW CHART OF INDUCTION MENTAL SCREENING PROCEDURES AT AFES



APPENDIX XIV

LISTS OF U.S. NAVAL DISTRICTS, U.S. MARINE CORPS RESERVE AND RECRUITMENT DISTRICTS, AND U.S. AIR FORCE RECRUITING GROUPS

1. U.S. Naval Districts.

<i>District</i>	<i>Address</i>
FIRST-----	Commandant, First Naval District 495 Summer Street Boston 10, Mass.
THIRD-----	Commandant, Third Naval District Federal Office Building 90 Church Street New York 7, N.Y.
FOURTH-----	Commandant, Fourth Naval District Naval Base Philadelphia 12, Pa.
FIFTH-----	Commandant, Fifth Naval District Naval Base Norfolk 11, Va.
SIXTH-----	Commandant, Sixth Naval District Building 4 Naval Base Charleston, S.C.
EIGHTH-----	Commandant, Eighth Naval District U.S. Naval Station New Orleans 12, La.
NINTH-----	Commandant, Ninth Naval District Naval Training Center, Bldg. 1 Great Lakes, Ill.
TENTH-----	Commandant, Tenth Naval District Navy Number 116 Fleet Post Office New York, N.Y.
ELEVENTH-----	Commandant, Eleventh Naval District 937 North Harvard Drive San Diego 30, Calif.
TWELFTH-----	Commandant, Twelfth Naval District Federal Office Building San Francisco, Calif.
THIRTEENTH-----	Commandant, Thirteenth Naval District Seattle 15, Wash.
FOURTEENTH-----	Commandant, Fourteenth Naval District Navy Number 128 c/o Fleet Post Office San Francisco, Calif.
FIFTEENTH-----	Commandant, Fifteenth Naval District Navy Number 121 Fleet Post Office New York, N.Y.
SEVENTEENTH-----	Commandant, Seventeenth Naval District Naval Operating Base, Navy Number 127 c/o Postmaster Seattle, Wash. (Kodiak, Alaska)

2. U.S. Marine Corps Reserve and Recruitment Districts.

<i>District</i>	<i>Address</i>
FIRST.....	Director, First Marine Corps Reserve and Recruitment District 605 Stewart Avenue Garden City, L.I., N.Y.
FOURTH.....	Director, Fourth Marine Corps Reserve and Recruitment District 1100 South Broad Street Philadelphia 7, Pa.
FIFTH.....	Director, Fifth Marine Corps Reserve and Recruitment District Washington 25, D.C.
SIXTH.....	Director, Sixth Marine Corps Reserve and Recruitment District Rm 541 Peachtree Seventh Building 57 Street NE. Atlanta, Ga.
EIGHTH.....	Director, Eighth Marine Corps Reserve and Recruitment District 64 Lowich Building 2026 Saint Charles Avenue New Orleans 12, La.
NINTH.....	Director, Ninth Marine Corps Reserve and Recruitment District 601 Hardesty Avenue Kansas City 24, Mo.
TWELFTH.....	Director, Twelfth Marine Corps Reserve and Recruitment District 100 Harrison Street (Bldg. 3, Rm. 504) San Francisco, Calif.
FOURTEENTH.....	Director, Fourteenth Marine Corps Reserve Navy No. 128, % FPO, Calif. (Marine Barracks, U.S. Naval Base Pearl Harbor, Hawaii)
MART.....	Commander, Marine Air Reserve and Recruitment Training Naval Air Reserve Training Command, N.A.S. Glenview, Ill.

3. U.S. Air Force Recruiting Groups.

FIRST.....	Commander, 3501st U.S. Air Force Recruiting Group Mitchell Air Force Base, N.Y.
SECOND.....	Commander, 3502d U.S. Air Force Recruiting Group Olmsted Air Force, Pa.
THIRD.....	Commander, 3503d U.S. Air Force Recruiting Group Robins Air Force Base, Ga.
FOURTH.....	Commander, 3504th U.S. Air Force Recruiting Group Lackland Air Force Base, Tex.
FIFTH.....	Commander, 3505th U.S. Air Force Recruiting Group Chanute Air Force Base, Ill.
SIXTH.....	Commander, 3506th U.S. Air Force Recruiting Group Mather Air Force Base, Calif.

★APPENDIX XV

PREINDUCTION PROCESSING OF REGISTRANTS IN OVERSEA COMMANDS

1. The procedures prescribed herein are applicable to registrants temporarily residing in oversea commands who have received an order from their continental United States Selective Service local board to report for Armed Forces preinduction examination.

2. Selective Service Operations Bulletin No. 27, as amended 11 September 1959, contains Selective Service local board procedures for Armed Forces physical examinations outside the continental United States, Alaska, Hawaii, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, and the Canal Zone.

3. When a local board of the Selective Service System mails an Order to Report for Armed Forces Physical Examination (SSS Form No. 223) to a registrant who is outside of the continental United States, Alaska, Hawaii, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, or the Canal Zone, the local board will inclose a letter to the registrant, informing him that, in lieu of reporting to his local board, he may be examined outside of the United States at an examining facility of the Army. He will also be informed that if he prefers to be examined at such a facility, he should write to the Army commander of whichever of the following areas he is residing within or is nearest to, and request that arrangements be made for his Armed Forces physical examination. The areas and the addresses of the Army commanders are as follows:

a. The Pacific area.

Commander in Chief
United States Army, Pacific
APO 958, San Francisco, Calif.

b. The European area.

Commander in Chief
United States Army, Europe
APO 403, New York, N.Y.

c. The Caribbean area.

Commanding General
United States Army, Caribbean
Fort Amador, Canal Zone

4. Upon receipt of the letter from the registrant, the Commander in Chief, or the commander desig-

nated by him to take action will accomplish the following:

a. Contact the installation nearest the registrant which is equipped with enlisted or commissioned personnel qualified in test administration and with facilities and personnel for conducting medical examinations. The commanding officer of the installation will be informed that the subject registrant has been instructed to report on a certain date for a preinduction examination.

b. In those instances where the registrant is residing in an area where no Army facilities are available to accomplish preinduction processing, the major Army commander will effect necessary liaison, through the theater commander or with the appropriate major commander of the service having adequate facilities in the area of the registrant's residence, to accomplish the required processing.

c. Forward with the letter to the examining installation a packet containing instructions for conducting the preinduction examination, records to be completed, and testing materials required. All test booklets and testing materials, required records, and appropriate regulations and directives will be maintained in the command headquarters under the control of a test control officer designated by the commander.

d. Contact the registrant informing him when and where to report for his preinduction examination. The registrant will be informed to take with him to the designated examining installation his letter from the local board, all records and papers received with it, and the letter from the Army commander informing him of the installation to which to report.

e. Forward a copy of the letter sent to the registrant, prepared in accordance with *d* above, to the appropriate Selective Service local board.

f. Review, upon receipt from the examining station, the records completed in accordance with paragraph 5 below. The review will include making certain that a moral determination has been made, the mental test(s) has been administered, a medical examination has been conducted, and all

APPENDIX XVI

DA FORM 2035-R (COMPUTATION OF ACB APTITUDE AREA SCORES)

COMPUTATION OF ACB APTITUDE AREA SCORES (AR 601-270)							DATE TESTED		
LAST NAME - FIRST NAME - MIDDLE INITIAL					SERVICE AND/OR SELECTIVE SERVICE NO.				
AFES OR ORGANIZATION						AFQT SCORE		EST. SCORE	
TEST FORM	TFST SCORE	CO A	CO B	EL	GM	MM	CL	GT	RC
VE-		XXX XXX XXX	XXX XXX XXX	XXX XXX XXX	XXX XXX XXX	XXX XXX XXX			
AR-			XXX XXX XXX	XXX XXX XXX	XXX XXX XXX	XXX XXX XXX	XXX XXX XXX		XXX XXX XXX
PA-		-----		XXX XXX XXX		XXX XXX XXX	XXX XXX XXX	XXX XXX XXX	XXX XXX XXX
MA-		XXX XXX XXX	-----		XXX XXX XXX		XXX XXX XXX	XXX XXX XXX	XXX XXX XXX
ACS-		XXX XXX XXX	XXX XXX XXX	XXX XXX XXX	XXX XXX XXX	XXX XXX XXX	-----	XXX XXX XXX	XXX XXX XXX
ARC-		XXX XXX XXX	XXX XXX XXX	XXX XXX XXX	XXX XXX XXX	XXX XXX XXX	XXX XXX XXX	XXX XXX XXX	-----
SM-		XXX XXX XXX	XXX XXX XXX	XXX XXX XXX	-----	XXX XXX XXX	XXX XXX XXX	XXX XXX XXX	XXX XXX XXX
AI-		XXX XXX XXX	XXX XXX XXX	XXX XXX XXX	XXX XXX XXX	-----	XXX XXX XXX	XXX XXX XXX	XXX XXX XXX
ELI-		XXX XXX XXX	XXX XXX XXX	-----	XXX XXX XXX	XXX XXX XXX	XXX XXX XXX	XXX XXX XXX	XXX XXX XXX
TOTAL									
DIVIDED BY		3	3	3	3	3	3	2	3
APTITUDE AREA SCORE									
XXXXXXXXXXXXXXXXXXXX		CC A	CO B	EL	GM	MM	CL	GT	RC
REMARKS									
COMPUTED BY					VERIFIED BY				

see 1

★ APPENDIX XVII

**BOX-LUNCH MENUS FOR USE IN LETTING MEAL CONTRACTS FOR
SELECTIVE SERVICE REGISTRANTS AND APPLICANTS FOR
ENLISTMENT**

To eliminate any possibility of misunderstanding between the Army and the contractor, and to insure that the quality and quantity of the meals meet minimum standards, box-lunch contracts will be written to incorporate the following:

1. Two sandwiches per meal, individually wrapped, each containing one or more of these items:
 - a. *Filling:*
 - Sliced baked or boiled ham—2-ounce serving.
 - Sliced chicken or turkey—2-ounce serving.
 - Sliced roast beef—2-ounce serving.
 - b. *Bread—total of 4 slices per lunch:*
 - White (36 slices per 2-pound pullman).
 - Cracked wheat (18 slices per pound).
 - Whole wheat (18 slices per pound).
 - Rye (17 slices per pound).
 - c. *Spread:*
 - Oleomargarine or butter—1 pat (60 pats per pound).
 - Mustard—1 teaspoon.
2. Fresh fruit (in season):
 - Apple—1 medium (3 each per pound).
 - Banana—1 medium (3 each per pound).
 - Orange—1 medium (3 each per pound).
 - Peach—1 medium (4 each per pound).
 - Pear—1 medium (3 each per pound).
3. Desserts:
 - Cake, layer or sheet type with icing—2-3-ounce cut.
 - Cup cakes—2 each (medium).
4. Beverage:
 - Milk— $\frac{1}{2}$ pint.
5. Paper supplies to be used are as follows:
 - a. Wax paper or glassine bags will be used for wrapping all items except fruit and beverage.
 - b. Straws, paper, waxed, for milk—2 each.
 - c. Napkins, paper—1 each (13" x 13").
 - d. Lunch boxes, cardboard—1 each.
6. All lunches will be packaged in cardboard lunch boxes large enough to hold all items without crushing.
7. Box-lunch meals will be prepared not longer than 5 hours prior to time of consumption and will be kept under refrigeration until served.

★ APPENDIX XVIII

MENUS FOR USE IN LETTING MEAL CONTRACTS FOR SELECTIVE SERVICE REGISTRANTS AND APPLICANTS FOR ENLISTMENT

To eliminate any possibility of misunderstanding between the Army and the contractor, and to insure that quality and quantity meet minimum standards, meal contracts should be written to incorporate the following:

1. Breakfast should consist of—
 - Fruit or fruit juice.
 - Hot or cold cereal.
 - Two eggs cooked to order (U.S. Department of Agriculture grade A large).
 - Bacon, ham or sausage.
 - Toast.
 - Two pats butter (60 cuts per pound).
 - Jelly or jam.
 - Coffee, tea, cocoa, or milk (U.S. Public Health Service grade A or equivalent).
2. Dinner and supper meals should consist of—
 - a. Entree or choice of entree, with minimum served quantity of cooked edible portion as specified below:
 - Grilled Steak (US Choice Beef)—6-ounce top round, sirloin butt.
 - Swiss Steak (US Choice Beef)—6-ounce bottom round or knuckle.
 - Roast Beef (US Choice Beef)—6-ounce top round or rib.
 - Pot Roast (US Choice Beef)—6-ounce chuck or bottom round.
 - Baked Ham (14" and down, or 14"-16" average)—6-ounce slice.
 - Grilled Pork Chop (8-12 lb average)—3-ounce serving (one or two chops).
 - Roast Loin of Pork (12-16 lb average)—8-ounce serving.
 - Veal Cutlet (US Choice Veal)—6-ounce leg or shoulder clod.
 - Chicken, fried—(2½ to 3-pound eviscerated fryer)—¼ serving.
 - Fish—5-ounce fillet.
 - b. Potato of one of the following types (3-ounce serving):
 - Mashed.
 - Baked.
 - Parsley buttered.
 - French fried.
 - Sweet, baked.
 - Sweet, candied.
 - Sweet, mashed.
 - c. One vegetable of type listed below:

Green beans.....	2-ounce serving.
Green peas.....	2-ounce serving.
Greens, leafy.....	2-ounce serving.
Lima beans.....	2-ounce serving.
Whole grain corn.....	2-ounce serving.
Creamed corn.....	2-ounce serving.
Asparagus	1½-ounce serving.
Broccoli	1½-ounce serving.
 - d. One salad as listed below:
 - Mixed green with appropriate dressing.
 - Lettuce and tomato with appropriate dressing.
 - Tomato and cottage cheese with appropriate dressing.
 - Lettuce wedge with appropriate dressing.
 - Waldorf with appropriate dressing.
 - Coleslaw with appropriate dressing.
 - Pineapple and cheese with appropriate dressing.
 - e. One type or choice of bread listed below:

White	2 slices.
Whole wheat.....	2 slices.
Hot rolls.....	2 rolls.
Corn muffins.....	2 muffins.
Biscuits	2 biscuits.
 - f. Butter or margarine, 2 pats (60 pats per pound).
 - g. One dessert or choice as listed below:

Pie—apple, cherry, peach or berry	¼ of 9-inch pie.
Ice cream.....	2 oz (choice of flavor).
Cake, layer with icing.....	2-oz cut.
 - h. Choice of beverage as listed below:

Coffee	1 cup.
Tea, hot or iced (in season) ..	1 cup or glass.
Milk	½ pint.
Cocoa	1 cup.
3. Entrees should vary from day to day with each of the meat items being served at least twice a week. A choice of fish or a meat item should be offered for the noon and evening meal on Fridays.
4. If cafeterias are used, a standard meal to include items listed should be provided which does not require or permit individual selection of items.

SUPERSESIONS

*These regulations supersede AR 601-270, 5 April 1956, including C 2, 14 August 1956; C 3, 26 September 1956; C 5, 1 May 1957; C 7, 17 July 1957; C 8, 17 April 1958; and C 10, 26 August 1958; AR 601-287, 19 December 1955, and —

DA messages

No.	Date
356013.....	11 Jul 58
Message form, Airmail..... (Subject: Use of ARC Aptitude and of ACB)	24 Jul 58
359589.....	4 Aug 58
360184.....	7 Aug 58
Message form, Airmail..... (Subject: Entry of Trainability Limited (V-O) on DD Form 62)	7 Aug 58
Message form, Airmail..... (Subject: Signatures on DA Form 2035-R)	24 Dec 58
393940.....	26 Feb 59

DA letters

File	Date	Subject
AGAC-C (M) 201.6 Navy (9 Feb 53)	13 Feb 1953.....	Navy Officers on Duty with Armed Forces Examining Stations.
AGAC-C (M) 253.2 AGSP-I (22 Jan 53).	10 Mar 1953.....	Preparation of Standard Forms 88 at Armed Forces Examining Stations.
AGSP-E (M) 702 (15 Apr 53) MED-DP.	24 Apr 1953.....	Medical Examinations by Enlisted Personnel at AFES.
AGSP-I (M) 210.31 (10 Mar 55)....	16 Mar 1955.....	Personnel Procedures for Air Force Personnel on Duty with Armed Forces Examining Stations and Joint U.S. Army and U.S. Air Force Recruiting Processing Units.
AGSP-E(M) 341.8 (4 Apr 56).....	12 Apr 1956.....	Non-Establishment of Dispensaries in AFES.
AGSP-E 341.8.....	10 Sep 1956.....	Accomplishment of DD Form 98 (Loyalty Certificate for Personnel of the Armed Forces, dated 1 March 1956, and Armed Forces Security Questionnaire, dated 1 July 1956).
AGAM-P(M) 317.21 (11 Sep 56) DCSPER.	14 Mar 1957.....	Armed Forces Examining Stations.
AGSP(M) 327 (20 Jun 57).....	8 Jul 1957.....	Processing of Moral Waivers for Selective Service Registrants.
AGSP 220.01.....	14 Feb 1958.....	Projected Implementation of the Army Classification Battery (ACB) Testing Program (Plan A) at AFES.
AGSZ-S.....	27 Jun 1958.....	Reporting Physical Inspections of Chargeable Applicants on the DD Form 557.
AGSP 220.01.....	17 Jul 1958.....	Implementation of the Army Classification Battery (ACB) Testing Program (Plan A) at AFES.
AGSP 220.01.....	4 Sep 1958.....	Army Classification Battery (ACB) Testing Procedures at Armed Forces Examining Stations (AFES).
AGSP 327.....	15 Sep 1958.....	Processing of Moral Waivers for Selective Service Registrants.
AGSP 220.01.....	2 Oct 1958.....	Administering and Scoring of the Army Classification Battery.
GSP.....	6 Nov 1958.....	Reporting Procedures.
GSP.....	16 Dec 1958.....	AFES Qualitative Distribution Report of Male Enlistments, Inductions, and Rejections, DD Form 557 (RCS DD-MP&R (M) 344).

DA letters—Continued

<i>File</i>	<i>Date</i>	<i>Subject</i>
AGSP.....	30 Jan 1959.....	Revised Pattern Analysis Test Instructions, PA-1 and PA-2 of "The Army Classification Battery (1956) Edition."
AGSP (M) 315 (2 Feb 59).....	12 Feb 1959.....	Computing and Recording of Army Classification Battery Aptitude Area Scores at Armed Forces Examining Stations.
AGSP.....	13 Mar 1959.....	DD Form 47 (Record of Induction).
AGSP.....	8 Jun 1959.....	DD Form 62 (1 Mar 59) (Statement of Acceptability).
AGSZ-S.....	14 Oct 1959.....	AFES Qualitative Distribution Report of Male Enlistments, Inductions, and Rejections (RCS DD-MP&R (M) 344).

★APPENDIX XIX

INSULAR PUERTO RICAN PERSONNEL FOUND ACCEPTABLE ON ECFA (SPANISH) AT TIME OF PREINDUCTION EXAMINATION IN PUERTO RICO

1. These procedures prescribe processing at Armed Forces examining stations within the continental United States, for Insular Puerto Rican and Spanish-speaking Virgin Island personnel appearing for induction who were found acceptable at the time of preinduction examination in Puerto Rico on the basis of the Examen Calificacion de Fuerzas Armadas (ECFA-1 or -2 and -3). The ECFA, a test in Spanish, has been in use in Puerto Rico since 1 October 1953, for mentally qualifying personnel for induction into the Armed Forces. As of 15 November 1961, Insular Puerto Rican personnel must mentally qualify on the ECFA and the English Reading Test, ER-1, a component of the English Fluency Battery EFB-1. The ECFA and the ERT are not administered within the continental United States since special training in English language instruction existing in Puerto Rico is not available in continental United States.

2. Identification on DD Form 47. Prior to 1 November 1959 entries in section IV, DD Form 47 (Record of Induction) completed at the Armed Forces examining and induction station in Puerto Rico were as follows: "ECFA-1," the final raw score (raw score of 40 or higher), or "ECFA-2 or -3," the final score (raw score of 42 or higher, and the mental group classification, as appropriate). For individuals administratively acceptable, section IV of the DD Form 47 will contain an appropriate entry in item 21. From 1 November 1959 to 15 November 1961, the above mental test results on the ECFA-2 or -3 will be found on DD Form 47 in section V, item 20a. Subsequent to 15 November 1961, the ECFA-2 or -3, final raw score

(a raw score of 60 or higher) will be recorded on DD Form 47, in section V, item 20a. The ERT score will be recorded under item 20b as ER-1, the final raw score (a raw score of 17 or higher). ECFA mental groups will not be recorded. The box "administratively accepted" will be checked, if applicable.

3. Personnel in this category will be withdrawn from induction processing immediately after the records check prescribed in paragraph 30b. Further processing will be as follows: Personnel will be examined mentally in accordance with paragraphs 55 and 56 and test results will be recorded as prescribed in paragraph 58. Subsequent induction processing will be in accordance with section II. DD Form 62 (Statement of Acceptability) will be accomplished for all registrants as prescribed in paragraph 27c(3). For registrants found not acceptable the Selective Service local board copy of DD Form 62 will contain, if applicable, the entry prescribed in paragraph 57d(2)(b)2. The following additional statement, if applicable, will be entered for unacceptable registrants on the local board copy of DD Form 62 under "Remarks": Spanish-speaking registrant passing ECFA or ECFA and ERT in Puerto Rico rejected on reexamination with AFQT and/or AQB at the time of induction processing in continental United States, appendix XIX. Subsequent processing at continental United States examining and induction stations of personnel found not acceptable and later returned for redetermination of acceptability will be in accordance with normal preinduction procedures.

S/S C 5-

ARMY REGULATIONS
No. 601-270

HEADQUARTERS,
DEPARTMENT OF THE ARMY
WASHINGTON 25, D.C., 11 March 1960

PERSONNEL PROCUREMENT

ARMED FORCES EXAMINING STATIONS AND ARMED FORCES INDUCTION STATIONS

CHAPTER 1. ARMED FORCES EXAMINING STATIONS AND ARMED FORCES INDUCTION STATIONS

SECTION I. OPERATIONAL POLICIES	Paragraph	Page
Mission.....	1	5
Armed Forces Examining Stations Policy Board.....	2	5
Department of the Army responsibilities.....	3	5
Major commanders and responsibilities.....	4	5
Commanders of Armed Forces examining stations and Armed Forces induction stations.....	5	6
Functions and responsibilities of State Directors of Selective Service.....	6	6
Selective Service local boards.....	7	6
Liaison with recruiting main stations, Armed Forces examining stations, Armed Forces induction stations, and Selective Service System.....	8	7
Days of operation.....	9	7
Transportation, meals, and lodging.....	10	7
Channels of communications.....	11	8
Definitions.....	12	9
Interim plans for emergency situations.....	13	10
II. PERSONNEL, FACILITIES, AND FUNCTIONS		
Staffing.....	14	11
Armed Forces examining stations medical officers.....	15	12
Testing personnel.....	16	12
Facilities.....	17	13
Functions.....	18	14
CHAPTER 2. INDUCTION		
SECTION I. PREINDUCTION PROCESSING		
General.....	19	17
Reception of registrants.....	20	17
Preinduction interview.....	21	18
Moral standards.....	22	18
Individuals ineligible for induction.....	23	21
Determination of medical and mental qualifications by Armed Forces examining stations.....	24	21
Accomplishment of DD Form 98 (Armed Forces Security Questionnaire).....	25	21
Outprocessing of registrants.....	26	21
Records processing.....	27	22
Preinduction processing of registrants in oversea commands (outside the continental limits of the United States, its Territories, or possessions).....	28	27
II. INDUCTION PROCESSING		
Notification of registrant's arrival.....	29	29
Reception of registrants and records.....	30	29
Scope of induction processing.....	31	29
Induction orientation.....	32	30
Roll call and issuance of individual records.....	33	30
Control of registrants.....	34	30
Allocation to Army, Navy, Marine Corps, or Air Force.....	35	30
Induction.....	36	32
Oath of allegiance ceremony.....	37	33
Outprocessing.....	38	34
Completion and disposition of records.....	39	34
Processing registrants in special categories.....	40	39
Special procedure for processing certain National Guard and Reserve personnel.....	41	43

*For list of publications superseded, see page 121.

	Paragraph	Page
SECTION III. PROCESSING OF MEDICAL AND DENTAL REGISTRANTS		
General.....	42	47
Preinduction processing.....	43	47
Outprocessing of registrants.....	44	47
Processing and disposition of forms and records.....	45	47
Induction processing.....	46	48
Outprocessing of inducted medical and dental registrants.....	47	48
IV. PREINDUCTION AND INDUCTION REPORTS		
Reports.....	48	49
CHAPTER 3 ARMED FORCES EXAMINING STATIONS		
SECTION I. PROCESSING AND RECORDS PREPARATION		
General.....	49	51
Records accomplished at Armed Forces examining stations.....	50	51
DA Form 765 (AFES Record of Qualification for Induction).....	51	51
DA Form 766 (AFES Letter of Qualification for Enlistment).....	52	52
DD Form 557 (AFES Qualitative Distribution Report of Male Enlistments, Inductions, and Rejections, RCS-DD-MP&R(M) 344).....	53	52
II. MENTAL TESTING AND QUALIFICATIONS		
Purposes of mental testing.....	54	53
Test administration.....	55	53
Mental test battery.....	56	56
Terminal screening.....	57	57
Recording of mental test scores.....	58	60
III. MEDICAL EXAMINATION		
General.....	59	63
Complete medical examination.....	60	63
Reexamination of rejected registrants.....	61	66
Physical inspection.....	62	66
Utilization of enlisted personnel.....	63	67
Miscellaneous items.....	64	67
IV. PROCESSING RESERVE APPLICANTS		
General.....	65	69
Reception and orientation.....	66	69
Records to be initiated and accomplished at Armed Forces examining stations.....	67	69
Mental qualification and testing.....	68	69
Physical standards and examination.....	69	69
Identification of records.....	70	69
Outprocessing.....	71	69
V. REJECTED APPLICANTS FOR ENLISTMENT (MALE)		
Procedures for processing.....	72	71
VI. REPORTING PROCEDURES AND RECORDS DISPOSITION (AFES Qualitative Distribution Report of Male Enlistments, Inductions and Rejections, Reports Control Symbol DD-MP&R(M)344)		
Purpose.....	73	73
Preparing agencies and form.....	74	73
Frequency and routing.....	75	73
Source.....	76	73
Procedures for preparation of report.....	77	73
Maintenance and disposition of records.....	78	75
Maintenance and disposition of X-rays.....	79	75
APPENDIX I. TYPES OF DISCHARGE FROM ARMED FORCES AND LIST OF REASONS AND/OR AUTHORITIES FOR DISCHARGE OR SEPARATION.....		77
II. APPLICATION FOR DETERMINATION OF MORAL ELIGIBILITY FOR INDUCTION.....		85
III. VERIFICATION OF INTERVIEW FINDINGS.....		87
IV. ORIENTATION—DD FORM 98 (ARMED FORCES SECURITY QUESTIONNAIRE).....		89
V. LIST OF MENTAL TESTING INSTRUMENTS.....		93
VI. ALLOCATION RECORD.....		95
VII. WAIVER OF VETERANS ADMINISTRATION DISABILITY PENSION OR COMPENSATION.....		97

11 March 1960

AR 601-270

	Paragraph	Page
APPENDIX VIII. ACKNOWLEDGMENT OF SERVICE OBLIGATION (6-YEAR ACKNOWLEDGMENT).....	----	99
IX. ACKNOWLEDGMENT OF SERVICE OBLIGATION (8-YEAR ACKNOWLEDGMENT).....	----	101
X. FLOW OF NAVY INDUCTEES.....	----	103
XI. SAMPLE OF NAVY INDUCTEE'S TRAVEL ORDERS.....	----	107
XII. SAMPLE OF AIR FORCE SPECIAL ORDERS.....	----	109
XIII. FLOW CHART OF INDUCTION MENTAL SCREENING PROCEDURES AT ARMED FORCES EXAMINING STATIONS.....	----	111
XIV. LISTS OF U.S. NAVAL DISTRICTS, U.S. MARINE CORPS RESERVE AND RECRUITMENT DISTRICTS, AND U.S. AIR FORCE RECRUITING GROUPS.....	----	113
XV. INSTRUCTIONS FOR COMPLETION OF DA FORM 2035-R.....	----	115
XVI. DA FORM 2035-R (COMPUTATION OF ACB APTITUDE AREA SCORES).....	----	117

Handwritten:
2035-R
2035-R

CHAPTER 1

ARMED FORCES EXAMINING STATIONS AND ARMED FORCES
INDUCTION STATIONS

Section I. OPERATIONAL POLICIES

1. **Mission.** Armed Forces examining stations and Armed Forces induction stations are military installations established at locations designated and approved by the Armed Forces Examining Stations Policy Board and are under the control of the commanding general having jurisdiction over the areas in which they are located. The primary functions of the Armed Forces examining stations and Armed Forces induction stations are to—

a. Determine the moral, mental, and medical qualifications of prospective accessions to the Armed Forces and perform related administrative functions.

b. Allocate to the Army, Navy (including Coast Guard), Marine Corps, or the Air Force those registrants reporting for induction who are found acceptable.

c. Induct those allocated into the respective services.

2. **Armed Forces Examining Stations Policy Board.** The Armed Forces Examining Stations Policy Board, established within the Office of the Assistant Secretary of Defense (Manpower, Personnel and Reserve) is responsible for the development of all policies and procedures applicable to Armed Forces examining stations. It is composed of the Deputy Director, Manpower Requirements and Utilization, Office of the Assistant Secretary of Defense, (Manpower, Personnel and Reserve) as chairman, and one general or flag officer from each of the four services.

3. **Department of the Army responsibilities.** The Department of the Army, as executive agent for the Department of Defense for the operation of Armed Forces examining stations and Armed Forces induction stations, is charged with the following functions:

a. Transmittal of orders to Armed Forces

examining stations and Armed Forces induction stations.

b. Receipt of reports from each Armed Forces examining station and Armed Forces induction station, preparation of consolidated qualitative distribution data, and transmittal thereof to the Armed Forces Examining Stations Policy Board and to each service.

c. Analysis of reports pursuant to basic policies and transmittal of findings to Armed Forces Examining Stations Policy Board and to each service.

d. Execution of necessary administrative actions pursuant to basic policies.

e. Preparation of Armed Forces examining stations and Armed Forces induction stations staffing, analysis, and justification of individual service participation obligation and other requirements for the operation of Armed Forces examining stations and Armed Forces induction stations.

4. **Major commanders and responsibilities.** The major commanders include the commanding generals, ZI armies; United States Army, Alaska; United States Army, Caribbean; and United States Army, Pacific. The Army commanders are responsible for—

a. Recommending number and location of examining stations and induction stations required. Traveling examining and induction boards may be used to cover sparsely settled areas or when otherwise necessary. Military installations (e.g., Army posts, camps, and stations) may be used as locations, for stations, when available, if location and facilities are suitable.

b. Providing necessary Army administrative and professional personnel for examining stations and induction stations. When authorized by the applicable table of distribution, civilian personnel may be employed to fill specific positions.

c. Insuring operation of examining stations and induction stations in accordance with Headquarters, Department of the Army instructions.

d. Establishing and maintaining liaison with State Directors of Selective Service and the designated representatives of the other military services. This liaison will include the establishment of schedules, based on the average load which the station can process, to assure an even flow of applicants and registrants to the examining stations and induction stations for processing.

e. Provide the examining stations with the facilities and equipment necessary for the performance of examining stations functions.

5. Commanders of Armed Forces examining stations and Armed Forces induction stations. Commanders are officers in charge of recruiting activities in the area in which the examining stations and induction stations are located and are delegated operational control of examining stations and induction stations. The functions of command involve the assignment of tasks, internal organization, and the authoritative direction necessary to accomplish the mission of an examining station and an induction station. It does not include the administration and discipline of assigned or attached personnel of a service other than the service of the commander. The commanding officers of examining stations and induction stations are responsible for the successful and efficient accomplishment of the primary functions of the examining stations and induction stations.

6. Functions and responsibilities of State Directors of Selective Service. Each State Director of Selective Service under the direction and control of the Director of Selective Service is responsible for—

a. The administration of the Selective Service System in his State. He determines the number of registrants to be forwarded for Armed Forces preinduction examination in anticipation of calls for induction. He calls upon the Selective Service local boards within his State to forward the required number of men and provides travel schedules which will assure an even flow of men to the induction station, according to arrangements previously made with the Army commander.

b. Initiating SSS Form 202 (Physical Examination Call on Local Board) requiring Selective Service local boards to select and deliver for pre-

induction physical examination a specified number of registrants to a designated examining station at a given time and date for examination.

c. Initiating SSS Form 201 (Notice of Call on Local Board) requiring Selective Service local boards to select and deliver a specified number of registrants who have been found acceptable for service to a designated induction station at a given time and date for induction.

d. Emergency medical care, hospitalization, and transportation and burial of remains.

(1) Registrants suffering illness or injury while at an examining station or induction station under orders authorized by the Director of Selective Service are entitled to emergency medical care including hospitalization at the nearest military medical facility. If such is not available, the nearest civilian hospital will be utilized, at the expense of the Selective Service System. Transportation and burial of the body of a registrant who suffers death while acting under the orders of the Director of Selective Service are also the responsibility of the Selective Service System.

(2) Claims for the payment of expenses incurred for emergency medical care of registrants or for transportation and burial of the body of a registrant who suffers illness, injury, or death while at an examining station or induction station under Selective Service orders will be submitted to the State Director of Selective Service of the State in which the expenses were incurred by the examining station or induction station commander under the provisions of Section 1609.51, Selective Service regulations.

7. Selective Service local boards. Selective Service local boards are responsible for—

a. Registration.

b. Selective Service classification to determine availability for service.

c. Selection for preinduction examination and induction.

d. Accomplishing section I, except items 2 and 8, and section II, DD Form 47 (Record of Induction) in quadruplicate for each registrant ordered

Section II. PERSONNEL, FACILITIES, AND FUNCTIONS

14. Staffing. *a.* The Armed Forces examining stations will be staffed by personnel contributed by the four services. Staffing contributions of each service to the examining stations and induction stations will be made on a workload basis. The workload upon which this computation will be made is the projected total applicants and registrants (chargeable and nonchargeable) of each service to be processed or partially processed in the examining stations and induction stations.

b. The four services will provide personnel in accordance with applicable tables of distribution and will meet the personnel specifications.

c. Military personnel serving under the operational control of another service will be governed by the existing laws and regulations of the service of which they are members.

d. Personnel of the four Armed Forces will be placed on permanent duty with examining stations and induction stations in accordance with established tables of personnel distribution as published by the Department of the Army. Personnel contributions to the AFES and AFIS are on a primary, full-time duty basis, in activities and functions directly related to the missions of these stations. Personnel selected will be assigned to the appropriate service recruiting group and attached to area service units, with duty at a specific examining station, and if performing duty satisfactorily, will normally remain so assigned for a minimum of 1 year. Reassignment of personnel performing duty with these activities will be effected by the commander of the appropriate recruiting group in accordance with the appropriate service regulation. In order to accomplish the relief of unsatisfactory personnel assigned to these activities as expeditiously as possible, personnel considered unsatisfactory will fall into one or both of the following groups:

- (1) Those whose personal conduct merits disciplinary action.
- (2) Those whose performance of duty in the skill category in which assigned is unsatisfactory, either through lack of training or inattention to duty.

e. Before forwarding a request for relief, the individual initiating the action will advise the person being recommended for relief of the contemplated action. Such persons will be notified by

letter which includes the reasons for the contemplated action and a directive requiring reply by indorsement within a period not to exceed 10 days from date of receipt. Each letter recommending relief of an individual will include a statement that the individual has been afforded maximum training opportunities and supervision and the commander's recommendation as to whether or not disciplinary action or demotion procedures should be initiated. Requests for relief of male officers must contain a statement of the individual's aeronautical rating and whether currently on flying status, if appropriate. Attached as inclosures to each letter recommending relief will be the following:

- (1) The letter from the commander initiating the request advising the individual of the proposed action and explaining fully the reasons therefor, together with the individual's reply.
- (2) A comprehensive evaluation of the individual to include a character and efficiency rating for enlisted personnel and an evaluation for officers similar to that prescribed by AR 623-105 or AR 623-201, as appropriate.

Additional policies and procedures for the administration of personnel assigned to duty with these activities will be as prescribed in appropriate service publications and implementing directives. Channels of communications will be as prescribed by each continental Army commander and the commanders of local recruiting groups comparable to Army commanders. Individuals assigned to examining stations and induction stations in oversea commands will be governed by applicable regulations of the command to which assigned.

f. Under existing regulations, fitness (efficiency) reports for Navy officers serving in examining stations may not be prepared by commanding officers of another service. To assist the Department of the Navy in properly evaluating these officers, recruiting main station commanders will furnish to the officer in charge of the local Navy main recruiting station a letter report during the last week of February and August, and at the time of departure of these officers, setting forth in narrative form their efficiency or manner of performance. The letter will include a detailed

description of all duties performed by the officer during the period covered by the report, a description of the officer including physical, mental, and moral qualities, specialties of value, and any defects or weaknesses affecting his ability to perform present or future assignments. Whenever possible, comments pertaining to professional aspects of the report for medical officers will be obtained from the senior medical officer of the examining station.

15. Armed Forces examining stations medical officers. *a.* Supervision of the medical operation of the Armed Forces examining stations is considered to be a direct responsibility of major commanders through their surgeons. Army commanders will arrange for close liaison between their respective surgeons and examining station medical officers in order to provide maximum professional assistance and guidance in the accomplishment of the medical mission assigned to examining stations.

b. Each examining station will have assigned one or more military medical officers who will be responsible for the determination of medical qualifications of applicants and registrants. The senior military medical officer at each examining station will be responsible for—

- (1) Medical processing of examinees.
- (2) Accuracy of medical reports.
- (3) Making recommendations regarding arrangements of medical examining facilities.
- (4) Care of medical equipment.
- (5) Sanitary inspection of the station.
- (6) Sanitary inspection of billeting and messing facilities for examinees.

★*c. Fee-basis physicians.* Armed Forces examining stations will utilize each assigned medical officer to the maximum practicable extent in conducting medical examinations, subject to the following:

- (1) When in any one day the ratio of examinees to assigned medical officers exceeds thirty to one, one fee-basis physician may be employed for each additional thirty examinees, or fraction thereof.
- (2) As a general rule, no civilian physician should be employed on a split-shift or longer than 8 consecutive hours in any one day.

- (3) When assigned medical officers are sick, on leave, or absent pursuant to official orders, fee-basis physicians may be employed during the period of absence to accomplish the required duties.
- (4) Only military medical personnel regularly assigned to examining stations will be utilized for accomplishing physical inspection, except under conditions set forth in (1) and (3) above.
- (5) Neuropsychiatric and roentgenologist services are not affected by the foregoing but will continue to be accomplished as provided in AR 40-330. Consultants should be board qualified when local conditions permit.
- (6) When an examining station has been unable to obtain sufficient civilian physicians after all local sources, including the local medical association, have been exhausted, a letter setting forth full particulars will be addressed to The Surgeon General, ATTN: MEDCM, Department of the Army, Washington 25, D.C., through the Army surgeon.
- (7) The commanding officer of the examining station will assure that only competent, thorough, and up-to-date physicians are hired. In general, younger physicians recently graduated from medical school are preferred for most examining station functions.

d. Medical consultations. Enlistees and inductees requiring medical consultations will be furnished such care in accordance with the priority set forth in paragraph 4b(1), AR 40-101. When these facilities are not available, these examinees will be referred to civilian consultants. Reimbursement for these consultations will be at Government expense and will not exceed the rates prescribed in AR 40-330.

16. Testing personnel. *a. Personnel psychologists.* Each Armed Forces examining station will have assigned one or more commissioned personnel psychologists (Army MOS 2230 or 2239). When supplied by another service, psychologists will possess qualifications comparable to those for the Army MOS 2230 or 2239. The general duties and responsibilities of personnel psychologists are—

- (1) Administering, or supervising the administration of, all mental tests prescribed for use in examining stations in

16 May 1961

C 3, AR 601-270

gists. Each Armed Forces examining station will have assigned one or more commissioned personnel psychologists (Army MOS 2230 or 2239). When supplied by another service, psychologists will possess qualifications comparable to those for the

Army MOS 2230 or 2239. The general duties and responsibilities of personnel psychologists are—

- (1) Administering, or supervising the administration of, all mental tests prescribed for use in examining stations in

accordance with prescribed standards and procedures.

- (2) Categorizing rejected registrants according to their degree of failure to meet current mental standards of acceptability.
- (3) Conducting the terminal screening interview and determining in accordance with paragraph 57 registrants administratively acceptable for induction.
- (4) Advising the commanding officer on correct mental testing procedures and mental evaluation of examinees.
- (5) Effectively using and training of testing section personnel.
- (6) Controlling and securing of all testing materials.
- (7) Establishing liaison with medical examiners and communicating to them evidence obtained in the testing situation or interview which may be pertinent to the neuropsychiatric evaluation.

b. Personnel psychology assistants. The enlisted personnel psychologists under the close supervision and review of the commissioned personnel psychologist may be delegated duties in connection with the following:

- (1) Test administration.
- (2) Supervision of test proctors.
- (3) Supervision of test scoring activities.
- (4) Conduct of terminal screening interviews for the commissioned personnel psychologists in order to meet peak interviewing workloads. The commissioned personnel psychologists, however, will in all cases make the final determination of those registrants failing the AFQT who will be administratively accepted for military service.

17. Facilities. *a.* Favorable impressions of the Armed Forces gained by applicants and registrants while they are at an Armed Forces examining station and Armed Forces induction station may well be the determining factor in a decision on the part of these individuals to plan a career in one of the services. Commanding officers, therefore, will insure by careful planning and indoctrination that the processing of all applicants and registrants is accomplished in the most considerate and efficient manner.

b. The following standards will be used in pro-

viding adequate facilities for the examining stations and induction stations.

- (1) Station facilities will be kept in a good state of repair.
- (2) Sufficient space must be provided to avoid undue congestion and permit orderly handling of examinees throughout all processing.
- (3) When stations are not located at Army installations, they should be located convenient to public transportation facilities.
- (4) Suitable toilet and lavatory facilities will be provided.
- (5) Adequate ventilation is important, especially during the summer months, and when large numbers of examinees are being processed at one time.
- (6) The initial receiving room will be readily accessible to the place of entry into the building. Suitable directional signs will be posted.
- (7) Sufficient seating accommodations will be provided so that examinees will not be required to stand.
- (8) Charts explaining major steps in processing applicants and registrants for pre-induction and induction processing should be posted on the walls of the initial reception room.

c. Medical examining sections will conform to the following standards:

- (1) Rooms for testing vision will be at least 24 feet long.
- (2) A suitable darkroom will be provided for special examination of the eyes and nasal passages.
- (3) A private office will be provided for each medical examiner.
- (4) Each room will be provided with chairs for the examiners and for examinees being held for more detailed examinations.
- (5) Adequate provisions will be made for storing clothing of registrants while they are undressed. Responsible attendants will be detailed to receive, safeguard, and return the clothing of examinees. Small cloth bags with drawstrings long enough to hang around the neck will be provided for valuables. A notice will be posted to

the effect that no responsibility will be assumed by the station for lost valuables.

- (6) Suitable separate medical facilities will be provided for the examination of women if the workload precludes the scheduling of medical examinations for women at a different time from those for men.

d. The following standards will be used in providing adequate facilities for mental testing sections:

- (1) Suitable desks or tables and chairs will be provided. Writing surfaces will be flat and smooth. Examinees taking the test will be separated sufficiently to insure the validity of test scores. Satisfactory physical separation may be accomplished either through proper spacing or through the use of desk partitions.
- (2) Testing rooms will be well lighted and every effort will be made to maintain adequate ventilation and a comfortable temperature.
- (3) Testing rooms will be free from distracting noises.
- (4) Adequate safeguards will be established to provide security for tests, scoring keys, and test manuals at all times. When not actually in use, test materials will be stored under lock and key.

e. Dispensaries will not be established in examining stations for the purpose of providing medical services to personnel assigned to the recruiting main station and elements thereof, and their dependents.

18. Functions. *a. Recruiting services.* Each group of examinees sent to an Armed Forces examining station from a recruiting main station will be accompanied by a delivery list containing the names of applicants listed in alphabetical order, with indication of processing required and whether the individual is a chargeable or nonchargeable applicant (par. 77a).

b. Armed Forces induction stations. Armed Forces induction stations will receive from the Selective Service local boards registrants for pre-induction or induction processing and complete appropriate records prior to sending the registrants to Armed Forces examining stations.

c. Armed Forces examining stations. Armed Forces examining stations will—

- (1) Conduct, in accordance with current directives, the mental testing and medical examination of all chargeable accessions to the Armed Forces in order to determine their mental-medical classification.
- (2) Examine only individuals referred to it by the four services.
- (3) Submit such reports as directed by the Department of the Army.
- (4) Provide for the complete interchange of information with the individual services at the local level, including statistical and administrative reports pertaining to examining stations functions.
- (5) Furnish each service concerned DA Form 766 (AFES Letter of Qualification for Enlistment) or the induction station DA Form 765 (AFES Record of Qualification for Induction) specifying the mental-medical classification assigned to each applicant or registrant.
- (6) Summarize Armed Forces examining stations letters and records of qualification returned by each service and induction station and submit a monthly report for each of the four services on DD Form 557 (AFES Qualitative Distribution Report of Male Enlistments, Inductions, and Rejections) to the executive agent. Reports Control Symbol DD-MP&R(M) 344 has been assigned to this report.
- (7) Expedite the completion of the examination and testing of all individuals and their return, together with their records, to the recruiting main station or induction station forwarding them for examination.
- (8) Examine nonchargeable male personnel, in addition to the applicant and registrant workload in the chargeable and nonchargeable category for which staffing contributions have been made, when facilities and personnel attached permit.
- (9) Accomplish the medical examination and the mental testing of female applicants for enlistment in those stations where personnel and physical facilities are con-

11 March 1960

AR 601-270

sidered adequate and operationally feasible by the Army commanders and when such examinations are requested by the respective recruiting services. Mental testing of female applicants may be scheduled so as not to interfere with the processing of male applicants and registrants.

(10) Accomplish the medical examination and/or mental testing of such other personnel referred to it by the four services as time, facilities, and personnel will permit; provided the other assigned missions of the station will not be delayed and no additional expenditure of funds is involved.

CHAPTER 2

INDUCTION

Section I. PREINDUCTION PROCESSING

19. General. *a.* The preinduction processing and examination of registrants as prescribed in these regulations will normally be performed in the sequence indicated:

- (1) Initial reception and rollcall.
- (2) Preinduction orientation.
- (3) Preinduction interview, including determination of moral qualifications.
- (4) Determination of mental and medical acceptability for military service.

b. Registrants who refuse to take any part or all of the preinduction examination will be returned to their Selective Service local boards. All records pertaining to the individual will be returned to the appropriate Selective Service local board by letter of transmittal which will explain in detail the reason for return. When registrants so reported are subsequently returned by their Selective Service local boards for immediate induction and again refuse to take any part or all of the prescribed tests and examinations, they will be processed as prescribed in paragraph 40*c*.

c. When formerly rejected applicants for enlistment are forwarded by Selective Service System for examination in registrant status in accordance with section V, chapter 3, reexamination will be governed by the following:

- (1) *Medical examination.* The medical examination will be accomplished in accordance with section III, chapter 3.
- (2) *Mental test.*

★(a) Those registrants who were initially rejected for enlistment for medical reasons only and who initially achieved a percentile score of 10 or higher on the AFQT and qualified on Army Classification Battery or Army Qualification Battery Tests will not be retested, provided recorded test scores are available.

(b) Previous testing of an individual in applicant status does not preclude testing him once as a registrant with the alternate form of the AFQT, if a

score of less than percentile 10 was obtained.

★(c) Registrants whose records indicate AFQT scores between 10 and 30, inclusive, will be tested with the Army Qualification Battery, or retested, if records show previous failure to attain a score of 90 or higher in two or more Aptitude Areas. When part A scores for the AQB must be obtained and the AFQT answer sheets or DA Forms 6028 are not available, the AFQT will be administered. The AFQT answer sheet will be scored for the sole purpose of obtaining standard scores for part A of the AQB. Original scores when recorded on the AFQT will be used.

(d) In cases where no records of previously made test scores are available, readministration of the complete battery of mental tests may be accomplished, including terminal screening to determine those who may be administratively accepted.

20. Reception of registrants. *a. Delivery of Selective Service records at induction station.* Registrants will arrive in groups under control of a group leader. Each group leader will bring to the induction station a sealed envelope containing the following:

- (1) Physical Examination List (SSS Form 225), original and two copies, showing the total number of registrants in the group and the name and Selective Service number of each registrant.
- (2) Record of Induction (DD Form 47), original and three copies for each registrant, with section I, except items 2 and 3, and section II, completed.
- (3) Such other records as are deemed pertinent by the local board.

b. Rollcall. Rollcall will be made using SSS Form 225. As each name is called, DD Forms 47 will be arranged in order in which the names appear on SSS Form 225.

c. Orientation. After the rollcall, registrants will be given an orientation covering the following subjects:

- (1) Steps in preinduction processing.
- (2) Instructions regarding mess and quarters while at the induction station.
- (3) Approximate time and method by which registrants will be notified of results of preinduction examination.
- (4) Registrant's ineligibility for enlistment after being notified by Selective Service System to report for induction.
- (5) The necessity for bringing discharge certificates to the induction station when ordered to report for induction, in the case of personnel with prior service.
- (6) System of allocation between the services, emphasizing the fact that registrants will not be allocated to a particular service until they report for induction.
- (7) Accomplishment of DD Form 98 (Armed Forces Security Questionnaire).
- (8) Conditions under which registrants will be released from the induction station.
- (9) Instructions to aliens concerning their rights under current Selective Service regulations.

d. Records to be accomplished at Armed Forces induction stations (preinduction). Forms and records relating to mental and physical examinations or reports to be initiated, accomplished, or processed at time of preinduction examinations will consist of the following (par. 27c):

- (1) SSS Form 225 (Physical Examination List).
- (2) DD Form 47 (Record of Induction).
- (3) DD Form 62 (Statement of Acceptability).
- (4) DD Form 98 (Armed Forces Security Questionnaire).
- (5) PHS Form 956 (Report of VD Suspect).
- (6) SF 88 (Report of Medical Examination).
- (7) SF 89 (Report of Medical History).
- (8) SF 514a (Urinalysis).
- (9) SF 514c (Serology).
- (10) SF 519a (Radiographic Report).
- (11) DA Form 316 (Summary of Registrant Examination for Induction).

21. Preinduction interview. *a. Verification of entries on DD Form 47.* Entries contained on DD Form 47 will be verified by interview with each registrant. Entries under item 8, "Prior military service" will be checked carefully. Verification of prior service including type and reason of discharge will be established by examination of latest discharge certificate. If the registrant does not have his discharge certificate with him, verification will be requested by the most expeditious means from the following:

- (1) *Army, Navy, Air Force, and Marine Corps.* Department of Defense Military Personnel Records Center, 9700 Page Boulevard, St. Louis 14, Mo.
- (2) *Coast Guard.* Commandant, United States Coast Guard, Washington 25, D.C.
- (3) *National Guard.* Adjutant general of the appropriate State.

b. Disqualified registrants. Registrants holding discharge certificates or forms of separation (from any of the Armed Forces) indicated in appendix I will not be acceptable for induction and will not be processed further. They will be considered administratively disqualified.

c. Reserve officers reporting for preinduction examination. If a Navy, Air Force, or Marine Corps Reserve officer should report for preinduction examination, the induction station commander will immediately notify by post card or letter, one of the following appropriate agencies (exempt report, par. 17af, AR 335-15).

- (1) *Naval Reserve officers.* Chief of Naval Personnel, Navy Department, Washington 25, D.C., ATTN: PERS B1.
- (2) *Air Force Reserve officers.* Air Reserve Records Center, 3800 York Street, Denver 5, Colo.
- (3) *Marine Corps Reserve officers.* Commandant, United States Marine Corps, Washington 25, D.C. ATTN: Director of Personnel, Marine Corps.

22. Moral standards. Information concerning court convictions of a registrant and whether he is in custody of the law will be indicated on DD Form 47, under item 13 a and b. More specific information concerning such an entry, especially with respect to personal background, the circumstances of the incident or incidents, and final disposition of charges, will be obtained from the

registrant at the induction station during the pre-induction interview. If a waiver is granted under *a* or *b* below, a copy of the report of investigation on which waiver is predicated will be attached to the original copy of the induction record (DD Form 47).

a. A registrant who has been convicted by a civil court, or who has a record of adjudication adverse to him by a juvenile court, for any offense punishable by death or imprisonment for a term exceeding 1 year is morally unacceptable for service in the Armed Forces unless such disqualification is waived.

b. (1) A registrant having frequent difficulties with law enforcement agencies, criminal tendencies, a history of anti-social behavior, alcoholism, drug addiction, sexual misconduct, or questionable moral character, or traits of character which render him unfit to associate with other men is unacceptable. However, the commanding general of each Army, after complete investigation through local law enforcement agencies, may waive this disqualification for induction as prescribed in (2) below.

(2) A registrant who has been convicted by a civil court, or who has a record of adjudication adverse to him by a juvenile court, for an offense not punishable by death or imprisonment for a term exceeding 1 year, may be approved for induction by the commanding general of the Army within which area the induction station is located, if in the opinion of the commanding general such approval is warranted. Induction will not be denied solely on the basis of conviction or adjudication for such offenses, and a record of minor traffic violations is not disqualifying.

c. Men who have criminal charges filed and pending against them alleging a violation of a State, Federal, or Territorial statute are unacceptable except as provided in *d* below. Men who have criminal charges filed and pending against them alleging a violation of a State, Federal, or Territorial statute, other than the Universal Military Training and Service Act, as amended, and who, as an alternative for such vio-

lations, are granted a release from the charge by a court on the condition that they will apply for and are acceptable for induction into the Armed Forces, are unacceptable. Waivers will not be granted in these instances.

d. Men under parole, probation, suspended sentence, or conditional release from any term of confinement are unacceptable. The Selective Service System, however, in instances of registrants under parole, probation, suspended sentence, or conditional release for offenses other than felonies will forward to the induction station all pertinent information concerning the case for consideration of waiver. Induction station commanders will forward these to The Adjutant General, Department of the Army, Washington 25, D.C., ATTN: AGSP, for consideration of waiver.

e. At the discretion of Army commanders, the commanding officers of induction stations may be delegated authority to grant waivers in those instances involving minor offenses. These offenses include single cases of drunkenness, vagrancy, truancy, peace disturbance, or other minor offenses for which no civil restraint exists.

f. Moral waivers will not be granted or obtained for registrants who are determined to be unacceptable for induction because of failure to meet the minimum mental (AFQT and/or ACB) and/or medical standards. Therefore, registrants who so fail to qualify for induction but who may also be subject to moral waiver action, under the provisions of paragraph 22, will be identified by an entry being made in section VI, DD Form 47, to indicate that the registrant was "Not Processed" for a moral waiver.

g. Those applications for moral waivers referred to Headquarters, Department of the Army, must be submitted on DA Form 2281-R (Application for Determination of Moral Eligibility for Induction) (app. II). Forms will be reproduced locally on 8- by 10½-inch paper. Completion of all required items will expedite processing by the Armed Forces Moral Waiver Determination Board and will preclude return of applications by Headquarters, Department of the Army, for additional information.

(1) The following are suggested guides for completing certain entries on DA Form

2281-R (Application for Determination of Moral Eligibility for Induction).

- (a) *Item 4.* In addition to showing the offense, such as "burglary," or "disorderly conduct," a brief description of the offense will be included: e.g., "broke into grocery store at night, took \$50 worth of groceries," or "drunk and disorderly in public place (bus station)." When the offense is one contributing to the delinquency of a minor, the description will include the age of the minor as well as a brief narrative statement setting forth the nature of the delinquency.
- (b) *Item 6.* Names of employers, locations, inclusive dates (in most cases at least month and year), and job title of employment will be shown. An entry such as "6 months as gas station attendant" is not adequate. The entire employment period will be covered.
- (c) *Item 12.* Under "Remarks" will appear any additional information, extenuating circumstances, and a brief statement of the registrant's potential value to the service.
- (d) *Item 13.* Prior to making the appropriate recommendation the station commander or his representative should determine whether the evidence being presented is sufficient to permit proper evaluation by the Department of the Army. In determining moral acceptability of registrants, the Department of the Army screens out individuals with serious offenses and ingrained delinquency behavior patterns. The remaining registrants are evaluated under the concept that "an individual is an integrated structure composed of his mental-moral-medical abilities and functions as a whole being." Under this concept, a civil court record combined with marginal mental and medical abilities predicts marginal functioning. Registrants with the aforementioned mental-moral-medical pattern have difficulty adjusting to military stress and job performance demands. In addition

to making a marginal contribution in the service they often become disciplinary problems. Accordingly, such registrants are evaluated very carefully and in many cases, Department of the Army requests additional information such as police record checks or evaluations from civil courts, probation officers, employers, and schools, in order to arrive at a proper determination.

- (2) If a registrant alleges a criminal record which cannot be verified by police or court records, the clerk of the court in which trial is alleged will be requested to furnish a written statement to the effect that there is or is not an available record to indicate that the individual has appeared before the court for trial. If the clerk of the court refuses to furnish a written statement, such fact will be included in the request for determination. When the alleged criminal record is unverified, a completed Armed Forces Fingerprint Record, DD Form 369 (Police Record Check), will be furnished in all cases except juvenile. When courts refuse to release a registrant's record without permission from the registrant or his parents the registrant should be requested to obtain the record or present to the induction officer written authority to obtain the record.
- (3) Applications for Determination of Moral Eligibility for Induction (DA Form 2281-R) forwarded through command channels to The Adjutant General, Department of the Army, Washington 25, D.C., ATTN: AGSP, will be submitted in duplicate.
- (a) A letter of transmittal is unnecessary.
- (b) Extraneous papers, such as Standard Form 88 (Report of Medical Examination), Standard Form 89 (Report of Medical History), DD Form 47 (Record of Induction), DD Form 398 (Statement of Personal History), and other papers which are not necessary for determining the moral acceptability of the registrant will not be forwarded.
- (4) To prevent excessive correspondence and

unnecessary delay, it is mandatory that each application be carefully reviewed for completeness before it is forwarded. The recommendation of each commander through whose headquarters the application is processed will indicate his approval or disapproval. Evidence added will be as accurate and detailed as that required in the basic application.

23. Individuals ineligible for induction. Individuals listed below are ineligible for induction.

a. Registrants who fail to meet the prescribed mental standards.

b. Registrants who fail to meet the prescribed medical standards.

c. The following categories are also considered ineligible:

- (1) Aliens illegally residing in the United States.
- (2) Registrants holding separation forms from any of the Armed Forces, as listed in appendix I.
- (3) Registrants who fail to meet the prescribed moral standards indicated in paragraph 22.
- (4) Except during time of war or national emergency hereafter declared by Congress, individuals who have served honorably on active duty in any of the Armed Forces for 1 year or more since 16 September 1940, excluding active duty for training.
- (5) Except during time of war or emergency, hereafter declared by Congress, individuals discharged or transferred to the Reserves subsequent to 16 September 1940 for the convenience of the Government under the provisions of pertinent regulations of the respective services, after having served honorably on active duty in any of the Armed Forces for 6 months or more, excluding active duty for training.

24. Determination of medical and mental qualifications by Armed Forces examining stations. Upon completion of preinduction interview, all registrants, except those who were administratively disqualified, will pass to the control of the examining station for preinduction mental and medical examination as prescribed in chapter 3.

25. Accomplishment of DD Form 98 (Armed Forces Security Questionnaire). At the completion of preinduction examinations all registrants, except registrants in Class I-O (conscientious objectors), who are found to be militarily qualified for service in the Armed Forces, including administrative acceptees, will be given the opportunity to accomplish the Armed Forces Security Questionnaire (par. 270(4)).

26. Outprocessing of registrants. When preinduction mental and medical examinations have been completed, registrants will be returned to the induction station for outprocessing as follows:

a. Registrants will be advised of the results of the examination as follows:

- (1) *Accepted registrants.* Registrants in this category will be told that they will receive notice from their Selective Service local boards when to report for induction. In cases where a history of a disabling ailment is given by a registrant in which corroborating evidence is lacking, and upon medical examination no evidence of such ailment is discovered, the registrant is then declared "Acceptable." However, the registrant will be informed that documents or supplementary data to substantiate such claims may be presented to his local board with the request that they be forwarded to the induction station, if, or when, he is forwarded for induction. Notations will be made upon the local board copy of the DD Form 62 (Certificate of Acceptability) and upon the original and all copies of the Standard Form 88 under "Notes" (item 73) that "Registrant is determined acceptable; however, he claims ailments not verified by the medical officer and has been advised to present documentary evidence to substantiate claims to his Selective Service local board prior to his induction."

- (2) *Acceptability undetermined.* Registrants whose acceptability is undetermined will be advised that final disposition of their case will be made promptly when the required review of investigation is completed. When the required records have been received, registrants will be informed of their

status by their Selective Service local boards. DD Form-62 will not be accomplished for individuals whose acceptability is undetermined (par. 27c(3)(b)3. Employment of the term "acceptability undetermined" is restricted to those cases requiring a moral or medical waiver from a higher headquarters, and will not be applied to individuals with temporary physical defects. The terms "status undetermined" and "temporarily rejected" are unauthorized and will not be used.

(3) *Rejected registrants.* Registrants in this category will be informed only that they have been found unacceptable for military service.

b. Upon completion of preinduction processing, registrants will be returned to their homes. Transportation will be provided by Selective Service System.

27. *Records processing.* a. All records initiated or completed at induction stations which are to be furnished Selective Service local boards will be completed and dispatched within 5 working days following the date on which the mental and medical examinations were accomplished.

b. The induction station will maintain a processing file for registrants who appear at the station for preinduction or induction processing. This file will contain the following:

- (1) Selective Service Physical Examination List (SSS Form 225).
- (2) Selective Service Delivery List (SSS Form 261).
- (3) Summary of Registrant Examinations for Induction (DA Form 316).
- (4) Data used to prepare the allocation record, when required.
- (5) Suspense file for registrants pending determination of acceptability.
- (6) Any other available data which might clarify the registrants as a GROUP.

c. The forms listed in this paragraph are those required to be initiated or completed fully or partially in Armed Forces induction stations. Instructions for preparation or completion of the forms are indicated below.

(1) *SSS Form 225 (Physical Examination List).*

(a) *Preparation.* SSS Form 225 is prepared in quintuplicate by Selective

Service local boards and is forwarded in triplicate to the induction station with each group of registrants forwarded for preinduction processing. Upon determination of acceptability or nonacceptability, the induction station will make appropriate entries in column 3.

(b) *Disposition.* The original will be forwarded to the Selective Service local board which initiated the SSS Form 225, a copy will be forwarded to the State Director of Selective Service, and the remaining copy will be retained by the induction station.

(2) *DD Form 47 (Record of Induction).*

(a) *Initiation.* DD Form 47 is the official form containing the personal history of the registrant as recorded by the Selective Service local boards, and the results of the preinduction examination of the registrant and in applicable cases the records of induction into the Armed Forces. DD Form 47 is the basic personnel document in the files of the Armed Forces and Selective Service. Prior to forwarding a registrant to the induction station for preinduction processing, the Selective Service local boards will initiate DD Form 47 in quadruplicate for each registrant.

1. *Additional sets of DD Form 47.* Under circumstances listed below, Selective Service local boards will prepare additional sets of DD Form 47.

(a) When a registrant found acceptable for military service is sent to the induction station for induction after more than 1 year has elapsed since his preinduction examination.

(b) When a registrant is again sent to the induction station for preinduction medical examination or induction, and data originally recorded in sections I and II have changed.

(c) When a registrant who has been inducted into and discharged from

military service is sent again to the induction station for preinduction processing or induction.

2. *Preparation of sections.*

- (a) *Sections I and II.* Selective Service local boards will complete section I, except items 2 and 3, and section II prior to forwarding the registrant to the induction station.
- ★(b) *Section III.* At the completion of the preinduction medical examination, the physical profile serial and code letter ("physical category") (AR 40-501) will be transcribed into section III from item 76, Standard Form 88. Results of reexaminations will be entered on separate lines under original determinations.
- (c) *Section IV.* The registrant's first, second, third, fourth, and fifth choice of service (Army, Navy, Marine Corps, Air Force, or Coast Guard) will be indicated by placing Arabic numbers in the appropriate boxes. The "None" box will be checked when the registrant has no preference of service.
- (d) *Section V.* See paragraph 58c for completion of section V.
- (e) *Section VI.* Notwithstanding entries in items 13a and 13b, DD Form 47, registrant will be personally interviewed to determine if he has a record of court adjudication or conviction. A "Yes" entry under item 21a will require registrant to undergo processing prescribed by paragraph 22, provided he is otherwise qualified. A registrant who fails to qualify for induction but who may also be subject to moral waiver action under the provisions of paragraph 22, and for whom waiver action has not been taken, will be identified by having the "Not Processed" box checked in item 21a, DD Form 47 (par. 22f). The "Not Required" box will be checked when a "No"

entry is made after interview of registrant. The appropriate "Granted" or "Not Granted" box will be checked after processing prescribed by paragraph 22 has been accomplished. If the block "Granted" or "Not Granted" has been checked, under "Remarks" the agency granting or not granting the moral waiver and the date will be entered. (*Examples:* DA-3/7/59; Third Army-2/6/59).

- ★(f) *Section VII.* This section will be completed after moral, medical, mental, and other determinations, if necessary, have been made. Item 22a will be checked for those registrants found acceptable for induction. Item 22b will be checked for those registrants found unacceptable for induction. Only one box indicating the reason for unacceptance will be checked, except in the case of the boxes "Failed Medical Only" where "Psychiatric" or "Other Medical," or both, will be checked, as appropriate. For registrants failing to qualify mentally and/or medically for whom moral waivers are not requested under the provisions of paragraph 22f, only the appropriate item in 22b pertaining to mental and/or medical qualifications will be checked. These individuals will be identified by the check in the "Not Processed" block in section VI, Moral Determination. For example, a check in the "Trainability Limited (V-O)" box will indicate the registrant is otherwise qualified for induction or is otherwise qualified and, if required, has not been processed for a moral waiver. A check in the "Failed AFQT Only" box would mean the registrant is qualified medically and, if required, was not processed for a moral waiver. When the box

"Other Administrative" is checked, the appropriate references will be made after (Specify): "AR 601-270, Section ----, or paragraph ----" under which disqualification action was taken except for security cases. Under no circumstances will security type entries be made on DD Form 47; this includes references to AR 601-270 and AR 604-10. Care will be taken to insure that the date, place, and signature of the induction officer are entered properly. The original and one copy will be signed by the induction officer. Facsimile signatures may be used provided they are initialed by the induction officer.

(b) *Disposition.*

1. In the case of registrants found acceptable for military service, all copies of DD Form 47, and any medical documents attached thereto, will be returned to the Selective Service local board.
2. In the case of registrants found unacceptable for military service, the original and one copy will be returned to the Selective Service local board; a carbon copy will be forwarded to the Surgeon General, ATTN: MEDCS-IE, Department of the Army, Washington 25, D.C., and the last carbon copy will be destroyed.
3. When additional sets of DD Form 47 are received in accordance with (a)1 above, the original or a copy of all former DD Forms 47 and Standard Form 88 will be attached to the new set of DD Form 47 for use in considering the registrant's current medical and mental qualifications.

(3) *DD Form 62 (Statement of Acceptability).*

- (a) *Purpose.* DD Form 62 is the induction station's official notification to the Selective Service local board as to whether the registrant is acceptable or

unacceptable for service in the Armed Forces.

- (b) *Preparation.* DD Form 62 will be prepared in duplicate at the induction station for each registrant examined after determination as to acceptability has been made. DD Form 62 will not be accomplished for registrants refusing to take any part or all of the required preinduction tests and examinations.

1. *Acceptable.* An entry will be made in item 1 for individuals determined to be acceptable for induction. See paragraph 26a(1) for entry to be made when an acceptable registrant gives a history of a disabling ailment for which corroborative evidence is lacking.
2. *Induction held in abeyance.* DD Form 62 will be prepared in accordance with (4)(m) below for registrants found unacceptable due to security reasons.
3. *Requirements for verification.* Whenever, because of lack of records required to be forwarded by Selective Service regulations or the need to obtain verification of interview findings (par. 57c), final determination is delayed, a letter substantially as shown in appendix III will be forwarded to the Selective Service local board. A copy of this letter, together with all forms pertaining to the registrant will be retained by the induction station pending receipt of a reply from the Selective Service local board. Whenever the Selective Service local board forwards the additional records or information necessary to finally determine the status of the registrant, DD Form 62 will be accomplished appropriately, to indicate the final determination.
4. *Unacceptable.* An entry will be made in item 2 for individuals determined to be unacceptable for induction.
5. *Disposition.* Both copies of DD Form 62 will be attached to DD Form 47

16 May 1961

C 3, AR 601-270

and forwarded to the Selective Service local board for all registrants. See (4) below on disposition of DD Form 62 for registrants found unacceptable for induction for security reasons.

- (4) *DD Form 98 (Armed Forces Security Questionnaire)*.
- (a) A commissioned officer who is thoroughly conversant with the regulations and policies pertaining to the

Section II. INDUCTION PROCESSING

29. Notification of registrant's arrival. The State Director of Selective Service, using SSS Form 201, will direct Selective Service local boards to select and deliver for induction, specified numbers of registrants to specified induction stations. At the time the State director dispatches SSS Form 201 to Selective Service local boards, he will furnish the induction station concerned with an information copy. Information on this form alerts operating personnel as to the number of personnel scheduled to arrive daily from each Selective Service local board.

30. Reception of registrants and records. *a.* Registrants will arrive at the induction station in groups under control of a group leader, who will have in his possession a sealed packet containing the following forms and/or documents:

- (1) Original and two copies of Delivery List (SSS Form 261).
- (2) For each registrant who has undergone preinduction processing under section I, original and three copies of DD Form 47; original and three copies of Standard Form 88; Standard Form 89; X-ray film and film envelope; other forms if pertinent, such as PHS Form 956, any waiver of disqualification, any order terminating civilian custody, DD Form 98, and all other information bearing on the acceptability of the registrant for service in the Armed Forces.
- (3) For each registrant in the group forwarded for immediate induction, original and three copies of DD Form 47, with section I, except items 2 and 3, and section II completed by the Selective Service local board.

b. Immediately upon arrival of registrants, records will be checked for completeness. DD Form 47 of each registrant who underwent a preinduction examination will be checked against SSS Form 261 to determine whether medical examination, X-ray examination, and serologic test for syphilis were made within the required 180 days. The DD Form 98 will be accomplished, in applicable cases, as required by paragraph 39*k*. The forms for each registrant will then be assembled into a package having the basic forms in a position pattern conveniently aligned to the induction

station's stop points for induction processing. The forms for each registrant will then be placed in a large envelope which will show the registrant's full name and Selective Service number. The envelopes containing the forms will be issued to the registrants immediately after roll call.

c. Forms and records relating to mental and medical examinations or reports to be initiated, accomplished, or processed at induction stations will consist of the following:

	<i>Paragraph</i>
(1) SSS Form 2 (Registration Certificate) ..	(39 <i>l</i>)
(2) SSS Form 110 (Notice of Classification) ..	(39 <i>l</i>)
(3) SSS Form 201 (Notice of Call on Local Board)	(29)
(4) SSS Form 261 (Delivery List)	(39 <i>b</i>)
(5) DD Form 47 (Record of Induction)	(39 <i>a</i>)
★(6) DA Form 41, NAVPERS Form 601-2, NAVMC 10526-PD, and AF 246 (Record of Emergency Data)	(39 <i>c</i>)
(7) DD Form 98 (Armed Forces Security Questionnaire)	(39 <i>k</i>)
(8) DD Form 369 (Police Record Check)	(39 <i>d</i>)
(9) PHS Form 956 (Report of VD Suspect) ..	(39 <i>f</i>)
(10) SF 88 (Report of Medical Examination)	(39 <i>h</i>)
(11) SF 89 (Report of Medical History)	(39 <i>g</i>)
(12) SF 519a (Radiographic Report)	(39 <i>i</i>)
(13) DA Form 316 (Summary of Registrants Examined for Induction)	(39 <i>m</i>)
(14) Acknowledgment of Service Obligation ..	(39 <i>f</i>)
(15) Waiver of Veterans Administration Disability Pension	(39 <i>e</i>)
(16) SF 1169 (USA Transportation Request)	(39 <i>n</i>)
(17) Allocation Record	(35 <i>c</i>)
(18) Special Orders	(39 <i>o</i>)

31. Scope of induction processing. *a.* Selective Service registrants found acceptable for military service normally will be ordered to report to induction stations in not less than 21 and not more than 180 days after the preinduction examination and will undergo a physical inspection (par. 62). If the lapse of time between the preinduction examination and the appearance of the registrant for induction is more than 180 days, another complete medical examination is required to determine acceptability for immediate induction except as provided in (1) and (2) below.

- (1) In the case of postponed registrants, paragraph 40*d* will apply.
- (2) In the case of all other registrants reporting for induction within 1 year of the

original examination, the X-ray examination and serology test may be omitted from the reexamination unless conditions are found in which X-ray and serology are indicated. A new set of Standard Forms 88 will be prepared in quadruplicate and marked "Reexamination" and the results of the reexamination will be recorded on the new form. These new Standard Forms 88 will be attached to like copies of the forms prepared for the original preinduction examination and will be distributed in accordance with instructions established for this form. Registrants then will be processed in accordance with the procedures for acceptable or unacceptable registrants prescribed herein.

b. Steps in processing of registrants for induction will normally be performed in the order indicated below:

- (1) Reception of registrants and records.
- (2) Induction orientation talk.
- (3) Rollcall and issuance of individual records.
- (4) Physical inspection or complete examination, as appropriate.
- (5) Accomplishment of DD Form 98, when applicable, and as prescribed in paragraph 39k.
- (6) Allocation to Army, Navy, Air Force, or Marine Corps.
- (7) Induction (if found fully acceptable for induction into the Armed Forces).
- (8) Oath of allegiance ceremony.
- (9) Accomplishment of acknowledgment of service obligation.
- (10) Outprocessing.

c. All personnel inducted under these regulations will be inducted in grade E-1.

d. Special procedures applicable to individuals in the medical and dental professions are contained in paragraphs 42 through 47.

32. Induction orientation. The group of registrants will be assembled for an induction orientation talk, which will cover the following informational areas.

- a. Purpose and significance of induction.
- b. Processing steps in which the registrant will participate.
- c. Number, sequence, and location of stations at

which the processing will take place. Other necessary information including arrangements for messing.

d. Location of induction station counseling personnel who will assist registrants having questions or problems concerning insurance and other personal matters.

e. Obligation of inductee to serve in a Reserve component under the Universal Military Training and Service Act, as amended, and Armed Forces Reserve Act of 1952.

★f. Commercial trip insurance will be available at the option of registrants at their own expense upon arrival at the transportation terminal for their protection en route to reception stations. Sufficient time will be provided at the terminal to afford personnel an opportunity to purchase trip insurance.

33. Rollcall and issuance of individual records. Immediately following the orientation talk, an officer will conduct rollcall from SSS Form 261, and issue the envelopes containing individual records to the registrants. Registrants will be instructed to carry the envelope with them as they proceed from one processing point to another.

34. Control of registrants. Upon completion of rollcall, registrants will pass to control of the examining station for physical inspection, or complete medical examination, or complete medical examination and mental testing as required. Upon completion of processing by examining stations, registrants will revert to control of the induction station.

35. Allocation to Army, Navy, Marine Corps, or Air Force. (Representatives of the Bureau of Naval Personnel will consider registrant's preference for Coast Guard after allocation is made to the Navy.)

a. *Allocation to services.* Registrants who as a result of the induction physical inspection, or in applicable cases, a complete medical examination, are determined to be qualified for induction will be allocated to the respective services in accordance with the following:

- (1) Allocation ratios provided by higher headquarters will be applied rigidly to insure that each service (Army, Navy, Air Force, and Marine Corps) receives its equitable proportion of registrants in each classification with respect to physical

will be given, so far as practicable, to the allocation of individuals to the services of their Reserve affiliation, except as provided in paragraph 41b(3).

Notification of induction of National Guard, Reserve or enlisted personnel. Notification of induction of National Guard and Reserve personnel will be made to the appropriate service using paragraph 27, AR 601-210 as a guide, except as indicated below for Air Force Reserve and Air National Guard (exempt report, par. 17af, AR 335-15). A copy of the DD Form 47 (Record of Induction) will be substituted for the DD Form 4 (Record of Enlistment). DD Form 368 will accompany DD Form 47. Such notification must include full name, grade, service number, identification as to whether individual is USNR, USMCR, USAR, USAFR, ARNG or AFNG, and request for discharge, in order to avoid dual status. Notification regarding the induction of a member of the Air Force Reserve and Air National Guard will be made to: Headquarters, Air Reserve Records Center, 3800 York Street, Denver 5, Colo. Notification regarding the induction of a member of the Coast Guard will be made to the Commandant, United States Coast Guard, Washington 25, D.C.

e. Armed Forces examining stations will notify the appropriate Army National Guard or Army Reserve authority when any member of a Reserve component of the Army is processed as a Selective Service registrant and found unacceptable for induction.

- (1) The appropriate Army National Guard or Army Reserve authority will be notified by preparing an additional copy (Local Board Copy) of DD Form 62 (1 Mar 59) (Statement of Acceptability) with the following modifications:
 - (a) The Army service number with prefix (e.g.; FR 13 403 789; NG 26 124 803; etc.), will be entered after the reservist's name.
 - (b) The parenthetical statement "(These to be directed to local board only)" under "Remarks" and the words "Local

Board Copy" appearing at the bottom of the form will be crossed out.

- (c) The individual's organization and the cause for this rejection will be entered under "Remarks." *ow* *c. 4* *Examples:* Svc Co 3d Inf Regt. "Medical—PULHES 4 1 2 3 3 4;" Co C 6th Engr Combt Bn "Mental—ACB failure;" Co A 10th Tank Bn "Administrative—Civil Court Record."
 - (d) The words "FOR OFFICIAL USE ONLY" will be typed or stamped on the form. Under no circumstances will any security type entries be made on the form.
- (2) The following disposition will be made of the above DD Form 62:
 - (a) For Army National Guard of the United States personnel, the form will be forwarded to the State adjutant general of the member's State of residence. See AR 635-5.
 - (b) For Army Reserve personnel, the form will be forwarded to the appropriate United States Army Corps commander. See AR 135-306.

37. Oath of allegiance ceremony. The oath of allegiance is not a part of induction. Registrants who have been inducted will be informed that the taking of ceremonial oath of allegiance is not a part of induction. The oath will be administered by the service to which assigned as soon after the induction as practicable. In every instance there will be an appreciable break to insure that the taking of the ceremonial oath does not appear to be any part of the induction. The oath may be administered at any location as prescribed by the service in which inducted. If a nondeclarant alien is a member of the newly inducted group, the officer will explain the difference between the ceremonial oath of allegiance and the ceremonial oath of service and obedience.

a. The oath of allegiance reads as follows:

"I, _____, do solemnly swear (or affirm) that I will bear true faith and allegiance to the United States of America; that I will serve them honestly and faithfully against all their enemies whomsoever; and that I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to regulations and the Uniform Code of Military Justice."

b. In the event a nondeclarant alien does not desire to take the oath of allegiance, he may be administered the following oath of service and obedience, which oath will be substituted for the oath described in *a* above.

"I, _____, a citizen of _____, and without intention of surrendering such citizenship, do solemnly swear (or affirm) that I will serve the United States honestly and faithfully against all their enemies whomsoever, and that I will obey the orders of the President of the United States and orders of the officers appointed over me, according to regulations and the Uniform Code of Military Justice."

c. If a person declines to subscribe to any oath or refuses to sign the various papers after the oath of service and obedience is administered, he will be advised that he is already a member of the United States Army, Navy, Air Force, or Marine Corps, whichever is appropriate, and his refusal to sign papers will in no way alter his status or disposition.

38. Outprocessing. *a. General.* Outprocessing consists of the following actions:

- (1) Assignment of service numbers (*b* below).
- (2) Completion of records (par. 39).
- (3) Disposition of registrants found disqualified during induction processing (see par. 39 for disposition of records and par. 40*b* for disposition of individuals).
- (4) Disposition of registrants sent in for immediate induction will be as provided in paragraph 26 *a*.

b. Assignment of service numbers. Service numbers will be assigned to personnel allocated to the Army and the Air Force only (see AR 600-203). Service numbers will not be assigned to personnel allocated to the Navy or to the Marine Corps.

39. Completion and disposition of records. Preparation, completion, and disposition of basic induction records (par. 30*c*) for each individual inducted into the Armed Forces is indicated in *a* through *p* below. Prior to dispatch, operating personnel will carefully review records for accuracy, completeness, and presence of official and certifying signatures.

a. DD Form 17.

- (1) *Section I (permanent home of record).* By interview, information will be obtained from each individual inducted as

to his permanent home of record. This information will be entered in item 3, section I, regardless of whether it is different from the address shown in item 3*a*.

- (2) *Section VI (item 21*b*).* Notwithstanding entries made in item 21*a* at the time of preinduction processing, the registrant will be personally interviewed to determine if he had a record of court adjudication or conviction since time of preinduction processing. A "yes" entry will require registrant to undergo processing prescribed by paragraph 22, provided he is otherwise qualified. Appropriate entries will be made under item 21*b* in accordance with paragraph 27*c*(2)(*a*) 2(*e*).
- (3) *Section VIII.* Upon completion of induction processing section VIII will be accomplished. Information necessary to determine medical determination will be obtained from Standard Form 88 completed during preinduction processing unless a complete examination was accomplished during induction processing (par. 60). The provisions of paragraph 27*c*(2)(*a*) 2(*f*) will be followed in accomplishing items 23*a* or *b*, DD Form 47.
- (4) *Section IX.* This section will be completed at the time the registrant is inducted into the Armed Forces. The service into which inducted will be checked as required and the date of induction will be entered. The inductee's service number will be entered in item 2 of his DD Form 47. The organization and location of the organization to which the inductee is ordered to report from the induction station and the date of reporting will be entered in the appropriate subitems. The name and location of the induction station at which the registrant was inducted will be entered. The inducting officer will sign the original and copy; both copies will be forwarded to the station of initial reception; his name and grade will be typed or stamped in the spaces provided. Facsimile signatures may be used provided they are initialed by the inducting

- tion, Washington 25, D.C., DD Form 369.
- (f) To the Manager, Federal Records Center, GSA, 2306 East Bannister Road, Kansas City, Mo., all X-ray films.
- (2) For registrants inducted into the Navy, Marine Corps, and Air Force.
- ★(a) To the station of initial reception.
1. DD Form 47, original and one copy.
 2. Standard Form 88, original and one copy.
 3. Standard Form 89.
 4. NAVPERS Form 601-2 (Navy), original (yellow), and copy (white).
 5. NAVMC 10526-PD (Marine Corps), original (yellow), and copy (white).
 6. AF Form 246 (Air Force), four yellow copies.
 7. DD Form 369.
 8. Acknowledgment of service obligation, original and copy.
 9. DD Form 98.
 10. X-ray film.
 11. PHS Form 956, copy 2.
- (b) To Headquarters, USAF (AFPMP-S-1), Washington 25, D.C., AF Form 246 punchcard.
- (c) To Selective Service local board of the inductee.
1. DD Form 47, one copy.
 2. Standard Form 88, one copy.
- (d) To The Surgeon General, ATTN: MEDCS-IE, Department of the Army, Washington 25, D.C.
1. DD Form 47, one copy.
 2. Standard Form 88, one copy.
- (3) For unacceptable registrants.
- (a) DD Form 47, original and one copy to Selective Service local board and one copy to The Surgeon General, ATTN: MEDCS-IE, Department of the Army, Washington 25, D.C. (destroy extra copies).
- (b) Standard Form 88, same as (a) above.
- ★(c) Standard Form 89, to the Selective Service local board.
- (c.1) DD Form 62 original and copy to Selective Service local board.
- ★(d) DD Form 41, NAVPERS Form 601-2, NAVMC 10526-PD, and AF 246, not accomplished.
- (e) DD Form 369, not accomplished.
- (f) Acknowledgment of service obligation not accomplished.
- (g) PHS Form 956, copy 2, destroyed.
- (h) DD Form 98, not accomplished.
40. Processing registrants in special categories. a. *Special categories.* This paragraph contains instructions regarding the processing of registrants in the following categories:
- (1) Registrants found unacceptable at time of induction.
 - (2) Registrants refusing to submit to induction.
 - (3) Postponed registrants.
 - (4) Delinquent registrants.
 - (5) Conscientious objectors.
 - (6) Insular Puerto Rican personnel found acceptable on ECFA (a test in Spanish) at time of preinduction examination in Puerto Rico.
- b. *Processing steps for registrants found unacceptable on physical inspection, or full examination.* For registrants found unacceptable for military service on physical inspection or full examination, processing will be completed as follows:
- (1) Applicable subitems under section VIII, DD Form 47, will be completed in accordance with paragraph 39a.
 - (2) Disposition of registrant will be entered in column 4, SSS Form 261.
 - (3) Appropriate changes will be made on the medical worksheet (single copy of Standard Form 88) located in the registrant's file.
 - (4) Operating personnel will review each registrant's DD Form 47, Standard Form 88, Standard Form 89, and DD Form 98 for accuracy and completeness.
 - (5) Registrants will be directed to the transportation section where arrangements will be made for returning them to the appropriate Selective Service local boards, or in appropriate cases, to place of residence. Every effort will be made to place the registrants on return transportation on the same day of their arrival at the induction station.
 - (6) Records of registrants found unacceptable at time of induction because they require a moral waiver (par. 22), a medical

waiver (par. 60c(6)), or a future appointment for further hospital study/consultation (par. 60c(2)), may be held at the induction station for completion upon final determination of acceptability. The registrant will be advised that he is unacceptable for induction pending the above determination and that his local board will advise him of his status. The registrant will be returned to his local board in the same manner as other registrants rejected at time of induction (par. 10e). Disposition of the registrant will be shown on SSS Form 261 as "not accepted" with the remark "pending moral waiver, medical waiver, or further hospital study/consultation" as applicable. If the final determination results in a decision that the registrant is unacceptable for induction, his records will be completed and distributed in the same manner as for registrants found unacceptable at time of induction. If the final determination results in a decision that the registrant is acceptable for induction, his records will be completed and distributed in the same manner as for registrants found acceptable at time of preinduction, except section VIII, DD Form 47, will not be completed until such time as the registrant is again ordered to report for induction.

c. Registrants who refuse to submit to induction. Any registrant who has been removed from the group as prescribed in paragraph 36b and who persists in his refusal to submit to induction will be informed that such refusal constitutes a felony under the provisions of the Universal Military Training and Service Act, as amended. He will be informed further that conviction of such an offense under civil proceedings will subject him to be punished by imprisonment for not more than 5 years, or a fine of not more than \$10,000, or both. He will then be informed again of the imminence of induction using the language specified in paragraph 36a, and his name and service number again will be called. If he steps forward at this time, he will be informed that he is a member of the Armed Force concerned, using the language specified in paragraph 36c. If, however, he persists

in refusing to be inducted, the following action will be taken:

- (1) The registrant will be requested, but not required, to make a signed statement, dated, in his own handwriting, as follows: "I refuse to be inducted into the Armed Forces of the United States." Such statement should be witnessed by at least two witnesses who will affix their signatures to the statement. Registrants who refuse induction will not be furnished any means of transportation.
- (2) Letter of notification or refusal to submit to induction will be prepared in quadruplicate. The original, together with the voluntary statement described in (1) above, will be submitted to the United States attorney for the district in which the registrant refused to be inducted. One copy will be forwarded to the State Director, Selective Service System, of the State in which the registrant refused to be inducted; one copy will be forwarded to the Selective Service local board which delivered the registrant for induction; and the other copy will be retained at the induction station. Such notification will include the following information:
 - (a) Name and address of registrant.
 - (b) Selective Service number of registrant.
 - (c) Number and address of the Selective Service local board which delivered the registrant for induction and, if different, the registrant's own Selective Service local board.
 - (d) A detailed statement of facts concerning the registrant's refusal to be inducted.
 - (e) Names and addresses of witnesses.
- (3) Army commanders should contact the United States attorney in their Army area, in advance, regarding what steps should be taken as to the disposition of any registrant who refuses to be inducted.
- (4) A registrant previously forwarded for preinduction examination who refused to take any part or all of the preinduction tests and examinations and who is returned for immediate induction and

the prescribed tests and examinations will be informed that failure to submit to such examination as the commanding officer of the induction station will direct is a violation of Selective Service regulations and punishable as such. If he persists in refusing examination, action will be taken as prescribed in (1), (2), and (3) above, except—

- (a) A statement, if given, will read: "I refuse to take the preinduction tests and examinations prescribed for induction into the Armed Forces of the United States." As in the case of registrants who refuse induction, a registrant who refuses to submit to examination will not be furnished any means of transportation.
- (b) Where the word "induct" or "induction" appears in connection with notification to be made to the various Selective Service offices and office of the United States attorney, substitute "examined" or "examination", as appropriate.

d. Postponed registrants.

- (1) *Induction without a new medical exam-*

ination. Postponed registrants who have received a complete preinduction medical examination and who are not ordered to report for induction within the 180-day period may be accepted for induction without a new complete medical examination, subject to all other provisions for induction qualifications and the following:

- (a) The preinduction examination was accomplished not more than 1 year prior to registrant's actual induction.
- (b) No condition has intervened which alters the original medical qualification based on the preinduction medical examination. In order to ascertain the above, each registrant will receive a careful and thorough physical inspection at the time he reports for induction. This physical inspection will consist of checking the physical condition of the registrant against the record of his preinduction medical examination with particular attention given to communicable or other intercurrent disease, illness, or injury which

again refuses to take any part or all of the prescribed tests and examinations will be informed that failure to submit to such examination as the commanding officer of the induction station will direct is a violation of Selective Service regulations and punishable as such. If he persists in refusing examination, action will be taken as prescribed in (1), (2), and (3) above, except—

- (a) A statement, if given, will read: "I refuse to take the preinduction tests and examinations prescribed for induction into the Armed Forces of the United States." As in the case of registrants who refuse induction, a registrant who refuses to submit to examination will not be furnished any means of transportation.
- (b) Where the word "induct" or "induction" appears in connection with notification to be made to the various Selective Service offices and office of the United States attorney, substitute "examined" or "examination," as appropriate.

d. Postponed registrants.

- (1) *Induction without a new medical examination.* Postponed registrants who have received a complete preinduction medical examination and who are not ordered to report for induction within the 180-day period may be accepted for induction without a new complete medical examination, subject to all other provisions for induction qualifications and the following:
 - (a) The preinduction examination was accomplished not more than 1 year prior to registrant's actual induction.
 - (b) No condition has intervened which alters the original medical qualification based on the preinduction medical examination. In order to ascertain the above, each registrant will receive a careful and thorough physical inspection at the time he reports for induction. This physical inspection will consist of checking the physical condition of the registrant against the record of his preinduction medical ex-

amination with particular attention given to communicable or other intercurrent disease, illness, or injury which may warrant a change in the original determination of medical qualification. If, as a result of the physical inspection, conditions are found which might warrant a change in the registrant's physical acceptability status which cannot be determined definitely without further study, the registrant will be given a new and complete medical examination.

- (2) *When a new medical examination is given.* When a new medical examination is given, the results should be recorded on the new set of Standard Forms 88 prepared in quadruplicate and marked at the top "Reexamination." This new set of Standard Forms 88 will be attached to like copies of this form prepared for the original preinduction examination and will be distributed in accordance with instructions established for this form. Registrants will then be processed in accordance with the procedures for acceptable and/or unacceptable registrants as prescribed herein.

e. Delinquent registrants. Delinquent registrants are subject to immediate induction if found acceptable. All other pertinent processing provisions prescribed herein will be observed, except as indicated below:

- (1) *Delivery list.* A separate delivery list containing the name or names of delinquent registrants will be submitted on a separate SSS Form 261, with the words "Delinquent Registrants" stamped or typed across the top of the form.
- (2) *Detention of delinquent registrants for completion of medical examination.* Delinquent registrants who must be detained for a period of more than 1 night for completing parts of the medical examination (chest X-ray and serologic test for syphilis) will, if otherwise qualified for military service, be sent for completion of such parts of the medical examination to the nearest Army installation within the Army area. The installation selected for such purposes

must have facilities for completing the chest X-ray and serologic test, as well as adequate facilities for housing and subsistence. All records pertaining to the registrant will accompany him to the installation to which he is sent.

- (3) *Unacceptable delinquent registrants.* As in the case of ordinary registrants, a serologic test for syphilis is not required for delinquent registrants found unacceptable for other medical reasons.
- (4) *Disposition of delinquent registrants at Army installations who are found acceptable for induction.* Delinquent registrants at an Army installation who are found acceptable for induction following the chest X-ray and serologic test for syphilis will be returned to the appropriate induction station or to the nearest induction station for actual induction processing as outlined above. The chest X-ray film and film envelope, the original and carbon copy of Standard Form 519a, and the results of the serologic test (original of Standard Form 514c), in addition to the records originally taken to the installation, will be placed in sealed envelopes and forwarded with the registrant to the induction station.
- (5) *Disposition of delinquent registrants at Army installations who are found unacceptable for induction.* Delinquent registrants at Army installations who are found unacceptable for induction following the chest X-ray and serologic test for syphilis will be returned to the induction station which sent them for disposition in accordance with the procedures established for ordinary unacceptable registrants as outlined above. The chest X-ray film and film envelope, the original and carbon copy of Standard Form 519a, and the report of the results of the serologic test (original copy of Standard Form 514c), in addition to the records originally taken to the installation, will be placed in a sealed envelope and forwarded with the registrant to the induction station.

f. Conscientious objectors.

- (1) *I-A-O.* Conscientious objectors are

identified by appropriate entry contained in item 14, DD Form 47, which is completed by the Selective Service local board. Conscientious objectors forwarded for preinduction examination or induction will be processed in the same manner as other registrants. Upon completion of processing they will be forwarded to the appropriate reception station.

- (2) *Conscientious objectors (I-O).* Conscientious objectors (I-O) will be shown on a separate physical examination list (SSS Form 225) and each accompanying DD Form 47 will bear the stamped notation "I-O" in red ink. The following forms accomplished at the time of mental and medical processing will be similarly marked "I-O" in red ink: Standard Form 88, Standard Form 89, and DD Form 62. Processing of these conscientious objectors will be identical with that of other registrants, except there is no requirement for the accomplishment of DD Form 98. All forms, including DD Form 62, will be accomplished in the usual manner to show clearly whether the individual is acceptable under the present criteria. Disposition of records for "I-O" conscientious objectors regardless of mental and physical category will be that prescribed for registrants who are rejected. One copy of Standard Form 88 and one copy of DD Form 47 will be forwarded to The Surgeon General, ATTN: MEDCS-IE, Department of the Army, Washington 25, D.C.

g. Insular Puerto Rican personnel found acceptable on ECFA (Spanish) at time of preinduction examination in Puerto Rico.

- ★(1) These procedures prescribe processing at Armed Forces examining stations within the continental United States, for Insular Puerto Rican and Spanish-speaking Virgin Island personnel appearing for induction who were found acceptable at the time of preinduction examination in Puerto Rico on the basis of the Examen Calificacion de Fuerzas Armadas (ECFA-1 or -2 and -3). The ECFA, a test in Spanish, has been in use

in Puerto Rico since 1 October 1953, for mentally qualifying personnel for induction into the Armed Forces. As of 15 November 1961, Insular Puerto Rican personnel must mentally qualify on the ECFA and the English Reading Test, ER-1, a component of the English Fluency Battery EFB-1. The ECFA and the ERT are not administered within the continental United States since special training in English language instruction existing in Puerto Rico is not available in continental United States.

- ★(2) Identification on DD Form 47.
 - (a) Prior to 1 November 1959 entries in section IV, DD Form 47 (Record of Induction) completed at the Armed Forces Examining and Induction Station in Puerto Rico were as follows: "ECFA-1," the final raw score (raw score of 40 or higher), or "ECFA-2 or -3," the final score (raw score of 42 or higher, and the mental group classification, as appropriate). For individuals administratively acceptable, section IV of the DD Form 47 will contain an appropriate entry in item 21.
 - (b) From 1 November 1959 to 15 November 1961, the above mental test results on the ECFA-2 or -3 will be found on DD Form 47 in section V, item 20a.
 - (c) Subsequent to 15 November 1961, the ECFA-2 or -3, final raw score (a raw score of 60 or higher) will be recorded on DD Form 47, in section V, item 20a.

The ERT score will be recorded under item 20b as ER-1, the final raw score (a raw score of 17 or higher). ECFA mental groups will not be recorded. The box "administratively accepted" will be checked, if applicable.

- (3) Personnel in this category will be withdrawn from induction processing immediately after the records check prescribed in paragraph 30b. Further processing will be as follows:
 - (a) Personnel will be examined mentally in accordance with paragraphs 55 and 56 and test results will be recorded as prescribed in paragraph 58.
 - (b) Subsequent induction processing will be in accordance with section II.
- ★(c) DD Form 62 (Statement of Acceptability) will be accomplished for all registrants as prescribed in paragraph 27c(3). For registrants found not acceptable the Selective Service local board copy of DD Form 62 will contain, if applicable, the entry prescribed in paragraph 57d(2)(b)2. The following additional statement, if applicable, will be entered for unacceptable registrants on the local board copy of DD Form 62 under "Remarks": Spanish-speaking registrant passing ECFA or ECFA and ERT in Puerto Rico rejected on reexamination with AFQT and/or AQB at the time of induction processing in

continental United States, paragraph 40g, AR 601-270.

- (4) Subsequent processing at continental United States examining and induction stations of personnel found not acceptable and later returned for redetermination of acceptability will be in accordance with normal preinduction procedures.

41. Special procedure for processing certain National Guard and Reserve personnel. a. General.

- (1) Certain National Guard and Reserve personnel are subject to priority induction and may be forwarded by the Selective Service System for induction under provisions of Section 1631.8 of Selective Service System Regulations. Such personnel are those enlisted in Army or Air National Guard under Section 6(c)(2)(A), Universal Military Training and Service Act, and those enlisted under Section 262, AFRA, in the other Reserve components while under 18½ years of age who fail to participate satisfactorily in Ready Reserve training.
- (2) The following special instructions govern induction procedures of this special category of registrants, and implement paragraph 21c and other pertinent paragraphs of these regulations. In certain instances, special procedures are prescribed, in order to meet the requirements of the respective service. Other sections of these regulations prescribe procedures to be followed in processing registrants and inductees, normally furnished by the Selective Service System. The special instructions in this section do not constitute a conflict with other instructions in these regulations, but are applicable to induction procedures only in connection with processing those registrants forwarded by local boards under provisions of Section 1631.8 of Selective Service System Regulations.

b. Procedures common to all registrants.

- (1) *Identification by Selective Service local boards.* Selective Service System Form 261 (Delivery List) and copies of DD Form 47 (Record of Induction) initiated

by local boards and forwarded with Reserve personnel ordered to report for induction will indicate induction action under the provisions of Section 1631.8 of Selective Service System Regulations; the Reserve affiliation and service into which the individual is to be inducted.

- (2) *Number of copies.* Local boards will furnish seven copies of DD Form 47 for personnel to be inducted into the Air Force.
- (3) *Service into which induction is to be accomplished.* Reserve personnel forwarded for induction under the provisions of Section 1631.8 of Selective Service System Regulations will be inducted into the Armed Forces of which their Reserve component is a part.
- (4) *Determination of qualification for induction.*
 - (a) Except as indicated in (b) below, the mental, medical, moral, and security qualifications for induction of personnel ordered to report for induction under provisions of Section 1631.8 of Selective Service System Regulations will be determined under standards and procedures prescribed in these regulations in the same manner as prescribed for all other registrants who are ordered to report for induction.
 - (b) Reservists forwarded for induction will not be administered the AFQT provided official records are available } which indicate that the individual has } previously been examined in an ex- } amining station and achieved the mini- } mum test score of percentile 10 on the AFQT. Those Army reservists scoring between 10 and 30, inclusive, on AFQT will be administered the ACB.
- (5) *Service numbers.* Assignment of service number of Reserve personnel inducted into the Army and Air Force is prescribed in AR 600-203, which stipulates that the Reserve service number held by a reservist of the Army or Air Force will be retained and the appropriate prefix added. The assignment of service numbers to reservists inducted into the Navy

and Marine Corps is explained in *e*(1) (*d*) and *g*(5) below.

- (6) *Reservists who fail to meet prescribed standards for induction.* Reservists who fail to qualify for induction for mental, medical, moral, or security reasons will be processed in accordance with the following:

(a) *Mental rejection.* Reservists who fail to attain a score of 10 on the AFQT prescribed for use in the examining stations and those who fail to attain scores of 90 or higher in 2 or more aptitude areas of the ACB, will be processed in accordance with paragraphs 57 and 72.

(b) *Medical rejection.* Reservists who are rejected for induction for medical reasons will be processed in accordance with instructions contained in paragraphs 59 through 64 and 72 applicable to regular registrants who do not meet induction medical standards.

(c) *Rejection for moral reasons.* The moral qualifications for induction of reservists will be determined in accordance with paragraph 22. Failure to meet the prescribed moral standards for induction constitutes a basis for rejection as for all other registrants.

(7) *Security evaluation.* Provisions of paragraphs 25 and 27*c*(4) will apply in accomplishing the security evaluation of reservists who are ordered to report for induction.

(8) *Acknowledgment of service obligation.* Each registrant will be required to accomplish the appropriate service obligation statement. The statement will contain the service designation in which the Reserve service will be performed. The disposition of the statements is prescribed in paragraph 39*p*. See *f*(5) below for special instructions concerning Air Force inductees.

c. Reporting procedures. Reservists who are processed through an induction station and examining station under the provision of Section 1631.8 of Selective Service System Regulations, will be reported on DD Form 557 (AFES Quali-

tative Distribution Report of Male Enlistments, Inductions and Rejections) in accordance with paragraph 77. Army reservists who are inducted will be included in the DD Form 557 report currently being prepared for Army inductions.

d. Preparation and disposition of records.

(1) Records to be accomplished for reservists inducted into the Army, Navy, and Marine Corps will follow procedures prescribed in paragraph 39. The disposition of these records is prescribed in paragraph 39*p*.

(2) Preparation and disposition of records for reservists inducted into the Air Force are prescribed in *f* below.

(3) *Special orders and transportation.*

(a) *Army inductees.* Procedures prescribed in paragraph 39*o* will be followed.

(b) For Navy, Air Force, and Marine Corps inductees, see *e*, *f*, and *g* below and appendix XII.

e. Special instructions as pertain to United States Navy.

(1) Induction of reservists into the Navy and accomplishment of forms and records will follow procedures prescribed in these regulations except as stated below.

(a) The oath of allegiance will be administered at a Naval installation.

(b) Inductees will be shipped from the induction station to the appropriate Navy Main Recruiting Station designated in appendix X.

(c) Special orders authorizing travel which require issuance of Transportation Request will follow sample order (app. XI, including appropriation symbols shown in sample order).

(d) Service numbers will be assigned at the appropriate Naval installation.

(2) Records accomplished and/or completed at induction stations in connection with the induction of naval reservists will be disposed of in accordance with paragraph 39*p*(2).

f. Special instructions as pertain to Air Force.

(1) Inductees will be shipped to the nearest Air Force base to which enlistees are shipped.

CHAPTER 3

ARMED FORCES EXAMINING STATIONS

Section I. PROCESSING AND RECORDS PREPARATION

49. General. a. Reception. Upon completion of preliminary processing in the induction station of registrants and processing in the recruiting main station of applicants for enlistment, examinees will be received in the examining station for the accomplishment of the mental tests and medical examination. Each group of examinees will be welcomed and given an orientation on the processing to be received. Determination of processing requirements will be made so that delay and duplication may be avoided. Sufficient information will be obtained from each examinee for the initial preparation of forms to be completed in whole or in part at the examining station. To expedite the flow of personnel through examining stations, the order of processing will be adjusted so that maximum use is made of mental testing and medical examining facilities. Processing schedules will be arranged to allow sufficient time for thorough medical examinations.

b. Delivery lists and accompanying forms. Each group of examinees sent to examining stations for examination will be accompanied by a delivery list containing the names of applicants and registrants listed separately in alphabetical order with indication of processing required, and properly identified by their respective service according to the following classes:

- (1) Chargeable.
- (2) Nonchargeable.
- (3) Reserve personnel under Section 511(b) of Title 10, United States Code.
- (4) AFRA (262) personnel.
- (5) Reserve personnel other than (3) and (4) above.

In addition to the delivery lists, registrants forwarded for preinduction processing or for immediate induction (without a preinduction examination) will be accompanied by their Personnel Records Jacket (DA Form 201) which will include DD Form 47. Registrants who have had a

preinduction examination and are forwarded for physical inspection or for complete medical examination will be accompanied by DA Form 201, which will include previously accomplished Standard Forms 88 and 89 and DD Form 47.

c. Outprocessing. Upon completion of mental and medical processing the examinee will be returned to the recruiting main station or induction station which forwarded him for examination. Any delays encountered because of special processing will be explained to a representative of the forwarding station.

50. Records accomplished at Armed Forces examining stations. The forms and records listed in this paragraph are those required to be initiated or completed fully or partially in examining stations. Instructions for preparation and distribution of the following records are contained in paragraphs 51, 52, 53, 58, 60, and 64, respectively.

- a.* DA Form 765 (AFES Record of Qualification for Induction).
- b.* DA Form 766 (AFES Letter of Qualification for Enlistment).
- c.* DD Form 557 (AFES Qualitative Distribution Report of Male Enlistments, Inductions and Rejections).
- d.* DD Form 47 (Record of Induction).
- e.* Standard Form 89 (Report of Medical History).
- f.* Standard Form 88 (Report of Medical Examination).
- g.* Standard Form 519a (Radiographic Report).
- h.* Standard Form 514c (Serology).
- i.* Standard Form 514a (Urinalysis).
- j.* PHS Form 956 (Report of VD Suspect).
- k.* DA Form 2035-R (Computation of ACB Aptitude Area Scores). *see 4*

51. DA Form 765 (AFES Record of Qualification for Induction). *a.* The AFES Record of

Qualification for Induction (DA Form 765) will be initiated, in triplicate, by the examining station for each group of registrants physically inspected, reexamined, or examined for immediate induction. The original and one copy of this record will be forwarded with the group of registrants to the appropriate induction station. One copy will be retained in suspense by the examining station. The name, race (Caucasian or Other), percentile score, and physical profile category for each individual will be recorded by the examining station in columns a through e of DA Form 765. The name of the examining station, the name of the induction station to which the registrants are being returned, date examined, inspected, or reexamined, and the signature of the examining officer will be entered in the spaces provided on the form.

b. The induction station commander will complete the DA Form 765 received from the examining station with each group of registrants by entering in the appropriate spaces the name of the induction station, the examining station to which the completed form is to be returned, date of induction or rejection, and the signature of the induction officer. The service to which allocated will be indicated by check mark in column f, g, h, or i for registrants who are inducted. Registrants who are rejected will be indicated by check mark in column j and the reason for rejection will be entered in column k. Immediately upon completion, the original of DA Form 765 will be returned by the induction station commander to the examining station from which received. One copy of completed DA Form 765 will be retained in the induction station.

c. Use of DA Form 765 is not mandatory when only one of the Armed Forces is accepting inductees.

52. DA Form 766 (AFES Letter of Qualification for Enlistment). a. *Preparation.* In

order to insure that DD Form 557 (par. 53) accurately reflects the enlistment or rejection of all "chargeable" individuals examined by examining stations, DA Form 766 will be prepared locally by the commanding officer of each examining station for each applicant examined at an examining station indicating the individual's mental-medical category.

b. *Number and distribution of copies.* For applicants, three copies. The original and one copy will be forwarded to the appropriate service recruiting installation or Reserve unit and one copy will be retained at the examining station.

c. *Indorsement.* Upon completion of enlistment or upon rejection of personnel, the recruiting main station commander or Reserve unit commander will return a copy of the letter of qualification, by indorsement thereon within 5 working days to the examining station which completed the medical-mental examination. The indorsement will indicate the date of enlistment or rejection, whichever is applicable, or that enlistment is held in abeyance and reason therefor. If the individual is rejected, the reason for this action must be indicated or the letter will be returned by the examining station commander for the required information. When the examining station commander and the commander of the recruiting main station which forwarded the individual applicant for examination are the same person, this information may be placed on the copies of DA Form 766 without the formality of an indorsement.

53. DD Form 557 (AFES Qualitative Distribution Report of Male Enlistments, Inductions, and Rejections, RCS-DD-MP&R(M) 344). Each examining station will prepare a monthly report of male enlistments, inductions, and rejections in accordance with instructions contained in section VI, chapter 3.

Section II. MENTAL TESTING AND QUALIFICATIONS

54. Purpose of mental testing. The purposes of mental testing are to—

a. Identify those applicants who possess the required mental standards for enlistment in the Armed Forces, and to exclude those applicants who fail to meet the required mental standards.

b. Identify during the mental testing those registrants who meet the required mental standards for induction into the Armed Forces, as required by section 4(a) of the Universal Military Training and Service Act, as amended, and to exclude those registrants who fail to meet the established standards. This latter group, the rejectees, will be categorized with respect to the degree of their failure to meet minimum mental requirements for military service.

c. Provide the basis for the qualitative distribution to the Armed Forces of manpower found mentally acceptable for military service.

★ *d.* Identify those female applicants who meet the established mental standards for enlistment when mentally tested with the Armed Forces Women's Selection Test (AFWST) and the Women's Army Classification Battery (WACB).

55. Test administration. *a. General.*

(1) Administration of mental testing will be under the supervision of commissioned personnel psychologists assigned to the examining station who have been awarded MOS 2230 or 2239 or who are qualified to hold MOS 2230 or 2239. Tests will be administered by qualified commissioned personnel, or by qualified enlisted psychologists. The corresponding equivalent specialty designations of the Navy, Marine Corps, or Air Force may be substituted for MOS codes listed above. Duties and responsibilities of testing personnel are described in paragraph 16.

(2) All mental tests utilized in determining the acceptability of an applicant for enlistment or of a registrant for induction will be administered in accordance with AR 611-5. Detailed instructions for the administration and scoring of prescribed mental tests are contained in separate test manuals. The Department of Defense prescribes for each test the specific alter-

nate forms and scoring keys to be used. In order to insure uniformly valid results from the administration of these tests, it is essential that only the designated forms be used. Prior to test administration, scoring, and evaluation of test scores, all personnel having responsibility for these functions will be required to become thoroughly familiar with the manuals referred to above and with procedures for application of mental standards to determine acceptability. The provisions of the testing manuals will be strictly adhered to and no deviations are authorized.

b. Proctoring. The specific duties of proctors are set forth in paragraph 9, AR 611-5 and appropriate test manuals. Test proctors will be physically present in the testing rooms during the entire test period. The number of test proctors may vary from the prescribed number according to physical facilities available. Normally, one proctor will be provided for every 25 examinees or fraction thereof.

c. Motivation.

(1) Applicants and registrants will be informed, in the orientation given before the mental test is administered, that they should endeavor to achieve the highest possible score as it becomes a part of their permanent record. The orientation as prescribed in the applicable mental test manual will be used. The orientation will be presented in accordance with paragraph 10, AR 611-5.

(2) In any situation in which it is obvious that a registrant is not approaching the AFQT in a proper manner after instructions and encouragement by the proctor, it is appropriate for the examiner to withdraw the registrant from the test situation. The registrant will be referred to the personnel psychologist who will take one of the following actions:

(a) If the personnel psychologist determines that the registrant is incapable of understanding the test instructions, he will award the registrant a score of "0" on AFQT, after which the registrant will be processed in the same man-

ner as any other registrant who failed the AFQT.

- (b) If the personnel psychologist finds that the registrant is merely refusing to cooperate in the testing situation, he will attempt to obtain the registrant's cooperation. If the registrant agrees to cooperate, the personnel psychologist will direct that he be readmitted to the test situation and administered the alternate form of the AFQT. If, however, the registrant again refuses to cooperate, the personnel psychologist will recommend to the commanding officer one of the following actions:

1. That determination be made in accordance with paragraph 57, whether the registrant should be administratively accepted.
2. That the registrant be referred to the Selective Service local board as within the purview of section 12 of the Universal Military Training and Service Act, as amended, and as prescribed by paragraph 19b.

d. Scoring. Tests will be scored at the earliest practicable time. Tests administered to applicants will be scored prior to those administered to registrants.

e. Security.

- ★(1) The current Armed Forces Qualification Test (AFQT) and Army Qualification Battery (AQB) authorized for use in examining stations will not be administered outside the Armed Forces examining stations. No tests or testing materials of the EST or WEST (administered at recruiting stations), the AFQT, the AQB, or WACB will be reproduced in any form without the specific permission of The Adjutant General. Personnel authorized access to the EST, WEST, AFQT, AQB, or WACB testing materials will not show the test booklets or testing materials at any time to any individual not authorized access to these materials except during the testing session in the Armed Forces examining station or as authorized for EST or WEST by the recruiting stations.

- (2) Adequate safeguards will be established to provide security for testing materials in accordance with AR 611-5 and AR 345-15. The commanding officer of each recruiting main station will appoint a test control officer, normally the personnel psychologist, who will be responsible for the establishment and enforcement of procedures to prevent any unauthorized access to the contents of tests in his custody. The test control officer will—
- (a) Control record of receipt, storage, issue, transfer, and the minimum of a monthly inventory of all test materials; determine stock levels to be maintained.
 - (b) Review requisitions for test items to insure that quantity is in accordance with requirement to maintain stock levels.
 - (c) Implement Headquarters, Department of the Army regulations and directives pertaining to handling test materials and insure that all personnel handling tests are kept informed of all pertinent directives.
 - (d) Conduct periodic inspections of testing and storage facilities to insure that necessary precautions are taken to protect the tests from compromise.
 - (e) Establish a system of daily inventory and examination of all test booklets and materials used to insure that same test booklets are collected intact and are returned to security storage after each test session.
 - (f) Only the prescribed number of sheets of scratch paper authorized by the test manual will be made available to the examinee. All paper issued will be collected and accounted for at the end of the test session and will be destroyed in accordance with AR 345-15.
- (3) To prevent compromise, proper safeguards against indiscriminate access to tests and test materials, including scored answer sheets, will be maintained. Cabinets or chests with adequate locking devices will be provided. Test materials when not in use will be locked in such containers at all times. When a unit has on hand damaged, wornout, or obsolete

test materials, such materials will be destroyed in accordance with AR 345-15. Test scores achieved by examinees on tests administered at examining stations will not be made available to individuals or agencies other than those agencies concerned in the processing of examinees in accordance with these regulations, without prior approval of The Adjutant General, Department of the Army, Washington 25, D.C. Tests and testing materials will not be released to any individual or any agency without prior approval of The Adjutant General, Department of the Army, Washington 25, D.C. In accordance with paragraphs 2c(7) and 5, AR 345-15, if request is made for an exception to the above stated policy, requests will be forwarded to The Adjutant General, ATTN: AGSP, Department of the Army, Washington 25, D.C., with a statement of the reason for "need-to-know," anticipated use of test scores or testing material, number and types of test scores or testing material requested, controls and protections to be used, and agreement that names or other identity of persons whose test scores or testing materials are involved will not be given public release.

- ★(4) Scored AFQT answer sheets, and answer sheets completed in whole or in part but not yet scored, are considered controlled test material and will not be released to personnel other than those conducting the examination. Completed answer sheets will be retained at all times within locked files in the custody of the Test Control Officer until final disposition. Normally, AFQT answer sheets will be filed alphabetically by service by month. AFQT answer sheets will be destroyed after 4 months.
- ★(5) Air Force AFQT answer sheets and scored answer sheets for all other types of mental tests administered to Air Force personnel will be forwarded monthly, no later than the fifth working day following the end of the month in which the individual was examined, to the appropriate address below:

Air Force: Chief, Personnel Laboratory,
WADC
ATTN: WCLLT
Box 1557
Lackland Air Force Base, Tex.

Army, Navy, Marine Corps applicant's and Selective Service registrant's AFQT answer sheets and NQT booklets will be maintained and disposed of in accordance with paragraph 5, AR 345-265.

- (6) When current directives require pre-screening with the Women's Enlistment Screening Test (WEST), the score achieved will be placed on the AFWST answer sheet. Disposition of the AFWST answer sheets will be the same as for the AFQT forms for Air Force personnel.
- ★(7) AQB and WACB answer sheets will not be included in registrant and applicant files. Completed AQB and WACB answer sheets, marked in whole or in part, will be destroyed after 1 month.

f. Retesting.

- (1) The test control officer appointed at each examining station will be responsible for establishing and enforcing adequate control procedures which will prevent unauthorized retesting with the AFQT.
- ★(2) The Armed Forces Examining Stations Policy Board referenced in paragraph 2 has established a policy which defines a "first test" and a "retest" on the Armed Forces Qualification Test (AFQT). The AFQT initially administered to an applicant or a registrant at an Armed Forces examining station will be considered the first test by all services regardless of the service for which application is made. Any subsequent AFQTs administered in accordance with the policies established by the individual services will be considered retests. AFQT retesting of applicants for enlistment is governed by the appropriate service regulations. Retest scores are acceptable only to the service authorizing the retest.
- ★(3) Registrants whose records of initial testing, regardless of the purpose for which tested, indicate achievement of scores which qualify them for induction will not be retested except when speci-

cally directed by Headquarters, Department of the Army. Registrants who fail to achieve a passing score will not be retested except when Headquarters, Department of the Army specifically directs the retesting of certain categories such as non-English speaking registrants as provided in paragraph 57*d*(2)(*b*) $\text{\textcircled{2}}$. However, previous testing of an individual in applicant status does not preclude testing him once as a registrant with the alternate form of the AFQT if a score of less than percentile 10 was attained when initially tested as an applicant. Registrants, whose records indicate a previously attained AFQT percentile score who have not been tested with the AQB, will be tested with the AQB only. For those individuals for whom AFQT answer sheets or DA Forms 6028 are not available and for whom scores for Part A of the AQB must be obtained, the AFQT will be administered and the answer sheet scored for the sole purpose of obtaining standard scores for Part A of the AQB. The original AFQT score which qualified the applicant in registrant status or as a registrant will be retained and will be used. Registrants, previously rejected as applicants, who are forwarded for reevaluation in accordance with section V will be retested with the AQB as provided in paragraph 19*c*.

56. Mental test battery. The mental determination of applicants for enlistment and Selective Service registrants will be made in accordance with the procedures in *a* through *d* below. Disposition will be made of registrants as illustrated in appendix XIII. For complete list of the mental testing instruments, see appendix V.

a. Armed Forces Qualification Test (AFQT). This test will be administered to all applicants for enlistment and to all registrants forwarded for preinduction examination without regard to educational level attained by the individual except as provided in paragraph 43*b*(1). Instructions relative to the administration of the AFQT are contained in a separate manual. The following disposition, based upon the attained AFQT score, will be made of individuals examined.

(1) Applicants for enlistment must attain

such qualifying AFQT scores as established by the respective services in separate recruiting regulations to qualify for enlistment. Procedures for processing rejected applicants are contained in section V, chapter 3.

- (2) Registrants who attain a percentile score of 31 or higher on AFQT are mentally qualified for induction without further testing.
- (3) Registrants who attain a percentile score between 0 and 9, inclusive, on AFQT will not be accepted for induction unless determined to be administratively acceptable under the provisions of paragraph 57. All registrants failing to attain the 10th percentile on AFQT, who are not eligible to be tested with AQB under the provisions of paragraph 57, will be tested further to determine their degree of mental failure for the purpose of subsequent classification into one of four rejected classes according to procedures outlined in *c* and *d* below. These procedures will be followed carefully since their purpose is to provide standby mental classifications in the event that mental standards must be lowered.

★*b. Army Qualification Battery (AQB).* (The provisions of this paragraph do not apply to registrants tested with the Examen Calificacion de Fuerzas Armadas (ECFA).) The AQB consists of the AFQT as Part A and an additional group of tests as Part B. The AQB will be administered and scored in accordance with DA Pam 611-26 and DA Pam 611-26-1. The phrase on the cover of DA Pam 611-26 (1958) which reads "Part A of the AQB-1 is the AFQT-5B or 6B" will be disregarded. The instructions found in DA Pam 611-26 can also be used with Forms -7 and -8 of the AFQT. The AQB will be administered to registrants listed in (1) below, except that those registrants who are otherwise disqualified will not be tested with the AQB.

- (1) The following registrants will be further tested with the AQB:
 - (a) Registrants attaining percentile scores between 10 and 30, inclusive, on AFQT.
 - ★(b) All high school graduates, or those successfully completing 12 grades in

school, who score between 0 and 9, inclusive, on AFQT but are determined to be conditionally acceptable for further mental testing under the provisions of paragraph 57b(1)(b).

- ★(c) All non-high school graduates who score between 0 and 9, inclusive, on AFQT but are determined to be conditionally acceptable for further mental testing under the provisions of paragraph 57b(1)(a).
- ★(2) Registrants scoring between 10 and 30, inclusive on AFQT and who attain a score of 90 or higher on any two or more aptitude areas of the AQB are mentally acceptable for induction. High school graduates and non-high school graduates scoring between 0 and 9, inclusive, on the AFQT and who attain two or more aptitude area scores of 90 or higher when further tested with Part B of the AQB will be administratively accepted under the provisions of paragraph 57. Combat A (CO-A) and Combat B (CO-B) of Aptitude Area CO will be considered as separate aptitude areas for this purpose. Registrants failing to attain a score of 90 or higher on any two or more aptitude areas of the AQB will not be considered acceptable for induction unless determined to be administratively acceptable under the provisions of paragraph 57b(2).
- (3) Registrants who fail to qualify under (2) above who attained scores between 10 and 30, inclusive, on AFQT, except those determined to be administratively acceptable, will be classified as "Trainability limited (V-O)," and will not be tested further. Registrants classified as "V-O" are considered to be those who have the ability to absorb advanced individual training if such training were to be modified. DD Form 62 (Statement of Acceptability) will be accomplished for each such registrant in accordance with paragraph 27c(3)(b)4 indicating the individual is not acceptable for military service.

o. Verbal-Arithmetic Subtest, VA-AFQT. The Verbal-Arithmetic Subtest consists of items se-

lected from the AFQT. This subtest in application is designed to identify within the group of mentally unacceptable individuals those registrants whose literacy achievement may enable them to absorb basic military training under reduced standards. The administration of any additional examination or questions is not required in this procedure. Instructions relative to the Verbal-Arithmetic Subtest are contained in the Manual for scoring the Verbal-Arithmetic Subtest of the Armed Forces Qualification Test. The answer sheet derived from the administration of the AFQT will be rescored, using the designated Verbal-Arithmetic scoring key. The Verbal-Arithmetic Subtest will be applied to the answer sheets of all registrants who attain AFQT percentile scores between 4 and 9, inclusive. Those registrants who achieve raw scores of 6 or higher on the Verbal-Arithmetic Subtest will be classified as "Marginal literate (V-1)," and will not normally be further tested. DD Form 62 (Statement of Acceptability) will be accomplished for each such registrant in accordance with paragraph 27c(3)(b)4 indicating the individual is not acceptable for military service.

d. Nonlanguage Qualification Test (NQT). The Nonlanguage Qualification Test, NQT-1, is designed to identify those individuals whose scores on previous tests reflect literacy deficiencies and who may be capable of learning to perform military duties if the deficiencies were corrected by literacy training. Instructions for the administration of the NQT are contained in the DA Pam 611-29. The NQT will be administered to individuals who achieve AFQT percentile scores below 4 and to those individuals who achieve raw scores below 6 on the Verbal-Arithmetic Subtest. The following classification will be made of registrants to whom the NQT is administered:

- (1) Individuals attaining a raw score between 39 and 42, inclusive, will be classified as "Illiterate-High Mental (V-2)," and those attaining a raw score between 34 and 38, inclusive, will be classified as "Illiterate-Marginal Mental (V-3)." DD Form 62 will be accomplished for such individuals as prescribed in paragraph 27c(3)(b)4, indicating the individual is not acceptable for military service.
- (2) Individuals attaining a raw score of less than 34 will be rejected for failure to

meet required mental standards and will be classified as "Sub-Standard (V-4)." DD Form 62 will be accomplished as prescribed in paragraph 27c(3)(b)4, indicating the individual is not acceptable for military service.

57. Terminal screening. ★*a. Administrative acceptance standards.* Administrative acceptance of registrants will be restricted to those registrants who, as a result of procedures cited below, are determined to have deliberately failed the AFQT and/or AQB and who, had they been properly motivated, would have qualified for induction under the provisions of paragraph 56 a(2) and b(2). This standard reflects the desire to insure that only those registrants who can assimilate, adequately, basic and advanced individual military training will be inducted.

b. Screening procedures. Terminal screening of registrants will be as follows:

- (1) *Registrants failing to attain 10th percentile on AFQT.* All registrants failing to attain the 10th percentile on AFQT will be terminally screened using the devices prescribed in DA Pam 611-45. Final disposition of registrants will be made as follows:

★*(a) Non-high school graduates.* Non-high school graduates found by the Failure Keys to be in the True Failure Category or Undetermined Category will be rejected without additional terminal screening and placed in appropriate standby categories in accordance with paragraph 56 c and d. Those found by the Failure Keys to be in the Deliberate Failure Category will be further screened with Individual Picture Recall Test (IPRT). In addition to testing with the IPRT, the personnel psychologist will conduct a personal interview with these registrants. If the examinee's IPRT score is 22 or above, a brief interview will be given and the registrant may be held for further testing with the AQB in accordance with paragraph 56b(1)(c), unless the interview elicits contrary information, in which case the interview will be expanded to an intensive interview. If the examinee's IPRT

score is 21 or below, an intensive interview will be given and the registrant will be rejected and placed in the appropriate standby category in accordance with paragraph 56 c and d, unless the information elicited during the interview indicates beyond a doubt that the examinee should not be rejected. Registrants whom the personnel psychologist believes should not be rejected will be held for further testing with AQB under the provisions of paragraph 56b(1)(c). For registrants rejected entries on DD Form 47 and DD Form 62 will be made as prescribed in paragraphs 58c and 27c(3)(b)4.

★*(b) High school graduates.* All high school graduates, and those successfully completing 12 grades in school, will be screened with the Failure Keys and IPRT and interviewed by the personnel psychologist. If the use of the terminal screening devices reveals that the registrant is mentally qualified under the standards prescribed in (a) above, he will be held for further testing with AQB in accordance with paragraph 56b(1)(b). If, however, after terminal screening, the personnel psychologist believes that the failing AFQT score of the registrant represents a true measure of his ability, the registrant will be rejected and placed in appropriate standby category in accordance with paragraph 56 c and d. Entries on forms will be as prescribed in (a) above.

★*(c) Registrants further tested.* Registrants further tested with Part B of the AQB in accordance with (a) and (b) above will be counseled prior to the administration of the AQB after it has been determined that the AFQT score attained by them does not represent their true ability. They will be informed that failing to try to pass the AQB or failing to do their best on the AQB does not necessarily mean that they will be rejected for military service but that the scores attained will be placed on their records and may de-

termine the kind of work they will be given to do while in the Army.

- ★(2) *Registrants failing AFQT who attain scores of 90 or higher in any two or more aptitude areas of AQB.* All registrants attaining scores of 90 or higher in any two or more aptitude areas of the AQB when tested in accordance with (1) (a) and (b) above will be administratively accepted without further testing. The box "Administratively Accepted" will be checked in item 20a, DD Form 47.
- ★(3) *Registrants failing to attain standard scores of 90 or higher in any two or more aptitude areas of AQB.* Registrants failing to attain standard scores of 90 or higher in any two or more aptitude areas of the AQB, regardless of AFQT scores attained, will be further processed in accordance with (4) below.
- ★(4) *Terminal interview.* The personnel psychologist will review all available records of registrants who fail to attain two or more acceptable aptitude area scores on the AQB for information pertaining to the registrant's education and civilian occupation. Particular attention will be given items 9 and 10 of DD Form 47. Following the review of records, each registrant who has 9th grade or lower as his highest educational level completed, will be identified as a true failure on the AQB and will not be screened further. All other registrants will be interviewed by the personnel psychologist. During the interview the personnel psychologist will consider all data available concerning the education and job history of the registrant using DA Pam 611-26-2 in evaluating these factors to identify individuals who were capable of passing AQB but were poorly motivated in taking the test. Where the evidence elicited in the interview clearly indicates the registrant was poorly motivated in taking the AQB and would have achieved qualifying scores had he tried to pass, the registrant may be administratively accepted. In all other cases, the registrant will be rejected as a

true failure. If doubt exists as to whether the registrant should be administratively accepted, the personnel psychologist will verify the interview findings under the provisions of c below. Those rejected registrants who have AFQT percentile scores between 10 and 30, inclusive, if otherwise qualified for induction, will be placed in the "V-O" category. Those rejected registrants who have AFQT percentile scores between 0 and 9, inclusive, and who were administered the AQB, will be placed in an appropriate standby category in accordance with paragraph b(1)(c) above. This procedure will require use of the VA Subtest and administration of the Non-language Qualification Test. For registrants administratively accepted under these procedures, the box, "Administratively accepted" will be checked in item 20a, DD Form 47.

★c. *Verification of interview findings.* When the findings of the terminal interview are at variance with the mental test scores of the registrant, a request for verification of interview findings, substantially as shown in appendix III may be forwarded to the registrant's Selective Service local board. For individuals interviewed in accordance with the procedures contained in DA Pam 611-26-2, the inquiry should request specific information as outlined in paragraph 4c(2), DA Pam 611-26-2. In those instances in which no doubt exists that the registrant has deliberately failed the mental test, the request for verification of interview findings may be waived and the registrant will be recommended for administrative acceptance. The required entry will be made in item 20a, DD Form 47. Upon final determination of acceptability of those individuals for whom verification of interview findings is requested, section V of DD Form 47 and DD Form 62 will be accomplished as appropriate.

d. *Registrants not acceptable.*

- (1) The following categories of personnel who do not achieve the prescribed minimum score on the AFQT will not be accepted:
 - (a) Non-English speaking registrants.
 - (b) English speaking registrants who cannot read or write English.

(2) Non-English speaking registrants will be processed as follows:

(a) Non-high school graduates found by the Failure Keys to be in the True Failure Category will be rejected without further processing except as indicated herein. If items 11 and 12 of DD Form 47 of such registrants indicate less than 12 months' residence in the continental United States, they will be recommended by the personnel psychologist for reexamination in accordance with (b) 2 below.

(b) Non-high school graduates found by the Failure Keys to be in the Undetermined and Deliberate Failure Categories and high school graduates in all categories on the Failure Keys will be interviewed by the personnel psychologist. Information from available personal records pertinent to their English speaking ability should be evaluated, and the registrant should be questioned on such matters as length of time spent in this country, opportunity or requirement for them to speak English at home or work, and amount of English training they have had in school. With regard to these registrants, the personnel psychologist will take the following actions:

1. In those instances in which the personnel psychologist suspects that a registrant is falsely claiming to be non-English speaking or unable to read or write English, he will forward a request for verification of interview findings to the registrant's Selective Service local board. If this investigation indicates poor motivation, the registrant may be accepted under the provisions of a above, if determined to be fully qualified under the standards prescribed therein.
2. In those instances in which a registrant is rejected solely because he was non-English speaking, entry will be made on the copy of DD Form 62 to indicate that a reexamination may be justified in 6 to 12 months upon de-

termination by the Selective Service local board that the registrant has become more fluent in English. The following phrase will be employed: "Non-English speaking—Reexamination may be justified in 6 to 12 months."

58. Recording of mental test scores. a.
Armed Forces Qualification Test answer sheet.

- (1) The examiner will have the examinees fill in items on the answer sheet as prescribed by the appropriate test manual.
- (2) In the box labeled "Service" the letters "PS" will be entered following the entry for service for those applicants who have had prior service. (*Example: Army (PS).*)
- (3) Test scores pertaining to the AFQT and additional tests, if administered, will be entered by the scorer on the AFQT answer sheet in the appropriate boxes as prescribed by the test manuals. The total raw score for the NQT-1 will be entered in Box 15 on the AFQT-7 and -8 answer sheet.

b. Standard Form 88 (Report of Medical Examination). For applicants processed in accordance with sections IV and V and for registrants obtaining a percentile score of 31 or higher on the AFQT, examining station personnel will record the appropriate AFQT form number, the final score (percentile score), and the mental group classification under the "Notes" section (item 73) of Standard Form 88. (*Example: AFQT-7A-67-II.*) For registrants failing to attain the 10th percentile on AFQT, the results of the AFQT and the results of all mental tests administered subsequent to the AFQT for the purpose of categorization (VA-AFQT and NQT-1) will be recorded under the "Notes" section of Standard Form 88. (*Example: AFQT-7A-7-V, V-A-5, NQT-40 (V-2); AFQT-7A-2-V, NQT-38 (V-3).*) For registrants with AFQT scores between 10 and 30, inclusive, who attain a standard score of 90 or higher in any two or more aptitude areas of ACB, the AFQT form number, final percentile score and mental group will be recorded. (*Example: AFQT-7A-27-IV.*) For those registrants scoring between 10 and 30, inclusive, and for those registrants scoring between 0 and 9, inclusive, on AFQT who are categorized as "V-O"

under the provisions of paragraphs 56b(3), 57b(2) (b)4 and 57b(3), the AFQT form number, the final percentile score, the mental group classification and the mental subgroup "V-O" will be recorded. (Examples: AFQT-7A-8-V (V-O); AFQT-5B-17-IV (V-O).)

c. DD Form 47 (Record of Induction). Section V, "Mental Determination" will be filled in at the induction station in accordance with the following instructions:

- (1) *Armed Forces Qualification Test (AFQT)*. The AFQT title, form, and percentile score attained will be recorded in section V, item 20a under "Test-Form-Score." (Example: AFQT-65). Following "AFQT Mental Group" in item 20a, and X will be placed in the appropriate mental group column in which the AFQT percentile score falls. Percentile scores on the AFQT will be converted to mental groups on the following basis:

Group	Percentile score
I -----	93-100.
II -----	65- 92.
III -----	31- 64.
IV -----	10- 30.
V -----	9 and below.

- (2) *Verbal-Arithmetic Subtest (V-A) and Nonlanguage Qualification Test (NQT)*. When the registrant is administered these tests, the V-A and/or NQT title, raw score attained, and the identifying classification will be recorded in section V, item 20a under "Test-Form-Score." (Examples: V-A-6 V1; V-A-3, NQT-39 V2; NQT-38 V3; V-A-4, NQT-32 V4.) Raw scores on the V-A and NQT will be converted to identifying classifications on the following basis:

Test	Raw score	Identifying Classification
V-A-----	6 and higher	V-1
NQT-----	39-42	V-2
NQT-----	34-38	V-3
NQT-----	0-33	V-4

- ★(3) *Army Qualification Battery (AQB)*.

- (a) The AQB title, edition, aptitude areas and scores attained will be recorded in section V, item 20b under "Other tests." (Example: AQB) CO-A85; CO-B90; GM-94; MM-95; CL-70; GT-72.) For registrants who attain 2 or more aptitude area scores of 90 or

higher on the AQB, the block "Qualifying" in item 20b will be checked with an X. For registrants who fail to attain 2 or more aptitude area scores of 90 or higher on the AQB, the block "Nonqualifying" in item 20b will be checked with an X. If the registrant is in AFQT mental group IV on the AFQT and has not been administered the AQB under the provisions of paragraph 56b, the notation "Not administered AQB" will be entered in item 20b.

- (b) DA Form 6028 (Army Qualification Battery, AQB-Scoring Work Sheet) will be used for the conversion to standard scores and the computation of aptitude area scores for the ABQ. An illustration of a completed DA Form 6028 and the instructions for the completion of the form are contained in DA Pam 611-26-1. The form will be prepared in duplicate in ink or typewritten for each registrant examined with the AQB. The conversion to standard scores and the computation of aptitude area scores will be done independently on each copy. Any inaccuracies found on either copy will be corrected. The AFES psychologist or his designated assistant who compute or verify the scores will sign the form. DA Form 6028 will be distributed as follows:

1. For Selective Service registrants found acceptable at time of preinduction processing except registrants processed in oversea commands in accordance with appendix XV.
 - (a) One copy will be stapled to the original of DD Form 47 (Record of Induction) and forwarded to the registrant's local board as prescribed in paragraph 27c(2)(b)1 for this form.
 - (b) One copy will be filed in the applicant and registrant files in accordance with paragraph 5, AR 345-265.
2. For Selective Service registrants inducted into the Army, DA Form 6028 will be removed from the original of

DD Form 47 and stapled to the copy of DD Form 47 which is forwarded by the induction station to the station of initial reception.

3. For unacceptable Selective Service registrants, DA Form 6028 will be filed in the applicant and registrant files in accordance with paragraph 5, AR 345-265.
 4. For Selective Service registrants processed in oversea commands see appendix XV.
- (c) For unacceptable Army applicants tested subsequent to the introduction of the AQB, who score between 10 and 30 on the AFQT and for unacceptable applicants of the other services who may

be returned for determination of acceptability for induction, AFQT answer sheets will be scored to obtain standard scores for Part A of the AQB. These scores will be recorded on DA Form 6028. DA Form 6028 will be filed in the applicant and registrant files and the recorded standard scores for Part A will be utilized when these applicants are forwarded for examination in registrant status.

- (4) "*Administratively accepted.*" For registrants administratively accepted in accordance with standards and procedures prescribed in paragraph 57, the block "Administratively Accepted" in item 20a will be checked with an X.

Section III. MEDICAL EXAMINATION

59. General. The instructions contained in this section relate to the medical examination of applicants for enlistment and registrants forwarded for preinduction examination, reexamination, or induction. Medical examinations will be accomplished at Armed Forces examining stations.

a. Medical examination of women. In those instances where women who are applicants for enlistment are examined at examining stations (par. 17o(6)), the recruiting service concerned will provide a female attendant for its examinees, except that when fee-basis physicians are employed in accordance with paragraph 15c their female assistants may be utilized as attendants.

b. Sequence of procedures. The processing steps in the medical examination will be dictated by the facilities of the examining station and the conditions under which examination is conducted. Important considerations are the floor plan and an orderly sequence of the various phases of the examination. Each step of the processing will be so organized as to eliminate confusion. Sufficient time will be allowed to permit thorough medical examination.

c. Physical standards.

- (1) *Men.* The general physical standards for acceptance into the military service are set forth in AR 40-501 for both registrants and applicants for enlistment.
- (2) *Applicants for specialty assignment.* Individuals applying for enlistment in certain specialty assignments within the Armed Forces must meet in addition certain established special medical standards.
- (3) *Women.* The physical standards for determining the acceptability of women for enlistment are given in the following references:
 - (a) *Physical standards for WAC.* See AR 40-501.
 - (b) *Physical standards for WAF.* See section V, AFM 160-1 and paragraph 19c, AFM 39-9.
 - ★(c) *Physical standards for Navy and Marine Corps.* See section I and article 15-34, chapter 15, Manual of Medical Department.

d. Types of medical examinations. The following types of medical examinations will be performed:

- (1) Complete medical examination (par. 60).
- (2) Physical inspection (par. 62).

60. Complete medical examination. *a. Applicability.* A complete medical examination (see AR 40-501) will be given to—

- (1) Registrants appearing for preinduction examination or for immediate induction (without a preinduction examination) irrespective of mental test scores.
- (2) Registrants forwarded for induction when more than 180 days have elapsed since they were found medically qualified on a complete medical examination, either as registrants or applicants for enlistment.
- (3) Male applicants for enlistment irrespective of mental test scores, unless found medically qualified on a complete medical examination within 180 days preceding the date of present examination. In the latter cases, only a physical inspection is required (par. 62a).
- (4) Women applicants for enlistment.
- (5) Previously disqualified registrants forwarded for reexamination.

b. Scope. A complete medical examination will consist of a clinical evaluation, laboratory findings, and other measurements and findings of the scope prescribed by paragraph 2b, AR 40-500 for induction and enlistment.

c. Special instructions.

- (1) *Completion of medical history.* See paragraph 2, AR 40-500. Assistance will be furnished individuals unable to complete Standard Form 89 (Report of Medical History). The Spanish translation of this form (Historical Medico) may be used by Spanish-speaking registrants. Rubber stamps will not be used for recording of any information on Standard Form 89 except as prescribed in paragraph 2c, AR 40-500.
- (2) *Retention for hospitalisation or study.* Whenever the examinee's fitness for military service cannot be determined without hospital study, hospitalization of

such cases will be accomplished in accordance with AR 40-501.

- (3) *Interpretation of X-ray film.* X-ray film will be read by a qualified roentgenologist, either civilian or military. A qualified roentgenologist is considered to be a physician, military or civilian, who has had a minimum of 1 year specialty training in roentgenology or whose practice in a given community is devoted primarily to the practice of roentgenology. In some instances, physicians who practice in other specialties, such as diseases of the chest, may be considered qualified by virtue of extensive experience or training in the interpretation of X-rays.
- (4) *Disqualification of registrants for temporary defects.* For registrants disqualified for defects that are temporary, such as remediable defects, incomplete healing of fractures, or insufficient convalescence from major surgery, an appropriate comment will be entered under "Notes" on Standard Form 88 (Report of Medical Examination) and on the local board copy of DD Form 62 (Statement of Acceptability) to indicate that a reexamination may be justified at a later date. It is the prerogative and responsibility of Selective Service local boards to determine if such individuals should be returned for a second examination; therefore, the comment will not recommend, request, or suggest such action. Instead a phrase such as the following will be employed: "Physically disqualified—recent fracture of left humerus. Reexamination believed justified in 3 months."
- (5) *Cases of doubtful acceptability.* Normally, final determination of the examinee's acceptability for military service will be made on the basis of the examination conducted at the examining station. Whenever there is doubt as to whether or not the examinee meets the minimum medical requirements for military service, determination of acceptability will be made by the appropriate Army area commander.
- ★(6) *Examinees previously discharged for medical reasons.*
- (a) In the case of Army and Air Force examinees who were previously discharged from the military service for medical reasons, the medical report (Standard Forms 88 and 89) will be forwarded direct to the Commanding Officer, U.S. Army Records Center, St. Louis, Mo., for processing and forwarding to Department of the Army for final determination of acceptability. Consultations will not be obtained on these individuals prior to review of their cases by the Department of the Army.
- (b) In the case of Navy and Marine Corps examinees who were previously discharged from the military service for medical reasons, the medical report (Standard Forms 88 and 89) will be forwarded to the cognizant Navy or Marine Corps Recruiting Activity for processing and forwarding to the Department of the Navy for final determination of acceptability. Consultations will not be obtained on these individuals prior to review of their cases by the Department of the Navy.
- (7) *Additional medical information.* Registrants claiming during the preinduction examination that they can produce documentary medical information which would have a bearing upon determining their acceptability for military service will not be held over to await receipt of such information. If found acceptable, such registrants will be informed that the information should be presented by them to their Selective Service local board. In all such cases the following statement will be made in item 73 of Standard Form 88, "Registrant is determined acceptable; however, he claims ailments not verified by the medical officer and has been advised to present documentary evidence to substantiate claims to his Selective Service local board prior to his induction."
- (8) *Reexamination.* Registrants requiring a medical reexamination because of lapse of time (a(2) above) will be given a complete medical examination.

14 March 1962

C 4, AR 601-270

(9) *Psychiatric evaluation.* Psychiatric evaluation will be made of a registrant or an applicant whenever the examining

physician has reason to question the registrant's or applicant's emotional, social, or intellectual adequacy for mili-

tary service. Such individuals will be referred to a psychiatrist for examination when the services of such a specialist are available within a period of 2 days. When the services of a psychiatric specialist cannot be made available within 2 days, the medical officer will make the final psychiatric evaluation. In all cases only an existing psychiatric condition will be considered in the determination of fitness for military service. The mere possibility that a psychiatric condition will arise later in the military service should not be sufficient reason in itself for rejection; however, such a possibility should be considered in the light of other findings. Determination of mental deficiency will be made independently of the examinee's AFQT scores, although these scores are useful as confirmatory evidence of the presence or absence of this disorder. The short time afforded medical examiners at examining stations does not permit them to properly evaluate an individual's "S" factor for profiling purposes. The shades of difference between S-1, S-2, or S-3 require more extensive observation than is possible at the time of enlistment or induction. A more desirable time to determine functional ability from an "S" standpoint is during basic training. Therefore, all male individuals meeting psychiatric standards for induction or enlistment will be given a provisional S-1 profile. Those few who require S-2 or S-3 profile will usually become apparent through their behavior and manifested symptoms during basic training. In profiling an examinee, the psychiatric evaluation will be recorded under factor "S" of the physical profile.

- (11) *Urinalysis.* The use of urine content test agents such as urine reagent strips is authorized to determine the sugar and albumin content in urinalysis (item 45, Standard Form 88); but a urine sample is necessary to accomplish specific gravity and microscopic analysis as required by paragraph 2b(1), AR 40-500.

★*d. Report of Medical Examination, Standard Form 88.* A medical worksheet (copy of Standard Form 88) will be prepared at the Armed Forces examining stations for each examinee and will be carried by the examinee along with Standard Form 89. The worksheet will be used by the medical examining officer for recording the medical findings. The medical worksheet must be complete in every respect required for the type examination given. The findings initially recorded on the medical worksheet will be typed or reproduced on the Standard Form 88 by Copyflex in the number of copies required (see par. 2b, AR 40-500). Preprinted or mimeographed Standard Forms 88 and 89 (including signature and initials) will not be used.

(1) *Recording the findings.*

- (a) *General.* As provided for by the form, each abnormality is to be described. In addition, all observed significant medical defects, whether disqualifying or not, will be summarized under item 74 of the form. The findings will be stated in terms of the most specific diagnosis. Statements such as "Disqualified for Cardiovascular Disease," or "Disqualified; Psychiatric Case," etc., are too general to be of value and should be avoided. The part or parts of the body affected will be specified whenever the diagnosis is not sufficient to localize the condition, as in cases of paralysis, aneurysm, ulcers, etc. Manifestations or symptoms of a condition will not be used instead of a diagnosis. Whenever possible, abbreviations will be avoided. In item 77 the appropriate box "Is qualified for" or "Is not qualified for" will be checked and the word "Enlistment," "Induction," "Appointment," or whatever the purpose and scope of the examination calls for, as appropriate, will be entered.
- (b) *Disqualifying defects.* The disqualifying defects will be specified under item 78, in order of seriousness of the defect, even though these defects are stated under item 74. In the case of registrants who were previously discharged from the military service because of medical reasons and were

found acceptable by the induction station, but were disqualified when their medical records were reviewed for final determination of acceptability in accordance with paragraph 60c(6), the Standard Form 88 will carry a notation from the Office of The Surgeon General, Department of the Army, as to the reason for the medical disqualification. This notation will be copied at the induction station under item 73 (notes) on the remaining copies of Standard Form 88. (*Example: TSG, DA, 23 Sep 1954, Physically disqualified by reason of rheumatic heart disease.*) These disqualifications will be considered medical.

- (o) *Accepted with venereal disease.* In case of registrants found acceptable with venereal disease who were referred to a civilian agency for treatment, the following entry will be made under item 75 of the form: "Referred for treatment to a civilian agency."
- (d) *Physical profile and physical category (item 76).* Utmost care will be taken to insure accurate entries under the physical profile and physical category, in accordance with the instructions in AR 40-501.
- (2) *Report of consultation.* When a report of consultation is obtained for an examinee a copy will be attached to each Standard Form 88 and become an integral part of the medical report. Extracts from the report of consultation will not be entered upon Standard Form 88.
- (3) *Documentary evidence.* When documents prepared by physicians are submitted by the examinee in evidence of an existing physical condition which indicate the individual has received treatment for reported condition, such documents will be attached to each Standard Form 88.
- (4) *Review of medical data.* Immediately upon completion of the medical examination, the medical worksheet will be reviewed by the military medical officer in

the presence of the examinee prior to his return to the dressing room.

- (5) *Signatures.* Before signing the typed Standard Form 88 the medical examining officer of the examining station will review the typed Standard Form 88 to insure that all items contain the required entries or that adequate explanatory remarks in lieu thereof are contained on the report. All items required by paragraph 2b, AR 40-500 and (in case of females) AR 40-501 or by these regulations will be complete in their entirety. The worksheet, original, and duplicates of the Standard Form 88 will be signed by a military medical officer of the examining station under item 82. Use of facsimile signature by examining physicians is authorized. When facsimile signatures are used they will be initialed by the physician immediately following the signature on the original copy. See paragraph 2c, AR 40-500 and paragraph 3, AR 600-6.
- (6) *Disposition.* One typed, signed copy (or moist diazo processed copy) of the Report of Medical Examination (Standard Form 88) will be retained in examining station files.

61. Reexamination of rejected registrants. Registrants appearing for reexamination because of previous disqualification by virtue of a remediable medical defect will be given a complete examination.

62. Physical inspection. ★*a. General.* A physical inspection will be accomplished prior to the induction or enlistment of medically qualified registrants who have had a complete medical examination within the previous 180 days. The physical inspection will be performed with all clothing removed for the purpose of detecting any contagious disease, apparent defects not previously recorded, and any intervening illness or injuries. Generally, this item listed under "Clinical Evaluation" on Standard Form 88 will be considered.

★*b. Recording of findings.* All findings of the physical inspection will be recorded under item 73 of the old set of Standard Forms 88, or on a newly prepared set of Standard Forms 88

which contains all the items previously recorded on the old set. If no additional abnormalities have been found at the time of inspection, the following notation will be made under item 73: "No additional defects discovered." If any disqualifying defects have been discovered which were not entered previously on the form, they will be specified under item 73, carrying the following heading: "Non-disqualifying defects discovered upon inspection." In case of registrants found not acceptable on physical inspection, the disqualifying defects will be listed under item 73 in order of seriousness, carrying the following heading: "Disqualifying defects discovered upon inspection." A statement will be made under item 73 as to the military fitness of the registrant upon inspection. "[Fit] [Unfit] for military service," whichever is applicable. Appropriate changes will be made, when applicable, in the physical profile serial and physical category under item 76. The medical officer will sign his name (on the original) to the new findings reported under item 73, and will also initial the changes, if any, in the profile (item 76). The date of the physical inspection will be specified.

63. Utilization of enlisted personnel. In order to conserve the time of the physicians conducting the medical examinations, medical enlisted personnel properly qualified by training and experience may be utilized for the following phases of the medical examination:

- a. Recording notes dictated by the physician.
- b. Height and weight.
- c. Determination of visual acuity.
- d. Testing of color vision.
- e. Determination of auditory acuity.
- f. Directing exercise.
- g. Blood pressure and pulse.
- h. Serology.
- i. Urinalysis.
- j. Temperature
- k. Taking X-rays.

64. Miscellaneous items. a. *Data to be recorded on X-ray envelope.* The following data will be recorded on the X-ray envelope: Place of examination; date; examinee's last name, first name, and middle initial; his home address, and Selective Service number.

b. *TB Medical Bulletin 62.* The provisions of TB MED 62, with regard to physical facilities

and safety precautions, will be adhered to in establishing and operating X-ray facilities in examining stations.

c. Urinalysis, serology, and X-ray.

(1) *Preparation of requests.* Requests for urinalysis, serology, and X-ray examinations will be made on Standard Forms 514a, 514c, and 519a respectively on original only. The findings will be reported on the appropriate form by the laboratory performing the tests. The findings and diagnostic reports will be transcribed by examining stations to items 45, 46, and 47 of Standard Form 88, as appropriate. Lists, logs, notebooks, telephone conversations, or similar devices will not be used in lieu of Standard Forms 514a, 514c, and 519a, but may be used to supplement them where rapid readings are necessary.

(2) *Disposition of requests.* These forms will be filed in applicant and registrant files in accordance with AR 845-265.

d. PHS Form 956 (Report of a Suspect or Case of VD Among Persons Examined for Military Service).

(1) PHS Form 956 will be prepared in quintuplicate at the examining station for all applicants and registrants whose serologic test for VD shows a positive or doubtful reaction. The original copy will be mailed to The Surgeon General, USPHS, Washington 25, D.C. Copies 3 and 4 will be furnished local or State authorities in the manner prescribed by health regulations of the particular locality and copy 5 will be attached to the file copy of Standard Form 88 and placed in the applicant or registrant files.

(2) In the case of registrants with VD in an infectious stage, copy 2 will be given to the registrant with instructions that he must obtain treatment prior to reporting for induction. The name and address of the agency (private physician, rapid treatment center, or VD clinic) selected by the registrant will be typed on copy 2, PHS Form 956 prior to the time it is given to the registrant. The registrant will be further instructed that he must

present copy 2 to the treatment agency for entering data thereon regarding treatment received and that he must have copy 2 in his possession when he reports for induction. In the case of applicants, copy 2 will be furnished the recruiting service sending the individual in for examination.

- (3) In the case of a registrant with VD in a noninfectious stage, copy 2 will be returned to the induction station for inclusion in records returned to the local board. The registrant will be advised that he will receive copy 2 from his local board, that he must go to a local treatment agency of his own choice for treatment presenting copy 2 to such agency for recording on the reverse the appropriate diagnosis treatment data, and that he must have copy 2 in his possession when reporting for induction. In the case of applicants, copy 2 will be furnished the recruiting service sending the individual in for examination.

- (4) In case of registrants found acceptable with venereal disease, who were referred to a civilian agency for treatment the following entry will be made under item 75: "Referred for treatment to a civilian agency."

e. Registrants with communicable disease other than venereal disease. Registrants found to have a communicable disease other than venereal disease will be reported to the proper civil health authority in accordance with local health laws and regulations on forms provided by State or local health authorities for that purpose.

- (1) *Report of tuberculosis.* Active tuberculosis is a reportable disease in all States. Therefore, at the time the diagnosis is established, all cases of active tuberculosis will be reported. This report will include sufficient identifying data so that public officials may readily locate the individual upon his return home or other designated place.
- (2) *Typhoid carriers.* Known chronic carriers of typhoid bacilli or other intestinal pathogens will be similarly reported.

Section V. REJECTED APPLICANTS FOR ENLISTMENT (MALE)

★ 72. **Procedures for processing.** *a. General.* A mental test (AFQT) and a complete medical examination or physical inspection, as provided in sections II and III, this chapter, will be given to each applicant for enlistment into the Active or Reserve Forces.

b. Special procedures. The following additional procedures will apply in processing applicants found medically unacceptable or who fail to achieve the 10th percentile on AFQT.

- (1) The medical examining officer and the personnel psychologist will analyze carefully the medical and mental attributes of each applicant found unacceptable with a view toward determining those who are also unlikely to qualify in the future for military service as registrants under current standards. Such applicants found unacceptable will be considered as rejected. The personnel psychologist will conduct a brief terminal interview with each disqualified applicant who attains less than the 10th percentile on the AFQT in order to identify those individuals whose AFQT scores, as evidenced by school and job performance, appear to be a true measure of their mental ability. Failure Keys will be applied to scored AFQT answer sheets of those applicants whose test scores are questioned. An applicant whose scores on the Failure Keys place him in the

True Failure Category should normally be considered as not qualifying mentally for induction under current standards, that is a "rejected applicant."

- (2) Forms listed in paragraph 67 and in addition thereto, DD Form 62, in duplicate, will be accomplished for rejected applicants. DD Form 62 and the Standard Form 88 will contain the notation "Rejected Applicant."
 - (3) Disposition of forms will be made as follows:
 - (a) Standard Form 88 and local board copy of DD Form 62 will be forwarded to the appropriate State Director of Selective Service.
 - (b) One copy of Standard Form 88 will be forwarded to The Surgeon General, ATTN: MEDCS-IE, Department of the Army, Washington 25, D.C.
 - (c) Registrant copy of DD Form 62 will be placed in the applicant and registrant files in accordance with AR 345-265.
- c.* Formerly rejected applicants forwarded by the Selective Service System for examination in registrant status will be medically and mentally examined in accordance with paragraph 19c. A complete new set of records will be initiated for each individual who is now considered to be in the status of a registrant. Processing of such individuals will proceed as for any other registrant.

Section VI. REPORTING PROCEDURES AND RECORDS DISPOSITION

(AFES Qualitative Distribution Report of Male Enlistments, Inductions and Rejections, Reports Control Symbol DD-MP&R(M) 344)

73. Purpose. This report will provide information on the qualitative and quantitative distribution of military manpower by each service.

74. Preparing agencies and form. Report will be prepared by each Armed Forces examining station on DD Form 557 (AFES Qualitative Distribution Report of Male Enlistments, Inductions, and Rejections). In the event no personnel were processed or no enlistments or inductions were accomplished during a calendar month, a negative report will be submitted. Letters of transmittal are not required. Reports will be signed by the commanding officer of the examining station, and his name, grade, and service will be typed in the space provided. When the report is signed by an officer other than the commanding officer, the report will contain the typed name, grade, and service of the commanding officer and the written signature of the officer signing.

75. Frequency and routing. *a. General.* Reports will be prepared as of the end of each calendar month. The original of each report will be dispatched by air mail or equally expeditious means direct to The Adjutant General, ATTN: AGSZ-S, Department of the Army, Washington 25, D.C., not later than the fifth workday following the report month.

b. Puerto Rico. Two separate complete reports will be submitted each month: One for examinees tested with the current Armed Forces Qualification Test (AFQT); the other for those tested with the Examen Calificacion de Fuerzas Armadas (ECFA). For purpose of identification, the report on examinees tested with ECFA will be labeled at the top of the report form: Tested with ECFA. Examinees taking the ECFA will be reported by Mental Groups in accordance with the score ranges indicated below:

Raw score	Group
90-86-----	I
85-78-----	II
77-69-----	III
68-42-----	IV
41-0-----	V

The column containing percentile scores for AFQT will be lined out.

76. Source. The report will be prepared from information contained in DA Form 766 for applicants and from DA Form 765 for registrants.

77. Procedures for preparation of report. *a. General.* The report for each calendar month will include all "chargeable" enlistments, inductions, and applicant rejections for the Active Forces (regulars) accomplished during that month, based on properly indorsed letters and records of qualification returned to the examining stations. The records of all personnel entering the examining station for examination should be identified by the using service as to the category of personnel (such as, chargeable enlistees (regulars), non-chargeable personnel, reserve, etc.), and this identification carried on the DD Form 766 so that proper categorization may be reflected on DD Form 557. The report will indicate the total distribution of mental scores in relation to physical profile categories by race (Caucasian and Other). Enlistments, inductions, and rejections accomplished during a particular month for which properly indorsed letters and records of qualification are received by the examining station after the DD-MP & R(M) 344 report for that month has been submitted will be included in the report for the following month. Data for preparation of this report will be kept current daily. Report will be properly identified to indicate service (i.e., Army, Navy, Marine Corps, and Air Force); name and location of the examining station preparing the report; and the month for which the report is submitted.

b. Total (line a). The total number of individuals enlisted and inducted (total of line b and line g) by physical profile categories and mental groups will be recorded on line a.

c. Physical profile categories and mental groups. Physical profile categories (A-B-C-E) in relation to mental test scores (groups I through IV) will be recorded, by race, in the appropriate spaces

on DD Form 557 for all individuals enlisted and inducted. Totals for enlisted will be entered on line b and will be a summation of lines c through f; totals for inducted will be entered on line g and will be a summation of lines h through l. For personnel administratively accepted for induction, entries will be recorded on line l.

d. Rejectees. The total number of chargeable rejected applicants *only* will be entered in column 1 of line m, and will be distributed on lines n through s and in columns 1 through 18 of the report form by race, by mental group, and by physical profile category. Only applicants who failed to attain an AFQT score of 10 or who failed to qualify physically or morally will be reported as rejected applicants in section B (rejectees), DD Form 557.

★e. Remarks. Indicate the total processing workload at the Armed Forces examining station during the month covered by the report in the categories below. (All registrant examinations will be reflected on Army report only regardless of final allocation.) The following items apply to Army:

- (1) Total number of registrants examined or reexamined (includes all preinduction examinations and complete examinations at time of induction).
- (2) Total number of registrants inspected.
- (3) Total number of chargeable applicants examined. (Includes ----- physical inspections.) Physical inspections for applicants to be included in the total number of chargeable applicants examined but identified separately in parentheses as shown above.
- (4) Total number of nonchargeable male applicants examined for enlistment and reenlistment.
- (5) Reservists.
 - (a) Number examined under provisions of title 10, United States Code, Section 511(b) (formerly Section 261) and Section 262, AFRA 55.
 - (b) Number enlisted under provisions of title 10, United States Code, Section 511(b) (formerly Section 261) and Section 262, AFRA 55.
 - (c) All other reserve examinations.
- (6) WAC (Non-Prior Service RA Enlisted).
 - (a) Number receiving AFWST.

- (b) Number receiving WACB test.
 - (c) Number who fail WACB test.
 - (d) Number who fail physical examination.
 - (7) Total number of all other examinations not categorized elsewhere under remarks section.
 - (8) Number of AQB tests administered to chargeable applicants.
 - (9) Number of AQB tests administered to male nonchargeable applicants.
 - (10) Registrants who volunteer for immediate induction.
 - (a) Total
 - (b) Mental Group I.
 - (c) Mental Group II.
 - (d) Mental Group III.
 - (e) Mental Group IV.
 - (f) Mental Group V.
 - (g) VO's
 - (11) The following items will apply only to Air Force, Navy, and Marine Corps reports.
 - (a) Total number of chargeable applicants examined.
 - (b) Total number of nonchargeable personnel examined, excluding reservists.
 - (c) Reservists.
 1. Number examined under provisions of title 10, United States Code, Section 511(b) (formerly Section 261) and Section 262, AFRA 55.
 2. Number enlisted under provisions of title 10, United States Code, Section 511(b) (formerly Section 261) and Section 262, AFRA 55.
- f. Reporting examinations.* The following prescribes a uniform procedure for reporting examinations in the remarks section of the DD Form 557:
- (1) In order that each examining station can give the same value to an examination, each examinee will be counted as 1 examination until his processing is complete. If an applicant or registrant is held over or returns subsequently to complete his initial processing, the latter processing will not be counted as an additional examination. Any person held overnight or returned for completion of processing, such as ACB, consultations, laboratory rechecks, etc., will not be

counted as an additional examination. However, when any reexamination is given in accordance with paragraph 12b, AR 601-286, or when another complete examination is necessary, such examination will be considered an additional examination.

- (2) A complete examination given a registrant at preinduction or at time of induction will be counted as one examination. An inspection given at time of induction will be reported as an inspection.
- (3) A complete examination given to a chargeable applicant will be reported as an examination. The number of physical inspections for applicants will be reported as in e(3) above.
- (4) An examination given to a nonchargeable person will be counted as an examination regardless of whether it is complete or partial. If a nonchargeable

examinee is held overnight or returns subsequently to complete initial processing, the provisions of (1) above apply.

78. Maintenance and disposition of records. Maintenance and disposition of files and records accumulated in Armed Forces examining stations and Armed Forces induction stations as a result of processing applicants for enlistment, registrants for preinduction and induction, and other individuals under the provisions of these regulations will be in accordance with AR 345-265.

79. Maintenance and disposition of X-rays.
a. Maintenance and disposition of X-ray film in examining stations as a result of processing applicants for enlistment in the U.S. Army and U.S. Air Force and registrants for preinduction and induction under the provisions of these regulations will be in accordance with AR 345-270.

★*b.* For all other personnel the X-ray film will be placed in the X-ray envelope and forwarded concurrently with the Standard Forms 88 and 89 by the examining activity to the recruiting service or other unit or agency forwarding the examinee.

Part II. LIST OF REASONS AND/OR AUTHORITIES FOR DISCHARGE OR SEPARATION

1. Army

<i>Actual reason for separation which usually will not appear on the discharge certificate or other separation papers</i>	<i>Entry which may appear under "Remarks" (Item 55, WD AGO Form 63-series; Item 33, DD Form 214)</i>	<i>Entry which will be shown under "Reason and Authority for Discharge" (Item 40, WD AGO Form 63-series; Item 8, DD Form 214)</i>
a. Fraudulent entry into Army, secured by concealment of disqualifications.	One of the causes listed in section I, AR 635-206, such as "Conviction by Civil Court," "Concealment of Prior Service."	Fraudulent entry into Army, section I AR 635-206.
b. Medically unfit, deserter or absentee..	-----	Desertion and Medical unfitness, section II, AR 615-366, or section II, AR 635-206.
c. Medically unfit, deserter or absentee..	-----	AWOL and medical unfitness, section II AR 615-366, or section II, AR 635-206.
d. Conviction by civil court (except as provided in par. 22).	-----	Conviction by civil court, section IV, AR 615-366, or section IV, AR 635-206.
e. Resignation in lieu of board action on inaptitude or unsuitability.	-----	Resignation, paragraph 4a, AR 615-367 or AR 635-220.
f. Resignation in lieu of board action on unfitness.	-----	Resignation, paragraph 4b, AR 615-367 or AR 635-220.
g. Resignation in lieu of reduction for misconduct or inefficiency.	-----	Resignation, paragraph 5, AR 615-367 or AR 635-220.
h. Resignation for good of the service...	-----	Resignation, paragraph 6, AR 615-367 or AR 635-220.
i. Resignation.....	-----	Resignation, paragraph 7 and 8 AR 615-367 or AR 635-220.
j. Unfitness (these individuals are not eligible for reentry into the armed services unless the cause for which discharged is removed, and reentry is authorized by The Adjutant General).	-----	AR 615-368 or AR 635-208.
k. Inaptitude.....	-----	AR 615-369 or AR 635-209.
l. Unsuitability.....	-----	AR 615-369 or AR 635-209.
m. Homosexual.....	-----	AR 600-443 or AR 635-89.
n. Disloyal or subversive.....	-----	AR 615-370, SR 600-220-1 or AR 604-10.
o. Disposition of psychotics (no waivers granted unless psychiatric examination reveals complete recovery).	-----	SR 600-440-1.
p. Separation of enlisted men who lack job performance potential.	-----	DA Cir 635-2, 19 Aug 57 or 3 Apr 58.

2. Air Force

<i>Actual reason for discharge which will not appear on discharge certificate or other separation papers</i>	<i>Entry that will appear on reason and/or authority for discharges or separation</i>
a. Homosexuals.....	AFR 35-66.
b. Inaptitude or unsuitability.....	AFR 39-16.
c. Unfitness.....	AFR 39-17.
d. Disloyal and subversive (prior to 21 Dec 51--AFR 39-19).....	AFR 36-63.
e. Fraudulent enlistment.....	AFR 39-21.
f. Conviction by civil court.....	AFR 39-22.
g. Deserters and absentees.....	AFR 39-23.
h. Discharge of Officers and Airmen from the Air Force Reserve.....	Paragraphs 10 a, b, c, and d; 20 d, g, h, i, j, k, l, m, n, and o; and 21 d, g, h, i, k, m, and n, AFR 35-6.
i. Administrative Discharge of Airmen Member of the Air Force Reserve..	Paragraphs 11, 16, 18, 20, 21, 22, 23, 24, 25, 26, 27, 28, AFR 45-43.
j. Loyalty and Security Programs.....	AFR 35-62.
k. Revocation of Commission, Removal from Active List, and Demotion of Officers.	AFR 36-2.
l. Recruiting for the Regular Air Force.....	AFR 39-9.
(Applicants whose DD Form 214 contains the following entry in the remarks item: "Par, 11, AFR 39-9 applies" or "Par. 13, AFR 39-9 applies.")	
m. Resignation.....	Paragraphs 6, 7, and 8, AFR 39-15.
n. Dishonorable Discharge and Bad Conduct Discharge.....	AFR 39-18.
o. Disposition of Enlisted Personnel.....	Paragraph 2, AFR 39-14, 2 May 1951, and Letter AFPDC, HQ, USAF, 10 August 1951.
p. Paragraph 11, SR 615-105-1/AFR 39-9, 6 Sep 1950, applies.	
q. Paragraph 13, AFR 39-9, 3 Dec 1951, applies.	
r. Paragraph 2, AFR 39-9 and HQ, USAF Message AFPMP-4 ALMAJCOM 621/54, 17 May 1954.	
s. Paragraph 2, AFR 39-14, 18 May 1955 and Message AFPMP 31817, 9 Dec 1955, applies.	
t. Paragraph 19, AFM 39-9, applies.	
u. Paragraph 36, AFM 39-9, applies.	
v. Paragraph 2, AFR 39-14, and paragraph 2a, Message AFPMP 969/56, SDN 703.	
w. Enlistment subject to the approval of the Secretary of the Air Force.	
x. AFR 39-16 and Ltr, DAF, 1 Dec 1955, as amended.	
y. Discharge of Unproductive Airmen.....	Entry "RE-2" in item 32, DD Form 214.
z. Early Release of Certain Airmen.....	Paragraph 2, AFR 39-14 and paragraph 2a. Message AFPMP 188204, 23 May 1957.

3. Navy

<i>Actual reason for discharge which will not appear on discharge certificate or other separation papers</i>	<i>Entry that will appear as reason and/or authority for discharge or separation</i>
a. Medical.....	Article C-10305, BuPers Manual.
b. Unsuitability.....	Article C-10310, BuPers Manual.
c. Security.....	Article C-10310A, BuPers Manual.
d. Unfitness.....	Article C-10311, BuPers Manual.
e. Misconduct.....	Article C-10312, BuPers Manual.
f. Sentence of Court-Martial.....	Article C-10314, BuPers Manual.
g. Military Personnel Security Program.....	C-SEC, NAV. INSTR. 5521-6.
h. Low Mental Category.....	BuPers INSTR. 1910.11B and 1001.B Code 21B.
i. Low Mental Category.....	Article C-10306-21L and BuPers INSTR 1910.11B.

4. Marine Corps

<i>Actual reason for discharge which will not appear on discharge certificate or other separation papers</i>	<i>Entry that will appear as reason and/or authority for discharge or separation</i>
a. Convenience of the Government (Other good and sufficient reason as determined by the Commandant of the Marine Corps or the Secretary of the Navy).	Paragraph 10271.1g, Marine Corps Manual.
b. Directed by the Secretary of the Navy.....	Paragraph 10281, MCM.
c. Inaptitude.....	Paragraph 10275.1a, MCM.
d. Unsuitability.....	Paragraphs 10275.1e, 1f, and 1g, MCM.
e. Unfitness.....	Paragraphs 10277.2a (1), (2), (3), (4), (5); 10277.2d, 2e, and 2f, MCM.
f. Desertion.....	Paragraph 10278.2a, MCM.
g. Fraudulent Entry.....	Paragraph 10278.2b, MCM,
h. Military Personnel Security Program.....	Paragraph 10280, MCM.
i. Sentence of Court-Martial.....	Paragraph 10279, MCM.

5. Coast Guard

<i>Actual reason for discharge which will not appear on discharge certificate or other separation papers</i>	<i>Entry that will appear as reason and/or authority for discharge or separation</i>
a. Misconduct.....	Art. 584 or 12-3-41A (1), (2), or (3), C.G. Regulations.
b. Unfitness.....	Art. 585 or 12-3-41A (1), (2), (3), (4), (5), or (6), C.G. Regulations.
c. Unsuitability.....	Art. 586(1)(e), 587(2), or 12-3-39, C.G. Regulations.
d. Inaptitude.....	Art. 587, 587(1), or 12-3-38, C.G. Regs.
e. Sentence of Special or General Court-Martial.....	Art. 589(2) or 12-3-42A(2), C.G., Regs.
f. Disloyal.....	Art. 12-3-40A(6), C.G. Regulations.

★6. Army, Air Force, Navy, Marine Corps, and Coast Guard. Prior service registrants with less than 1 year of active duty whose last report of separation from their former service indicates that they are ineligible for enlistment or reenlistment in that service, including those registrants who have been separated for lack of job performance potential.

APPENDIX V

LIST OF MENTAL TESTING INSTRUMENTS

- 1. Armed Forces Qualification Test (AFQT-7A).**
- a. DD Form 1292 (1 Mar 60) (Manual).
 - b. DD Form 1293 (1 Mar 60) (Booklet).
 - c. DD Form 1295 (1 Mar 60) (Answer Sheet).
 - d. DD Form 1296 (1 Mar 60) (Scoring Key, Rights, AFQT-7A).
 - e. DD Form 1298 (1 Mar 60) (Conversion Table).
 - f. DD Form 1128 (1 Jun 60) (Manual for Scoring VA-Subtest).
 - g. DD Form 1129 (1 May 60) (Scoring Key, Rights, VA-AFQT-7A).
- 2. Armed Forces Qualification Test (AFQT-8A).**
- a. DD Form 1292 (1 Mar 60) (Manual).
 - c. DD Form 1294 (1 Mar 60) (Answer Sheet).
 - c. DD Form 1295 (1 Mar 60) (Answer Sheet).
 - d. DD Form 1297 (1 Mar 60) (Scoring Key, Rights, AFQT-8A).
 - e. DD Form 1298 (1 Mar 60) (Conversion Table).
 - f. DD Form 1128 (1 Jun 60) (Manual for Scoring VA-Subtest).
 - g. DD Form 1130 (1 May 60) (Scoring Key, Rights, VA-AFQT-8A).
- ★3. Armed Forces Women's Selection Test, AFWST-5 and -6.**
- a. DA Pam 611-49 (Manual (AFWST-5 and -6)).
 - b. DA Form 6049 (Booklet (AFWST-5)).
 - c. DA Form 6049-1 (Scoring Key, Rights, AFWST-5).
 - d. DA Form 6050 (Booklet, AFWST-6).
 - e. DA Form 6050-1 (Scoring Key, Rights, AFWST-6).
 - f. DA Form 6049-2 (Answer Sheet, AFWST-5 and -6).
- 4. Nonlanguage Qualification Test, NQT-1.**
- a. DA Form 6029 (1 Sep 60) (Booklet).
 - b. DA Pam 611-29 (1 Sep 60) (Manual).
 - c. DA Form 6029-1 (1 Sep 60) (Wall Chart).
- 5. Terminal Screening.**
- a. DA Pam 611-45 (1 Jul 60) (Manual).
 - b. Individual Picture Recall Test, IPRT-A and -B.
- (1) (C) (DA Pam 611-30 (1 July 56) (Manual)).
 - (2) DA Form 6030 (IPRT-A).
 - (3) DAPRT 2691 (Answer Sheet, IPRT-A).
 - (4) DAPRT 6031 (IPRT-B).
 - (5) DAPRT 2693 (Answer Sheet, IPRT-B).
- c. Failure Keys, AFQT-7A.**
- (1) DA Form 6045a (1 May 60) (Scoring Key, DFK-AFQT-7A).
 - (2) DA Form 6045b (1 May 60) (Scoring Key, TFK-AFQT-7a).
- d. Failure Keys, AFQT-8A.**
- (1) DA Form 6046a (1 May 60) (Scoring Key, TFK-AFQT-8A).
 - (2) DA Form 6046b (1 May 60) (Scoring Key, TFK-AFQT-8A).
- ★6. Army Qualification Battery**
- a. DA Pam 611-26 (Manual).
 - b. DA Pam 611-26-1 (Scoring Manual).
 - c. DA Form 6028 (Scoring Work Sheet).
 - d. DA Pam 611-26-2 (Guide for Identification of Administrative Acceptees).
 - e. Clerical Speed, AQB-1, C.
 - (1) DA Form 6026 (Answer Booklet).
 - (2) DA Form 6026-1a (Scoring Key, Part I).
 - (3) DA Form 6026-1b (Scoring Key, Part II).
 - f. Automotive—Mechanical—Electrical, AQB-1, AME.
 - (1) DA Form 6027 (Booklet).
 - (2) DA Form 6027-2 (Answer Sheet).
 - (3) DA Form 6027-1 (Scoring Key, Rights).
 - g. Scoring Keys (for use with AFQT-7A and 8A answer sheet).
 - (1) DA Form 6038a (Rights, Arithmetic Reasoning, AR-Q (AFQT-7A)).
 - (2) DA Form 6038b (Rights, Verbal, VE-Q (AFQT-7A)).
 - (3) DA Form 6038c (Rights, Pattern Analysis, PA-Q (AFQT-7A)).
 - (4) DA Form 6038d (Rights, Shop Mechanics, SM-Q (AFQT-7A)).
 - (5) DA Form 6039a (Rights, Arithmetic Reasoning, AR-Q (AFQT-8A)).

- (6) DA Form 6039b (Rights, Verbal, VE-Q (AFQT-8A)).
 - (7) DA Form 6039c (Rights, Pattern Analysis, PA-Q (AFQT-8A)).
 - (8) DA Form 6039d (Rights Shop Mechanics, SM-Q (AFQT-8A)).
- h.* Army Radio Code Aptitude Test, ARC-1. (Given at Armed Forces Examining Stations in accordance with AR 601-210.)
- (1) DA Pam 611-32 (Manual).
 - (2) DA Form 6110 Army Radio Code Aptitude Test, ARC-1 (Answer Sheet).
 - (3) DA Form 6110-1 Army Radio Code Test (Scoring Key, Rights, ARC-1).
 - (4) DA Form 6110-2 Army Radio Code Aptitude Test, ARC-1 (Tape Recording).
- ★7. **Armed Forces Qualification Test (AFQT-3)** (to be used in oversea facilities only in accordance with appendix XV).

- a.* DD Form 658 (Booklet).
- b.* DD Form 657 (Manual).
- c.* DD Form 660 (Answer Sheet).
- d.* DD Form 662 (Scoring Key, Rights).

★8. **Armed Forces Qualification Test (AFQT-4)** (to be used in oversea facilities only in accordance with appendix XV).

- a.* DD Form 659 (Booklet).
- b.* DD Form 657 (Manual).
- c.* DD Form 660 (Answer Sheet).
- d.* DD Form 663 (Scoring Key, Rights).

★9. **Army Classification Battery (1958 Edition)** (to be used for preinduction examinations in oversea facilities only in accordance with appendix XV). For list of mental testing instruments, see DA Pam 310-8.

★10. **Women's Army Classification Battery, WACB.** For list of mental testing instruments, see DA Pam 611-40.

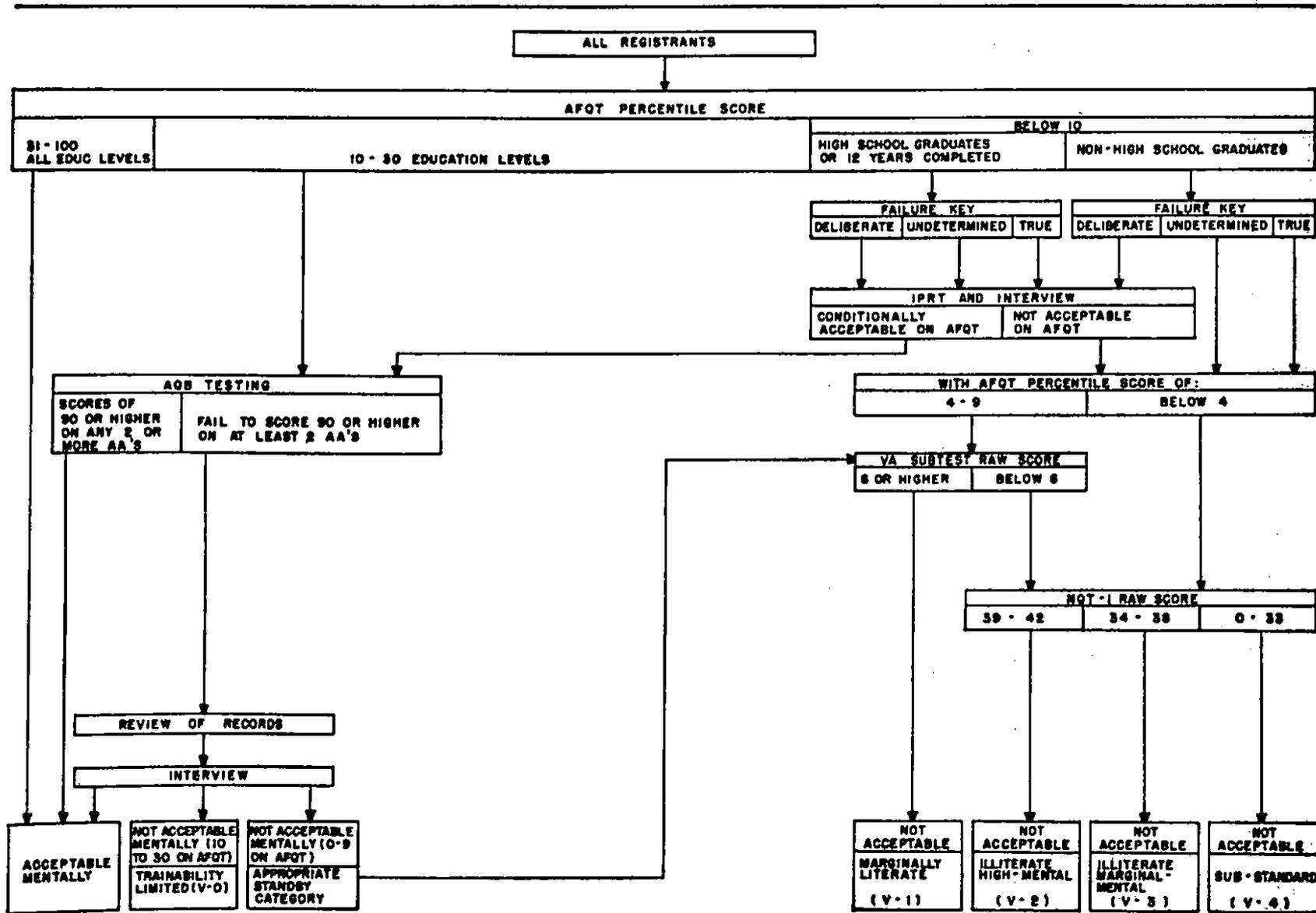
APPENDIX VIII
ACKNOWLEDGMENT OF SERVICE OBLIGATION
(6-year acknowledgment)

"I, _____, having been inducted into the Army of the United States on this _____ day of _____, 19____, for 2 years' active duty, acknowledge that I have been informed of my service obligation. I understand that upon completion of my term of active duty, I will, if qualified, be transferred to the Army Reserve and required to serve in a Reserve component for a period which, when added to my active duty service, totals 6 years, unless sooner discharged in accordance with standards prescribed by the Secretary of Defense. I understand that I must serve a period in the Ready Reserve, which when added to my active duty service, totals 4 years (or 5 years if I am assigned to a Control Group (Annual Training)), that I may then, upon my written request, be transferred to the Standby Reserve for the remainder of my obligation period of service. I further understand that during my service as a member of the Ready Reserve I will be required to attend not less than 48 scheduled drills or training periods and not more than 17 days active duty for training annually as prescribed by regulations, or that in lieu thereof, when authorized, I may be required to perform not more than 30 days active duty for training annually; that failure to perform required training in any year can result in my being ordered to perform additional active duty for training for 45 days for that year, and in having my service in the Ready Reserve extended involuntarily."

Signature _____
Name and service number, typed _____

APPENDIX XIII

FLOW CHART OF INDUCTION MENTAL SCREENING PROCEDURES AT ARMED FORCES EXAMINING STATIONS



575 c. 4
11 March 1960

AR 601-270

d. Upon approval of the major commander, each service may conduct periodic routine inspections of their personnel on duty in the examining stations or induction stations in order to determine the fitness of such personnel. Upon completion of such inspections, two copies of the report will be submitted to the commanding officer of the recruiting main station who will forward one copy to the executive agent.

12. Definitions. For the purpose of these regulations, the following definitions apply:

a. *Administrative acceptee.* A registrant who has been accepted for military service following an administrative determination that he possesses the required capacity to achieve the minimum score on the prescribed mental tests, notwithstanding his failure to achieve such scores.

b. *Applicants.* Individuals who volunteer for enlistment and are forwarded by the service of their choice for mental and medical examinations.

c. *Armed Forces Reserve personnel.*

(1) *Title 10, United States Code, section 511*

(b). Enlistments under this section will be for a period of 6 years. Each person so enlisted will be required during such enlistment to perform—

- (a) Active duty for a period of 2 years.
- (b) Satisfactory service as a member of the Ready Reserve for a period which, when added to service rendered under (a) above, will total 5 years.
- (c) The remainder of such period of enlistment as a member of the Standby Reserve.

(2) *Section 262, AFRA 55.* Each enlistment under this section will be for a period of 8 years. Each person so enlisted will be required during such enlistment to perform an initial period of active duty for training of not less than 3 months or more than 6 months. Enlistments under this section may be accepted from persons who—

- (a) Are medically and mentally qualified for service in the Armed Forces.
- (b) Have not been ordered to report for induction into the Armed Forces under the Universal Military Training and Service Act.

(c) Have not attained the age of 18 years and 6 months.

d. *Chargeable accessions.* Men, 17 years of age or older, who have not previously served in any of the Armed Forces or who have served on active duty in any of the Armed Forces for a period less than 6 months since 16 September 1940. Aviation cadets, officer candidates, and reservists are exempted.

e. *Delinquent registrant.* An individual required to be registered under the Selective Service law who fails or neglects to perform any duty required of him under the Selective Service law.

f. *Induction.* The procedure consisting of the physical inspection (or, if appropriate, the complete medical examination), mental testing (if not already accomplished), the completion of records and necessary processing to effect the transition from civilian to military status, for a period of defined obligation under the provisions of the Universal Military Training and Service Act.

g. *Minimum mental standards.* The minimum mental test score for acceptance of chargeable accessions is percentile score of 10 on the Armed Forces Qualification Test (AFQT).

h. *Nonchargeable accessions.* All individuals not within the chargeable accessions group.

i. *Physical standards.* The minimum medical standards for acceptance of chargeable accessions are those established in AR 40-503. all e.3

j. *Postponed registrant.* An individual who, having been classified as available and found acceptable for service, has been ordered to report for induction in his proper turn and then had the date of reporting postponed by authority of Selective Service regulations.

k. *Preinduction processing.* The procedure consisting of the reception of registrants, initiation of administrative records, the determination of moral character, and, based upon the results of the medical examination and mental testing, ascertainment of the registrant's acceptability for induction.

l. *Rejectee.* An individual who at any time after the commencement of processing is found unacceptable for military service by reason of failure to meet the minimum mental, medical, and/or moral standards. all e.3

m. *Registrants.* Those individuals who are forwarded by Selective Service local boards to

Armed Forces induction stations for preinduction processing or induction into the Armed Forces.

n. Scope of Armed Forces examining stations processing. Consists of administering mental tests; the medical examination; the accomplishment of necessary forms and maintenance of required records.

o. Selective Service number. Each registrant has a Selective Service number to identify him. This Selective Service number is a composite number made up from four elements determined in the manner provided as follows:

- (1) The first element of the Selective Service number, reading from left to right, is the number representing the numerical position of the State in which the registrant is registered as shown on the following list of States, Territories, and possessions—

1. Alabama	30. New York
2. Arizona	31. North Carolina
3. Arkansas	32. North Dakota
4. California	33. Ohio
5. Colorado	34. Oklahoma
6. Connecticut	35. Oregon
7. Delaware	36. Pennsylvania
8. Florida	37. Rhode Island
9. Georgia	38. South Carolina
10. Idaho	39. South Dakota
11. Illinois	40. Tennessee
12. Indiana	41. Texas
13. Iowa	42. Utah
14. Kansas	43. Vermont
15. Kentucky	44. Virginia
16. Louisiana	45. Washington
17. Maine	46. West Virginia
18. Maryland	47. Wisconsin
19. Massachusetts	48. Wyoming
20. Michigan	49. District of Columbia
21. Minnesota	50. New York City
22. Mississippi	51. Alaska
23. Missouri	52. Hawaii
24. Montana	53. Puerto Rico
25. Nebraska	54. Virgin Islands
26. Nevada	55. Guam
27. New Hampshire	56. Canal Zone
28. New Jersey	
29. New Mexico	

- (2) The second element of the Selective Service number is the number of the registrant's Selective Service local board within the State.
- (3) The third element of the Selective Service number is the last two digits of the year in which the registrant was born. *For example*, if a registrant was born in 1928, the third element of his Selective Service number would be the number 28.
- (4) The fourth element of the Selective Service number is the number assigned to the registrant by his Selective Service local board among the other registrants of the Selective Service local board having the same year of birth.

p. Trainability limited (V-O). An individual found medically and morally qualified who achieved a score between 10 and 30 on AFQT but who fails to achieve acceptable scores on ACB. These individuals are not included within the definition of rejectees (l above).

q. Volunteer for induction. An individual who offers himself of his own free will or intention for induction.

13. Interim plans for emergency situations. In unusual emergency situations causing a large influx of examinees there will be some delay in augmentation of present staffs. In order to achieve expeditious processing of examinees during emergency conditions written interim plans will be developed to provide for utilization of additional fee-basis physicians and civilian clerks for as many hours per day as may be required. These interim plans will be kept current in light of changing conditions and in readiness for immediate implementation until permanent expansion plans can be effected or the emergency situation is alleviated.

Section II. PERSONNEL, FACILITIES, AND FUNCTIONS

14. **Staffing.** a. The Armed Forces examining stations will be staffed by personnel contributed by the four services. Staffing contributions of each service to the examining stations and induction stations will be made on a workload basis. The workload upon which this computation will be made is the projected total applicants and registrants (chargeable and nonchargeable) of each service to be processed or partially processed in the examining stations and induction stations.

b. The four services will provide personnel in accordance with applicable tables of distribution and will meet the personnel specifications.

c. Military personnel serving under the operational control of another service will be governed by the existing laws and regulations of the service of which they are members.

★d. Personnel of the four Armed Forces will be placed on permanent duty with examining stations and induction stations in accordance with established tables of personnel distribution as published by the Department of the Army. Personnel contributions to the AFES and AFIS are on a primary, full-time duty basis, in activities and functions directly related to the missions of these stations. Personnel selected will be assigned to the appropriate service recruiting group and attached to area service units, with duty at a specific examining station, and if performing duty satisfactorily, will normally remain so assigned for a minimum of 1 year. Reassignment of personnel performing duty with these activities will be effected by the commander of the appropriate recruiting group in accordance with the appropriate service regulation. In order to accomplish the relief of unsatisfactory personnel assigned to these activities as expeditiously as possible, personnel considered unsatisfactory will fall into one or both of the following groups:

- (1) Those whose personal conduct merits disciplinary action.
- (2) Those whose performance of duty in the skill category in which assigned is unsatisfactory, either through lack of training or inattention to duty.

e. Before forwarding a request for relief, the individual initiating the action will advise the person being recommended for relief of the contemplated action. Such persons will be notified by

letter which includes the reasons for the contemplated action and a directive requiring reply by indorsement within a period not to exceed 10 days from date of receipt. Each letter recommending relief of an individual will include a statement that the individual has been afforded maximum training opportunities and supervision and the commander's recommendation as to whether or not disciplinary action or demotion procedures should be initiated. Requests for relief of male officers must contain a statement of the individual's aeronautical rating and whether currently on flying status, if appropriate. Attached as inclosures to each letter recommending relief will be the following:

- (1) The letter from the commander initiating the request advising the individual of the proposed action and explaining fully the reasons therefor, together with the individual's reply.
- (2) A comprehensive evaluation of the individual to include a character and efficiency rating for enlisted personnel and an evaluation for officers similar to that prescribed by AR 623-105 or AR 623-201, as appropriate.

Additional policies and procedures for the administration of personnel assigned to duty with these activities will be as prescribed in appropriate service publications and implementing directives. Channels of communications will be as prescribed by each continental Army commander and the commanders of local recruiting groups comparable to Army commanders. Individuals assigned to examining stations and induction stations in oversea commands will be governed by applicable regulations of the command to which assigned.

f. Under existing regulations, fitness (efficiency) reports for Navy officers serving in examining stations may not be prepared by commanding officers of another service. To assist the Department of the Navy in properly evaluating these officers, recruiting main station commanders will furnish to the officer in charge of the local Navy main recruiting station a letter report during the last week of February and August, and at the time of departure of these officers, setting forth in narrative form their efficiency or manner of performance. The letter will include a detailed

description of all duties performed by the officer during the period covered by the report, a description of the officer including physical, mental, and moral qualities, specialties of value, and any defects or weaknesses affecting his ability to perform present or future assignments. Whenever possible, comments pertaining to professional aspects of the report for medical officers will be obtained from the senior medical officer of the examining station.

15. Armed Forces examining stations medical officers. *a.* Supervision of the medical operation of the Armed Forces examining stations is considered to be a direct responsibility of major commanders through their surgeons. Army commanders will arrange for close liaison between their respective surgeons and examining station medical officers in order to provide maximum professional assistance and guidance in the accomplishment of the medical mission assigned to examining stations.

b. Each examining station will have assigned one or more military medical officers who will be responsible for the determination of medical qualifications of applicants and registrants. The senior military medical officer at each examining station will be responsible for—

- (1) Medical processing of examinees.
- (2) Accuracy of medical reports.
- (3) Making recommendations regarding arrangements of medical examining facilities.
- (4) Care of medical equipment.
- (5) Sanitary inspection of the station.
- (6) Sanitary inspection of billeting and messing facilities for examinees.

c. Fee-basis physicians. Armed Forces examining stations will utilize each assigned medical officer to the maximum practicable extent in conducting medical examinations, subject to the following:

- (1) Each assigned medical officer normally can examine at least 30 men per day.
- (2) When in any one day the ratio of examinees to assigned medical officers exceeds 30 to 1, 1 fee-basis physician may be employed for each additional 30 men or major fraction thereof. The term "major fraction" is defined as any number above 14 and less than 30. *For example,*

an examining station processing 85 examinees and having 1 assigned medical officer may employ 2 fee-basis physicians.

- (3) As a general rule, no civilian physician should be employed on a split-shift or longer than 8 consecutive hours in any one day.
- (4) When assigned medical officers are sick, on leave, or absent pursuant to official orders, fee-basis physicians may be employed during the period of absence to accomplish the required duties.
- (5) Only military medical personnel regularly assigned to examining stations will be utilized for accomplishing physical inspection, except under conditions set forth in (2) and (4) above.
- (6) Neuropsychiatric and roentgenologist services are not affected by the foregoing but will continue to be accomplished as provided in AR 40-330. Consultants should be board qualified when local conditions permit.
- (7) When an examining station has been unable to obtain sufficient civilian physicians after all local sources, including the local medical association, have been exhausted, a letter setting forth full particulars will be addressed to The Surgeon General, ATTN: MEDCM, Department of the Army, Washington 25, D.C., through the Army surgeon.
- (8) The commanding officer of the examining station will assure that only competent, thorough, and up-to-date physicians are hired. In general, younger physicians recently graduated from medical school are preferred for most examining station functions.

★*d. Medical consultations.* Enlistees and inductees requiring medical consultations will be furnished such care in accordance with the priority set forth in paragraph 4b(1), AR 40-101. When these facilities are not available, these examinees will be referred to civilian consultants. Reimbursement for these consultations will be at Government expense and will not exceed the rates prescribed in AR 40-330.

16. Testing personnel. *a. Personnel psycholo-*

CHAPTER 2

INDUCTION

Section I. PREINDUCTION PROCESSING

19. General. *a.* The preinduction processing and examination of registrants as prescribed in these regulations will normally be performed in the sequence indicated:

- (1) Initial reception and roll call.
- (2) Preinduction orientation.
- (3) Preinduction interview, including determination of moral qualifications.
- (4) Determination of mental and medical acceptability for military service.

b. Registrants who refuse to take any part or all of the preinduction examination will be returned to their Selective Service local boards. All records pertaining to the individual will be returned to the appropriate Selective Service local board by letter of transmittal which will explain in detail the reason for return. When registrants so reported are subsequently returned by their Selective Service local boards for immediate induction and again refuse to take any part or all of the prescribed tests and examinations, they will be processed as prescribed in paragraph 40c.

c. When formerly rejected applicants for enlistment are forwarded by Selective Service System for examination in registrant status in accordance with section V, chapter 3, reexamination will be governed by the following:

- (1) *Medical examination.* The medical examination will be accomplished in accordance with section III, chapter 3.
- (2) *Mental test.*
 - (a) Those registrants who were initially rejected for enlistment for medical reasons only and who initially achieved a percentile score of 10 or higher and qualified on Army Classification Battery Tests will not be retested, provided recorded test scores are available.
 - (b) Previous testing of an individual in applicant status does not preclude

testing him once as a registrant with the alternate form of the AFQT, if a score of less than percentile 10 was obtained.

- (c) Registrants whose records indicate AFQT scores between 10 and 30, inclusive, will be tested with the Army Classification Battery, or retested, if records show previous failure to attain a score of 90 or higher in two or more Aptitude Areas.
- (d) In cases where no records of previously made test scores are available, readministration of the complete battery of mental tests may be accomplished, including terminal screening to determine those who may be administratively accepted.

20. Reception of registrants. *a. Delivery of Selective Service records at induction station.* Registrants will arrive in groups under control of a group leader. Each group leader will bring to the induction station a sealed envelope containing the following:

- (1) Physical Examination List (SSS Form 225), original and two copies, showing the total number of registrants in the group and the name and Selective Service number of each registrant.
- (2) Record of Induction (DD Form 47), original and three copies for each registrant, with section I, except items 2 and 3, and section II, completed.
- (3) Such other records as are deemed pertinent by the local board.

b. Roll call. Roll call will be made using SSS Form 225. As each name is called, DD Forms 47 will be arranged in order in which the names appear on SSS Form 225.

c. Orientation. After the roll call, registrants

will be given an orientation covering the following subjects:

- (1) Steps in preinduction processing.
- (2) Instructions regarding mess and quarters while at the induction station.
- (3) Approximate time and method by which registrants will be notified of results of preinduction examination.
- (4) Registrant's ineligibility for enlistment after being notified by Selective Service System to report for induction.
- (5) The necessity for bringing discharge certificates to the induction station when ordered to report for induction, in the case of personnel with prior service.
- (6) System of allocation between the services, emphasizing the fact that registrants will not be allocated to a particular service until they report for induction.
- (7) Accomplishment of DD Form 98 (Armed Forces Security Questionnaire).
- (8) Conditions under which registrants will be released from the induction station.
- (9) Instructions to aliens concerning their rights under current Selective Service regulations.

d. Records to be accomplished at Armed Forces induction stations (preinduction). Forms and records relating to mental and physical examinations or reports to be initiated, accomplished, or processed at time of preinduction examinations will consist of the following (par. 27c):

- (1) SSS Form 225 (Physical Examination List).
- (2) DD Form 47 (Record of Induction).
- (3) DD Form 62 (Statement of Acceptability).
- (4) DD Form 98 (Armed Forces Security Questionnaire).
- (5) PHS Form 956 (Report of VD Suspect).
- (6) SF 88 (Report of Medical Examination).
- (7) SF 89 (Report of Medical History).
- (8) SF 514a (Urinalysis).
- (9) SF 514c (Serology).
- (10) SF 519a (Radiographic Report).
- (11) DA Form 316 (Summary of Registrant Examination for Induction).

21. Preinduction interview. *a. Verification of entries on DD Form 47.* Entries contained on DD Form 47 will be verified by interview with each registrant. Entries under item 8, "Prior military service" will be checked carefully. Verification of prior service including type and reason of discharge will be established by examination of latest discharge certificate. If the registrant does not have his discharge certificate with him, verification will be requested by the most expeditious means from the following:

- (1) *Army, Navy, Air Force, and Marine Corps.* Department of Defense Military Personnel Records Center, 9700 Page Boulevard, St. Louis 14, Mo.
- (2) *Coast Guard.* Commandant, United States Coast Guard, Washington 25, D.C.
- (3) *National Guard.* Adjutant general of the appropriate State.

b. Disqualified registrants. Registrants holding discharge certificates or forms of separation (from any of the Armed Forces) indicated in appendix I will not be acceptable for induction and will not be processed further. They will be considered administratively disqualified.

c. Reserve officers reporting for preinduction examination. If a Navy, Air Force, or Marine Corps Reserve officer should report for preinduction examination, the induction station commander will immediately notify by post card or letter, one of the following appropriate agencies (exempt report, par. 17af, AR 335-15).

- (1) *Naval Reserve officers.* Chief of Naval Personnel, Navy Department, Washington 25, D.C., ATTN: PERS B1.
- (2) *Air Force Reserve officers.* Air Reserve Records Center, 3800 York Street, Denver 5, Colo.
- (3) *Marine Corps Reserve officers.* Commandant, United States Marine Corps, Washington 25, D.C., ATTN: Director of Personnel, Marine Corps.

22. Moral standards. Information concerning court convictions of a registrant and whether he is in custody of the law will be indicated on DD Form 47, under item 13 a and b. More specific information concerning such an entry, especially with respect to personal background, the circumstances of the incident or incidents, and final disposition of charges, will be obtained from the

accomplishment of the Armed Forces Security Questionnaire (DD Form 98) will be designated to exercise control over the procedures, including the presentation of the orientation, established for completing the form.

- all c. 1*
- (b) Volunteers for immediate induction and previously qualified registrants being processed for induction, who have not accomplished the security questionnaire, or whose security questionnaire is invalid, will be given the opportunity to accomplish the security questionnaire prior to induction.
 - (c) At the time registrants are given the opportunity to accomplish the security questionnaire, an orientation will be presented in a manner so as to insure all persons understand the importance of accomplishing the questionnaire. The orientation will consist of the informational material outlined in appendix IV.
 - (d) Individuals who are about to accomplish DD Form 98 will be fully instructed as to the importance of the entries to be made in section IV and of affixing their signatures, and the reasons their cooperation in the accomplishment of the Armed Forces Security Questionnaire is an important step at the beginning of their military service.
 - (e) Each individual will be instructed and prepared to respond in accordance with his rights and understanding of the entries he is required to make. Coercion or persuasion will not be used.
 - (f) Following the orientation, each individual will be directed to carefully read the entire contents of the DD Form 98 and to answer all questions in section IV by writing "Yes" or "No" in the appropriate columns. All entries on the DD Form 98 will be in the individuals own handwriting except where use of typed entries is specified.
 - (g) Immediately following the completion of the DD Form 98, and affixing the signature by the declarant, a commis-

sioned officer serving as the witnessing officer will affix his own signature. The practice of permitting DD Forms 98 to accumulate for later signature will be avoided. The witnessing officer may be any duly commissioned officer. It is not mandatory, however, it is presumed that he will be an officer who is on duty with the induction station.

- (h) Security questionnaires are valid for a period of 120 days. New security questionnaires will be accomplished if the time element between preinduction and induction is in excess of 120 days.
- (i) Security questionnaires which are satisfactorily accomplished by registrants will be forwarded to the appropriate Selective Service local board with other records which pertain to the individual, or, when applicable, to the military installation of initial reception.
- (j) A registrant who qualifies or refuses to accomplish the DD Form 98 in its entirety (see par. 2i, AR 604-10) or who discloses significant derogatory information with respect to his background, or invokes constitutional privileges, and registrants admitting current membership in the Communist party ("known Communists") and registrants for whom credible derogatory information has been received from a reliable source indicating Communist party membership ("alleged Communists") as defined in AR 604-10, will not be inducted into the Armed Forces pending completion of a thorough investigation.
- (k) Investigative action as prescribed in paragraph 17, AR 604-10 will be initiated at the induction station on all cases of registrants referred to in (j) above.
- (l) Security questionnaires not completed by the registrant will be completed by the personnel of the induction station by typing in the name of the registrant and including explanatory statements in the "Remarks" section of the security questionnaire stating the facts in

connection with the particular case. The copy of the security questionnaire completed by personnel in the induction station will be forwarded to the appropriate major command.

- (m) 1. DD Form 62 prepared for registrants referred to in (j) above will contain in remarks section the notation, "induction is held in abeyance, not presently acceptable for induction." Entries in regard to qualification for induction will not be made.
2. Item 22 on DD Form 47 pertaining to registrants referred to in (j) above will not be completed until the results of investigative action is received from higher headquarters. Entry on SSS Form 225 (Physical Examination List) for registrants for whom investigative action has been initiated in accordance with (j) above will indicate induction being held in abeyance.
- (n) At the time final determination of the case under investigation has been made, the induction station concerned will be advised as to the appropriate action to be taken regarding the registrant whose induction is being held in abeyance. Upon receipt of information from higher headquarters indicating that registrants whose induction is being held in abeyance have been cleared for induction, the induction station will prepare a new DD Form 62 in its entirety and forward it to the appropriate Selective Service local board. Upon receipt of information from higher headquarters indicating that registrants whose induction is being held in abeyance have been determined to be unacceptable for induction, the induction station will prepare a new DD Form 62 and forward it to the appropriate Selective Service local board. Original and copy of DD Form 62 prepared in accordance with (3) above, when retained, will be destroyed when the new forms are accomplished.

(5) *PHS Form 956 (Report of VD Suspect)*. PHS Form 956 will be requisitioned through normal publications supply channels.

(a) For registrants whose serologic test shows a positive or doubtful reaction of infectious VD, PHS Form 956 will be accomplished in examining stations. Copy 2 will be given to registrant with instructions for treatment. Copy 5 will be attached to file copy of SF 88 and will be placed in registrant's file (par. 64d).

(b) For registrants whose serologic test shows a positive or doubtful reaction of noninfectious VD, copy 2 will be furnished the induction station to be attached to the original DD Form 62 and forwarded to the Selective Service local board. Copy 5 will be attached to SF 88 file copy and placed in registrant's file by the examining station. (par. 64d).

(6) *Standard Form 88 (Report of Medical Examination)*.

(a) *Completion of identifying items*. All identifying items 1 through 17 will be completed by the examining stations with the exception of items 2, 3, 10, 11, and 17 which will be completed at the stations of initial reception as appropriate. The registrant's Selective Service number will be entered in item 16. The items cited do not pertain to physical conditions, but are relevant for purposes of identifying the individual.

(b) *Disposition*.

1. *Registrants found acceptable for military service*. All copies of standard Form 88 will be attached to the corresponding copies of DD Form 47 and forwarded to the local boards ((2)(b) above).

2. *Registrants found unacceptable for military service*. The original and one copy will be attached to the corresponding copies of DD Form 47 and forwarded to the local boards. The second carbon copy will be attached to copy 2 of DD Form 47

and forwarded to The Surgeon General, Department of the Army, Washington 25, D.C., ATTN: MEDCS-IE. When reports of consultation are obtained upon an examinee, one copy will be attached to the DD Form 47 forwarded to The Surgeon General. The remaining copies will be destroyed.

(7) *Standard Form 89 (Report of Medical History).*

(a) *Preparation.* See paragraph 60c(1).

(b) *Disposition.*

1. For registrants found acceptable for military service both copies of this form will be attached to DD Form 47 and forwarded to the Selective Service local board.

2. For registrants found unacceptable for military service, one copy will be attached to the original of DD Form 47 forwarded to the Selective Service local board; the other copy will be attached to the second copy of the DD Form 47 forwarded to The Surgeon General ((2)(b) above).

(8) *DA Form 316 (Summary of Registrants Examination for Induction).* Each station will prepare a monthly report of the results of the preinduction and induction examinations as prescribed in AR 601-286.

28. Preinduction processing of registrants in overseas commands (outside the continental limits of the United States, its Territories or possessions). a. The procedures prescribed herein are applicable to registrants temporarily residing in overseas commands who have received an order from their continental United States Selective Service local board to report for Armed Forces preinduction examination. When a registrant, in lieu of returning to the United States, requests that the preinduction examination be conducted in an overseas facility, moral, mental, and medical determinations will be made as follows:

(1) Determination of moral acceptability will be made in accordance with paragraph 22.

(2) The registrant will be mentally tested with the Armed Forces Qualification Test (AFQT-3 or -4) and, in addition, if he attains a percentile score between 10 and 30 inclusive on the AFQT, with the Army Classification Battery (ACB), (1958 edition), less the Army Radio Code Aptitude Test (ARC-1). Procedures prescribed in paragraphs 54 through 58 which are applicable will be used. The ACB will be administered and scored in accordance with DA Pam 611-100. Aptitude Area CO (CO-A and CO-B) will be computed in accordance with paragraph 25, DA Pam 611-100. DA Form 2035-R (Computation of ACB Aptitude Area Scores) (app. XV) will be completed for all registrants administered the ACB. DA Form 2035-R will be stapled to the original of DD Form 47 for acceptable and unacceptable registrants. Registrants failing to attain a percentile score of 10 on the AFQT, and those not scoring 90 or higher on at least two aptitude areas of the ACB, will not be further tested. The AFQT-3 or -4 and the ACB may be administered by enlisted or commissioned personnel qualified in test administration.

(3) The registrant will be medically examined in accordance with procedures prescribed in paragraphs 59 through 64, the scope of which is prescribed in AR 40-500, and determination of acceptability made in accordance with physical standards prescribed in AR 40-503 except for medical and dental registrants (pars. 42 through 47). Registrants who meet the medical standards for profile categories A, B, or C are acceptable for military service.

b. The Selective Service local board will prepare for and mail to each registrant an original and three copies of DD Form 47 (Record of Induction) with the SSS Form 223 (Order to Report for Armed Forces Examination).

c. The overseas facility will complete and forward to the Selective Service local board indicated

on SSS Form 223 or to an agency designated by the Selective Service System the following forms and records:

- (1) DD Form 47 (quadruplicate), sections III, IV, V, VI, and VII will be completed at the time of preinduction examination.
- (2) Original and three copies of Standard Form 88 (Report of Medical Examination).
- (3) Standard Form 89 (Report of Medical History) (two originals).

- (4) Original and copy of DD Form 62 (Statement of Acceptability).
 - (5) DD Form 98 (Armed Forces Security Questionnaire).
 - (6) X-ray film made at time of preinduction examination.
 - (7) All other records forwarded by the local board.
- d.* Registrants will not be inducted by an overseas facility.
- e.* Requisitions for testing materials listed in appendix V will be forwarded through normal AG publications supply channels.

Section II. INDUCTION PROCESSING

29. **Notification of registrant's arrival.** The State Director of Selective Service, using SSS Form 201, will direct Selective Service local boards to select and deliver for induction, specified numbers of registrants to specified induction stations. At the time the State director dispatches SSS Form 201 to Selective Service local boards, he will furnish the induction station concerned with an information copy. Information on this form alerts operating personnel as to the number of personnel scheduled to arrive daily from each Selective Service local board.

30. **Reception of registrants and records.** *a.* Registrants will arrive at the induction station in groups under control of a group leader, who will have in his possession a sealed packet containing the following forms and/or documents:

- (1) Original and two copies of Delivery List (SSS Form 261).
- (2) For each registrant who has undergone preinduction processing under section I, original and three copies of DD Form 47; original and three copies of Standard Form 88; two copies of Standard Form 89; X-ray film and film envelope; other forms if pertinent, such as PHS Form 956, any waiver of disqualification, any order terminating civilian custody, DD Form 98, and all other information bearing on the acceptability of the registrant for service in the Armed Forces.
- (3) For each registrant in the group forwarded for immediate induction, original and three copies of DD Form 47, with section I, except items 2 and 3, and section II completed by the Selective Service local board.

b. Immediately upon arrival of registrants, records will be checked for completeness. DD Form 47 of each registrant who underwent a preinduction examination will be checked against SSS Form 261 to determine whether medical examination, X-ray examination, and serologic test for syphilis were made within the required 180 days. The DD Form 98 will be accomplished, in applicable cases, as required by paragraph 39*k*. The forms for each registrant will then be assembled

into a package having the basic forms in a position pattern conveniently aligned to the induction station's stop points for induction processing. The forms for each registrant will then be placed in a large envelope which will show the registrant's full name and Selective Service number. The envelopes containing the forms will be issued to the registrants immediately after roll call.

c. Forms and records relating to mental and medical examinations or reports to be initiated, accomplished, or processed at induction stations will consist of the following:

	<i>Paragraph</i>
(1) SSS Form 2 (Registration Certificate) ..	(39 <i>l</i>)
(2) SSS Form 110 (Notice of Classification) ..	(39 <i>l</i>)
(3) SSS Form 201 (Notice of Call on Local Board)	(29)
(4) SSS Form 261 (Delivery List)	(39 <i>b</i>)
(5) DD Form 47 (Record of Induction)	(39 <i>a</i>)
(6) DD Forms 93, 93-1, and AF 246 (Record of Emergency Data)	(39 <i>c</i>)
(7) DD Form 98 (Armed Forces Security Questionnaire)	(39 <i>k</i>)
(8) DD Form 369 (Police Record Check) ..	(39 <i>d</i>)
(9) PHS Form 956 (Report of VD Suspect) ..	(39 <i>f</i>)
(10) SF 88 (Report of Medical Examination)	(39 <i>h</i>)
(11) SF 89 (Report of Medical History)	(39 <i>g</i>)
(12) SF 519a (Radiographic Reports)	(39 <i>i</i>)
(13) DA Form 316 (Summary of Registrants Examined for Induction)	(39 <i>m</i>)
(14) Acknowledgment of Service Obligation ..	(39 <i>f</i>)
(15) Waiver of Veterans Administration Disability Pension	(39 <i>e</i>)
(16) SF 1169 (USA Transportation Request)	(39 <i>n</i>)
(17) Allocation Record	(35 <i>c</i>)
(18) Special Orders	(39 <i>o</i>)

31. **Scope of induction processing.** *a.* Selective Service registrants found acceptable for military service normally will be ordered to report to induction stations in not less than 21 and not more than 180 days after the preinduction examination and will undergo a physical inspection (par. 62). If the lapse of time between the preinduction examination and the appearance of the registrant for induction is more than 180 days, another complete medical examination is required to determine acceptability for immediate induction except as provided in (1) and (2) below.

- (1) In the case of postponed registrants, paragraph 40*d* will apply.
- (2) In the case of all other registrants reporting for induction within 1 year of the original examination, the X-ray examination and serology test may be omitted from the reexamination unless conditions are found in which X-ray and serology are indicated. A new set of Standard Forms 88 will be prepared in quadruplicate and marked "Reexamination" and the results of the reexamination will be recorded on the new form. These new Standard Forms 88 will be attached to like copies of the forms prepared for the original preinduction examination and will be distributed in accordance with instructions established for this form. Registrants then will be processed in accordance with the procedures for acceptable or unacceptable registrants prescribed herein.

b. Steps in processing of registrants for induction will normally be performed in the order indicated below:

- (1) Reception of registrants and records.
- (2) Induction orientation talk.
- (3) Roll call and issuance of individual records.
- (4) Physical inspection or complete examination, as appropriate.
- (5) Accomplishment of DD Form 98, when applicable, and as prescribed in paragraph 39*k*.
- (6) Allocation to Army, Navy, Air Force, or Marine Corps.
- (7) Induction (if found fully acceptable for induction into the Armed Forces).
- (8) Oath of allegiance ceremony.
- (9) Accomplishment of acknowledgment of service obligation.
- (10) Outprocessing.

c. All personnel inducted under these regulations will be inducted in grade E-1.

d. Special procedures applicable to individuals in the medical and dental professions are contained in paragraphs 42 through 47.

32. Induction orientation. The group of registrants will be assembled for an induction orien-

tation talk, which will cover the following informational areas.

- a.* Purpose and significance of induction.
- b.* Processing steps in which the registrant will participate.
- c.* Number, sequence, and location of stations at which the processing will take place. Other necessary information including arrangements for messing.
- d.* Location of induction station counseling personnel who will assist registrants having questions or problems concerning insurance and other personal matters.
- e.* Obligation of inductee to serve in a Reserve component under the Universal Military Training and Service Act, as amended, and Armed Forces Reserve Act of 1952.

33. Roll call and issuance of individual records. Immediately following the orientation talk, an officer will conduct roll call from SSS Form 261, and issue the envelopes containing individual records to the registrants. Registrants will be instructed to carry the envelope with them as they proceed from one processing point to another.

34. Control of registrants. Upon completion of roll call, registrants will pass to control of the examining station for physical inspection, or complete medical examination, or complete medical examination and mental testing as required. Upon completion of processing by examining stations, registrants will revert to control of the induction station.

35. Allocation to Army, Navy, Marine Corps, or Air Force. (Representatives of the Bureau of Naval Personnel will consider registrant's preference for Coast Guard after allocation is made to the Navy.)

a. Allocation to services. Registrants who as a result of the induction physical inspection, or in applicable cases, a complete medical examination, are determined to be qualified for induction will be allocated to the respective services in accordance with the following:

- (1) Allocation ratios provided by higher headquarters will be applied rigidly to insure that each service (Army, Navy, Air Force, and Marine Corps) receives its equitable proportion of registrants in each classification with respect to physical

- officer immediately following the signature on the original and copy.
- (5) *Section X.* Fingerprint impressions will be made in this section for every person inducted into the Armed Forces. The impressions will be placed on the accomplished original of DD Form 47. They also will be placed on the copy forwarded to the station of initial reception. Extreme care will be exercised to assure clear, well-defined prints. Instructions in *d* below will be followed in preparing fingerprints.
- (6) *Registrants inducted into the Army.* The original of DD Form 47 will be forwarded with the U.S. Army Recruiting Main Station morning report to the Servicing Machine Records Unit (MRU); one copy of DD Form 47 will be forwarded by the induction station to the station of initial reception; one copy will be returned to the Selective Service local board; and the second carbon copy will be forwarded to The Surgeon General, ATTN: MEDCS-IE, Department of the Army, Washington 25, D.C.
- (6.1) *Registrants inducted into the Navy, Air Force, and Marine Corps.* The original and one copy of DD Form 47 will be forwarded by the induction station to the station of initial reception; one copy will be returned to the Selective Service local board; and the second carbon copy will be forwarded to The Surgeon General, ATTN: MEDCS-IE, Department of the Army, Washington 25, D.C.
- (7) *Registrants found unacceptable on induction processing.* For registrants found unacceptable on induction processing, the original and one copy of DD Form 47 accompanied by the original and one copy of Standard Form 88 will be returned to the Selective Service local board. The second carbon copy (DD Form 47; Standard Form 88) and Standard Form 89 will be forwarded to The Surgeon General, ATTN: MEDCS-IE, Department of the Army, Washington 25, D.C. These copies will not be forwarded for medical and dental registrants (par. 48c). The remaining copies will be destroyed.
- (8) *Additional sets of DD Form 47.* Whenever a new set of DD Form 47 has been accomplished in accordance with paragraph 27c, all copies of the old form will be returned to the Selective Service local board together with the copy of the new set as prescribed above.
- (9) *Additional testing.* When a registrant in Mental Group IV is forwarded for induction processing and there is no record of ACB test scores, the ACB will be administered. For those individuals otherwise qualified, who fail to achieve a score of 90 or higher on 2 or more aptitude areas, the "Trainability Limited (V-O)" box in item 22b or 23b, as appropriate, will be checked.
- ★*a.1 DD Form 62 (Statement of Acceptability).* For registrants found unacceptable for immediate induction, DD Form 62 will be prepared and forwarded to the Selective Service local board in accordance with paragraph 27c(3).
- b. SSS Form 261 (Delivery List).* Appropriate entries will be made on SSS Form 261 under column 4 showing disposition of the registrants. The commanding officer of the induction station will sign the original and two copies of this form. The original copy of SSS Form 261 will be forwarded to the Selective Service local board, one copy forwarded to the State Director of Selective Service of the State in which the local board is located, and one copy will be filed at the induction station.
- c. DD Forms 93, 93-1, and AF 246 (Record of Emergency Data).*
- (1) *Army.* DD Form 93 will be prepared in duplicate as prescribed in these regulations and AR 640-40 for registrants inducted into the Army. The original form (yellow paper) will be attached to the duplicate of DD Form 47 and routed in accordance with instructions for that form. The duplicate (white card) will be forwarded promptly upon preparation to The Adjutant General, ATTN: AGPS, Department of the Army, Washington 25, D.C. Letters of transmittal are not necessary.

- (2) *Navy and Marine Corps.* DD Form 93-1 will be prepared in duplicate in accordance with the Bureau of Personnel Manual, Article B-23-12, for registrants who are inducted into the Navy and Marine Corps. The original and duplicate of the form will be attached to the original of the DD Form 47 and will be forwarded by the induction station to the station of initial reception.
- (3) *Air Force.* AF Form 246 will be prepared in accordance with AFR 35-38 for registrants who are inducted into the Air Force. All copies (the punch card and the yellow copies) will be completed. The punch card will be detached carefully and forwarded to Headquarters, USAF (AFPMP-S-1), Washington 25, D.C. Do not fold, bend, spindle, or staple the cards; package them as necessary to prevent damage or loss in transit. Letters of transmittal are not necessary. The four yellow copies of the form will be attached to the first duplicate copy of DD Form 47 and will be forwarded by the induction station to the station of initial reception.
- (4) *Completion of form.* Information required to complete the appropriate Record of Emergency Data will be typewritten on the form. During the interview, the registrant will be given appropriate instructions regarding the 6-months' gratuity pay and the designation of the beneficiary and alternate. It is important that identifying data such as names, addresses, relationships, etc., be clearly and accurately entered on this form. It will be emphasized to registrants that DD Forms 93, 93-1, and AF 246 do not designate or change beneficiaries of life insurance; direct communication to the Veterans Administration or letter to the commercial insurance company concerned is necessary for that purpose.
- (5) *Witnessing.* Witnessing of DD Forms 93, 93-1, and AF 246 will be accomplished as prescribed by AR 640-40, Bu-

reau of Naval Personnel Manual, Article B-23-12, and AFR 35-38, as appropriate.

★*d. DD Form 369 (Police Record Checked).*

- (1) The authorized fingerprint record is DD Form 369 for applicants and inductees and preinductees. (FD Form 258 will be used when registrants qualify or refuse to complete DD Form 98.) Identification of stations preparing fingerprint records for enlistees will be an entry on the Form "RMS" with the location of the station for inductees, by an entry "IND STA" with the location of the station. An entry will be made across the top of each fingerprint record indicating the station of initial reception or in case of Air Force personnel, the training wing to which applicants and inductees are shipped. This record will be prepared in accordance with AR 606-15. Care will be exercised in preparation of this record in order to avoid its return for additional prints and the burden of administrative work incident thereto. The reverse of DD Form 369 will be left blank. Identifying items will be typewritten. The signature of the inductee and the fingerprint clerk will be entered under the appropriate items. Fingerprint clerks will be thoroughly instructed regarding the correct preparation of fingerprints. In preparing fingerprints, care will be taken to insure that—
 - (a) Fingers are fully rolled. The complete pattern including the "deltas" must show to permit proper classification.
 - (b) Impressions are not blurred or smudged as though the finger slipped while being rolled.
 - (c) Sufficient ink is used, otherwise the ridge characteristics will be indistinct. The finger being rolled should be moderately moist from ridge to ridge.
 - (d) Too much ink and chemical are not used as this causes blurs and blind spots.
- (2) For registrants inducted into the Army,

will be required to waive such pension or compensation at the time of their induction into the Armed Forces. Waiver will be executed for each inductee by letter substantially as outlined in appendix VII and will be indorsed and forwarded by the induction station commander within 24 hours after induction of the registrant to the appropriate Veterans Administration regional office listed in AR 930-10. If the registrant refuses to sign the required letter of notification, the commanding officer of the induction station will forward the notice to the Veterans Administration regional office, by indorsement, notwithstanding the lack of the registrant's signature.

f. Acknowledgment of service obligation. Prior to the departure of inductees to the reception station or station of initial reception as in the case of inductees for the Navy, Air Force, or Marine Corps each inducted individual will be thoroughly oriented on his service obligation, to be entered upon at the completion of his active duty training. Immediately following the orientation, each inductee will be required to sign in duplicate, the appropriate statement of service obligation indicated below. The original copy of service obligation will be attached to the original copy of DD Form 47. The duplicate copy will be attached to the duplicate copy of DD Form 47.

- (1) Acknowledgment of service obligation to be accomplished by inductees under 26 years of age who are inducted into the Armed Forces of the United States after 9 August 1955 (app. VIII).
- (2) Acknowledgment of service obligation to be accomplished by individuals inducted into the Armed Forces of the United States from a Reserve component status acquired prior to 10 August 1955, and who have an existing 8-years service obligation (app. IX).

g. Standard Forms 89. These forms, completed during the preinduction processing, require no further entries during processing. The distribution of these forms will be as follows:

- (1) *For inducted registrants.* One copy of Standard Form 89 will be attached to the original of DD Form 47 and distributed as prescribed for that form. The second copy of Standard Form 89 will be forwarded with records of the inductee to

the station of initial reception for inclusion in the health records jacket.

- (2) *For registrants found unacceptable on induction processing.* One copy of Standard Form 89 will be forwarded to the Selective Service local board, the other copy of Standard Form 89 will be attached to copy of DD Form 47 and forwarded to The Surgeon General, ATTN: MEDCS-IE, Department of the Army, Washington 25, D.C.

h. Standard Form 88.

- (1) *For inducted registrants.* The four copies of Standard Form 88 will be attached to the corresponding copies of DD Form 47 and distributed as prescribed for that form (a(6) above).
- (2) *For registrants found unacceptable on induction processing.* The four copies of Standard Form 88 will be attached to the corresponding copies of DD Form 47 and distributed as prescribed for that form (a(7) above).
- (3) *Additional sets of Standard Form 88.* Whenever a new set of Standard Forms 88 has been accomplished in accordance with paragraphs 31a(2) and 40d, all copies of the old forms prepared for the original preinduction examination will be attached to like copies of the new forms and will be distributed in accordance with (1) and (2) above.

i. X-ray film and Standard Form 519a.

- (1) *For registrants inducted into the Army.* X-ray film will be packed and identified in accordance with paragraph 93, AR 345-270 and forwarded on a current basis to the Manager, Federal Records Center, GSA, 2306 East Bannister Road, Kansas City, Mo. Packages will be labeled "exposed X-ray films" and will indicate the complete return address of the forwarding agency.
- (2) *For registrants inducted into the Navy, Air Force, and Marine Corps.* X-ray films will be forwarded to the station of initial reception for disposition.
- (3) *For unacceptable registrants.* X-ray films will be disposed of in accordance with AR 345-270.

j. PHS Form 956. For inducted registrants.

Copy 2 of this form returned to the induction station in accordance with instructions in paragraph 64d will be attached to the copy of DD Form 47 forwarded to the station of initial reception.

k. DD Form 98 (Armed Forces Security Questionnaire). Volunteers for immediate induction, previously qualified registrants who have not accomplished the Armed Forces Security Questionnaire, and those whose security questionnaire is over 120 days old or is invalid for any reason will be given an opportunity to accomplish the Armed Forces Security Questionnaire prior to induction. Instructions relative to preparation and disposition of the Armed Forces Security Questionnaire are contained in paragraph 27c(4).

l. SSS Form 2 and SSS Form 110. All registrants found acceptable for military service will, at the time of induction, surrender their SSS Form 2 (Registration Certificate) and their SSS Form 110 (Notice of Classification). The commanding officer of the induction station will insure that these forms are destroyed by macerating, shredding, or burning. Failure of registrant to have Selective Service registration and classification forms in his possession at time of induction will in no way preclude further processing and induction.

m. Summary of registrant examination for induction (DA Form 316). Each induction station will prepare a monthly report on the results of the induction examinations as prescribed in AR 601-286.

n. Preparation of transportation requests. Transportation requests will be prepared for transportation of inductees to initial reception stations indicated in orders in accordance with appropriate Army, Navy, Air Force, and Marine Corps regulations.

★ *o. Issuance of orders and establishment of EDCSA.* Special instructions regarding Navy, Air Force, and Marine Corps inductees are contained in paragraph 41. Orders will be prepared by the Armed Forces Induction Station reassigning Army inductees to U.S. Army reception stations. Inductees will not be assigned to an induction station. Orders issued by the induction station for reassignment of inductees will include a statement substantially as follows: "The following named personnel having been inducted (date) are relieved from assignment and are assigned to

----- Reception Station. EDCSA -----?"
The EDCSA to be established in orders will be computed as prescribed in paragraph 6, AR 830-12. Copies of orders for registrants inducted into the Army, together with records outlined in *p(1)(a)* below, will be furnished the U.S. Army Recruiting Main Station for morning report purposes. The induction station will also mail copies of the orders to others who may require them. Registrants inducted into the Army will be shown on the morning report prepared by the U.S. Army Recruiting Main Station for the effective date of induction, in accordance with AR 335-60, as pertains to induction into the Army. On the EDCSA of reassignment to the reception station, an appropriate remark will be made on the morning report prepared by the U.S. Army Recruiting Main Station, and will be substantiated by a copy of the orders.

p. Summary (Disposition of Records).

(1) *For registrants inducted into the Army.*

(a) Forwarded with the U.S. Army Recruiting Main Station morning report to the Servicing Machine Records Unit (MRU).

1. DD Form 47, original.
2. Standard Form 88, original.
3. Standard Form 89, one copy.
4. Acknowledgment of service obligation, original.
5. Special orders.

(a.1) Hand-carried to the station of initial reception.

1. DD Form 47, one copy.
2. Standard Form 88, one copy.
3. Standard Form 89, one copy.
4. DD Form 93, original (yellow).
5. Acknowledgment of service obligation, one copy.
6. DD Form 98.
7. PHS Form 956, copy 2.
8. DA Form 2035-R, one copy.

(b) To The Adjutant General, ATTN: AGPS, Department of the Army, Washington 25, D.C., DD Form 93, duplicate copy (white).

(c) To Selective Service local board of inductees.

1. DD Form 47, one copy.
2. Standard Form 88, one copy.

26 January 1961

C 2, AR 601-270

(d) To The Surgeon General, ATTN:
MEDCS-IE, Department of the Army,
Washington 25, D.C.

1. DD Form 47, one copy.
2. Standard Form 88, one copy.

(e) To the Federal Bureau of Investigation,
Washington 25, D.C., DD Form
369.

(f) To the Manager, Federal Records Cen-

ter, GSA, 2306 East Bannister Road, Kansas City, Mo., all X-ray films.

(2) *For registrants inducted into the Navy, Marine Corps, and Air Force.*

(a) To the station of initial reception.

1. DD Form 47, original and one copy.
2. Standard Form 88, original and one copy.
3. Standard Form 89.
4. DD Form 93-1 (Navy and Marine Corps), original (yellow), and copy (white).
5. AF Form 246 (Air Force), four yellow copies.
6. DD Form 369.
7. Acknowledgment of service obligation, original and copy.
8. DD Form 98.
9. X-ray film.
10. PHS Form 956, copy 2.

(b) To Headquarters, USAF (AFPMP-S-1), Washington 25, D.C., AF Form 246 punch card.

(c) To Selective Service local board of the inductee.

1. DD Form 47, one copy.
2. Standard Form 88, one copy.

(d) To The Surgeon General, ATTN: MEDCS-IE, Department of the Army, Washington 25, D.C.

1. DD Form 47, one copy.
2. Standard Form 88, one copy.

3 (3) *For unacceptable registrants.*

(a) DD Form 47, original and one copy to Selective Service local board and one copy to The Surgeon General, ATTN: MEDCS-IE, Department of the Army, Washington 25, D.C. (destroy extra copies).

(b) Standard Form 88, same as (a) above.

(c) Standard Form 89, one copy to the Selective Service local board and one copy to The Surgeon General, ATTN: MEDCS-IE, Department of the Army, Washington 25, D.C.

(d) DD Forms 93, 93-1 and AF 246, not accomplished.

(e) DD Form 369, not accomplished.

(f) Acknowledgment of service obligation, not accomplished.

(g) PHS Form 956, copy 2, destroyed.

(h) DD Form 98, not accomplished.

40. **Processing registrants in special categories.** *a. Special categories.* This paragraph contains instructions regarding the processing of registrants in the following categories:

- (1) Registrants found unacceptable at time of induction.
- (2) Registrants refusing to submit to induction.
- (3) Postponed registrants.
- (4) Delinquent registrants.
- (5) Conscientious objectors.
- (6) Insular Puerto Rican personnel found acceptable on ECFA (a test in Spanish) at time of preinduction examination in Puerto Rico.

b. Processing steps for registrants found unacceptable on physical inspection, or full examination. For registrants found unacceptable for military service on physical inspection or full examination, processing will be completed as follows:

- (1) Applicable subitems under section VIII, DD Form 47, will be completed in accordance with paragraph 39a.
- (2) Disposition of registrant will be entered in column 4, SSS Form 261.
- (3) Appropriate changes will be made on the medical work sheet (single copy of Standard Form 88) located in the registrant's file.
- (4) Operating personnel will review each registrant's DD Form 47, Standard Form 88, Standard Form 89, and DD Form 98 for accuracy and completeness.
- (5) Registrants will be directed to the transportation section where arrangements will be made for returning them to the appropriate Selective Service local boards, or in appropriate cases to place of residence. Every effort will be made to place the registrants on return transportation on the same day of their arrival at the induction station.
- ★(6) Records of registrants found unacceptable at time of induction because they require a moral waiver (par. 22), a medical waiver (par. 60c(6)), or a future appointment for further hospital study/

consultation (par. 60c(2)), may be held at the induction station for completion upon final determination of acceptability. The registrant will be advised that he is unacceptable for induction pending the above determination and that his local board will advise him of his status. The registrant will be returned to his local board in the same manner as other registrants rejected at time of induction (par. 10e). Disposition of the registrant will be shown on SSS Form 261 as "not accepted" with the remark "pending moral waiver, medical waiver, or further hospital study/consultation" as applicable. If the final determination results in a decision that the registrant is unacceptable for induction, his records will be completed and distributed in the same manner as for registrants found unacceptable at time of induction. If the final determination results in a decision that the registrant is acceptable for induction, his records will be completed and distributed in the same manner as for registrants found acceptable at time of preinduction, except section VIII, DD Form 47, will not be completed until such time as the registrant is again ordered to report for induction.

c. Registrants who refuse to submit to induction. Any registrant who has been removed from the group as prescribed in paragraph 36b and who persists in his refusal to submit to induction will be informed that such refusal constitutes a felony under the provisions of the Universal Military Training and Service Act, as amended. He will be informed further that conviction of such an offense under civil proceedings will subject him to be punished by imprisonment for not more than 5 years, or a fine of not more than \$10,000, or both. He will then be informed again of the imminence of induction using the language specified in paragraph 36a, and his name and service again will be called. If he steps forward at this time, he will be informed that he is a member of the Armed Force concerned, using the language specified in paragraph 36c. If, however, he persists in refusing to be inducted, the following action will be taken:

- (1) The registrant will be requested, but not required, to make a signed statement, dated, in his own handwriting, as follows: "I refuse to be inducted into the Armed Forces of the United States." Such statement should be witnessed by at least two witnesses who will affix their signatures to the statement. Registrants who refuse induction will not be furnished any means of transportation.
- (2) Letter of notification of refusal to submit to induction will be prepared in quadruplicate. The original, together with the voluntary statement described in (1) above, will be submitted to the United States attorney for the district in which the registrant refused to be inducted. One copy will be forwarded to the State Director, Selective Service System, of the State in which the registrant refused to be inducted; one copy will be forwarded to the Selective Service local board which delivered the registrant for induction; and the other copy will be retained at the induction station. Such notification will include the following information:
 - (a) Name and address of registrant.
 - (b) Selective Service number of registrant.
 - (c) Number and address of the Selective Service local board which delivered the registrant for induction and, if different, the registrant's own Selective Service local board.
 - (d) A detailed statement of facts concerning the registrant's refusal to be inducted.
 - (e) Names and addresses of witnesses.
- (3) Army commanders should contact the United States attorney in their Army area, in advance, regarding what steps should be taken as to the disposition of any registrant who refuses to be inducted.
- (4) A registrant previously forwarded for preinduction examination who refused to take any part or all of the preinduction tests and examinations and who is returned for immediate induction and again refuses to take any part or all of

may warrant a change in the original determination of medical qualification. If, as a result of the physical inspection, conditions are found which might warrant a change in the registrant's physical acceptability status which cannot be determined definitely without further study, the registrant will be given a new and complete medical examination.

- (2) *When a new medical examination is given.* When a new medical examination is given, the results should be recorded on the new set of Standard Forms 88 prepared in quadruplicate and marked at the top "Reexamination." This new set of Standard Forms 88 will be attached to like copies of this form prepared for the original preinduction examination and will be distributed in accordance with instructions established for this form. Registrants will then be processed in accordance with the procedures for acceptable and/or unacceptable registrants as prescribed herein.

e. Delinquent registrants. Delinquent registrants are subject to immediate induction if found acceptable. All other pertinent processing provisions prescribed herein will be observed, except as indicated below:

- (1) *Delivery list.* A separate delivery list containing the name or names of delinquent registrants will be submitted on a separate SSS Form 261, with the words "Delinquent Registrants" stamped or typed across the top of the form.
- (2) *Detention of delinquent registrants for completion of medical examination.* Delinquent registrants who must be detained for a period of more than 1 night for completing parts of the medical examination (chest X-ray and serologic test for syphilis) will, if otherwise qualified for military service, be sent for completion of such parts of the medical examination to the nearest Army installation within the Army area. The installation selected for such purposes must have facilities for completing the chest X-ray and serologic test, as well as

adequate facilities for housing and subsistence. All records pertaining to the registrant will accompany him to the installation to which he is sent.

- (3) *Unacceptable delinquent registrants.* As in the case of ordinary registrants, a serologic test for syphilis is not required for delinquent registrants found unacceptable for other medical reasons.
- (4) *Disposition of delinquent registrants at Army installations who are found acceptable for induction.* Delinquent registrants at an Army installation who are found acceptable for induction following the chest X-ray and serologic test for syphilis will be returned to the appropriate induction station or to the nearest induction station for actual induction processing as outlined above. The chest X-ray film and film envelope, the original and carbon copy of Standard Form 519a, and the results of the serologic test (original of Standard Form 514c), in addition to the records originally taken to the installation, will be placed in sealed envelopes and forwarded with the registrant to the induction station.
- (5) *Disposition of delinquent registrants at Army installations who are found unacceptable for induction.* Delinquent registrants at Army installations who are found unacceptable for induction following the chest X-ray and serologic test for syphilis will be returned to the induction station which sent them for disposition in accordance with the procedures established for ordinary unacceptable registrants as outlined above. The chest X-ray film and film envelope, the original and carbon copy of Standard Form 519a, and the report of the results of the serologic test (original copy of Standard Form 514c), in addition to the records originally taken to the installation, will be placed in a sealed envelope and forwarded with the registrant to the induction station.

f. Conscientious objectors.

- (1) *I-A-O.* Conscientious objectors are identified by appropriate entry contained

in item 14, DD Form 47, which is completed by the Selective Service local board. Conscientious objectors forwarded for preinduction examination or induction will be processed in the same manner as other registrants. Upon completion of processing they will be forwarded to the appropriate reception station.

- (2) *Conscientious Objectors (I-O)*. Conscientious objectors (I-O) will be shown on a separate physical examination list (SSS Form 225) and each accompanying DD Form 47 will bear the stamped notation "I-O" in red ink. The following forms accomplished at the time of mental and medical processing will be similarly marked "I-O" in red ink: Standard Form 88, Standard Form 89, and DD Form 62. Processing of these conscientious objectors will be identical with that of other registrants, except there is no requirement for the accomplishment of DD Form 98. All forms, including DD Form 62, will be accomplished in the usual manner to show clearly whether the individual is acceptable under the present criteria. Disposition of records for "I-O" conscientious objectors regardless of mental and physical category will be that prescribed for registrants who are rejected. One copy of Standard Form 88 and one copy of DD Form 47 will be forwarded to The Surgeon General, Department of the Army, Washington 25, D.C., ATTN: MEDCS-IE.

g. Insular Puerto Rican personnel found acceptable on ECFA (Spanish) at time of preinduction examination in Puerto Rico.

- (1) These procedures prescribe processing at Armed Forces examining stations within the continental United States, for Insular Puerto Rican and Spanish-speaking Virgin Island personnel appearing for induction who were found acceptable at the time of preinduction examination in Puerto Rico on the basis of the Examen Calificacion de Fuerzas Armadas (ECFA-1 or -2 and -3). The ECFA, a test in Spanish, has been in use in Puerto

Rico since 1 October 1953, for mentally qualifying personnel for induction into the Armed Forces. The ECFA is not administered within the continental United States since special training in English language instruction existing in Puerto Rico is not available in continental United States.

- (2) These individuals can be identified by entries contained in section IV, DD Form 47 (Record of Induction) which was completed at the Armed Forces Examining and Induction Station in Puerto Rico as follows: "ECFA-1," the final score (raw score of 40 or above), or "ECFA-2 or -3," the final score (raw score of 42 or above) and the mental group classification, as appropriate. For individuals administratively acceptable, section IV of the DD Form 47 will contain an appropriate entry in item 21. For DD Form 47 these entries will be found in section V, item 20a.
- (3) Personnel in this category will be withdrawn from induction processing immediately after the records check prescribed in paragraph 30b. Further processing will be as follows:
- (a) Personnel will be examined mentally in accordance with paragraphs 55 and 56 and test results will be recorded as prescribed in paragraph 58.
- (b) Subsequent induction processing will be in accordance with section II.
- (c) DD Form 62 (Statement of Acceptability) will be accomplished for all registrants as prescribed in paragraph 27c(3). For registrants found not acceptable the Selective Service local board copy of DD Form 62 will contain, if applicable, the entry prescribed in paragraph 57d(2)(b)2. The following additional statement, if applicable, will be entered for unacceptable registrants on the local board copy of DD Form 62 under "Remarks": Spanish-speaking registrant passing ECFA in Puerto Rico rejected on re-examination with AFQT and/or ACB at the time of induction processing in

Section II. MENTAL TESTING AND QUALIFICATIONS

54. Purpose of mental testing. The purposes of mental testing are to—

a. Identify those applicants who possess the required mental standards for enlistment in the Armed Forces, and to exclude those applicants who fail to meet the required mental standards.

b. Identify during the mental testing those registrants who meet the required mental standards for induction into the Armed Forces, as required by section 4 (a) of the Universal Military Training and Service Act, as amended, and to exclude those registrants who fail to meet the established standards. This latter group, the rejectees, will be categorized with respect to the degree of their failure to meet minimum mental requirements for military service.

c. Provide the basis for the qualitative distribution to the Armed Forces of manpower found mentally acceptable for military service.

d. Identify those female applicants who meet the established mental standards for enlistment when mentally tested with the Armed Forces Women's Selection Test (AFWST).

55. Test administration. *a. General.*

(1) Administration of mental testing will be under the supervision of commissioned personnel psychologists assigned to the examining station who have been awarded MOS 2230 or 2239 or who are qualified to hold MOS 2230 or 2239. Tests will be administered by qualified commissioned personnel, or by qualified enlisted psychologists. The corresponding equivalent specialty designations of the Navy, Marine Corps, or Air Force may be substituted for MOS codes listed above. Duties and responsibilities of testing personnel are described in paragraph 16.

(2) All mental tests utilized in determining the acceptability of an applicant for enlistment or of a registrant for induction will be administered in accordance with TM 12-260. Detailed instructions for the administration and scoring of prescribed mental tests are contained in separate test manuals. The Department of Defense prescribes for each test the spe-

cific alternate forms and scoring keys to be used. In order to insure uniformly valid results from the administration of these tests, it is essential that only the designated forms be used. Prior to test administration, scoring, and evaluation of test scores, all personnel having responsibility for these functions will be required to become thoroughly familiar with the manuals referred to above and with procedures for application of mental standards to determine acceptability. The provisions of the testing manuals will be strictly adhered to and no deviations are authorized.

b. Proctoring. The specific duties of proctors are set forth in TM 12-260 and appropriate test manuals. Test proctors will be physically present in the testing rooms during the entire test period. The number of test proctors may vary from the prescribed number according to physical facilities available. Normally, one proctor will be provided for every 25 examinees or fraction thereof.

c. Motivation.

- (1) Applicants and registrants will be informed, in the orientation given before the mental test is administered, that they should endeavor to achieve the highest possible score as it becomes a part of their permanent record. The orientation as prescribed in the applicable mental test manual will be used. The orientation will be presented in accordance with paragraph 169 *a* and *b*, TM 12-260.
- (2) In any situation in which it is obvious that a registrant is not approaching the AFQT in a proper manner after instructions and encouragement by the proctor, it is appropriate for the examiner to withdraw the registrant from the test situation. The registrant will be referred to the personnel psychologist who will take one of the following actions:
- (*a*) If the personnel psychologist determines that the registrant is incapable of understanding the test instructions, he will award the registrant a score of "0" on AFQT, after which the regis-

trant will be processed in the same manner as any other registrant who failed the AFQT.

- (b) If the personnel psychologist finds that the registrant is merely refusing to cooperate in the testing situation, he will attempt to obtain the registrant's cooperation. If the registrant agrees to cooperate, the personnel psychologist will direct that he be readmitted to the test situation and administered the alternate form of the AFQT. If, however, the registrant again refuses to cooperate, the personnel psychologist will recommend to the commanding officer one of the following actions:

1. That determination be made in accordance with paragraph 57, whether the registrant should be administratively accepted.
2. That the registrant be referred to the Selective Service local board as within the purview of section 12 of the Universal Military Training and Service Act, as amended, and as prescribed by paragraph 19b.

d. Scoring. Tests will be scored at the earliest practicable time. Tests administered to applicants will be scored prior to those administered to registrants.

e. Security.

- (1) The current Armed Forces Qualification Test (AFQT) and Army Classification Battery (ACB) authorized for use in examining stations will not be administered outside the Armed Forces examining stations.
- (2) Adequate safeguards will be established to provide security for testing materials in accordance with paragraph 4, SR 310-20-9 and AR 345-15. The commanding officer of each recruiting main station will appoint a test control officer, normally the personnel psychologist, who will be responsible for the establishment and enforcement of procedures to prevent any unauthorized access to the contents of tests in his custody. The test control officer will—

- (a) Control record of receipt, storage, issue, transfer, and the minimum of a monthly inventory of all test materials; determine stock levels to be maintained.
- (b) Review requisitions for test items to insure that quantity is in accordance with requirement to maintain stock levels.
- (c) Implement Headquarters, Department of the Army regulations and directives pertaining to handling test materials and insure that all personnel handling tests are kept informed of all pertinent directives.
- (d) Conduct periodic inspections of testing and storage facilities to insure that necessary precautions are taken to protect the tests from compromise.
- (e) Establish a system of daily inventory and examination of all test booklets and materials used to insure that same test booklets are collected intact and are returned to security storage after each test session.
- (f) Only the prescribed number of sheets of scratch paper authorized by the test manual will be made available to the examinee. All paper issued will be collected and accounted for at the end of the test session and will be destroyed in accordance with AR 345-15.
- (3) To prevent compromise, proper safeguards against indiscriminate access to tests and test materials, including scored answer sheets, will be maintained. Cabinets or chests with adequate locking devices will be provided. Test materials when not in use will be locked in such containers at all times. When a unit has on hand damaged, wornout, or obsolete test materials, such materials will be destroyed in accordance with AR 345-15. Test scores achieved by examinees on tests administered at examining stations will not be made available to individuals or agencies other than those agencies concerned in the processing of examinees in accordance with these regulations, without prior approval of The Adjutant General, Department of the Army

Washington 25, D.C. Tests and testing materials will not be released to any individual or any agency without prior approval of The Adjutant General, Department of the Army, Washington 25, D.C. In accordance with paragraphs 2c(7) and 5, AR 345-15, if request is made for an exception to the above stated policy, requests will be forwarded to The Adjutant General, Department of the Army, Washington 25, D.C., ATTN: AGSP, with a statement of the reason for "need-to-know," anticipated use of test scores or testing material, number and types of test scores or testing material requested, controls and protections to be used, and agreement that names or other identity of persons whose test scores or testing materials are involved will not be given public release.

- (4) Scored AFQT answer sheets, and answer sheets completed in whole or in part but not yet scored, are considered controlled test material and will not be released to personnel other than those conducting the examination. Completed answer sheets will be retained at all times within locked files in the custody of the Test Control Officer until final disposition. Normally, AFQT answer sheets will be filed alphabetically by service by month.
- (5) Navy and Air Force AFQT answer sheets and scored answer sheets for all other types of mental tests administered to Navy and Air Force personnel will be forwarded monthly, no later than the fifth working day following the end of the month in which the individual was examined, to the appropriate address below:

Navy: Officer in Charge
U.S. Naval Personnel Research
Field Activity
19th & East Capitol Streets, N.E.
Washington 25, D.C.

Air Force: Chief, Personnel Laboratory,
WADC
ATTN: WCLLT
Box 1557
Lackland Air Force Base, Tex.

- Army, Marine Corps and registrant's AFQT answer sheets and NQT booklets will be maintained and disposed of in accordance with paragraph 5, AR 345-265.
- (6) When current directives require pre-screening with the Women's Enlistment Screening Test (WEST), the score achieved will be placed on the AFWST answer sheet. Disposition of the AFWST answer sheets will be the same as for the AFQT forms for Air Force personnel.
- (7) ACB answer sheets will not be included in registrant and applicant files. Completed ACB answer sheets, marked in whole or in part, will be maintained and disposed of in the same manner as prescribed for AFQT answer sheets. See paragraph 5, AR 345-265.

f. Retesting.

- (1) The test control officer appointed at each examining station will be responsible for establishing and enforcing adequate control procedures which will prevent unauthorized retesting with the AFQT.
- (2) Retesting of applicants for enlistment or reenlistment will be governed by appropriate service regulations.
- (3) Registrants whose records of initial testing, regardless of the purpose for which tested, indicate achievement of scores which qualify them for induction will not be retested except when specifically directed by Headquarters, Department of the Army. Registrants who fail to achieve a passing score will not be retested except when Headquarters, Department of the Army specifically directs the retesting of certain categories such as non-English speaking registrants as provided in paragraph 57d(2)(b)2. However, previous testing of an individual in applicant status does not preclude testing him once as a registrant with the alternate form of the AFQT if a score of less than percentile 10 was attained when initially tested as an applicant. Registrants, whose records indicate a previously attained AFQT percentile score between 10 and 30, inclusive, as an applicant and

who have not been tested with the ACB, will be tested with the ACB only. Registrants, previously rejected as applicants, who are forwarded for reevaluation in accordance with section V will be retested with the ACB as provided in this regulation (par. 19c).

56. Mental test battery. The mental determination of applicants for enlistment and Selective Service registrants will be made in accordance with the procedures in *a* through *d* below. Disposition will be made of registrants as illustrated in appendix XIII. For complete list of the mental testing instruments, see appendix V.

a. Armed Forces Qualification Test (AFQT). This test will be administered to all applicants for enlistment and to all registrants forwarded for preinduction examination without regard to educational level attained by the individual except as provided in paragraph 43b(1). Instructions relative to the administration of the AFQT are contained in a separate manual. The following disposition, based upon the attained AFQT score, will be made of individuals examined.

- (1) Applicants for enlistment must attain such qualifying AFQT scores as established by the respective services in separate recruiting regulations to qualify for enlistment. Procedures for processing rejected applicants are contained in section V, chapter 3.
- (2) Registrants who attain a percentile score of 31 or higher on AFQT are mentally qualified for induction without further testing.
- (3) Registrants who attain a percentile score between 0 and 9, inclusive, on AFQT will not be accepted for induction unless determined to be administratively acceptable under the provisions of paragraph 57. All registrants failing to attain the 10th percentile on AFQT, who are not eligible to be tested with ACB under the provisions of paragraph 57, will be tested further to determine their degree of mental failure for the purpose of subsequent classification into one of four rejected classes according to procedures outlined in *c* and *d* below. These procedures will be followed carefully since their purpose

is to provide standby mental classifications in the event that mental standards must be lowered.

b. Army Classification Battery (ACB). (The provisions of this paragraph do not apply to registrants tested with the Examen Calificacion de Fuerzas Armadas (ECFA).) This test will be administered to registrants listed in (1) below, except that those registrants who are otherwise disqualified will not be tested with the ACB. Instructions for administering the ACB are contained in DA Pam 611-100.

- (1) The following registrants will be further tested with the ACB:
 - (a) Registrants attaining percentile scores between 10 and 30, inclusive, on AFQT.
 - (b) All high school graduates, or those successfully completing 12 grades in school, who score between 0 and 9, inclusive, on AFQT but are determined to be eligible for further mental testing under the provisions of paragraph 57b(1)(b), below.
 - (c) All non-high school graduates who score between 0 and 9, inclusive, on AFQT but are determined to be eligible for further mental testing under the provisions of paragraph 57b(1)(a).
- (2) Registrants in (1) above who attain a score of 90 or higher on any two or more aptitude areas of the ACB will be considered acceptable for induction. Combat A (CO-A) and Combat B (CO-B) of Aptitude Area CO will be considered as separate aptitude areas for this purpose. Registrants failing to attain a score of 90 or higher on any two or more aptitude areas of the ACB will not be considered acceptable for induction unless determined to be administratively acceptable under the provisions of paragraph 57b(2).
- (3) Registrants who fail to qualify under (2) above who attained scores between 10 and 30, inclusive, on AFQT, except those determined to be administratively acceptable, will be classified as "Trainability limited (V-O)," and will not be tested further. Registrants classified as

"V-O" are considered to be those who have the ability to absorb advanced individual training if such training were to be modified. DD Form 62 (Statement of Acceptability) will be accomplished for each such registrant in accordance with paragraph 27c(3)(b)4 indicating the individual is not acceptable for military service.

★*c. Verbal-Arithmetic Subtest, VA-AFQT.* The Verbal-Arithmetic Subtest consists of items selected from the AFQT. This subtest in application is designed to identify within the group of mentally unacceptable individuals those registrants whose literacy achievement may enable them to absorb basic military training under reduced standards. The administration of any additional examination or questions is not required in this procedure. Instructions relative to the Verbal-Arithmetic Subtest are contained in the Manual for scoring the Verbal-Arithmetic Subtest of the Armed Forces Qualification Test. The answer sheet derived from the administration of the AFQT will be rescored, using the designated Verbal-Arithmetic scoring key. The Verbal-Arithmetic Subtest will be applied to the answer sheets of all registrants who attain AFQT percentile scores between 4 and 9, inclusive. Those registrants who achieve raw scores of 6 or higher on the Verbal-Arithmetic Subtest will be classified as "Marginal literate (V-1)," and will not normally be further tested. DD Form 62 (Statement of Acceptability) will be accomplished for each such registrant in accordance with paragraph 27c(3)(b)4 indicating the individual is not acceptable for military service.

d. Nonlanguage Qualification Test (NQT). The Nonlanguage Qualification Test, NQT-1, is designed to identify those individuals whose scores on previous tests reflect literacy deficiencies and who may be capable of learning to perform military duties if the deficiencies were corrected by literacy training. Instructions for the administration of the NQT are contained in the Manual for Administering and Scoring the Nonlanguage Qualification Test. The NQT will be administered to individuals who achieve AFQT percentile scores below 4 and to those individuals who achieve raw scores below 6 on the Verbal-Arithmetic Subtest. The following classification will

be made of registrants to whom the NQT is administered:

- (1) Individuals attaining a raw score between 39 and 42, inclusive, will be classified as "Illiterate-High Mental (V-2)," and those attaining a raw score between 34 and 38, inclusive, will be classified as "Illiterate-Marginal Mental (V-3)." DD Form 62 will be accomplished for such individuals as prescribed in paragraph 27c(3)(b)4, indicating the individual is not acceptable for military service.
- (2) Individuals attaining a raw score of less than 34 will be rejected for failure to meet required mental standards and will be classified as "Sub-Standard (V-4)." DD Form 62 will be accomplished as prescribed in paragraph 27c(3)(b)4, indicating the individual is not acceptable for military service.

57. *Terminal screening.* *a. Administrative acceptance standards.* Administrative acceptance of registrants will be restricted to those registrants who, as a result of procedures cited below, are determined to have deliberately failed the AFQT and/or ACB and who, had they been properly motivated, would have qualified for induction under the provisions of paragraph 56a(2) and b(2). This standard reflects the desire to insure that only those registrants who can assimilate, adequately, basic and advanced individual military training will be inducted.

b. Screening procedures. Terminal screening of registrants will be as follows:

- ★(1) *Registrants failing to attain 10th percentile on AFQT.* All registrants failing to attain the 10th percentile on AFQT will be terminally screened using the devices prescribed in DA Pam 611-45. Final disposition of registrants will be made as follows:

- (a) *Non-high school graduates.* Non-high school graduates found by the Failure Keys to be in the True Failure Category or Undetermined Category will be rejected without additional terminal screening and placed in appropriate standby categories in accordance with paragraph 56c, and *d.* Those found by the Failure Keys to be in the

Deliberate Failure Category will be further screened with Individual Picture Recall Test (IPRT). In addition to testing with the IPRT, the personnel psychologist will conduct a personal interview with these registrants. If the examinee's IPRT score is 22 or above, a brief interview will be given and the registrant may be held for further testing with the ACB in accordance with paragraph 56b(1)(c), unless the interview elicits contrary information, in which case the interview will be expanded to an intensive interview. If the examinee's IPRT score is 21 or below, an intensive interview will be given and the registrant will be rejected and placed in the appropriate standby category in accordance with paragraph 56c and d, unless the information elicited during the interview indicates beyond a doubt that the examinee should not be rejected. Registrants whom the personnel psychologist believes should not be rejected will be held for further testing with ACB under the provisions of paragraph 56b(1)(c). For registrants rejected, entries on DD Form 47 and DD Form 62 will be made as prescribed in paragraphs 58c and 27c(3)(b)4.

★(b) *High school graduates.* All high school graduates, and those successfully completing 12 grades in school, will be screened with the Failure Keys and IPRT and interviewed by the personnel psychologist. If the use of the terminal screening devices reveals that the registrant is mentally qualified under the standards prescribed in a above, he will be held for further testing with ACB in accordance with paragraph 56b(1)(b). If, however, after terminal screening, the personnel psychologist believes that the failing AFQT score of the registrant represents a true measure of his ability, the registrant will be rejected and placed in appropriate standby category in accordance with paragraph 56c and d.

Entries on forms will be as prescribed in (a) above.

(2) *Registrants failing to attain standard scores of 90 or higher in any two or more aptitude areas of ACB.*

(a) Registrants scoring between 10 and 30, inclusive, on AFQT who attain a score of 71 or higher on Aptitude Area GT of ACB will normally be considered true failures and placed in standby category "V-O" in accordance with paragraph 56b(3). However, if the personnel psychologist is doubtful as to whether the registrant is a true failure in view of his educational level or job performance history, the personnel psychologist may terminally interview the registrant in accordance with (3), below.

(b) Registrants with Aptitude Area GT scores of 70 and below will be processed as follows according to AFQT percentile score attained:

1. *AFQT scores 19 through 30, inclusive.*

Using the test scores in the table below, locate the AFQT score attained by the registrant under the column "AFQT percentile score." Next locate the associated GT score under the column "GT cutting score" (*Example:* AFQT score attained 28; associated GT score 68). If the GT score attained by the registrant is equal to or higher than the GT cutting score, the registrant will be rejected as a true failure and placed in the "V-O" category. If the GT score attained by the registrant is lower than the GT cutting score, the registrant will be interviewed by the personnel psychologist in accordance with (3) below.

2. *AFQT scores 15 through 18, inclusive.*

Standard scores attained on VE and AR (ACB) will be examined. If scores obtained on the VE and AR are both above 50, the registrant will be rejected as a true failure and placed in the "V-O" category. If scores attained on either VE or AR,

GT Cutting Score for Achieved AFQT Percentile Score
(for AFQT Scores 19-50)

AFQT percent- tile score	GT cutting score
30	70
29	69
28	68
27	67
26	66
25	65
24	65
23	64
22	63
21	62
20	61
19	60

or scores attained on both VE and AR, are 50, the registrant will be interviewed by the personnel psychologist in accordance with (3) below.

3. *AFQT scores 10 through 14, inclusive.* Standard scores attained on VE and AR (ACB) will be examined. If scores attained on either or both are above 50, the registrant will be rejected as a true failure and placed in the "V-O" category. If scores achieved on both VE and AR are 50, the registrant will be interviewed by the personnel psychologist in accordance with (3) below.
4. *AFQT scores 9 and below (registrants further tested with ACB in accordance with paragraph 56b(1) (b) and (c)).* Standard scores on the VE and AR (ACB) will be examined. If scores attained on either or both are above 50, the registrant will be rejected as a true failure and placed in the "V-O" category. If scores achieved on both VE and AR are 50, the registrant will be interviewed by the personnel psychologist in accordance with (3) below.

★(3) *Terminal interview.* On cases referred for interview, the personnel psychologist will consider all data available concerning the education, job history, etc., of the

registrant, using DA Pam 611-45 as a guide. While most individuals who have performed satisfactorily through academic high school or college can be expected to achieve two or more aptitude area scores of 90 or higher on ACB, some individuals may be found whose educational level reflects factors other than intellectual ability. Similarly, some individuals may be capable of supporting themselves but may hold jobs of a type that require physical skills but only a low level of mental ability. Failure of such individuals to pass the ACB is normally justified. Therefore, regardless of educational level or job performance history, registrants will be administratively accepted only in those instances where there is sufficient evidence to identify the registrant as clearly capable of achieving qualifying scores had he tried to pass. In those instances where the registrant has a background consistent with his ACB failure and in those cases considered to be borderline cases, the registrant will be rejected as a true failure. Rejected registrants, who have AFQT scores between 10 and 30, inclusive, and those with scores between 0 and 9, inclusive, who were administered the ACB will be placed in the "V-O" category. For registrants administratively accepted under these procedures, the box "Administratively Accepted" will be checked in item 20a, DD Form 47.

c. *Verification of interview findings.* When the findings of the interview conducted in accordance with b(3) above are at variance with mental test scores, a request for verification of interview findings, substantially as shown in appendix III will be forwarded to the registrant's Selective Service local board. In those instances in which no doubt exists that the registrant has deliberately failed the mental test, the request for verification of interview findings may be waived and the registrant will be recommended for administrative acceptance. The required notation prescribed in paragraph 58c(4) will be accomplished. Any request to the Selective Service local board will indicate either that the personnel psychologist found the

registrant fully acceptable for induction or that he would require special training. Upon final determination of acceptability, section IV, DD Form 47 will be accomplished for such individuals as prescribed in paragraph 58c and DD Form 62 as prescribed in paragraph 27c(3).

d. Registrants not acceptable.

(1) The following categories of personnel who do not achieve the prescribed minimum score on the AFQT will not be accepted:

- (a) Non-English speaking registrants.
- (b) English speaking registrants who cannot read or write English.

(2) Non-English speaking registrants will be processed as follows:

(a) Non-high school graduates found by the Failure Keys to be in the True Failure Category will be rejected without further processing except as indicated herein. If items 11 and 12 of DD Form 47 of such registrants indicate less than 12-months' residence in the continental United States, they will be recommended by the personnel psychologist for reexamination in accordance with (b)2 below.

(b) Non-high school graduates found by the Failure Keys to be in the Undetermined and Deliberate Failure Categories and high school graduates in all categories on the Failure Keys will be interviewed by the personnel psychologist. Information from available personal records pertinent to their English speaking ability should be evaluated, and the registrant should be questioned on such matters as length of time spent in this country, opportunity or requirement for them to speak English at home or work, and amount of English training they have had in school. With regard to these registrants, the personnel psychologist will take the following actions:

1. In those instances in which the personnel psychologist suspects that a registrant is falsely claiming to be non-English speaking or unable to read or write English, he will forward

a request for verification of interview findings to the registrant's Selective Service local board. If this investigation indicates poor motivation, the registrant may be accepted under the provisions of *a* above, if determined to be fully qualified under the standards prescribed therein.

2. In those instances in which a registrant is rejected solely because he was non-English speaking, entry will be made on the copy of DD Form 62 to indicate that a reexamination may be justified in 6 to 12 months upon determination by the Selective Service local board that the registrant has become more fluent in English. The following phrase will be employed: "Non-English speaking—Reexamination may be justified in 6 to 12 months."

58. Recording of mental test scores. ★a. Armed Forces Qualification Test answer sheet.

- (1) The examiner will have the examinees fill in items on the answer sheet as prescribed by the appropriate test manual.
- (2) In the box labeled "Service" the letters "PS" will be entered following the entry for service for those applicants who have had prior service. (*Example: Army (PS).*)
- (3) Test scores pertaining to the AFQT and additional tests, if administered, will be entered by the scorer on the AFQT answer sheet in the appropriate boxes as prescribed by the test manuals. The total raw score for the NQT-1 will be entered in Box 15 on the AFQT-7 and -8 answer sheet.

b. Standard Form 88 (Report of Medical Examination). For applicants processed in accordance with sections IV and V and for registrants obtaining a percentile score of 31 or higher on the AFQT, examining station personnel will record the appropriate AFQT form number, the final score (percentile score), and the mental group classification under the "Notes" section (item 73) of Standard Form 88. (*Example: AFQT-5B-67-II.*) For registrants failing to attain the 10th

percentile on AFQT, the results of the AFQT and the results of all mental tests administered subsequent to the AFQT for the purpose of categorization (VA-AFQT and NQT-1) will be recorded under the "Notes" section of Standard Form 88. (Example: AFQT-5B-7-V, V-A-5, NQT-40 (V-2); AFQT-5B-2-V, NQT-38 (V-3).) For registrants with AFQT scores between 10 and 30, inclusive, who attain a standard score of 90 or higher in any two or more aptitude areas of ACB, the AFQT form number, final percentile score and mental group will be recorded. (Example: AFQT-5B-27-IV.) For those registrants scoring between 10 and 30, inclusive, and for those registrants scoring between 0 and 9, inclusive, on AFQT who are categorized as "V-O" under the provisions of paragraphs 56b(3), 57b(2)(b)4 and 57b(3), the AFQT form number, the final percentile score, the mental group classification and the mental subgroup "V-O" will be recorded. (Examples: AFQT-5B-8-V (V-O); AFQT-5B-17-IV (V-O).)

c. DD Form 47 (Record of Induction). Section V, "Mental Determination" will be filled in at the induction station in accordance with the following instructions:

203

- (1) *Armed Forces Qualification Test (AFQT)*. The AFQT title, form, and percentile score attained will be recorded in section V, item 20a under "Test-Form-Score." (Example: AFQT-5B-65). Following "AFQT Mental Group" in item 20a, an X will be placed in the appropriate mental group column in which the AFQT percentile score falls. Percentile scores on the AFQT will be converted to mental groups on the following basis:

203

Group	Percentile score
I -----	93-100.
II -----	60- 92.
III -----	31- 64.
IV -----	10- 30.
V -----	9 and below.

- (2) *Verbal-Arithmetic Subtest (V-A) and Nonlanguage Qualification Test (NQT)*. When the registrant is administered these tests, the V-A and/or NQT title, raw

score attained, and the identifying classification will be recorded in section V, item 20a under "Test-Form-Score." (Examples: V-A-6 VI; V-A-3, NQT-39V2; NQT-38V3; V-A-4, NQT-32V4.) Raw scores on the V-A and NQT will be converted to identifying classifications on the following basis:

Test	Raw score	Identifying classification
V-A-----	6 and higher---	V-1
NQT-----	39-42-----	V-2
NQT-----	34-38-----	V-3
NQT-----	0-33-----	V-4

(8) *Army Classification Battery (ACB)*.

- (a) The ACB title, edition, aptitude areas and scores attained will be recorded in Section V, item 20b under "Other Tests." (Example: ACB(1956) CO-A85; CO-B90; EL-90; GM-94; MM-95; CL-70; GT-72.) For registrants who attain 2 or more aptitude area scores of 90 or higher on the ACB, the block "Qualifying" in item 20b will be checked with an X. For registrants who fail to attain 2 or more aptitude area scores of 90 or higher on the ACB, the block "Non-qualifying" in item 20b will be checked with an X. If the registrant is in AFQT mental group IV on the AFQT and has not been administered the ACB under the provisions of paragraph 56b, the notation "Not administered ACB" will be entered in item 20b.

★(b) ACB aptitude area scores will be computed on DA Form 2035-R (Computation of ACB Aptitude Area Scores). DA Form 2035-R and instructions for completion and distribution of the form are contained in appendix XV.

- (4) "Administratively accepted." For registrants administratively accepted in accordance with standards and procedures prescribed in paragraph 57, the block "Administratively Accepted" in item 20a will be checked with an X.

Section III. MEDICAL EXAMINATION

59. General. The instructions contained in this section relate to the medical examination of applicants for enlistment and registrants forwarded for preinduction examination, reexamination, or induction. Medical examinations will be accomplished at Armed Forces examining stations.

a. Medical examination of women. In those instances where women who are applicants for enlistment are examined at examining stations (par. 17c(6)), the recruiting service concerned will provide a female attendant for its examinees, except that when fee-basis physicians are employed in accordance with paragraph 15c their female assistants may be utilized as attendants.

b. Sequence of procedures. The processing steps in the medical examination will be dictated by the facilities of the examining station and the conditions under which examination is conducted. Important considerations are the floor plan and an orderly sequence of the various phases of the examination. Each step of the processing will be so organized as to eliminate confusion. Sufficient time will be allowed to permit thorough medical examination.

c. Physical standards.

- ★(1) *Men.* The general physical standards for acceptance into the military service are set forth in AR 40-501 for both registrants and applicants for enlistment.
- (2) *Applicants for specialty assignment.* Individuals applying for enlistment in certain specialty assignments within the Armed Forces must meet in addition certain established special medical standards.
- (3) *Women.* The physical standards for determining the acceptability of women for enlistment are given in the following references:
 - ★(a) *Physical standards for WAC.* See AR 40-501.
 - (b) *Physical standards for WAF.* See section V, AFM 160-1 and paragraph 19c, AFM 39-9.
 - (c) *Physical standards for Navy and Marine Corps.* See section I and article 15-34, chapter 15, Manual of Medicine, Department of the Navy.

d. Types of medical examinations. The following types of medical examinations will be performed:

- (1) Complete medical examination (par. 60).
- (2) Physical inspection (par. 62).

60. Complete medical examination. *a. Applicability.* A complete medical examination (see AR 40-501) will be given to—

- (1) Registrants appearing for preinduction examination or for immediate induction (without a preinduction examination) irrespective of mental test scores.
- ★(2) Registrants forwarded for induction when more than 180 days have elapsed since they were found medically qualified on a complete medical examination, either as registrants or applicants for enlistment.
- ★(3) Male applicants for enlistment irrespective of mental test scores, unless found medically qualified on a complete medical examination within 180 days preceding the date of present examination. In the latter cases, only a physical inspection is required (par. 62a).
- (4) Women applicants for enlistment.
- (5) Previously disqualified registrants forwarded for reexamination.

b. Scope. A complete medical examination will consist of a clinical evaluation, laboratory findings, and other measurements and findings of the scope prescribed by paragraph 2b, AR 40-500 for induction and enlistment.

c. Special instructions.

- (1) *Completion of medical history.* See paragraph 2, AR 40-500. Assistance will be furnished individuals unable to complete Standard Form 89 (Report of Medical History). The Spanish translation of this form (Historical Medico) may be used by Spanish-speaking registrants. Rubber stamps will not be used for recording of any information on Standard Form 89 except as prescribed in paragraph 2c, AR 40-500.
- ★(2) *Retention for hospitalization or study.* Whenever the examinee's fitness for military service cannot be determined with-

out hospital study, hospitalization of such cases will be accomplished in accordance with AR 40-501.

- (3) *Interpretation of X-ray film.* X-ray film will be read by a qualified roentgenologist, either civilian or military. A qualified roentgenologist is considered to be a physician, military or civilian, who has had a minimum of 1 year specialty training in roentgenology or whose practice in a given community is devoted primarily to the practice of roentgenology. In some instances, physicians who practice in other specialties, such as diseases of the chest, may be considered qualified by virtue of extensive experience or training in the interpretation of X-rays.
- (4) *Disqualification of registrants for temporary defects.* For registrants disqualified for defects that are temporary, such as remediable defects, incomplete healing of fractures, or insufficient convalescence from major surgery, an appropriate comment will be entered under "Notes" on Standard Form 88 (Report of Medical Examination) and on the local board copy of DD Form 62 (Statement of Acceptability) to indicate that a reexamination may be justified at a later date. It is the prerogative and responsibility of Selective Service local boards to determine if such individuals should be returned for a second examination; therefore, the comment will not recommend, request, or suggest such action. Instead a phrase such as the following will be employed: "Physically disqualified—recent fracture of left humerus. Reexamination believed justified in 3 months."
- (5) *Cases of doubtful acceptability.* Normally, final determination of the examinee's acceptability for military service will be made on the basis of the examination conducted at the examining station. Whenever there is doubt as to whether or not the examinee meets the minimum medical requirements for military service, determination of acceptability will be made by the appropriate Army area commander.
- (6) *Examinees previously discharged for medical reasons.* In case of examinees who were previously discharged from the military service for medical reasons, the medical report (Standard Forms 88 and 89) will be forwarded direct to the Commanding Officer, U.S. Army Records Center, St. Louis, Mo., for processing and forwarding to Department of the Army for final determination of acceptability. Consultations will not be obtained on these individuals prior to review of their cases by the Department of the Army.
- (7) *Additional medical information.* Registrants claiming during the preinduction examination that they can produce documentary medical information which would have a bearing upon determining their acceptability for military service will not be held over to await receipt of such information. If found acceptable, such registrants will be informed that the information should be presented by them to their Selective Service local board. In all such cases the following statement will be made in item 73 of Standard Form 88, "Registrant is determined acceptable; however, he claims ailments not verified by the medical officer and has been advised to present documentary evidence to substantiate claims to his Selective Service local board prior to his induction."
- (8) *Reexamination.* Registrants requiring a medical reexamination because of lapse of time (a(2) above) will be given a complete medical examination.
- (9) *Navy and Marine Corps applicants.* Navy and Marine Corps applicants who qualify on the mental test will not be given the serology and chest X-ray if found otherwise medically qualified unless the service concerned specifically requests such procedures.
- (10) *Psychiatric evaluation.* Psychiatric evaluation will be made of a registrant or an applicant whenever the examining physician has reason to question the registrant's or applicant's emotional, social, or intellectual adequacy for mili-

Section VI. REPORTING PROCEDURES AND RECORDS DISPOSITION

(AFES Qualitative Distribution Report of Male Enlistments, Inductions and Rejections, Reports Control Symbol DD-MP&R(M) 344)

73. Purpose. This report will provide information on the qualitative and quantitative distribution of military manpower by each service.

74. Preparing agencies and Form. Report will be prepared by each Armed Forces examining station on DD Form 557 (AFES Qualitative Distribution Report of Male Enlistments, Inductions, and Rejections). In the event no personnel were processed or no enlistments or inductions were accomplished during a calendar month, a negative report will be submitted. Letters of transmittal are not required. Reports will be signed by the commanding officer of the examining station, and his name, grade, and service will be typed in the space provided. When the report is signed by an officer other than the commanding officer, the report will contain the typed name, grade, and service of the commanding officer and the written signature of the officer signing.

75. Frequency and routing. *a. General.* Reports will be prepared as of the end of each calendar month. The original of each report will be dispatched by air mail or equally expeditious means direct to The Adjutant General, Department of the Army, Washington 25, D.C., ATTN: AGSZ-S, not later than the fifth workday following the report month.

b. Puerto Rico. Two separate complete reports will be submitted each month: One for examinees tested with the current Armed Forces Qualification Test (AFQT); the other for those tested with the Examen Calificacion de Fuerzas Armadas (ECFA). For purpose of identification, the report on examinees tested with ECFA will be labeled at the top of the report form: Tested with ECFA. Examinees taking the ECFA will be reported by Mental Groups in accordance with the score ranges indicated below:

<i>Raw score</i>	<i>Group</i>
90-86 -----	I
85-78 -----	II
77-69 -----	III
68-42 -----	IV
41-0 -----	V

The column containing percentile scores for AFQT will be lined out.

76. Source. The report will be prepared from information contained in DA Form 766 for applicants and from DA Form 765 for registrants.

77. Procedures for preparation of report. *a. General.* The report for each calendar month will include all "chargeable" enlistments, inductions, and applicant rejections for the Active Forces (regulars) accomplished during that month, based on properly indorsed letters and records of qualification returned to the examining stations. The records of all personnel entering the examining station for examination should be identified by the using service as to the category of personnel (such as, chargeable enlistees (regulars), non-chargeable personnel, Reserve, etc.), and this identification carried on the DD Form 766 so that proper categorization may be reflected on DD Form 557. The report will indicate the total distribution of mental scores in relation to physical profile categories by race (Caucasian and Other). Enlistments, inductions, and rejections accomplished during a particular month for which properly indorsed letters and records of qualification are received by the examining station after the DD-MP & R(M) 344 report for that month has been submitted will be included in the report for the following month. Data for preparation of this report will be kept current daily. Report will be properly identified to indicate service (i.e., Army, Navy, Marine Corps, and Air Force); name and location of the examining station preparing the report; and the month for which the report is submitted.

b. Total (line a). The total number of individuals enlisted and inducted (total of line b and line g) by physical profile categories and mental groups will be recorded on line a.

c. Physical profile categories and mental groups. Physical profile categories (A-B-C-E) in relation to mental test scores (groups I through IV) will be recorded, by race, in the appropriate spaces

on DD Form 557 for all individuals enlisted and inducted. Totals for enlisted will be entered on line b and will be a summation of lines c through f; totals for inducted will be entered on line g and will be a summation of lines h through l. For personnel administratively accepted for induction, entries will be recorded on line l.

d. Rejectees. The total number of chargeable rejected applicants *only* will be entered in column 1 of line m, and will be distributed on lines m through s and in columns 1 through 18 of the report form by race, by mental group, and by physical profile category. Only applicants who failed to attain an AFQT score of 10 or who failed to qualify physically or morally will be reported as rejected applicants in section B (rejectees), DD Form 557.

e. Remarks. Indicate the total processing workload at the Armed Forces examining station during the month covered by the report in the categories below. (All registrant examinations will be reflected on Army report only regardless of final allocation.) Items (3), (4), and (5) apply to all services. Other items are applicable to Army only.

- (1) Total number of registrants examined or reexamined (includes all preinduction examinations and complete examinations at time of induction).
- (2) Total number of registrants inspected.
- (3) Total number of chargeable applicants examined. (Includes ---- physical inspections). Physical inspections for applicants to be included in the total number of chargeable applicants examined but identified separately in parenthesis as shown above.
- (4) Total number of nonchargeable personnel examined (includes all other examinations not categorized elsewhere under remarks section).
- (5) Reservists.
 - (a) Number examined under provisions of title 10, United States Code, section 511(b) (formerly section 261) and Section 262, AFRA 55.
 - (b) Number enlisted under provisions of title 10, United States Code, section 511(b) (formerly section 261) and Section 262, AFRA 55.

- (6) Number of ACB tests administered to chargeable applicants.
- (7) Number of ACB tests administered to nonchargeable applicants.
- (8) Number of ACB tests administered to female applicants.
- (9) (a) Number of ACB tests administered to registrants.
(b) Number who qualify.

f. Reporting examinations. The following prescribes a uniform procedure for reporting examinations in the remarks section of the DD Form 557:

- (1) In order that each examining station can give the same value to an examination, each examinee will be counted as 1 examination until his processing is complete. If an applicant or registrant is held over or returns subsequently to complete his initial processing, the latter processing will not be counted as an additional examination. Any person held overnight or returned for completion of processing, such as ACB, consultations, laboratory rechecks, etc., will not be counted as an additional examination. However, when any reexamination is given in accordance with paragraph 12b, AR 601-286, or when another complete examination is necessary, such examination will be considered an additional examination.
- (2) A complete examination given a registrant at preinduction or at time of induction will be counted as one examination. An inspection given at time of induction will be reported as an inspection.
- (3) A complete examination given to a chargeable applicant will be reported as an examination. The number of physical inspections for applicants will be reported as in e(3) above.
- (4) An examination given to a nonchargeable person will be counted as an examination regardless of whether it is complete or partial. If a nonchargeable examinee is held overnight or returns subsequently to complete initial processing, the provisions of (1) above apply.

78. Maintenance and disposition of records. Maintenance and disposition of files and records accumulated in Armed Forces examining stations and Armed Forces induction stations as a result of processing applicants for enlistment, registrants for preinduction and induction, and other individuals under the provisions of these regulations will be in accordance with AR 345-265.

79. Maintenance and disposition of X-rays.
a. Maintenance and disposition of X-ray film in

examining stations as a result of processing applicants for enlistment in the U.S. Army and U.S. Air Force and registrants for preinduction and induction under the provisions of these regulations will be in accordance with AR 345-270.

b. For all other personnel the X-ray film will be placed in the X-ray envelope and forwarded by examining stations to the recruiting service or other unit or agency forwarding the examinee.

11 March 1960

AR 601-270

APPENDIX II APPLICATION FOR DETERMINATION OF MORAL ELIGIBILITY FOR INDUCTION

APPLICATION FOR DETERMINATION OF MORAL ELIGIBILITY FOR INDUCTION (AR 601-270)		DATE OF APPLICATION
TO: Commanding General		FROM: U.S. Army Recruiting Main Station
1. NAME	2. ADDRESS	3. SERVICE NO.
4. NATURE OF OFFENSES (Give detailed description, including date of each offense. List as A, B, C).		
5. COMPLETE APPLICABLE ITEMS a THRU h BELOW BY REFERRING TO OFFENSES AS 4A, 4B, 4C.		
a. THE OFFENSES WERE:		b. IF FOUND GUILTY, COURT ACTION WAS:
Criminal	Misdemeanor	Conviction
Civil	Juvenile Delinquency	
Felony	Other	
c. AGE AT TIME OF OFFENSES		Adjudication as a juvenile delinquent, youthful offender, or wayward minor
d. CITY AND STATE IN WHICH OFFENSES WERE COMMITTED		
e. NAME OF COURT IN WHICH TRIED, AND DATE OF TRIAL		
f. SENTENCES IMPOSED WERE		

e. THE OFFENSES ARE PUNISHABLE UNDER THE LAW OF THE STATE BY:			
h. DATE OF RELEASE FROM:			
Confinement	Parole	Probation	
6. COMPLETE EMPLOYMENT RECORD (Before and After Offenses)			
Name of Employer	Location	Job Title	Inclusive Dates
7. INFORMATION WAS OBTAINED BY			
<input type="checkbox"/> Interview of Individual <input type="checkbox"/> Verbally from Civil Authorities <input type="checkbox"/> Examination of Court Records			
8. EDUCATIONAL LEVEL	10. NUMBER OF ACB SCORES OF 90 OR HIGHER	11. PHYSICAL PROFILE	
9. AFQT SCORE		P	U
		L	H
		E	S
12. REMARKS (Extenuating circumstances, brief statement of registrant's potential value in the service when composite moral, mental, and physical characteristics are considered)			
13. <input type="checkbox"/> RECOMMEND WAIVER BE GRANTED <input type="checkbox"/> DO NOT RECOMMEND WAIVER BE GRANTED			
14. TYPED NAME AND GRADE		15. SIGNATURE	

APPENDIX V

LIST OF MENTAL TESTING INSTRUMENTS

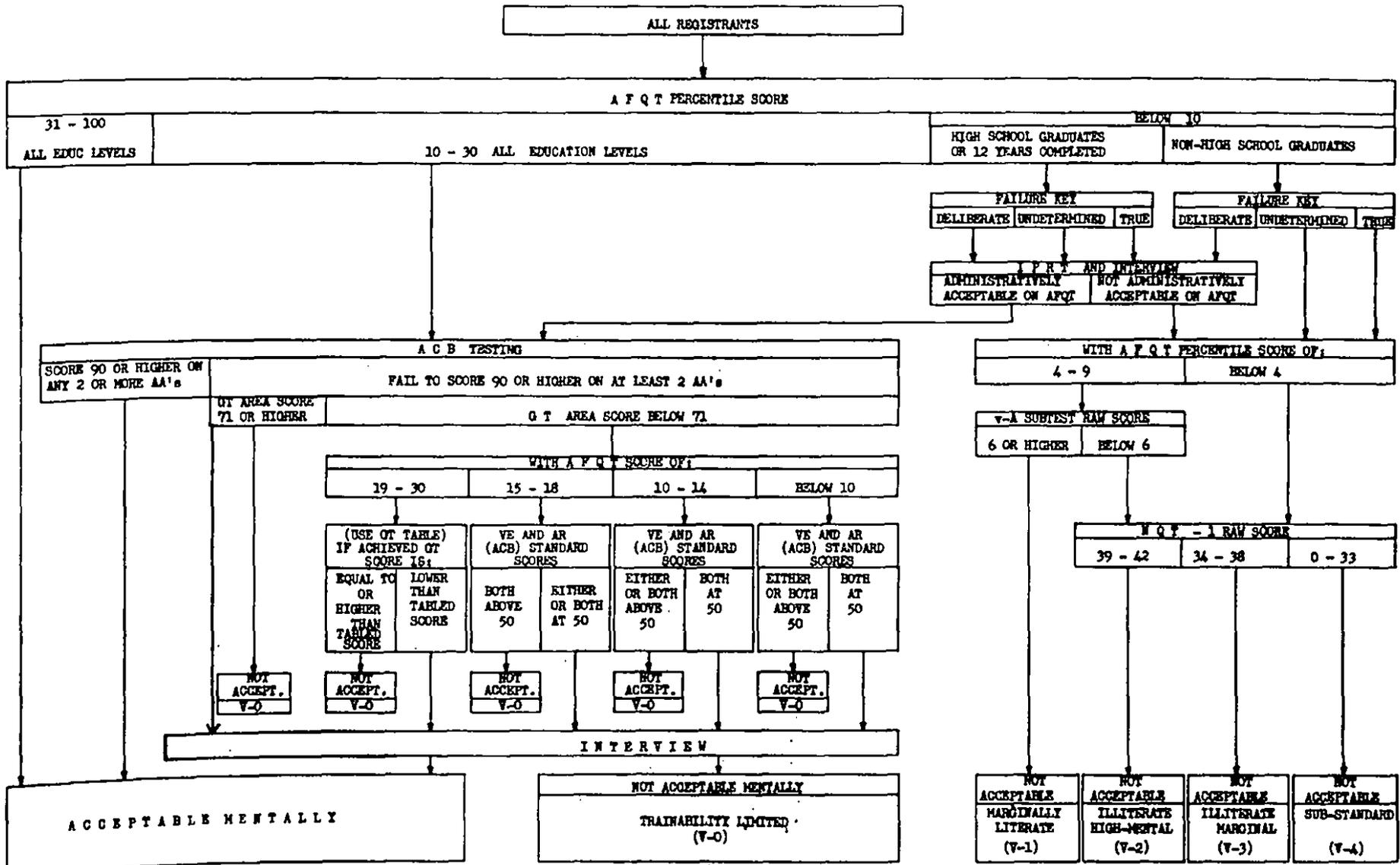
1. **Armed Forces Qualification Test (AFQT-7A).**
 - a. DD Form 1292 (1 Mar 60) (Manual).
 - b. DD Form 1293 (1 Mar 60) (Booklet).
 - c. DD Form 1295 (1 Mar 60) (Answer Sheet).
 - d. DD Form 1296 (1 Mar 60) (Scoring Key, Rights, AFQT-7A).
 - e. DD Form 1298 (1 Mar 60) (Conversion Table).
 - f. DD Form 1128 (1 Jun 60) (Manual for Scoring VA-Subtest).
 - g. Form 1129 (1 May 60) (Scoring Key, Rights, VA-AFQT-7A).
2. **Armed Forces Qualification Test (AFQT-8A).**
 - a. DD Form 1292 (1 Mar 60) (Manual).
 - b. DD Form 1294 (1 Mar 60) (Booklet).
 - c. DD Form 1295 (1 Mar 60) (Answer Sheet).
 - d. DD Form 1297 (1 Mar 60) (Scoring Key, Rights, AFQT-8A).
 - e. DD Form 1298 (1 Mar 60) (Conversion Table).
 - f. DD Form 1128 (1 Jun 60) (Manual for Scoring VA-Subtest).
 - g. DD Form 1130 (1 May 60) (Scoring Key, Rights, VA-AFQT-8A).
3. **Armed Forces Women's Selection Test, AFWST-3 and -4.**
 - a. DD Form 850 (Manual (AFWST-3 and -4)).
 - b. DD Form 851 (Booklet (AFWST-3)).
 - c. DD Form 851-1 (Scoring Key, Rights, AFWST-3).
 - d. DD Form 852 (Booklet-AFWST-4).
 - e. DD Form 852-1 (Scoring Key, Rights, AFWST-4).
 - f. DD Form 853 (Answer Sheet, AFWST-3 and -4).
- ★4. **Nonlanguage Qualification Test, NQT-1.**
 - a. DA Form 6029 (1 Sep 60) (Booklet).
 - b. DA Pam 611-29 (1 Sep 60) (Manual).
 - c. DA Form 6029-1 (1 Sep 60) (Wall Chart).
5. **Terminal Screening.**
 - a. DA Pam 611-45 (1 Jul 60) (Manual).
- b. **Individual Picture Recall Test, IPRT-A and -B.**
 - (1) DA Pam 611-30 (1 Jul 56) (Manual) (C).
 - (2) DA Form 6030 (IPRT-A).
 - (3) DAPRT 2691 (Answer Sheet, IPRT-A).
 - (4) DAPRT 6031 (IPRT-B).
 - (5) DAPRT 2693 (Answer Sheet, IPRT-B).
- c. **Failure Keys, AFQT-7A.**
 - (1) DA Form 6045a (1 May 60) (Scoring Key, DFK-AFQT-7A).
 - (2) DA Form 6045b (1 May 60) (Scoring Key, TFK-AFQT-7A).
- d. **Failure Keys, AFQT-8A.**
 - (1) DA Form 6046a (1 May 60) (Scoring Key, DFK-AFQT-8A).
 - (2) DA Form 6046b (1 May 60) (Scoring Key, TFK-AFQT-8A).
6. **Army Classification Battery.**
 - a. **Verbal Test, VE-1 and -2.**
 - (1) DA Form 6100 (Booklet-VE-1).
 - (2) DA Form 6101 (Booklet-VE-2).
 - (3) DA Form 6000 (Answer Sheet, VE-1 and -2).
 - (4) DA Form 6100-1 (Scoring Key, Rights, VE-1).
 - (5) DA Form 6101-1 (Scoring Key, Rights, VE-2).
 - b. **Arithmetic Reasoning Test, AR-3 and -4.**
 - (1) DA Form 6102 (Booklet-AR-3).
 - (2) DA Form 6103 (Booklet-AR-4).
 - (3) DA Form 6000 (Answer Sheet, AR-3 and -4).
 - (4) DA Form 6102-1 (Scoring Key, Rights, AR-3).
 - (5) DA Form 6103-1 (Scoring Key, Rights, AR-4).
 - c. **Pattern Analysis Test, PA-1 and -2.**
 - (1) DA Form 6104 (Booklet-PA-1).
 - (2) DA Form 6105 (Booklet-PA-2).
 - (3) DA Form 6104-1 (Answer Sheet, PA-1).
 - (4) DA Form 6105-1 (Answer Sheet, PA-2).

- (5) DA Form 6104-2 (Scoring Key, Rights, PA-1).
- (6) DA Form 6105-2 (Scoring Key, Rights, PA-2).
- d. Mechanical Aptitude Test, MA-5 and -6.
- (1) DA Form 6106 (Booklet-MA-5).
- (2) DA Form 6107 (Booklet-MA-6).
- (3) DA Form 6106-2 (Answer Sheet, MA-5 and -6).
- (4) DA Form 6106-1 (Scoring Key, Rights, MA-5).
- (5) DA Form 6107-1 (Scoring Key, Rights, MA-6).
- e. Army Clerical Speed Test, ACS-1 and -2.
- (1) DA Form 6108 (Answer Sheet, ACS-1).
- (2) DA Form 6109 (Answer Sheet, ACS-2).
- (3) DA Form 6108-1a (Scoring Key, Rights, ACS-1 and -2).
- (4) DA Form 6108-1b (Scoring Key, Rights, ACS-1 and -2).
- (5) DA Form 6108-1c (Scoring Key, Rights, ACS-1 and -2).
- f. Shop Mechanics Test SM-1 and -2.
- (1) DA Form 6111 (Booklet-SM-1).
- (2) DA Form 6112 (Booklet-SM-2).
- (3) DA Form 6000 (Answer Sheet, SM-1 and -2).
- (4) DA Form 6111-1 (Scoring Key, Rights, SM-1).
- (5) DA Form 6112-1 (Scoring Key, Rights, SM-2).
- g. Automotive Information, AI-1 and -2.
- (1) DA Form 6113 (Booklet-AI-1).
- (2) DA Form 6114 (Booklet-AI-2).
- (3) DA Form 6000 (Answer Sheet, AI-1 and -2).
- (4) DA Form 6113-1 (Scoring Key, Rights, AI-1).
- (5) DA Form 6114-1 (Scoring Key, Rights, AI-2).
- h. Electronic Information Test, ELI-2 and -1.
- (1) DA Form 6115 (Booklet-ELI-1).
- (2) DA Form 6116 (Booklet-ELI-2).
- (3) DA Form 6000 (Answer Sheet, ELI-1 and -2).
- (4) DA Form 6115-1 (Scoring Key, Rights, ELI-1).
- (5) DA Form 6116-1 (Scoring Key, Rights, ELI-2).
- i. Army Radio Code Aptitude Test, ARC-1.
- (1) DA Form 6110-2 (Tape Recordings).
- (2) DA Form 6110 (Answer Sheet).
- (3) DA Form 6110-1 (Scoring Key).
- j. DA Pam 611-100 (Administering and Scoring the Army Classification Battery).
- 7. Armed Forces Qualification Test (AFQT-3) (to be used in oversea facilities only in accordance with par. 28).**
- a. DD Form 658 (Booklet).
- b. DD Form 657 (Manual).
- c. DD Form 660 (Answer Sheet).
- d. DD Form 661 (Scoring Key, Rights).
- 8. Armed Forces Qualification Test (AFQT-4) (to be used in oversea facilities only in accordance with par. 28).**
- a. DD Form 659 (Booklet).
- b. DD Form 657 (Manual).
- c. DD Form 660 (Answer Sheet).
- d. DD Form 662 (Scoring Key, Rights).
- 9. Army Classification Battery (1958 Edition) (to be used for preinduction examinations in oversea facilities only in accordance with par. 28).** For list of mental testing instruments, see AR 611-203, as amended.

APPENDIX XIII

FLOW CHART OF INDUCTION MENTAL SCREENING PROCEDURES AT ARMED FORCES EXAMINING STATIONS

11 March 1960



111

AR 601-270

APPENDIX XV

INSTRUCTIONS FOR COMPLETION OF DA FORM 2035-R

1. References.
 - a. AR 601-270.
 - b. AR 601-210.
 - c. DA Pam 611-100 (1956 or 1958 Edition, as appropriate).
2. DA Form 2035-R (Computation of ACB Aptitude Area Scores) (app. XVI) will be used for computing ACB aptitude area scores of Selective Service registrants and Army applicants examined at Armed Forces examining stations and in oversea areas. This form will be reproduced locally on 8- by 10½-inch paper.
3. The form will be completed in duplicate in ink or typewriter as follows:
 - a. Complete the column headed "Test Form." (*Examples: VE-1, MA-5, etc.*)
 - b. Enter standard test scores in each blank box for each test row. Standard scores for each test appear on ACB answer sheets. Enter scores twice in boxes divided by a dotted line. Enter "U" for unsatisfactory score in ARC row. If the Army Radio Code Aptitude Test has not been administered, leave ARC row and RC column blank.
 - c. Examining stations will compute the Clerical Aptitude Area score (CL) using the computing formula: $\frac{VE+2ACS}{3}$. Oversea organizations will compute Aptitude Areas CO-A and CO-B in accordance with paragraph 25, DA Pam 611-100, as amended (1958 Edition).
 - d. Enter total for each aptitude area column. If "U" appears in RC column, enter "U" for total.
 - e. Divide each total by number indicated. Disregard fractions if less than ½ (.5); round out to the next whole number if fraction is ½ (.5) or more. Enter result in "Aptitude Area Score" row. Enter "None" if total shows "U".
 - f. Two separate copies of DA Form 2035-R will be completed for each examinee. The conversion to standard scores and the computation of aptitude area scores will be done independently on each copy. Any inaccuracies found on either copy will be corrected.
 - g. The AFES psychologist or his designated assistants who compute and verify the scores will sign the form.
- ★4. DA Form 2035-R will be distributed as follows:
 - a. For Selective Service registrants found acceptable at time of preinduction processing except as indicated in *d* below.
 - (1) One copy will be stapled to the original of DD Form 47 (Record of Induction) and forwarded to the registrant's local board as prescribed in paragraph 27c(2)(b)1 of AR 601-270 for that form.
 - (2) One copy will be filed in the applicant and registrant files in accordance with paragraph 5, AR 345-265.
 - b. For Selective Service registrants inducted into the Army, DA Form 2035-R will be removed from the original of DD Form 47 and stapled to the copy of DD Form 47 which is forwarded by the induction station to the station of initial reception.
 - c. For unacceptable Selective Service registrants, DA Form 2035-R will be filed in the applicant and registrant files in accordance with paragraph 5, AR 345-265.
 - d. For Selective Service registrants processed in oversea commands in accordance with paragraph 28, AR 601-270, DA Forms 2035-R will be stapled to the original of DD Form 47 for acceptable and unacceptable registrants.
 - e. For Army applicants enlisted, including those who fail to meet ACB requirements for enlistment options and are enlisted in the Regular Army unassigned, or for an option not requiring aptitude area qualification, DA Form 2035-R will be distributed as follows:

20 July 1960

(1) One copy will be stapled to the duplicate of DD Form 4 (Enlistment Record—Armed Forces of the United States) and forwarded to the station of initial reception in accordance with instructions for that form.

(2) One copy will be filed in the applicant and registrant files in accordance with paragraph 5, AR 345-265.

f. For Army applicants not enlisted, DA Form 2035-R will be filed in the applicant and registrant files in accordance with paragraph 5, AR 345-265.

SK c.3

Section II. PERSONNEL, FACILITIES, AND FUNCTIONS

14. Staffing. a. The Armed Forces examining stations will be staffed by personnel contributed by the four services. Staffing contributions of each service to the examining stations and induction stations will be made on a workload basis. The workload upon which this computation will be made is the projected total applicants and registrants (chargeable and nonchargeable) of each service to be processed or partially processed in the examining stations and induction stations.

b. The four services will provide personnel in accordance with applicable tables of distribution and will meet the personnel specifications.

c. Military personnel serving under the operational control of another service will be governed by the existing laws and regulations of the service of which they are members.

d. Personnel of the four Armed Forces will be placed on permanent duty with examining stations and induction stations in accordance with established tables of personnel distribution as published by the Department of the Army. Personnel selected will be assigned to the appropriate service recruiting group and attached to area service units, with duty at a specific examining station, and if performing duty satisfactorily, will normally remain so assigned for a minimum of 1 year. Reassignment of personnel performing duty with these activities will be effected by the commander of the appropriate recruiting group in accordance with the appropriate service regulation. In order to accomplish the relief of unsatisfactory personnel assigned to these activities as expeditiously as possible, personnel considered unsatisfactory will fall into one or both of the following groups:

- (1) Those whose personal conduct merits disciplinary action.
- (2) Those whose performance of duty in the skill category in which assigned is unsatisfactory, either through lack of training or inattention to duty.

e. Before forwarding a request for relief, the individual initiating the action will advise the person being recommended for relief of the contemplated action. Such persons will be notified by letter which includes the reasons for the contemplated action and a directive requiring reply by

indorsement within a period not to exceed 10 days from date of receipt. Each letter recommending relief of an individual will include a statement that the individual has been afforded maximum training opportunities and supervision and the commander's recommendation as to whether or not disciplinary action or demotion procedures should be initiated. Requests for relief of male officers must contain a statement of the individual's aeronautical rating and whether currently on flying status, if appropriate. Attached as inclosures to each letter recommending relief will be the following:

- (1) The letter from the commander initiating the request advising the individual of the proposed action and explaining fully the reasons therefor, together with the individual's reply.
- (2) A comprehensive evaluation of the individual to include a character and efficiency rating for enlisted personnel and an evaluation for officers similar to that prescribed by AR 623-105 or AR 623-201, as appropriate.

Additional policies and procedures for the administration of personnel assigned to duty with these activities will be as prescribed in appropriate service publications and implementing directives. Channels of communications will be as prescribed by each continental Army commander and the commanders of local recruiting groups comparable to Army commanders. Individuals assigned to examining stations and induction stations in oversea commands will be governed by applicable regulations of the command to which assigned.

f. Under existing regulations, fitness (efficiency) reports for Navy officers serving in examining stations may not be prepared by commanding officers of another service. To assist the Department of the Navy in properly evaluating these officers, recruiting main station commanders will furnish to the officer in charge of the local Navy main recruiting station a letter report during the last week of February and August, and at the time of departure of these officers, setting forth in narrative form their efficiency or manner of performance. The letter will include a detailed description

of all duties performed by the officer during the period covered by the report, a description of the officer including physical, mental, and moral qualities, specialties of value, and any defects or weaknesses affecting his ability to perform present or future assignments. Whenever possible, comments pertaining to professional aspects of the report for medical officers will be obtained from the senior medical officer of the examining station.

15. Armed Forces examining stations medical officers. *a.* Supervision of the medical operation of the Armed Forces examining stations is considered to be a direct responsibility of major commanders through their surgeons. Army commanders will arrange for close liaison between their respective surgeons and examining station medical officers in order to provide maximum professional assistance and guidance in the accomplishment of the medical mission assigned to examining stations.

b. Each examining station will have assigned one or more military medical officers who will be responsible for the determination of medical qualifications of applicants and registrants. The senior military medical officer at each examining station will be responsible for—

- (1) Medical processing of examinees.
- (2) Accuracy of medical reports.
- (3) Making recommendations regarding arrangements of medical examining facilities.
- (4) Care of medical equipment.
- (5) Sanitary inspection of the station.
- (6) Sanitary inspection of billeting and messing facilities for examinees.

c. Fee-basis physicians. Armed Forces examining stations will utilize each assigned medical officer to the maximum practicable extent in conducting medical examinations, subject to the following:

- (1) Each assigned medical officer normally can examine at least 30 men per day.
- (2) When in any one day the ratio of examinees to assigned medical officers exceeds 30 to 1, 1 fee-basis physician may be employed for each additional 30 men or major fraction thereof. The term "major fraction" is defined as any number above 14 and less than 30. *For example,* an examining station processing 85 exam-

inees and having 1 assigned medical officer may employ 2 fee-basis physicians.

- (3) As a general rule, no civilian physician should be employed on a split-shift or longer than 8 consecutive hours in any one day.
- (4) When assigned medical officers are sick, on leave, or absent pursuant to official orders, fee-basis physicians may be employed during the period of absence to accomplish the required duties.
- (5) Only military medical personnel regularly assigned to examining stations will be utilized for accomplishing physical inspection, except under conditions set forth in (2) and (4) above.
- (6) Neuropsychiatric and roentgenologist services are not affected by the foregoing but will continue to be accomplished as provided in AR 40-330. Consultants should be board qualified when local conditions permit.
- (7) When an examining station has been unable to obtain sufficient civilian physicians after all local sources, including the local medical association, have been exhausted, a letter setting forth full particulars will be addressed to The Surgeon General, Department of the Army, Washington 25, D.C., ATTN: MEDCM through the Army surgeon.
- (8) The commanding officer of the examining station will assure that only competent, thorough, and up-to-date physicians are hired. In general, younger physicians recently graduated from medical school are preferred for most examining station functions.

16. Testing personnel. *a. Personnel psychologists.* Each Armed Forces examining station will have assigned one or more commissioned personnel psychologists (Army MOS 2230 or 2239). When supplied by another service, psychologists will possess qualifications comparable to those for the Army MOS 2230 or 2239. The general duties and responsibilities of personnel psychologists are—

- (1) Administering, or supervising the administration of, all mental tests prescribed for use in examining stations in

military service is sent again to the induction station for preinduction processing or induction.

2. *Preparation of sections.*

- (a) *Sections I and II.* Selective Service local boards will complete section I, except items 2 and 3, and section II prior to forwarding the registrant to the induction station.
- (b) *Section III.* At the completion of the preinduction medical examination, the physical profile serial and code letter ("physical category") (see par. 9, AR 40-503) will be transcribed into section III from item 76, Standard Form 88. Results of reexaminations will be entered on separate lines under original determinations.
- (c) *Section IV.* The registrant's first, second, third, fourth, and fifth choice of service (Army, Navy, Marine Corps, Air Force, or Coast Guard) will be indicated by placing Arabic numbers in the appropriate boxes. The "None" box will be checked when the registrant has no preference of service.
- (d) *Section V.* See paragraph 58c for completion of section V.
- (e) *Section VI.* Notwithstanding entries in items 13a and 13b, DD Form 47, registrant will be personally interviewed to determine if he has a record of court adjudication or conviction. A "Yes" entry under item 21a will require registrant to undergo processing prescribed by paragraph 22, provided he is otherwise qualified. A registrant who fails to qualify for induction but who may also be subject to moral waiver action under the provisions of paragraph 22, and for whom waiver action has not been taken, will be identified by having the "Not Processed" box checked in item 21a, DD Form 47 (par. 22f). The "Not Required" box will be checked when a "No"

entry is made after interview of registrant. The appropriate "Granted" or "Not Granted" box will be checked after processing prescribed by paragraph 22 has been accomplished. If the block "Granted" or "Not Granted" has been checked, under "Remarks" the agency granting or not granting the moral waiver and the date will be entered. (*Examples:* DA-3/7/59; Third Army-2/6/59).

- (f) *Section VII.* This section will be completed after moral, medical, mental, and other determinations, if necessary, have been made. Item 22a will be checked for those registrants found acceptable for induction. Item 22b will be checked for those registrants found unacceptable for induction. Only one box indicating the reason for unacceptance will be checked, except in the case of the boxes "Failed Medical Only" where "Psychiatric" or "Other Medical," or both, will be checked, as appropriate. The reason checked should indicate the registrant is qualified or was not processed for other determinations. *For example,* a check in the "Trainability Limited (V-O)" box will indicate the registrant is otherwise qualified. A check in the "Failed AFQT Only" box would mean the registrant is qualified medically and was not processed for other determinations. When the box "Other Administrative" is checked, the appropriate references will be made after (Specify): "AR 601-270, Section ----, or paragraph ----" under which disqualification action was taken except for security cases. Under no circumstances will security type entries be made on DD Form 47; this includes references to AR 601-270 and AR 604-10. Care will be

taken to insure that the date, place, and signature of the induction officer are entered properly. The original and one copy will be signed by the induction officer. Facsimile signatures may be used provided they are initialed by the induction officer.

(b) *Disposition.*

1. In the case of registrants found acceptable for military service, all copies of DD Form 47, and any medical documents attached thereto, will be returned to the Selective Service local board.
2. In the case of registrants found unacceptable for military service, the original and one copy will be returned to the Selective Service local board; a carbon copy will be forwarded to The Surgeon General, Department of the Army, Washington 25, D.C., ATTN: MEDCS-IE, and the last carbon copy will be destroyed.
3. When additional sets of DD Form 47 are received in accordance with (a)1 above, the original or a copy of all former DD Forms 47 and Standard Form 88 will be attached to the new set of DD Form 47 for use in considering the registrant's current medical and mental qualifications.

(3) *DD Form 62 (Statement of Acceptability).*

- (a) *Purpose.* DD Form 62 is the induction station's official notification to the Selective Service local board as to whether the registrant is acceptable or unacceptable for service in the Armed Forces.
- (b) *Preparation.* DD Form 62 will be prepared in duplicate at the induction station for each registrant examined after determination as to acceptability has been made. DD Form 62 will not be accomplished for registrants refusing to take any part or all of the required preinduction tests and examinations.

1. *Acceptable.* An entry will be made in item 1 for individuals determined to be acceptable for induction. See paragraph 26a(1) for entry to be made when an acceptable registrant gives a history of a disabling ailment for which corroborative evidence is lacking.

2. *Induction held in abeyance.* DD Form 62 will be prepared in accordance with (4)(m) below for registrants found unacceptable due to security reasons.

3. *Requirements for verification.* Whenever, because of lack of records required to be forwarded by Selective Service regulations or the need to obtain verification of interview findings (par. 57c), final determination is delayed, a letter substantially as shown in appendix III will be forwarded to the Selective Service local board. A copy of this letter, together with all forms pertaining to the registrant will be retained by the induction station pending receipt of a reply from the Selective Service local board. Whenever the Selective Service local board forwards the additional records or information necessary to finally determine the status of the registrant, DD Form 62 will be accomplished appropriately, to indicate the final determination.

4. *Unacceptable.* An entry will be made in item 2 for individuals determined to be unacceptable for induction.

5. *Disposition.* Both copies of DD Form 62 will be attached to DD Form 47 and forwarded to the Selective Service local board for all registrants. See (4) below on disposition of DD Form 62 for registrants found unacceptable for induction for security reasons.

(4) *DD Form 98 (Armed Forces Security Questionnaire).*

- (a) A commissioned officer who is thoroughly conversant with the regulations and policies pertaining to the

officer immediately following the signature on the original and copy.

- (5) *Section X.* Fingerprint impressions will be made in this section for every person inducted into the Armed Forces. The impressions will be placed on the accomplished original of DD Form 47. They also will be placed on the copy forwarded to the station of initial reception. Extreme care will be exercised to assure clear, well-defined prints. Instructions in *d* below will be followed in preparing fingerprints.
- ★(6) *Registrants inducted into the Army.* The original of DD Form 47 will be forwarded with the U.S. Army Recruiting Main Station morning report to the Servicing Machine Records Unit (MRU); one copy of DD Form 47 will be forwarded by the induction station to the station of initial reception; one copy will be returned to the Selective Service local board; and the second carbon copy will be forwarded to The Surgeon General, ATTN: MEDCS-IE, Department of the Army, Washington 25, D.C.
- ★(6.1) *Registrants inducted into the Navy, Air Force, and Marine Corps.* The original and one copy of DD Form 47 will be forwarded by the induction station to the station of initial reception; one copy will be returned to the Selective Service local board; and the second carbon copy will be forwarded to The Surgeon General, ATTN: MEDCS-IE, Department of the Army, Washington 25, D.C.
- (7) *Registrants found unacceptable on induction processing.* For registrants found unacceptable on induction processing, the original and one copy of DD Form 47 accompanied by the original and one copy of Standard Form 88 will be returned to the Selective Service local board. The second carbon copy (DD Form 47; Standard Form 88) and Standard Form 89 will be forwarded to The Surgeon General, ATTN: MEDCS-IE, Department of the Army, Washington 25 D.C. These copies will not be forwarded for medical and dental registrants (par-

46c). The remaining copies will be destroyed.

- (8) *Additional sets of DD Form 47.* Whenever a new set of DD Form 47 has been accomplished in accordance with paragraph 27c, all copies of the old form will be returned to the Selective Service local board together with the copy of the new set as prescribed above.
- (9) *Additional testing.* When a registrant in Mental Group IV is forwarded for induction processing and there is no record of ACB test scores, the ACB will be administered. For those individuals otherwise qualified, who fail to achieve a score of 90 or higher on 2 or more aptitude areas, the "Trainability Limited (V-O)" box in item 22b or 23b, as appropriate, will be checked.

b. SSS Form 261 (Delivery List). Appropriate entries will be made on SSS Form 261 under column 4 showing disposition of the registrants. The commanding officer of the induction station will sign the original and two copies of this form. The original copy of SSS Form 261 will be forwarded to the Selective Service local board, one copy forwarded to the State Director of Selective Service of the State in which the local board is located, and one copy will be filed at the induction station.

c. DD Forms 93, 93-1, and AF-246 (Record of Emergency Data).

- (1) *Army.* DD Form 93 will be prepared in duplicate as prescribed in these regulations and AR 640-40 for registrants inducted into the Army. The original form (yellow paper) will be attached to the duplicate of DD Form 47 and routed in accordance with instructions for that form. The duplicate (white card) will be forwarded promptly upon preparation to The Adjutant General, ATTN: AGPS, Department of the Army, Washington 25, D.C. Letters of transmittal are not necessary.
- (2) *Navy and Marine Corps.* DD Form 93-1 will be prepared in duplicate in accordance with the Bureau of Personnel Manual, Article B-23-12, for registrants who are inducted into the Navy and Ma-

rine Corps. The original and duplicate of the form will be attached to the original of the DD Form 47 and will be forwarded by the induction station to the station of initial reception.

- (3) *Air Force.* AF Form 246 will be prepared in accordance with AFR 35-38 for registrants who are inducted into the Air Force. All copies (the punch card and the yellow copies) will be completed. The punch card will be detached carefully and forwarded to Headquarters, USAF (AFPMP-S-1), Washington 25, D.C. Do not fold, bend, spindle, or staple the cards; package them as necessary to prevent damage or loss in transit. Letters of transmittal are not necessary. The four yellow copies of the form will be attached to the first duplicate copy of DD Form 47 and will be forwarded by the induction station to the station of initial reception.
- (4) *Completion of form.* Information required to complete the appropriate Record of Emergency Data will be typewritten on the form. During the interview, the registrant will be given appropriate instructions regarding the 6-months' gratuity pay and the designation of the beneficiary and alternate. It is important that identifying data such as names, addresses, relationships, etc., be clearly and accurately entered on this form. It will be emphasized to registrants that DD Forms 93, 93-1, and AF 246 do not designate or change beneficiaries of life insurance; direct communication to the Veterans Administration or letter to the commercial insurance company concerned is necessary for that purpose.
- (5) *Witnessing.* Witnessing of DD Forms 93, 93-1, and AF 246 will be accomplished as prescribed by AR 640-40, Bureau of Naval Personnel Manual, Article B-23-12, and AFR 35-38, as appropriate.

d. DD Form 369 (Police Record Check).

- (1) The authorized fingerprint record is DD Form 369 for applicants and inductees and preinductees. Identification of stations preparing fingerprint records for

enlistees will be an entry on the Form "RMS" with the location of the station for inductees, by an entry "IND STA" with the location of the station. An entry will be made across the top of each fingerprint record indicating the station of initial reception or in case of Air Force personnel, the training wing to which applicants and inductees are shipped. This record will be prepared in accordance with SR 600-210-11. Care will be exercised in preparation of this record in order to avoid its return for additional prints and the burden of administrative work incident thereto. The reverse of DD Form 369 will be left blank. Identifying items will be typewritten. The signature of the inductee and the fingerprint clerk will be entered under the appropriate items. Fingerprint clerks will be thoroughly instructed regarding the correct preparation of fingerprints. In preparing fingerprints, care will be taken to insure that—

- (a) Fingers are fully rolled. The complete pattern including the "deltas" must show to permit proper classification.
 - (b) Impressions are not blurred or smudged as though the finger slipped while being rolled.
 - (c) Sufficient ink is used, otherwise the ridge characteristics will be indistinct. The finger being rolled should be moderately moist from ridge to ridge.
 - (d) Too much ink and chemical are not used as this causes blurs and blind spots.
- (2) For registrants inducted into the Army, the form will be forwarded to the Federal Bureau of Investigation, Washington 25, D.C.
 - (3) For registrants inducted into the Navy, Air Force, or Marine Corps, the form will be attached to the original of DD Form 47 and routed in accordance with instructions for that form.

e. Preparation of waiver of Veterans Administration disability pension or compensation. Registrants who are drawing pension or compensation for any reason from the Veterans Administration

Section III. MEDICAL EXAMINATION

59. General. The instructions contained in this section relate to the medical examination of applicants for enlistment and registrants forwarded for preinduction examination, reexamination, or induction. Medical examinations will be accomplished at Armed Forces examining stations.

a. Medical examination of women. In those instances where women who are applicants for enlistment are examined at examining stations (par. 17c(6)), the recruiting service concerned will provide a female attendant for its examinees, except that when fee-basis physicians are employed in accordance with paragraph 15c their female assistants may be utilized as attendants.

b. Sequence of procedures. The processing steps in the medical examination will be dictated by the facilities of the examining station and the conditions under which examination is conducted. Important considerations are the floor plan and an orderly sequence of the various phases of the examination. Each step of the processing will be so organized as to eliminate confusion. Sufficient time will be allowed to permit thorough medical examination.

c. Physical standards.

- (1) *Men.* The general physical standards for acceptance into the military service are set forth in AR 40-503 for both registrants and applicants for enlistment.
- (2) *Applicants for specialty assignment.* Individuals applying for enlistment in certain specialty assignments within the Armed Forces must meet in addition certain established special medical standards.
- (3) *Women.* The physical standards for determining the acceptability of women for enlistment are given in the following references:
 - (a) *Physical standards for WAC.* See AR 40-503 and paragraph 4, AR 40-500.
 - (b) *Physical standards for WAF.* See section V, AFM 160-1 and paragraph 19c, AFM 89-9.
 - (c) *Physical standards for Navy and Marine Corps.* See section I and article

15-34, chapter 15, Manual of Medicine, Department of the Navy.

d. Types of medical examinations. The following types of medical examinations will be performed:

- (1) Complete medical examination (par. 60).
- (2) Physical inspection (par. 62).

60. Complete medical examination. *a. Applicability.* A complete medical examination (see AR 40-500) will be given to—

- (1) Registrants appearing for preinduction examination or for immediate induction (without a preinduction examination) irrespective of mental test scores.
- (2) Registrants forwarded for induction, when more than 180 days have elapsed since their preinduction examination.
- (3) Male applicants for enlistment, irrespective of mental test scores.
- (4) Women applicants for enlistment.
- (5) Previously disqualified registrants forwarded for reexamination.

b. Scope. A complete medical examination will consist of a clinical evaluation, laboratory findings, and other measurements and findings of the scope prescribed by paragraph 2b, AR 40-500 for induction and enlistment, except for the following:

c. Special instructions.

- (1) *Completion of medical history.* See paragraph 2, AR 40-500. Assistance will be furnished individuals unable to complete Standard Form 89 (Report of Medical History). The Spanish translation of this form (Historical Medico) may be used by Spanish-speaking registrants. Rubber stamps will not be used for recording of any information on Standard Form 89 except as prescribed in paragraph 2c, AR 40-500.
- (2) *Retention for hospitalization or study.* Whenever the examinee's fitness for military service cannot be determined without hospital study, hospitalization of such cases will be accomplished in accordance with paragraph 5b, AR 40-503.
- (3) *Interpretation of X-ray film.* X-ray

film will be read by a qualified roentgenologist, either civilian or military. A qualified roentgenologist is considered to be a physician, military or civilian, who has had a minimum of 1 year specialty training in roentgenology or whose practice in a given community is devoted primarily to the practice of roentgenology. In some instances, physicians who practice in other specialties, such as diseases of the chest, may be considered qualified by virtue of extensive experience or training in the interpretation of X-rays.

- (4) *Disqualification of registrants for temporary defects.* For registrants disqualified for defects that are temporary, such as remediable defects, incomplete healing of fractures, or insufficient convalescence from major surgery, an appropriate comment will be entered under "Notes" on Standard Form 88 (Report of Medical Examination) and on the local board copy of DD Form 62 (Statement of Acceptability) to indicate that a reexamination may be justified at a later date. It is the prerogative and responsibility of Selective Service local boards to determine if such individuals should be returned for a second examination; therefore, the comment will not recommend, request, or suggest such action. Instead a phrase such as the following will be employed: "Physically disqualified—recent fracture of left humerus. Reexamination believed justified in 3 months."
- (5) *Cases of doubtful acceptability.* Normally, final determination of the examinee's acceptability for military service will be made on the basis of the examination conducted at the examining station. Whenever there is doubt as to whether or not the examinee meets the minimum medical requirements for military service, determination of acceptability will be made by the appropriate Army area commander.
- (6) *Examinees previously discharged for medical reasons.* In case of examinees who were previously discharged from the military service for medical reasons, the

medical report (Standard Forms 88 and 89) will be forwarded direct to the Commanding Officer, U.S. Army Records Center, St. Louis, Mo., for processing and forwarding to Department of the Army for final determination of acceptability. Consultations will not be obtained on these individuals prior to review of their cases by the Department of the Army.

- (7) *Additional medical information.* Registrants claiming during the preinduction examination that they can produce documentary medical information which would have a bearing upon determining their acceptability for military service will not be held over to await receipt of such information. If found acceptable, such registrants will be informed that the information should be presented by them to their Selective Service local board. In all such cases the following statement will be made in item 73 of Standard Form 88, "Registrant is determined acceptable; however, he claims ailments not verified by the medical officer and has been advised to present documentary evidence to substantiate claims to his Selective Service local board prior to his induction."
- (8) *Reexamination.* Registrants requiring a medical reexamination because of lapse of time (a(2) above) will be given a complete medical examination.
- (9) *Navy and Marine Corps applicants.* Navy and Marine Corps applicants who qualify on the mental test will not be given the serology and chest X-ray if found otherwise medically qualified unless the service concerned specifically requests such procedures.
- (10) *Psychiatric evaluation.* Psychiatric evaluation will be made of a registrant or an applicant whenever the examining physician has reason to question the registrant's or applicant's emotional, social, or intellectual adequacy for military service. Such individuals will be referred to a psychiatrist for examination when the services of such a specialist are available within a period of 2 days.

When the services of a psychiatric specialist cannot be made available within 2 days, the medical officer will make the final psychiatric evaluation. In all cases only an existing psychiatric condition will be considered in the determination of fitness for military service. The mere possibility that a psychiatric condition will arise later in the military service should not be sufficient reason in itself for rejection; however, such a possibility should be considered in the light of other findings. Determination of mental deficiency will be made independently of the examinee's AFQT scores, although these scores are useful as confirmatory evidence of the presence or absence of this disorder. The short time afforded medical examiners at examining stations does not permit them to properly evaluate an individual's "S" factor for profiling purposes. The shades of difference between S-1, S-2, or S-3 require more extensive observation than is possible at the time of enlistment or induction. A more desirable time to determine functional ability from an "S" standpoint is during basic training. Therefore, all male individuals meeting psychiatric standards for induction or enlistment will be given a provisional S-1 profile. Those few who require S-2 or S-3 profile will usually become apparent through their behavior and manifested symptoms during basic training. In profiling an examinee, the psychiatric evaluation will be recorded under factor "S" of the physical profile.

- (11) *Urinalysis.* The use of urine content test agents such as urine reagent strips is authorized to determine the sugar and albumin content in urinalysis (item 45, Standard Form 88); but a urine sample is necessary to accomplish specific gravity and microscopic analysis as required by paragraph 2b(1), AR 40-500.

d. Report of Medical Examination, Standard Form 88. A medical worksheet (copy of Standard Form 88) will be prepared at the Armed Forces examining stations for each examinee and

will be carried by the examinee along with Standard Form 89. The worksheet will be used by the medical examining officer for recording the medical findings. The medical worksheet must be complete in every respect required for the type examination given. The findings initially recorded on the medical worksheet will be typed on the Standard Form 88 in the number of copies required (see par. 2b, AR 40-500). Preprinted or mimeographed Standard Forms 88 and 89 (including signature and initials) will not be used.

(1) *Recording the findings.*

- (a) *General.* As provided for by the form, each abnormality is to be described. In addition, all observed significant medical defects, whether disqualifying or not, will be summarized under item 74 of the form. The findings will be stated in terms of the most specific diagnosis. Statements such as "Disqualified for Cardiovascular Disease," or "Disqualified; Psychiatric Case," etc., are too general to be of value and should be avoided. The part or parts of the body affected will be specified whenever the diagnosis is not sufficient to localize the condition, as in cases of paralysis, aneurysm, ulcers, etc. Manifestations or symptoms of a condition will not be used instead of a diagnosis. Whenever possible, abbreviations will be avoided. In item 77 the appropriate box "Is qualified for" or "Is not qualified for" will be checked and the word "Enlistment," "Induction," "Appointment," or whatever the purpose and scope of the examination calls for, as appropriate, will be entered.

- (b) *Disqualifying defects.* The disqualifying defects will be specified under item 78, in order of seriousness of the defect, even though these defects are stated under item 74. In the case of registrants who were previously discharged from the military service because of medical reasons and were found acceptable by the induction station, but were disqualified when their medical records were reviewed for final

determination of acceptability in accordance with paragraph 60c(6), the Standard Form 88 will carry a notation from the Office of The Surgeon General, Department of the Army, as to the reason for the medical disqualification. This notation will be copied at the induction station under item 73 (notes) on the remaining copies of Standard Form 88. (*Example: TSG, DA, 23 Sep 1954, Physically disqualified by reason of rheumatic heart disease.*) These disqualifications will be considered medical.

- (c) *Accepted with venereal disease.* In case of registrants found acceptable with venereal disease who were referred to a civilian agency for treatment, the following entry will be made under item 75 of the form: "Referred for treatment to a civilian agency."
- (d) *Physical profile and physical category (item 76).* Utmost care will be taken to insure accurate entries under the physical profile and physical category, in accordance with the instructions in paragraphs 6 through 11, AR 40-503.
- (2) *Report of consultation.* When a report of consultation is obtained for an examinee a copy will be attached to each Standard Form 88 and become an integral part of the medical report. Extracts from the report of consultation will not be entered upon Standard Form 88.
- (3) *Documentary evidence.* When documents prepared by physicians are submitted by the examinee in evidence of an existing physical condition which indicate the individual has received treatment for reported condition, such documents will be attached to each Standard Form 88.
- (4) *Review of medical data.* Immediately upon completion of the medical examination, the medical worksheet will be reviewed by the military medical officer in the presence of the examinee prior to his return to the dressing room.
- (5) *Signatures.* Before signing the typed Standard Form 88 the medical examin-

ing officer of the examining station will review the typed Standard Form 88 to insure that all items contain the required entries or that adequate explanatory remarks in lieu thereof are contained on the report. All items required by paragraph 2b, AR 40-500 and (in case of females) paragraph 4, AR 40-500 or by these regulations will be complete in their entirety. The worksheet, original, and duplicates of the Standard Form 88 will be signed by a military medical officer of the examining station under item 82. Use of facsimile signature by examining physicians is authorized. When facsimile signatures are used they will be initialed by the physician immediately following the signature on the original copy. See paragraph 2c, AR 40-500 and paragraph 3, AR 600-6.

- (6) *Disposition.* One typed, signed copy of the Report of Medical Examination (Standard Form 88) will be retained in examining station files; the worksheet copy will be destroyed. Other copies of Standard Form 88, as required, with two copies of Standard Form 89 (Report of Medical History) will be forwarded to the induction station or to the recruiting service sending the individual in for examination.

61. Reexamination of rejected registrants. Registrants appearing for reexamination because of previous disqualification by virtue of a remediable medical defect will be given a complete examination.

62. Physical inspection. *a. General.* Medical examinations for registrants are valid for 180 days, provided a physical inspection is accomplished immediately prior to induction. The physical inspection will be performed with all clothing removed for the purpose of detecting any contagious disease, apparent defects not previously recorded, and any intervening illness or injuries. Generally, this item listed under "Clinical Evaluation" on Standard Form 88 will be considered.

b. Recording of findings. All findings of the physical inspection will be recorded under item 73, Standard Form 88. If no additional abnormali-

ties have been found at the time of inspection, the following notation will be made under item 73: "No additional defects discovered." If any disqualifying defects have been discovered which were not entered previously on the form, they will be specified under item 73, carrying the following heading: "Non-disqualifying defects discovered upon inspection." In case of registrants found not acceptable on physical inspection, the disqualifying defects will be listed under item 73 in order of seriousness, carrying the following heading: "Disqualifying defects discovered upon inspection." A statement will be made under item 73 as to the military fitness of the registrant upon inspection. "[Fit] [Unfit] for military service," whichever is applicable. Appropriate changes will be made, when applicable, in the physical profile serial and physical category under item 76. The medical officer will sign his name (on the original) to the new findings reported under item 73, and will also initial the changes, if any, in the profile (item 76).

63. Utilization of enlisted personnel. In order to conserve the time of the physicians conducting the medical examinations, medical enlisted personnel properly qualified by training and experience may be utilized for the following phases of the medical examination:

- a. Recording notes dictated by the physician.
- b. Height and weight.
- c. Determination of visual acuity.
- d. Testing of color vision.
- e. Determination of auditory acuity.
- f. Directing exercise.
- g. Blood pressure and pulse.
- h. Serology.
- i. Urinalysis.
- j. Temperature.
- k. Taking X-rays.

64. Miscellaneous items. a. *Data to be recorded on X-ray envelope.* The following data will be recorded on the X-ray envelope: Place of examination; date; examinee's last name, first name, and middle initial; his home address, and Selective Service number.

b. *TB Medical Bulletin 62.* The provisions of TB MED 62, with regard to physical facilities and safety precautions, will be adhered to in establishing and operating X-ray facilities in examining stations.

c. Urinalysis, serology, and X-ray.

- (1) *Preparation of requests.* Requests for urinalysis, serology, and X-ray examinations will be made on Standard Forms 514a, 514c, and 519a respectively on original only. The findings will be reported on the appropriate form by the laboratory performing the tests. The findings and diagnostic reports will be transcribed by examining stations to items 45, 46, and 47 of Standard Form 88, as appropriate. Lists, logs, notebooks, telephone conversations, or similar devices will not be used in lieu of Standard Forms 514a, 514c, and 519a, but may be used to supplement them where rapid readings are necessary.
- (2) *Disposition of requests.* These forms will be filed in applicant and registrant files in accordance with AR 345-265.

d. PHS Form 956 (Report of a Suspect or Case of VD Among Persons Examined for Military Service).

- (1) PHS Form 956 will be prepared in quintuplicate at the examining station for all applicants and registrants whose serologic test for VD shows a positive or doubtful reaction. The original copy will be mailed to The Surgeon General, USPHS, Washington 25, D.C. Copies 3 and 4 will be furnished local or State authorities in the manner prescribed by health regulations of the particular locality and copy 5 will be attached to the file copy of Standard Form 88 and placed in the applicant or registrant files.
- (2) In the case of registrants with VD in an infectious stage, copy 2 will be given to the registrant with instructions that he must obtain treatment prior to reporting for induction. The name and address of the agency (private physician, rapid treatment center, or VD clinic) selected by the registrant will be typed on copy 2, PHS Form 956 prior to the time it is given to the registrant. The registrant will be further instructed that he must present copy 2 to the treatment agency for entering data thereon regarding treatment received and that he must have

copy 2 in his possession when he reports for induction. In the case of applicants, copy 2 will be furnished the recruiting service sending the individual in for examination.

- (3) In the case of a registrant with VD in a noninfectious stage, copy 2 will be returned to the induction station for inclusion in records returned to the local board. The registrant will be advised that he will receive copy 2 from his local board, that he must go to a local treatment agency of his own choice for treatment, presenting copy 2 to such agency for recording on the reverse the appropriate diagnosis treatment data, and that he must have copy 2 in his possession when reporting for induction. In the case of applicants, copy 2 will be furnished the recruiting service sending the individual in for examination.
- (4) In case of registrants found acceptable with venereal disease, who were referred

to a civilian agency for treatment the following entry will be made under item 75: "Referred for treatment to a civilian agency."

e. Registrants with communicable disease other than venereal disease. Registrants found to have a communicable disease other than venereal disease will be reported to the proper civil health authority in accordance with local health laws and regulations on forms provided by State or local health authorities for that purpose.

- (1) *Report of tuberculosis.* Active tuberculosis is a reportable disease in all states. Therefore, at the time the diagnosis is established, all cases of active tuberculosis will be reported. This report will include sufficient identifying data so that public officials may readily locate the individual upon his return home or other designated place.
- (2) *Typhoid carriers.* Known chronic carriers of typhoid bacilli or other intestinal pathogens will be similarly reported.

Section IV. PROCESSING RESERVE APPLICANTS

65. General. The Armed Forces examining stations will accomplish the mental testing and medical examination of those applicants for enlistment in Reserve units who are forwarded by a Reserve unit. Prior to arrival at the Armed Forces examining station, applicants will have been determined to be acceptable for enlistment in all respects, except for determination of the mental and medical qualifications.

66. Reception and orientation. *a.* The reception of applicants will be followed by a review of records forwarded with the applicants by the Reserve unit. These records will consist of—

- (1) DD Form 98.
- (2) Acknowledgment of service obligation.
- (3) DD Form 4 (Enlistment Record—Armed Forces of the United States) or NAVPERS 708. These will have been initiated at the Reserve unit and will be completed at the examining station in accordance with instructions contained in this section.

b. Individuals will be oriented on processing procedures in accordance with paragraph 49.

67. Records to be initiated and accomplished at Armed Forces examining stations. Forms and records relating to mental testing, medical examination, or reports to be accomplished will be identified in accordance with paragraph 70 and will consist of the following:

- a.* Armed Forces Qualification Test and such other mental test records as may be required.
- b.* Standard Form 89.
- c.* Standard Form 88 (in triplicate).
- d.* Standard Form 514a.
- e.* Standard Form 514c.
- f.* Standard Form 519a.
- g.* DA Form 766.

68. Mental qualification and testing. Mental qualification for enlistment in the Army National Guard and for enlistment under the Army Reserve programs which include 6 months' ACDUTRA is a percentile score of 21 or higher on AFQT. For all other Army Reserve enlistments a per-

centile score of 31 or higher on AFQT is required (NGR 25-1 and AR 140-111). Mental qualification for enlistment in Reserve components of the other Armed Forces is as specified in their respective enlistment regulations. The mental test will be administered and the attained score recorded in accordance with paragraph 58 as pertains to AFQT only. Retesting is not authorized except when requested by one of the respective services.

69. Physical standards and examination. *a.* Physical standards for enlistment are prescribed in AR 40-503. The medical examination of applicants will be conducted in accordance with instructions contained in section III, chapter 3.

b. The preparation of the reports and records of the medical examination will be accomplished in accordance with AR 40-500 and AR 40-503.

c. The Standard Form 88 will be accomplished in its entirety. The entry of AFQT administered and score attained will be made on Standard Form 88 for each examinee prior to disposition of the report.

70. Identification of records. All records of applicants for initial enlistment in Reserve components will be identified as required by the Reserve enlistment regulations of the respective Armed Forces. For the Army Reserve the proper identification by service number prefix and procurement program number (PPN) is shown in appendix I, AR 140-111.

71. Outprocessing. *a.* Upon completion of processing of applicants at the examining station they will be returned to the parent Reserve unit.

b. All records forwarded with the applicant together with Standard Forms 88 and 89, and DA Form 766 will be returned to the parent Reserve unit or to a point or unit designated by the Reserve unit.

c. Those applicants determined to be unacceptable for enlistment in Reserve units due to failure to meet prescribed mental and medical standards will be processed in accordance with section V.

Section V. REJECTED APPLICANTS FOR ENLISTMENT (MALE)

72. Procedures for processing. *a.* A complete medical examination and mental test (AFQT), as provided in sections II and III, this chapter, will be given to each male applicant applying for initial enlistment into the Active or Reserve Forces who fails to meet the prescribed medical standards or fails to achieve the 10th percentile on the AFQT.

b. The following additional procedures will apply in processing of applicants who are medically disqualified or who fail to achieve the 10th percentile on AFQT:

- (1) The medical examining officer and the personnel psychologist will analyze carefully the physical and mental attributes of each rejected applicant, who is given a complete examination under the provisions of *a* above, with a view toward determining those who do not currently qualify and who are unlikely to qualify in the future for military service as registrants under current standards. The personnel psychologist will conduct a brief terminal interview with each rejected applicant who attains less than the 10th percentile on the AFQT in order to identify those individuals whose AFQT scores, as evidenced by school and job performance, appear to be a true measure of their mental ability. Failure Keys will be applied to the scored AFQT answer sheets of those applicants whose test scores are questioned. Applicants whose scores on the Failure Keys place them in the True Failure category should normally be considered as not qualifying

mentally for induction under current standards.

- (2) Forms listed in paragraph 67 and in addition thereto, DD Form 62, in duplicate, will be accomplished for those rejected applicants, who in the opinion of the examining personnel of the Armed Forces examining stations do not currently qualify and are unlikely to qualify in the future for military service as registrants under current standards. For these rejected applicants, the DD Form 62 and the Standard Form 88 will contain the notation "REJECTED APPLICANT."
- (3) Disposition of forms will be made as follows:
 - (a) Standard Form 88 and local board copy of DD Form 62 will be forwarded to the appropriate State Director of Selective Service.
 - (b) One copy of Standard Form 88 will be forwarded to The Surgeon General, Department of the Army, Washington 25, D.C., ATTN: MEDCS-IE.
 - (c) Registrant copy of DD Form 62 will be placed in the applicant and registrant files in accordance with AR 345-265.
- c.* Formerly rejected applicants forwarded by the Selective Service System for examination in registrant status will be medically and mentally examined in accordance with paragraph 19c. A complete new sets of records will be initiated for each individual who is now considered to be in the status of a registrant. Processing of such individuals will proceed as for any other registrant.

APPENDIX V

LIST OF MENTAL TESTING INSTRUMENTS

★ 1. Armed Forces Qualification Test (AFQT-7A).

- a. DD Form 1292 (1 March 60) (Manual).
- b. DD Form 1293 (1 March 60) (Booklet).
- c. DD Form 1295 (1 March 60) (Answer Sheet).
- d. DD Form 1296 (1 March 60) (Scoring Key, Rights, AFQT-7A).
- e. DD Form 1298 (1 March 60) (Conversion Table).
- f. DD Form 1128 (1 June 60) (Manual for Scoring VA-Subtest).
- g. DD Form 1129 (1 May 60) (Scoring Key, Rights, VA-AFQT-7A).

★ 2. Armed Forces Qualification Test (AFQT-8A).

- a. DD Form 1292 (1 March 60) (Manual).
- b. DD Form 1294 (1 March 60) (Booklet).
- c. DD Form 1295 (1 March 60) (Answer Sheet).
- d. DD Form 1297 (1 March 60) (Scoring Key, Rights, AFQT-8A).
- e. DD Form 1298 (1 March 60) (Conversion Table).
- f. DD Form 1128 (1 June 60) (Manual for Scoring VA-Subtest).
- g. DD Form 1130 (1 May 60) (Scoring Key, Rights, VA-AFQT-8A).

3. Armed Forces Women's Selection Test, AFWST-3 and -4.

- a. DD Form 850 (Manual (AFWST-3 and -4)).
- b. DD Form 851 (Booklet (AFWST-3)).
- c. DD Form 851-1 (Scoring Key, Rights, AFWST-3).
- d. DD Form 852 (Booklet-AFWST-4).
- e. DD Form 852-1 (Scoring Key, Rights, AFWST-4).
- f. DD Form 853 (Answer Sheet, AFWST-3 and -4).

4. Nonlanguage Qualification Test, NQT-1.

- a. PRT 2354 (Booklet).
- b. PRT 2355 (Manual).
- c. PRT 2356 (Wall Chart).

★ 5. Terminal Screening.

- a. DA Pam 611-45 (1 July 60) (Manual).

b. Individual Picture Recall Test, IPRT-A and -B.

- (1) DA Pam 611-30 (1 July 56) (Manual) (C).
- (2) DA Form 6030 (IPRT-A).
- (3) DAPRT 2691 (Answer Sheet, IPRT-A).
- (4) DAPRT 6031 (IPRT-B).
- (5) DAPRT 2693 (Answer Sheet, IPRT-B).

c. Failure Keys, AFQT-7A.

- (1) DA Form 6045a (1 May 60) (Scoring Key, DFK-AFQT-7A).
- (2) DA Form 6045b (1 May 60) (Scoring Key, TFK-AFQT-7A).

d. Failure Keys, AFQT-8A.

- (1) DA Form 6046a (1 May 60) (Scoring Key, DFK-AFQT-8A).
- (2) DA Form 6046b (1 May 60) (Scoring Key, TFK-AFQT-8A).

6. Army Classification Battery.

a. Verbal Test, VE-1 and -2.

- (1) DA Form 6100 (Booklet-VE-1).
- (2) DA Form 6101 (Booklet-VE-2).
- (3) DA Form 6000 (Answer Sheet, VE-1 and -2).
- (4) DA Form 6100-1 (Scoring Key, Rights, VE-1).
- (5) DA Form 6101-1 (Scoring Key, Rights, VE-2).

b. Arithmetic Reasoning Test, AR-3 and -4.

- (1) DA Form 6102 (Booklet-AR-3).
- (2) DA Form 6103 (Booklet-AR-4).
- (3) DA Form 6000 (Answer Sheet, AR-3 and -4).
- (4) DA Form 6102-1 (Scoring Key, Rights, AR-3).
- (5) DA Form 6103-1 (Scoring Key, Rights, AR-4).

c. Pattern Analysis Test, PA-1 and -2.

- (1) DA Form 6104 (Booklet-PA-1).
- (2) DA Form 6105 (Booklet-PA-2).
- (3) DA Form 6104-1 (Answer Sheet, PA-1).
- (4) DA Form 6105-1 (Answer Sheet, PA-2).
- (5) DA Form 6104-2 (Scoring Key, Rights, PA-1).

- (6) DA Form 6105-2 (Scoring Key, Rights, PA-2).
- d. Mechanical Aptitude Test, MA-5 and -6.*
- (1) DA Form 6106 (Booklet-MA-5).
 - (2) DA Form 6107 (Booklet-MA-6).
 - (3) DA Form 6106-2 (Answer Sheet, MA-5 and -6).
 - (4) DA Form 6106-1 (Scoring Key, Rights, MA-5).
 - (5) DA Form 6107-1 (Scoring Key, Rights, MA-6).
- e. Army Clerical Speed Test, ACS-1 and -2.*
- (1) DA Form 6108 (Answer Sheet, ACS-1).
 - (2) DA Form 6109 (Answer Sheet, ACS-2).
 - (3) DA Form 6108-1a (Scoring Key, Rights, ACS-1 and -2).
 - (4) DA Form 6108-1b (Scoring Key, Rights, ACS-1 and -2).
 - (5) DA Form 6108-1c (Scoring Key, Rights, ACS-1 and -2).
- f. Shop Mechanics Test SM-1 and -2.*
- (1) DA Form 6111 (Booklet-SM-1).
 - (2) DA Form 6112 (Booklet-SM-2).
 - (3) DA Form 6000 (Answer Sheet, SM-1 and -2).
 - (4) DA Form 6111-1 (Scoring Key, Rights, SM-1).
 - (5) DA Form 6112-1 (Scoring Key, Rights, SM-2).
- g. Automotive Information, AI-1 and -2.*
- (1) DA Form 6113 (Booklet-AI-1).
 - (2) DA Form 6114 (Booklet-AI-2).
 - (3) DA Form 6000 (Answer Sheet, AI-1 and -2).
 - (4) DA Form 6113-1 (Scoring Key, Rights, AI-1).
- (5) DA Form 6114-1 (Scoring Key, Rights, AI-2).
- h. Electronics Information Test, ELI-2 and -1.*
- (1) DA Form 6115 (Booklet-ELI-1).
 - (2) DA Form 6116 (Booklet-ELI-2).
 - (3) DA Form 6000 (Answer Sheet, ELI-1 and -2).
 - (4) DA Form 6115-1 (Scoring Key, Rights, ELI-1).
 - (5) DA Form 6116-1 (Scoring Key, Rights, ELI-2).
- i. Army Radio Code Aptitude Test, ARC-1.*
- (1) DA Form 6110-2 (Tape Recordings).
 - (2) DA Form 6110 (Answer Sheet).
 - (3) DA Form 6110-1 (Scoring Key).
- j. DA Pam 611-100 (Administering and Scoring the Army Classification Battery).*
- 7. Armed Forces Qualification Test (AFQT-3) (to be used in oversea facilities only in accordance with par. 28).**
- a. DD Form 658 (Booklet).
 - b. DD Form 657 (Manual).
 - c. DD Form 660 (Answer Sheet).
 - d. DD Form 661 (Scoring Key, Rights).
- 8. Armed Forces Qualification Test (AFQT-4) (to be used in oversea facilities only in accordance with par. 28).**
- a. DD Form 659 (Booklet).
 - b. DD Form 657 (Manual).
 - c. DD Form 660 (Answer Sheet).
 - d. DD Form 662 (Scoring Key, Rights).
- 9. Army Classification Battery (1958 Edition) (to be used for preinduction examinations in oversea facilities only in accordance with par. 28). For list of mental testing instruments, see AR 611-203, as amended.**

5/5 c. 2

20 July 1960

C 1, AR 601-270

will be required to waive such pension or compensation at the time of their induction into the Armed Forces. Waiver will be executed for each inductee by letter substantially as outlined in appendix VII and will be indorsed and forwarded by the induction station commander within 24 hours after induction of the registrant to the appropriate Veterans Administration regional office listed in AR 930-10. If the registrant refuses to sign the required letter of notification, the commanding officer of the induction station will forward the notice to the Veterans Administration regional office, by indorsement, notwithstanding the lack of the registrant's signature.

f. Acknowledgment of service obligation. Prior to the departure of inductees to the reception station or station of initial reception as in the case of inductees for the Navy, Air Force, or Marine Corps each inducted individual will be thoroughly oriented on his service obligation, to be entered upon at the completion of his active duty training. Immediately following the orientation, each inductee will be required to sign in duplicate, the appropriate statement of service obligation indicated below. The original copy of service obligation will be attached to the original copy of DD Form 47. The duplicate copy will be attached to the duplicate copy of DD Form 47.

- (1) Acknowledgment of service obligation to be accomplished by inductees under 26 years of age who are inducted into the Armed Forces of the United States after 9 August 1955 (app. VIII).
- (2) Acknowledgment of service obligation to be accomplished by individuals inducted into the Armed Forces of the United States from a Reserve component status acquired prior to 10 August 1955, and who have an existing 8-years service obligation (app. IX).

g. Standard Forms 89. These forms, completed during the preinduction processing, require no further entries during processing. The distribution of these forms will be as follows:

- (1) *For inducted registrants.* One copy of Standard Form 89 will be attached to the original of DD Form 47 and distributed as prescribed for that form. The second copy of Standard Form 89 will be forwarded with records of the inductee to

the station of initial reception for inclusion in the health records jacket.

- (2) *For registrants found unacceptable on induction processing.* One copy of Standard Form 89 will be forwarded to the Selective Service local board, the other copy of Standard Form 89 will be attached to copy of DD Form 47 and forwarded to The Surgeon General, ATTN: MEDCS-IE, Department of the Army, Washington 25, D.C.

h. Standard Form 88.

- (1) *For inducted registrants.* The four copies of Standard Form 88 will be attached to the corresponding copies of DD Form 47 and distributed as prescribed for that form (a(6) above).
- (2) *For registrants found unacceptable on induction processing.* The four copies of Standard Form 88 will be attached to the corresponding copies of DD Form 47 and distributed as prescribed for that form (a(7) above).
- (3) *Additional sets of Standard Form 88.* Whenever a new set of Standard Forms 88 has been accomplished in accordance with paragraphs 31a(2) and 40d, all copies of the old forms prepared for the original preinduction examination will be attached to like copies of the new forms and will be distributed in accordance with (1) and (2) above.

i. X-ray film and Standard Form 519a.

- (1) *For registrants inducted into the Army.* X-ray film will be packed and identified in accordance with paragraph 98, AR 345-270 and forwarded on a current basis to the Manager, Federal Records Center, GSA, 2306 East Bannister Road, Kansas City, Mo. Packages will be labeled "exposed X-ray films" and will indicate the complete return address of the forwarding agency.
- (2) *For registrants inducted into the Navy, Air Force, and Marine Corps.* X-ray films will be forwarded to the station of initial reception for disposition.
- (3) *For unacceptable registrants.* X-ray films will be disposed of in accordance with AR 345-270.

j. PHS Form 956. For inducted registrants.

Copy 2 of this form returned to the induction station in accordance with instructions in paragraph 64d will be attached to the copy of DD Form 47 forwarded to the station of initial reception.

k. *DD Form 98 (Armed Forces Security Questionnaire)*. Volunteers for immediate induction, previously qualified registrants who have not accomplished the Armed Forces Security Questionnaire, and those whose security questionnaire is over 120 days old or is invalid for any reason will be given an opportunity to accomplish the Armed Forces Security Questionnaire prior to induction. Instructions relative to preparation and disposition of the Armed Forces Security Questionnaire are contained in paragraph 27c(4).

l. *SSS Form 2 and SSS Form 110*. All registrants found acceptable for military service will, at the time of induction, surrender their SSS Form 2 (Registration Certificate) and their SSS Form 110 (Notice of Classification). The commanding officer of the induction station will insure that these forms are destroyed by macerating, shredding, or burning. Failure of registrant to have Selective Service registration and classification forms in his possession at time of induction will in no way preclude further processing and induction.

m. *Summary of registrant examination for induction (DA Form 316)*. Each induction station will prepare a monthly report on the results of the induction examinations as prescribed in AR 601-286.

n. *Preparation of transportation requests*. Transportation requests will be prepared for transportation of inductees to initial reception stations indicated in orders in accordance with appropriate Army, Navy, Air Force, and Marine Corps regulations.

★o. *Issuance of special orders*. Special instructions regarding Navy, Air Force, and Marine Corps inductees are contained in paragraph 41. Special orders will be prepared assigning Army inductees to initial reception stations by using allocation data as specified on upper right corner of DD Form 47. Inductees will be assigned to the reception station to which they are to be shipped effective the date of induction. Inductees will not be assigned to an induction station. Names of personnel inducted in the Army will be entered in the U.S. Army Recruiting Main Station morning report. Copies of special orders

for registrants inducted into the Army will be forwarded with the U.S. Army Recruiting Main Station morning report to the Servicing Machine Records Unit (MRU). The induction station also will mail copies of the special orders to others who may require them. Special orders issued for inductees will include a statement substantially as follows:

"The following named personnel, having been inducted (date) are assigned (same date) to ----- Reception Station."

p. *Summary (Disposition of Records)*.

(1) *For registrants inducted into the Army.*

★(a) Forwarded with the U.S. Army Recruiting Main Station morning report to the Servicing Machine Records Unit (MRU).

1. DD Form 47, original.
2. Standard Form 88, original.
3. Standard Form 89, one copy.
4. Acknowledgment of service obligation, original.
5. Special orders. - *see 3*

★(a.1) Hand-carried to the station of initial reception.

1. DD Form 47, one copy.
2. Standard Form 88, one copy.
3. Standard Form 89, one copy.
4. DD Form 93, original (yellow).
5. Acknowledgment of service obligation, one copy.
6. DD Form 98.
7. PHS Form 956, copy 2.
8. DA Form 2035-R, one copy.

(b) To The Adjutant General, ATTN: AGPS, Department of the Army, Washington 25, D.C., DD Form 93, duplicate copy (white).

(c) To Selective Service local board of inductees.

1. DD Form 47, one copy.
2. Standard Form 88, one copy.

(d) To The Surgeon General, ATTN: MEDCS-IE, Department of the Army, Washington 25, D.C.

1. DD Form 47, one copy.
2. Standard Form 88, one copy.

(e) To the Federal Bureau of Investigation, Washington 25, D.C., DD Form 369.

(f) To the Manager, Federal Records Cen-

S/S c. 1

11 March 1960

AR 601-270

to report to the induction station for preinduction examination or induction.

e. Issuance of Order to Report for Armed Forces Physical Examination (SSS Form 223).

f. Preparation of Physical Examination Lists (SSS Form 225), showing names of registrants being forwarded for examination.

g. Notifying the registrants of the results of examination on Statement of Acceptability (DD Form 62).

h. Issuance of Order to Report for Induction (SSS Form 252).

i. Preparation of Delivery Lists (SSS Form 261) showing names of registrants being forwarded for induction.

j. Transportation, meals, and lodging as indicated in paragraph 10.

8. **Liaison with recruiting main stations, Armed Forces examining stations, Armed Forces induction stations, and Selective Service System.** Close liaison will be maintained between Armed Forces examining stations, Armed Forces induction stations, recruiting main stations of all services, State Directors of Selective Service and local boards to insure prompt and efficient processing of applicants and registrants. List of addresses of State Directors of Selective Service is contained in AR 601-49.

9. **Days of operation.** Armed Forces examining stations and Armed Forces induction stations will ordinarily operate on a 5-day week basis; however, they will be prepared to process applicants on

Saturday if so requested by any of the four services.

10. **Transportation, meals, and lodging.** a. Transportation, meals, and lodging for applicants for enlistment and enlistees will be furnished in accordance with appropriate regulations of each of the four services concerned.

b. Transportation, meals, and lodging will be furnished by the Selective Service System for registrants while en route from Selective Service local boards to induction stations and from induction stations to the local boards when registrants are ordered to report for preinduction examinations.

c. Transportation, meals, and lodging will be furnished by the Selective Service System for registrants when en route from local boards to induction stations when registrants are ordered to report for induction.

d. Transportation, meals, and lodging, while en route from induction stations to reception stations, training divisions, or other duty stations, will be furnished by the appropriate service to which inducted registrants have been allocated.

e. Registrants ordered by Selective Service local boards to report for induction, if rejected, will be furnished transportation, meals, and lodging by the Army, while en route from induction stations to Selective Service local boards.

f. The service indicated in the following table is responsible for providing shelter and food for registrants while at the induction station:

<i>If registrants arrive by—</i>	<i>Arrival time*</i>	<i>Service responsible for provision of shelter and food</i>
(1) Local or chartered transportation.	Not later than 1200 hours.	Army.
(2) Local or chartered transportation.	Subsequent to 1200 hours.	Selective Service System.
(3) Scheduled common carrier.	Not later than 1200 hours.	Army.
(4) Scheduled common carrier.	After 1200 and not later than 1400 hours and have already eaten noon meal.	Army.
(5) Scheduled common carrier.	Subsequent to 1400 hours.	Selective Service System.
(6) Scheduled common carrier.	Subsequent to 1200 hours and not later than 1400 hours and have not eaten noon meal.	Selective Service System.

*All arrival times are interpreted to mean arrival at the induction station.

g. Registrants held over beyond normal processing time will be furnished necessary meals and lodging at Army expense.

h. Commanding officers of induction stations are responsible for furnishing appropriate meals and necessary lodging to all registrants. When it becomes necessary for station commanders to

provide meals or lodging to registrants for whom Selective Service System is responsible under the table in f above, the Selective Service System will be billed for such meals or lodging in accordance with AR 35-273.

i. Station commanders who have established billeting facilities on the station premises will billet

registrants arriving after the cutoff hours indicated in the table in *f* above on a nonreimbursable basis provided that personnel in excess of the table of distribution authorizations are not required.

j. Standards to be followed in providing food and shelter for registrants while being processed at induction stations and examining stations are—

- (1) For stations not located at or near military installations, provisions for food and shelter will be made on a contract basis. The cooperation of local officials will be sought, whenever necessary, to obtain proper facilities at reasonable cost. Induction station commanders will insure that meals and lodging which are provided are substantially the same for all registrants.
- (2) Substantial, varied, and well-balanced meals of good quality will be supplied in restaurants or cafeterias of good, or better than average, standing in the community concerned. If cafeterias are used, a standard meal will be provided which does not require or permit individual selection of items. The Food Service standards and monthly sanitary inspections prescribed in AR 30-43 will be followed.
- (3) Contracts for billeting will be let to hotels, clubs (USO, American Legion, Veterans of Foreign Wars, etc.), or to YMCA's under the following conditions:
 - (a) The establishment concerned should be located in the better section of the community and be of good, or better than average, repute. The building should present an attractive appearance, both inside and out, and must be free of fire hazards.
 - (b) Establishments should provide adequate separate rooms with twin beds, with or without bath, for each two individuals.
 - (c) Dormitory-type rooms, with single, or double-deck beds, may be used in lieu of the type mentioned in (b) above, provided that closets or steel lockers are supplied for the overnight storing of clothing and personal effects; the

space for each man is at least 72 square feet; and adequate bathing and toilet facilities are adjacent or near to the room being used.

- (d) The sleeping facilities furnished will be solely on the basis of one person to a bed.
 - (e) Privileges normally extended other guests by the establishment must be given to individuals billeted at Government expense.
 - (f) Bed linens must be changed daily, regardless of whether the same individual occupies the same bed more than one night.
 - (g) All rooms must have at least one window facing an open court or the side of the building; rooms opening on a narrow airshaft are not acceptable.
- (4) Billeting contracts will be written to incorporate the provisions of (3) (b), (c), (d), (e), (f), and (g) above.

11. Channels of communications. *a.* Channels of communication for Armed Forces examining stations and Armed Forces induction stations located in the continental United States will correspond to the command structure as established for the U.S. Army within Army major commands. Commanding officers of examining stations and induction stations established at military installations will be responsible directly to the appropriate commander in the echelon of command within the U.S. Army Recruiting Service as prescribed by the Army commander, except that when the examining station is a unit of a recruiting main station of one of the other services, the commanding officer will not be made responsible to any commander lower in the echelon of command than U.S. Army recruiting district commander.

b. Channels of communication in oversea areas will be prescribed by the major oversea Army commanders.

c. The service representative of each service is authorized to report in letter form, when applicable any matter deemed appropriate to his parent service, with an information copy to the commanding officer of the examining station, induction station, or recruiting main station, as appropriate.

- officer immediately following the signature on the original and copy.
- (5) *Section X.* Fingerprint impressions will be made in this section for every person inducted into the Armed Forces. The impressions will be placed on the accomplished original of DD Form 47. They also will be placed on the copy forwarded to the station of initial reception. Extreme care will be exercised to assure clear, well-defined prints. Instructions in *d* below will be followed in preparing fingerprints.
 - (6) *Registrants inducted into the Army, Navy, Air Force, and Marine Corps.* The original and one copy of DD Form 47 will be forwarded by the induction station to the station of initial reception; one copy will be returned to the Selective Service local board; and the second carbon copy will be forwarded to The Surgeon General, Department of the Army, Washington 25, D.C., ATTN: MEDCS-IE.
 - (7) *Registrants found unacceptable on induction processing.* For registrants found unacceptable on induction processing, the original and one copy of DD Form 47 accompanied by the original and one copy of Standard Form 88 will be returned to the Selective Service local board. The second carbon copy (DD Form 47; Standard Form 88) and Standard Forms 89 will be forwarded to The Surgeon General, Department of the Army, Washington 25 D.C., ATTN: MEDCS-IE. These copies will not be forwarded for medical and dental registrants (par. 46c). The remaining copies will be destroyed.
 - (8) *Additional sets of DD Form 47.* Whenever a new set of DD Form 47 has been accomplished in accordance with paragraph 27c, all copies of the old form will be returned to the Selective Service local board together with the copy of the new set as prescribed above.
 - (9) *Additional testing.* When a registrant in Mental Group IV is forwarded for induction processing and there is no record of ACB test scores, the ACB will be administered. For those individuals otherwise qualified, who fail to achieve a score of 90 or higher on 2 or more aptitude areas, the "Trainability Limited (V-O)" box in item 22b or 23b, as appropriate, will be checked.
- b. SSS Form 261 (Delivery List).* Appropriate entries will be made on SSS Form 261 under column 4 showing disposition of the registrants. The commanding officer of the induction station will sign the original and two copies of this form. The original copy of SSS Form 261 will be forwarded to the Selective Service local board, one copy forwarded to the State Director of Selective Service of the State in which the local board is located, and one copy will be filed at the induction station.
 - c. DD Forms 93, 93-1, and AF 246 (Record of Emergency Data).*
 - (1) *Army.* DD Form 93 will be prepared in duplicate as prescribed in these regulations and AR 640-40 for registrants inducted into the Army. The original form (yellow paper) will be attached to the duplicate of DD Form 47 and routed in accordance with instructions for that form. The duplicate (white card) will be forwarded promptly upon preparation to The Adjutant General, Department of the Army, Washington 25, D.C., ATTN: AGPS. Letters of transmittal are not necessary.
 - (2) *Navy and Marine Corps.* DD Form 93-1 will be prepared in duplicate in accordance with the Bureau of Personnel Manual, Article B-23-12, for registrants who are inducted into the Navy and Marine Corps. The original and duplicate of the form will be attached to the original of the DD Form 47 and will be forwarded by the induction station to the station of initial reception.
 - (3) *Air Force.* AF Form 246 will be prepared in accordance with AFR 35-38 for registrants who are inducted into the Air Force. All copies (the punch card and the yellow copies) will be completed. The punch card will be detached carefully and forwarded to Headquarters,

USAF (AFPMP-S-1), Washington 25, D.C. Do not fold, bend, spindle, or staple the cards; package them as necessary to prevent damage or loss in transit. Letters of transmittal are not necessary. The four yellow copies of the form will be attached to the first duplicate copy of DD Form 47 and will be forwarded by the induction station to the station of initial reception.

- (4) *Completion of form.* Information required to complete the appropriate Record of Emergency Data will be type-written on the form. During the interview, the registrant will be given appropriate instructions regarding the 6 months' gratuity pay and the designation of the beneficiary and alternate. It is important that identifying data such as names, addresses, relationships, etc., be clearly and accurately entered on this form. It will be emphasized to registrants that DD Forms 93, 93-1, and AF 246 do not designate or change beneficiaries of life insurance; direct communication to the Veterans Administration or letter to the commercial insurance company concerned is necessary for that purpose.
- (5) *Witnessing.* Witnessing of DD Forms 93, 93-1, and AF 246 will be accomplished as prescribed by AR 640-40, Bureau of Naval Personnel Manual, Article B-23-12, and AFR 35-38, as appropriate.

d. DD Form 369 (Police Record Check).

- (1) The authorized fingerprint record is DD Form 369 for applicants and inductees and preinductees. Identification of stations preparing fingerprint records for enlistees will be an entry on the Form "RMS" with the location of the station for inductees, by an entry "IND STA" with the location of the station. An entry will be made across the top of each fingerprint record indicating the station of initial reception or in case of Air Force personnel, the training wing to which applicants and inductees are shipped. This record will be prepared

in accordance with SR 600-210-11. Care will be exercised in preparation of this record in order to avoid its return for additional prints and the burden of administrative work incident thereto. The reverse of DD Form 369 will be left blank. Identifying items will be type-written. The signature of the inductee and the fingerprint clerk will be entered under the appropriate items. Fingerprint clerks will be thoroughly instructed regarding the correct preparation of fingerprints. In preparing fingerprints, care will be taken to insure that—

- (a) Fingers are fully rolled. The complete pattern including the "deltas" must show to permit proper classification.
- (b) Impressions are not blurred or smudged as though the finger slipped while being rolled.
- (c) Sufficient ink is used, otherwise the ridge characteristics will be indistinct. The finger being rolled should be moderately moist from ridge to ridge.
- (d) Too much ink and chemical are not used as this causes blurs and blind spots.
- (2) For registrants inducted into the Army, the form will be forwarded to the Federal Bureau of Investigation, Washington 25, D.C.
- (3) For registrants inducted into the Navy, Air Force, or Marine Corps, the form will be attached to the original of DD Form 47 and routed in accordance with instructions for that form.

e. Preparation of waiver of Veterans Administration disability pension or compensation. Registrants who are drawing pension or compensation for any reason from the Veterans Administration will be required to waive such pension or compensation at the time of their induction into the Armed Forces. Waiver will be executed for each inductee by letter substantially as outlined in appendix VII and will be indorsed and forwarded by the induction station commander within 24 hours after induction of the registrant to the appropriate Veterans Administration re-

gional office listed in AR 980-10. If the registrant refuses to sign the required letter of notification, the commanding officer of the induction station will forward the notice to the Veterans Administration regional office, by indorsement, notwithstanding the lack of the registrant's signature.

f. Acknowledgment of service obligation. Prior to the departure of inductees to the reception station or station of initial reception as in the case of inductees for the Navy, Air Force, or Marine Corps each inducted individual will be thoroughly oriented on his service obligation, to be entered upon at the completion of his active duty training. Immediately following the orientation, each inductee will be required to sign in duplicate, the appropriate statement of service obligation indicated below. The original copy of service obligation will be attached to the original copy of DD Form 47. The duplicate copy will be attached to the duplicate copy of DD Form 47.

- (1) Acknowledgment of service obligation to be accomplished by inductees under 26 years of age who are inducted into the Armed Forces of the United States after 9 August 1955 (app. VIII).
- (2) Acknowledgment of service obligation to be accomplished by individuals inducted into the Armed Forces of the United States from a Reserve component status acquired prior to 10 August 1955, and who have an existing 8 years service obligation (app. IX).

g. Standard Forms 89. These forms, completed during the preinduction processing, require no further entries during processing. The distribution of these forms will be as follows:

- (1) *For inducted registrants.* One copy of Standard Form 89 will be attached to the original of DD Form 47 and distributed as prescribed for that form. The second copy of Standard Form 89 will be forwarded with records of the inductee to the station of initial reception for inclusion in the health records jacket.
- (2) *For registrants found unacceptable on induction processing.* One copy of Standard Form 89 will be forwarded to the Selective Service local board, the other copy of Standard Form 89 will be

attached to copy of DD Form 47 and forwarded to The Surgeon General, Department of the Army, Washington 25, D.C., ATTN: MEDCS-IE.

h. Standard Form 88.

- (1) *For inducted registrants.* The four copies of Standard Form 88 will be attached to the corresponding copies of DD Form 47 and distributed as prescribed for that form (a(6) above).
- (2) *For registrants found unacceptable on induction processing.* The four copies of Standard Form 88 will be attached to the corresponding copies of DD Form 47 and distributed as prescribed for that form (a(7) above).
- (3) *Additional sets of Standard Form 88.* Whenever a new set of Standard Forms 88 has been accomplished in accordance with paragraphs 31a(2) and 40d, all copies of the old forms prepared for the original preinduction examination will be attached to like copies of the new forms and will be distributed in accordance with (1) and (2) above.

i. X-ray film and Standard Form 519a.

- (1) *For registrants inducted into the Army.* X-ray film will be packed and identified in accordance with paragraph 93, AR 345-270 and forwarded on a current basis to the Manager, Federal Records Center, GSA, 2306 East Bannister Road, Kansas City, Mo. Packages will be labeled "exposed X-ray films" and will indicate the complete return address of the forwarding agency.
- (2) *For registrants inducted into the Navy, Air Force, and Marine Corps.* X-ray films will be forwarded to the station of initial reception for disposition.
- (3) *For unacceptable registrants.* X-ray films will be disposed of in accordance with AR 345-270.

j. PHS Form 956. For inducted registrants.

Copy 2 of this form returned to the induction station in accordance with instructions in paragraph 64d will be attached to the copy of DD Form 47 forwarded to the station of initial reception.

k. DD Form 98 (Armed Forces Security Questionnaire). Volunteers for immediate induction,

previously qualified registrants who have not accomplished the Armed Forces Security Questionnaire, and those whose security questionnaire is over 120 days old or is invalid for any reason will be given an opportunity to accomplish the Armed Forces Security Questionnaire prior to induction. Instructions relative to preparation and disposition of the Armed Forces Security Questionnaire are contained in paragraph 27c(4).

l. SSS Form 2 and SSS Form 110. All registrants found acceptable for military service will, at the time of induction, surrender their SSS Form 2 (Registration Certificate) and their SSS Form 110 (Notice of Classification). The commanding officer of the induction station will insure that these forms are destroyed by macerating, shredding, or burning. Failure of registrant to have Selective Service registration and classification forms in his possession at time of induction will in no way preclude further processing and induction.

m. Summary of registrant examination for induction (DA Form 316). Each induction station will prepare a monthly report on the results of the induction examinations as prescribed in AR 601-286.

n. Preparation of transportation requests. Transportation requests will be prepared for transportation of inductees to initial reception stations indicated in orders in accordance with appropriate Army, Navy, Air Force, and Marine Corps regulations.

o. Issuance of special orders. Special instructions regarding Navy, Air Force, and Marine Corps inductees are contained in paragraph 41. Special orders will be prepared assigning Army inductees to initial reception stations by using allocation data as specified on upper right corner of DD Form 47. Inductees will be assigned to the reception station to which they are to be shipped effective the date of induction. Inductees will not be assigned to an induction station and their names will not appear on a morning report. Copies of special orders will be furnished to inductees concerned (to be hand-carried by them to the reception station of assignment as part of their records jacket). The induction station also will mail copies of the special orders to others who may require them. Special orders issued for inductees will include a statement substantially as follows:

"The following named personnel, having been inducted (date) are assigned (same date) to ----- Reception Station."

p. Summary (Disposition of Records).

(1) *For registrants inducted into the Army.*

(a) Hand-carried to the station of initial reception.

1. DD Form 47 original and one copy.
2. Standard Form 88, original and one copy.
3. Standard Forms 89.
4. DD Form 93, original (yellow).
5. Acknowledgment of service obligation, original and copy.
6. DD Form 98.
7. PHS Form 956, copy 2.

(b) To The Adjutant General, Department of the Army, Washington 25, D.C., ATTN: AGPS, DD Form 93, duplicate copy (white).

(c) To Selective Service local board of inductees.

1. DD Form 47, one copy.
2. Standard Form 88, one copy.

(d) To The Surgeon General, Department of the Army, Washington 25, D.C., ATTN: MEDCS-IE.

1. DD Form 47, one copy.
2. Standard Form 88, one copy.

(e) To the Federal Bureau of Investigation, Washington 25, D.C., DD Form 369.

(f) To the Manager, Federal Records Center, GSA, 2306 East Bannister Road, Kansas City, Mo., all X-ray films.

(2) *For registrants inducted into the Navy, Marine Corps, and Air Force.*

(a) To the station of initial reception.

1. DD Form 47, original and one copy.
2. Standard Form 88, original and one copy.
3. Standard Forms 89.
4. DD Form 93-1 (Navy and Marine Corps), original (yellow), and copy (white).
5. AF Form 246 (Air Force), four yellow copies.
6. DD Form 369.
7. Acknowledgment of service obligation, original and copy.
8. DD Form 98.

9. X-ray film.
10. PHS Form 956, copy 2.
- (b) To Headquarters, USAF (AFPMP-S-1), Washington 25, D.C., AF Form 246 punch card.
- (c) To Selective Service local board of the inductee.
 1. DD Form 47, one copy.
 2. Standard Form 88, one copy.
- (d) To The Surgeon General, Department of the Army, Washington 25, D.C., ATTN: MEDCS-IE.
 1. DD Form 47, one copy.
 2. Standard Form 88, one copy.
- (3) *For unacceptable registrants.*
 - (a) DD Form 47, original and one copy to Selective Service local board and one copy to The Surgeon General, Department of the Army, Washington 25, D.C., ATTN: MEDCS-IE (destroy extra copies).
 - (b) Standard Form 88, same as (a) above.
 - (c) Standard Form 89, one copy to the Selective Service local board and one copy to The Surgeon General, Department of the Army, Washington 25, D.C., ATTN: MEDCS-IE.
 - (d) DD Forms 93, 93-1 and AF 246, not accomplished.
 - (e) DD Form 369, not accomplished.
 - (f) Acknowledgment of service obligation, not accomplished.
 - (g) PHS Form 956, copy 2, destroyed.
 - (h) DD Form 98, not accomplished.

40. Processing registrants in special categories. *a. Special categories.* This paragraph contains instructions regarding the processing of registrants in the following categories:

- (1) Registrants found unacceptable at time of induction.
- (2) Registrants refusing to submit to induction.
- (3) Postponed registrants.
- (4) Delinquent registrants.
- (5) Conscientious objectors.
- (6) Insular Puerto Rican personnel found acceptable on ECFA (a test in Spanish) at time of preinduction examination in Puerto Rico.

b. Processing steps for registrants found unac-

ceptable on physical inspection, or full examination. For registrants found unacceptable for military service on physical inspection or full examination, processing will be completed as follows:

- (1) Applicable subitems under section VIII, DD Form 47, will be completed in accordance with paragraph 39a.
- (2) Disposition of registrant will be entered in column 4, SSS Form 261.
- (3) Appropriate changes will be made on the medical work sheet (single copy of Standard Form 88) located in the registrant's file.
- (4) Operating personnel will review each registrant's DD Form 47, Standard Form 88, Standard Form 89, and DD Form 98 for accuracy and completeness.
- (5) Registrants will be directed to the transportation section where arrangements will be made for returning them to the appropriate Selective Service local boards, or in appropriate cases to place of residence. Every effort will be made to place the registrants on return transportation on the same day of their arrival at the induction station.

c. Registrants who refuse to submit to induction. Any registrant who has been removed from the group as prescribed in paragraph 36b and who persists in his refusal to submit to induction will be informed that such refusal constitutes a felony under the provisions of the Universal Military Training and Service Act, as amended. He will be informed further that conviction of such an offense under civil proceedings will subject him to be punished by imprisonment for not more than 5 years, or a fine of not more than \$10,000, or both. He will then be informed again of the imminence of induction using the language specified in paragraph 36a, and his name and service again will be called. If he steps forward at this time, he will be informed that he is a member of the Armed Force concerned, using the language specified in paragraph 36c. If, however, he persists in refusing to be inducted, the following action will be taken:

- (1) The registrant will be requested, but not required, to make a signed statement, dated, in his own handwriting, as follows:

"I refuse to be inducted into the Armed Forces of the United States." Such statement should be witnessed by at least two witnesses who will affix their signatures to the statement. Registrants who refuse induction will not be furnished any means of transportation.

- (2) Letter of notification of refusal to submit to induction will be prepared in quadruplicate. The original, together with the voluntary statement described in (1) above, will be submitted to the United States attorney for the district in which the registrant refused to be inducted. One copy will be forwarded to the State Director, Selective Service System, of the State in which the registrant refused to be inducted; one copy will be forwarded to the Selective Service local board which delivered the registrant for induction; and the other copy will be retained at the induction station. Such notification will include the following information:
 - (a) Name and address of registrant.
 - (b) Selective Service number of registrant.
 - (c) Number and address of the Selective Service local board which delivered the registrant for induction and, if different, the registrant's own Selective Service local board.
 - (d) A detailed statement of facts concerning the registrant's refusal to be inducted.
 - (e) Names and addresses of witnesses.
- (3) Army commanders should contact the United States attorney in their Army area, in advance, regarding what steps should be taken as to the disposition of any registrant who refuses to be inducted.
- (4) A registrant previously forwarded for preinduction examination who refused to take any part or all of the preinduction tests and examinations and who is returned for immediate induction and again refuses to take any part or all of the prescribed tests and examinations will be informed that failure to submit to such examination as the commanding officer

of the induction station will direct is a violation of Selective Service regulations and punishable as such. If he persists in refusing examination, action will be taken as prescribed in (1), (2), and (3) above, except—

- (a) A statement, if given, will read: "I refuse to take the preinduction tests and examinations prescribed for induction into the Armed Forces of the United States." As in the case of registrants who refuse induction, a registrant who refuses to submit to examination will not be furnished any means of transportation.
- (b) Where the word "induct" or "induction" appears in connection with notification to be made to the various Selective Service offices and office of the United States attorney, substitute "examined" or "examination", as appropriate.

d. Postponed registrants.

- (1) *Induction without a new medical examination.* Postponed registrants who have received a complete preinduction medical examination and who are not ordered to report for induction within the 180-day period may be accepted for induction without a new complete medical examination, subject to all other provisions for induction qualifications and the following:
 - (a) The preinduction examination was accomplished not more than 1 year prior to registrant's actual induction.
 - (b) No condition has intervened which alters the original medical qualification based on the preinduction medical examination. In order to ascertain the above, each registrant will receive a careful and thorough physical inspection at the time he reports for induction. This physical inspection will consist of checking the physical condition of the registrant against the record of his preinduction medical examination with particular attention given to communicable or other intercurrent disease, illness, or injury which

Section III. PROCESSING OF MEDICAL AND DENTAL REGISTRANTS

42. General. The procedures prescribed in this section will govern the processing at induction stations of doctors of medicine and doctors of dentistry. See AR 601-54.

43. Preinduction processing. *a. Forms required.* The following forms will be forwarded to induction stations for medical and dental registrants ordered for preinduction examination:

- (1) DD Form 47 (Record of Induction) in quadruplicate, for each registrant.
- (2) DD Form 398 (Statement of Personal History), one copy.
- (3) SSS Form 225 (Physical Examination List) in triplicate, listing all registrants forwarded.

b. Performance of examination.

- (1) *Mental tests.* The mental tests specified in section II, chapter 3, will not be administered to medical or dental registrants.
- (2) *Medical examination.* A complete medical examination of the scope prescribed in paragraph 2*b*, AR 40-500, for appointment in the USAR with active duty, will be accomplished for each registrant. The examining physician will not inform the registrant of the medical findings. Instead, the registrant will be informed that final determination regarding his physical status and acceptability for military service will be made by the Army commander and that he will be notified of the decision by mail. In addition, the registrant will be informed that notification of acceptability does not mean that he necessarily has been or will be scheduled for induction.
- (3) *Retention for hospitalization.* Whenever it is necessary to hospitalize the registrants in accordance with paragraph 60*c*(2), consideration will be given to—
 - (a) The registrant's pending professional commitments and appointments.
 - (b) The availability of facilities where the registrant is to be hospitalized.

44. Outprocessing of registrants. Upon completion of preinduction processing, registrants will be returned to their homes. Transportation will be provided as indicated in paragraph 10 for regular registrants.

45. Processing and disposition of forms and records. *a. Completion of forms.* Except as indicated in (1), (2), and (3) below, the same forms prepared at the induction station for regular registrants will be prepared for registrants processed in accordance with this section.

- (1) Standard Form 88 (Report of Medical Examination) will be prepared in sextuplicate, and Standard Form 89 (Report of Medical History) will be prepared in triplicate by each registrant.
- (2) The forms will be completed in the manner prescribed for other registrants except that items 76, 77, and 78, Standard Form 88, and sections III, IV, V, VI, VII, and VIII, DD Form 47, will be left blank. (These items will be completed by the Army commander at such time as he determines the registrant's acceptability for military service.)
- (3) While at induction stations for processing, registrants will be required to complete the following forms:
 - (a) The Armed Forces Fingerprint Record (reverse of DD Form 369 (Police Record Check)).
 - (b) DD Form 98 (Armed Forces Security Questionnaire), original only.
 1. Security questionnaires which are accomplished satisfactorily will be forwarded to the appropriate Army commander as specified in *b* below.
 2. In cases where registrants refuse to accomplish the DD Form 98 in its entirety (see AR 604-10), or disclose significant derogatory information with respect to their background or invoke constitutional privileges or admit membership in the Communist party ("known Communist") and those for whom credible derogatory information has been received from a reliable source as defined in AR 604-10, will be subject to actions prescribed in paragraph 17, AR 604-10.
 3. The following statement will be entered in remarks section of the DD

Form 98 in connection with registrants cited in § above:

"(Registrant's name), a registrant under subsection 5(a), Universal Military Training and Service Act, as amended, by Act of 27 June 1957 (Public Law 85-62), was this date given an opportunity to execute DD Form 98 as required by paragraph 14, AR 604-10, and in my presence he refused to do so."

This statement will be signed by the commissioned officer responsible for accomplishment of DD Form 98.

4. A DD Form 62 (Statement of Acceptability) will be prepared for registrants who qualify or refuse to accomplish the DD Form 98, and will have entered thereon only the following notation:

"Acceptability for military service pending Department of the Army clearance."

b. Forwarding of forms.

- (1) Upon completion of the examination, the following forms will be forwarded by the induction station commander to the appropriate Army commander who will determine the registrant's acceptability for military service.
 - (a) SSS Form 225 (Physical Examination List), in triplicate.
 - (b) DD Form 47 (Record of Induction), in quadruplicate.
 - (c) DD Form 98 (Armed Forces Security Questionnaire), original only.
 - (d) Standard Form 88 (Report of Medical Examination), in sextuplicate.
 - (e) X-ray film (when signs or symptoms suggest the need for forwarding such films).
 - (f) Standard Form 89 (Report of Medical History), in triplicate.
 - (g) Three copies of DD Form 398 (Statement of Personal History), one of which must be a complete original.
 - (h) The Armed Forces Fingerprint Record (reverse of DD Form 369 (Police Record Check)).
- (2) X-ray film which are not forwarded to the Army commander will be packaged

and returned to the registrant's Selective Service local board. Packages will be labeled "Exposed X-ray film" and will indicate the name of the induction station making shipment.

- (3) DD Form 62 (Statement of Acceptability), prepared under the provisions of a(3)(b)4 above will be forwarded to the appropriate State Director of Selective Service.

46. Induction processing. Induction processing of medical and dental registrants will be the same as prescribed for regular registrants except as indicated in *a*, *b*, and *c* below.

a. If the lapse of time between the preinduction medical examination and the appearance of the registrant for induction does not exceed 1 year, a new medical examination is not necessary to determine acceptability for military service unless upon physical inspection it appears to the examining physician that the registrant is no longer medically qualified for military service. In such cases or when the lapse of time subsequent to the preinduction medical examination exceeds 1 year, a new medical examination will be forwarded immediately to the Army commander for redetermination of acceptability.

b. A registrant reporting for induction will be inducted into the service to which he has been allocated for commissioning purposes. Induction station commanders will be provided with specific information in this regard for each registrant by the Army commander.

c. The instructions contained in paragraph 39a (7) to forward to The Surgeon General, Department of the Army, copies of certain records, will be disregarded in the case of medical and dental registrants.

47. Outprocessing of inducted medical and dental registrants. Inducted medical and dental registrants will be disposed of as follows:

a. Registrants inducted into the Army will be forwarded to the nearest reception station for reception processing.

b. Registrants inducted into the Navy will be forwarded to the nearest Office of Naval Officer Procurement.

c. Registrants inducted into the Air Force will be forwarded to the nearest military training wing.

"V-O" are considered to be those who have the ability to absorb advanced individual training if such training were to be modified. DD Form 62 (Statement of Acceptability) will be accomplished for each such registrant in accordance with paragraph 27c(3)(b)4 indicating the individual is not acceptable for military service.

c. Verbal-Arithmetic Subtest, VA-AFQT. The Verbal-Arithmetic Subtest consists of 30 items selected from the AFQT. This subtest in application is designed to identify within the group of mentally unacceptable individuals those registrants whose literacy achievement may enable them to absorb basic military training under reduced standards. The administration of any additional examination or questions is not required in this procedure. Instructions relative to the Verbal-Arithmetic Subtest are contained in the SOP for scoring the Verbal-Arithmetic Subtest of the Armed Forces Qualification Test. The answer sheet derived from the administration of the AFQT will be rescored, using the designated Verbal-Arithmetic scoring key. The Verbal-Arithmetic Subtest will be applied to the answer sheets of all registrants who attain AFQT percentile scores between 4 and 9, inclusive. Those registrants who achieve raw scores of 6 or higher on the Verbal-Arithmetic Subtest will be classified as "Marginal literate (V-1)," and will not normally be further tested. DD Form 62 (Statement of Acceptability) will be accomplished for each such registrant in accordance with paragraph 27c(3)(b)4 indicating the individual is not acceptable for military service.

d. Nonlanguage Qualification Test (NQT). The Nonlanguage Qualification Test, NQT-1, is designed to identify those individuals whose scores on previous tests reflect literacy deficiencies and who may be capable of learning to perform military duties if the deficiencies were corrected by literacy training. Instructions for the administration of the NQT are contained in the Manual for Administering and Scoring the Nonlanguage Qualification Test. The NQT will be administered to individuals who achieve AFQT percentile scores below 4 and to those individuals who achieve raw scores below 6 on the Verbal-Arithmetic Subtest. The following classification will

be made of registrants to whom the NQT is administered:

- (1) Individuals attaining a raw score between 39 and 42, inclusive, will be classified as "Illiterate-High Mental (V-2)," and those attaining a raw score between 34 and 38, inclusive, will be classified as "Illiterate-Marginal Mental (V-3)." DD Form 62 will be accomplished for such individuals as prescribed in paragraph 27c(3)(b)4, indicating the individual is not acceptable for military service.
- (2) Individuals attaining a raw score of less than 34 will be rejected for failure to meet required mental standards and will be classified as "Sub-Standard (V-4)." DD Form 62 will be accomplished as prescribed in paragraph 27c(3)(b)4, indicating the individual is not acceptable for military service.

57. Terminal screening. *a. Administrative acceptance standards.* Administrative acceptance of registrants will be restricted to those registrants who, as a result of procedures cited below, are determined to have deliberately failed the AFQT and/or ACB and who, had they been properly motivated, would have qualified for induction under the provisions of paragraph 56a(2) and b(2). This standard reflects the desire to insure that only those registrants who can assimilate, adequately, basic and advanced individual military training will be inducted.

b. Screening procedures. Terminal screening of registrants will be as follows:

- (1) *Registrants failing to attain 10th percentile on AFQT.* All registrants failing to attain the 10th percentile on AFQT will be terminally screened in accordance with the procedures outlined in DA Pam 611-30 and DA Pam 611-37, except that final disposition of registrants will be made as follows:
 - (a) *Non-high school graduates.* Non-high school graduates found by the Failure Keys to be in the True Failure Category or Undetermined Category will be rejected without additional terminal screening and placed in appropriate standby categories in accordance

with paragraph 56c and *d*. Those found by the Failure Keys to be in the Deliberate Failure Category will be further screened with Individual Picture Recall Test (IPRT). In addition to testing with the IPRT, the personnel psychologist will conduct a personal interview with these registrants. If the examinee's IPRT score is 22 or above, a brief interview will be given and the registrant may be held for further testing with the ACB in accordance with paragraph 56b(1)(c), unless the interview elicits contrary information, in which case the interview will be expanded to an intensive interview. If the examinee's IPRT score is 21 or below, an intensive interview will be given and the registrant will be rejected and placed in the appropriate standby category in accordance with paragraph 56c and *d*, unless the information elicited during the interview indicates beyond a doubt that the examinee should not be rejected. Registrants whom the personnel psychologist believes should not be rejected under these procedures will be held for further testing with ACB under the provisions of paragraph 56b(1)(c). For registrants rejected under these procedures, entries on DD Form 47 and DD Form 62 will be made as prescribed in paragraphs 58c and 27c(3)(b)4.

- (b) *High school graduates.* All high school graduates, and those successfully completing 12 grades in school, will be screened with the Failure Keys and IPRT and interviewed by the personnel psychologist. If the terminal screening procedures reveal that the registrant is mentally qualified under the standards prescribed in *a* above, he will be held for further testing with ACB in accordance with paragraph 56b(1)(b). If, however, after terminal screening, the personnel psychologist believes that the failing AFQT score of the registrant represents a true

measure of his ability, the registrant will be rejected and placed in appropriate standby category in accordance with paragraph 56c and *d*. Entries on forms will be prescribed in (a) above.

- (2) *Registrants failing to attain standard scores of 90 or higher in any two or more aptitude areas of ACB.*

- (a) Registrants scoring between 10 and 30, inclusive, on AFQT who attain a score of 71 or higher on Aptitude Area GT of ACB will normally be considered true failures and placed in standby category "V-O" in accordance with paragraph 56b(3). However, if the personnel psychologist is doubtful as to whether the registrant is a true failure in view of his educational level or job performance history, the personnel psychologist may terminally interview the registrant in accordance with (3), below.

- (b) Registrants with Aptitude Area GT scores of 70 and below will be processed as follows according to AFQT percentile score attained:

1. *AFQT scores 19 through 30, inclusive.*

Using the test scores in the table below, locate the AFQT score attained by the registrant under the column "AFQT percentile score." Next locate the associated GT score under the column "GT cutting score" (*Example:* AFQT score attained 28; associated GT score 68). If the GT score attained by the registrant is equal to or higher than the GT cutting score, the registrant will be rejected as a true failure and placed in the "V-O" category. If the GT score attained by the registrant is lower than the GT cutting score, the registrant will be interviewed by the personnel psychologist in accordance with (3) below.

2. *AFQT scores 15 through 18, inclusive.*

Standard scores attained on VE and AR (ACB) will be examined. If scores obtained on the VE and AR are both above 50, the registrant will

GT Cutting Score for Achieved AFQT Percentile Score
(for AFQT Scores 19-30)

AFQT percentile score	GT cutting score
30	70
29	69
28	68
27	67
26	66
25	65
24	65
23	64
22	63
21	62
20	61
19	60

be rejected as a true failure and placed in the "V-O" category. If scores attained on either VE or AR, or scores attained on both VE and AR, are 50, the registrant will be interviewed by the personnel psychologist in accordance with (3) below.

3. *AFQT scores 10 through 14, inclusive.*

Standard scores attained on VE and AR (ACB) will be examined. If scores attained on either or both are above 50, the registrant will be rejected as a true failure and placed in the "V-O" category. If scores achieved on both VE and AR are 50, the registrant will be interviewed by the personnel psychologist in accordance with (3) below.

4. *AFQT scores 9 and below (registrants further tested with ACB in accordance with paragraph 56b(1) (b) and (c)).*

Standard scores on the VE and AR (ACB) will be examined. If scores attained on either or both are above 50, the registrant will be rejected as a true failure and placed in the "V-O" category. If scores achieved on both VE and AR are 50, the registrant will be interviewed by the personnel psychologist in accordance with (3) below.

(3) *Terminal interview.* On cases referred

for interview, the personnel psychologist will consider all data available concerning the education, job history, etc., of the registrant, using paragraph 14, DA Pam 611-37 as a guide. While most individuals who have performed satisfactorily through academic high school or college can be expected to achieve two or more aptitude area scores of 90 or higher on ACB, some individuals may be found whose educational level reflects factors other than intellectual ability. Similarly, some individuals may be capable of supporting themselves but may hold jobs of a type that require physical skills but only a low level of mental ability. Failure of such individuals to pass the ACB is normally justified. Therefore, regardless of educational level or job performance history, registrants will be administratively accepted only in those instances where there is sufficient evidence to identify the registrant as clearly capable of achieving qualifying scores had he tried to pass. In those instances where the registrant has a background consistent with his ACB failure and in those cases considered to be borderline cases, the registrant will be rejected as a true failure. Rejected registrants, who have AFQT scores between 10 and 30, inclusive, and those with scores between 0 and 9, inclusive, who were administered the ACB will be placed in the "V-O" category. For registrants administratively accepted under these procedures, the box "Administratively Accepted" will be checked in item 20a, DD Form 47.

c. *Verification of interview findings.* When the findings of the interview conducted in accordance with b(3) above are at variance with mental test scores, a request for verification of interview findings, substantially as shown in appendix III will be forwarded to the registrant's Selective Service local board. In those instances in which no doubt exists that the registrant has deliberately failed the mental test, the request for verification of interview findings may be waived and the registrant will be recommended for administrative acceptance. The required notation pre-

scribed in paragraph 58c(4) will be accomplished. Any request to the Selective Service local board will indicate either that the personnel psychologist found the registrant fully acceptable for induction or that he would require special training. Upon final determination of acceptability, section IV, DD Form 47 will be accomplished for such individuals as prescribed in paragraph 58c and DD Form 62 as prescribed in paragraph 27c(3).

d. Registrants not acceptable.

- (1) The following categories of personnel who do not achieve the prescribed minimum score on the AFQT will not be accepted:
 - (a) Non-English speaking registrants.
 - (b) English speaking registrants who cannot read or write English.
- (2) Non-English speaking registrants will be processed as follows:
 - (a) Non-high school graduates found by the Failure Keys to be in the True Failure Category will be rejected without further processing except as indicated herein. If items 11 and 12 of DD Form 47 of such registrants indicate less than 12 months residence in the continental United States, they will be recommended by the personnel psychologist for reexamination in accordance with (b) below.
 - (b) Non-high school graduates found by the Failure Keys to be in the Undetermined and Deliberate Failure Categories and high school graduates in all categories on the Failure Keys will be interviewed by the personnel psychologist. Information from available personal records pertinent to their English speaking ability should be evaluated, and the registrant should be questioned on such matters as length of time spent in this country, opportunity or requirement for them to speak English at home or work, and amount of English training they have had in school. With regard to these registrants, the personnel psychologist will take the following actions:

1. In those instances in which the personnel psychologist suspects that a registrant is falsely claiming to be non-

English speaking or unable to read or write English, he will forward a request for verification of interview findings to the registrant's Selective Service local board. If this investigation indicates poor motivation, the registrant may be accepted under the provisions of *a* above, if determined to be fully qualified under the standards prescribed therein.

2. In those instances in which a registrant is rejected solely because he was non-English speaking, entry will be made on the copy of DD Form 62 to indicate that a reexamination may be justified in 6 to 12 months upon determination by the Selective Service local board that the registrant has become more fluent in English. The following phrase will be employed: "Non-English speaking—Reexamination may be justified in 6 to 12 months."

58. Recording of mental test scores. *a. Armed Forces Qualification Test answer sheet.* The percentile score achieved and the appropriate group in which the percentile score falls will be entered by the scorer in the box marked "final score." The letters "PS" will be placed in the box to the right of the box marked "date" to indicate all applicants who have had prior service. The examiner will now have examinees fill in all the items provided for.

b. Standard Form 88 (Report of Medical Examination). For applicants processed in accordance with sections IV and V and for registrants obtaining a percentile score of 31 or higher on the AFQT, examining station personnel will record the appropriate AFQT form number, the final score (percentile score), and the mental group classification under the "Notes" section (item 73) of Standard Form 88. (*Example: AFQT-5B-67-II.*) For registrants failing to attain the 10th percentile on AFQT, the results of the AFQT and the results of all mental tests administered subsequent to the AFQT for the purpose of categorization (VA-AFQT and NQT-1) will be recorded under the "Notes" section of Standard Form 88. (*Example: AFQT-5B-7-V, V-A-5, NQT-40 (V-2); AFQT-5B-2-V, NQT-38 (V-*

3.) For registrants with AFQT scores between 10 and 30, inclusive, who attain a standard score of 90 or higher in any two or more aptitude areas of ACB, the AFQT form number, final percentile score and mental group will be recorded. (*Example:* AFQT-5B-27-IV.) For those registrants scoring between 10 and 30, inclusive, and for those registrants scoring between 0 and 9, inclusive, on AFQT who are categorized as "V-O" under the provisions of paragraphs 56b(3), 57b(2)(b)4 and 57b(3), the AFQT form number, the final percentile score, the mental group classification and the mental subgroup "V-O" will be recorded. (*Examples:* AFQT-5B-8-V (V-O); AFQT-5B-17-IV (V-O).)

c. *DD Form 47 (Record of Induction)*. Section V, "Mental Determination" will be filled in at the induction station in accordance with the following instructions:

- (1) *Armed Forces Qualification Test (AFQT)*. The AFQT title, form, and percentile score attained will be recorded in section V, item 20a under "Test-Form-Score." (*Example:* AFQT-5B-65). Following "AFQT Mental Group" in item 20a, an X will be placed in the appropriate mental group column in which the AFQT percentile score falls. Percentile scores on the AFQT will be converted to mental groups on the following basis:

Group	Percentile score
I.....	93-100
II.....	65- 92
III.....	31- 64
IV.....	10- 30
V.....	9 and below

- (2) *Verbal-Arithmetic Subtest (V-A) and Nonlanguage Qualification Test (NQT)*. When the registrant is administered these tests, the V-A and/or NQT title, raw score attained, and the identifying classification will be recorded in section V, item 20a under "Test-Form-Score." (*Examples:* V-A-6 VI; V-A-3, NQT-39V2; NQT-38V3; V-A-4, NQT-32V4.) Raw scores on the V-A and NQT will be converted to identifying classifications on the following basis:

Test	Raw score	Identifying classification
V-A.....	6 and higher	V-1
NQT.....	39-42	V-2
NQT.....	34-38	V-3
NQT.....	0-33	V-4

- (3) *Army Classification Battery (ACB)*.
 - (a) The ACB title, edition, aptitude areas and scores attained will be recorded in section V, item 20b under "Other Tests." (*Example:* ACB(1956) CO-A85; CO-B90; EL-90; GM-94; MM-95; CL-70; GT-72.) For registrants who attain 2 or more aptitude area scores of 90 or higher on the ACB, the block "Qualifying" in item 20b will be checked with an X. For registrants who fail to attain 2 or more aptitude area scores of 90 or higher on the ACB, the block "Non-qualifying" in item 20b will be checked with an X. If the registrant is in AFQT mental group IV on the AFQT and has not been administered the ACB under the provisions of paragraph 56b, the notation "Not administered ACB" will be entered in item 20b.
 - (b) ACB aptitude area scores will be computed on DA Form 2035-R (Computation of ACB Aptitude Area Scores). This form will be reproduced locally on 8- by 10½-inch paper. Two separate copies of DA Form 2035-R will be completed for each examinee. Scoring of ACB answer sheets, conversion of raw scores to standard scores, and the computation of aptitude area scores will be checked for accuracy. The examining station psychologist, or his designated assistants who compute and verify the scores, will sign the forms. DA Form 2035-R will be stapled to the original DD Form 47 (Record of Induction) and processed in accordance with instructions for that form. The copy of DA Form 2035-R will be filed in the registrant and applicant file in accordance with paragraph 5, AR 345-265. DA Form 2035-R and instruc-

tions for completion of the form are contained in appendix XV.

- (4) "*Administratively accepted.*" For registrants administratively accepted in ac-

cordance with standards and procedures prescribed in paragraph 57, the block "Administratively Accepted" in item 20a will be checked with an X.

4. Marine Corps

Actual reason for discharge which will not appear on discharge certificate or other separation papers

Entry that will appear as reason and/or authority for discharge or separation

- a. Convenience of the Government (Other good and sufficient reason as determined by the Commandant of the Marine Corps or the Secretary of the Navy). Paragraph 10271.1g, Marine Corps Manual.
- b. Directed by the Secretary of the Navy..... Paragraph 10281, MCM.
- c. Inaptitude..... Paragraph 10275.1a, MCM.
- d. Unsuitability..... Paragraphs 10275.1e, 1f, and 1g, MCM.
- e. Unfitness..... Paragraphs 10277.2a (1), (2), (3), (4), (5); 10277.2d, 2e, and 2f, MCM.
- f. Desertion..... Paragraph 10278.2a, MCM.
- g. Fraudulent Entry..... Paragraph 10278.2b, MCM.
- h. Military Personnel Security Program..... Paragraph 10280, MCM.
- i. Sentence of Court-Martial..... Paragraph 10279, MCM.

5. Coast Guard

Actual reason for discharge which will not appear on discharge certificate or other separation papers

Entry that will appear as reason and/or authority for discharge or separation

- a. Misconduct..... Art. 584 or 12-3-41A (1), (2), or (3), C.G. Regulations.
- b. Unfitness..... Art. 585 or 12-3-41A (1), (2), (3), (4), (5), or (6), C.G. Regulations.
- c. Unsuitability..... Art. 586(1)(e), 587(2), or 12-3-39, C.G. Regulations.
- d. Inaptitude..... Art. 587, 587(1), or 12-3-38, C.G. Regs.
- e. Sentence of Special or General Court-Martial..... Art. 589(2) or 12-3-42A(2), C.G., Regs.
- f. Disloyal..... Art. 12-3-40A(6), C.G. Regulations.

APPENDIX V

LIST OF MENTAL TESTING INSTRUMENTS

1. **Armed Forces Qualification Test (AFQT-5b).**
 - a. DD Form 1119 (Booklet).
 - b. DD Form 1121 (Manual).
 - c. DD Form 1122 (Answer Sheet).
 - d. DD Form 1123 (Scoring Key, Rights).
 - e. DD Form 1125 (Wall Chart (Answer Sheet)).
 - f. DD Form 1126 (Wall Chart (Practice Items)).
 - g. DD Form 1127 (Conversion Table).
 - h. DD Form 1128 (SOP for Scoring, VA-AFQT-5b).
 - i. DD Form 1129 (Scoring Key, Rights, VA-AFQT-5b).
2. **Armed Forces Qualification Test (AFQT-6b).**
 - a. DD Form 1120 (Booklet).
 - b. DD Form 1121 (Manual).
 - c. DD Form 1122 (Answer Sheet).
 - d. DD Form 1124 (Scoring Key, Rights).
 - e. DD Form 1125 (Wall Chart (Answer Sheet)).
 - f. DD Form 1126 (Wall Chart (Practice Items)).
 - g. DD Form 1127 (Conversion Table).
 - h. DD Form 1128 (SOP for Scoring, VA-AFQT-6b).
 - i. DD Form 1130 (Scoring Key, Rights, VA-AFQT-6b).
3. **Armed Forces Women's Selection Test, AFWST-3 and -4.**
 - a. DD Form 850 (Manual (AFWST-3 and -4)).
 - b. DD Form 851 (Booklet (AFWST-3)).
 - c. DD Form 851-1 (Scoring Key, Rights, AFWST-3).
 - d. DD Form 852 (Booklet—AFWST-4).
 - e. DD Form 852-1 (Scoring Key, Rights, AFWST-4).
 - f. DD Form 853 (Answer Sheet, AFWST-3 and -4).
4. **Nonlanguage Qualification Test, NQT-1.**
 - a. PRT 2354 (Booklet).
 - b. PRT 2355 (Manual).
 - c. PRT 2356 (Wall Chart).
5. **Terminal Screening.**
 - a. DA Pam 611-37 (Manual).
 - b. Individual Picture Recall Test, IPRT-A, and -B.
 - (1) DA Pam 611-30 (Manual) (C).
 - (2) DA Form 6030 (IPRT-A).
 - (3) DA Form 6031 (IPRT-B).
 - (4) DA PRT 2691 (Answer Sheet, IPRT-A).
 - (5) DA PRT 2693 (Answer Sheet, IPRT-B).
 - c. Deliberate Failure Keys, DFK-AFQT-5b and -6b.
 - (1) Scoring Key, DFK-AFQT-5b (DA Form 6037).
 - (2) Scoring Key, DFK-AFQT-6b (DA Form 6037-2).
 - d. True Failure Keys, TFK, AFQT-5b and -6b.
 - (1) Scoring Key, TFK-AFQT-5b (DA Form 6037-1).
 - (2) Scoring Key, TFK-AFQT-6b (DA Form 6037-3).
6. **Army Classification Battery.**
 - a. *Verbal Test, VE-1 and -2.*
 - (1) DA Form 6100 (Booklet—VE-1).
 - (2) DA Form 6101 (Booklet—VE-2).
 - (3) DA Form 6000 (Answer Sheet, VE-1 and -2).
 - (4) DA Form 6100-1 (Scoring Key, Rights, VE-1).
 - (5) DA Form 6101-1 (Scoring Key, Rights, VE-2).
 - b. *Arithmetic Reasoning Test, AR-3 and -4.*
 - (1) DA Form 6102 (Booklet—AR-3).
 - (2) DA Form 6103 (Booklet—AR-4).
 - (3) DA Form 6000 (Answer Sheet, AR-3 and -4).
 - (4) DA Form 6102-1 (Scoring Key, Rights, AR-3).

- (5) DA Form 6103-1 (Scoring Key, Rights, AR-4).
- c. Pattern Analysis Test, PA-1 and -2.*
- (1) DA Form 6104 (Booklet-PA-1).
- (2) DA Form 6105 (Booklet-PA-2).
- (3) DA Form 6104-1 (Answer Sheet, PA-1).
- (4) DA Form 6105-1 (Answer Sheet, PA-2).
- (5) DA Form 6104-2 (Scoring Key, Rights, PA-1).
- (6) DA Form 6105-2 (Scoring Key, Rights, PA-2).
- d. Mechanical Aptitude Test, MA-5 and -6.*
- (1) DA Form 6106 (Booklet-MA-5).
- (2) DA Form 6107 (Booklet-MA-6).
- (3) DA Form 6106-2 (Answer Sheet, MA-5 and -6).
- (4) DA Form 6106-1 (Scoring Key, Rights, MA-5).
- (5) DA Form 6107-1 (Scoring Key, Rights, MA-6).
- e. Army Clerical Speed Test, ACS-1 and -2.*
- (1) DA Form 6108 (Answer Sheet, ACS-1).
- (2) DA Form 6109 (Answer Sheet, ACS-2).
- (3) DA Form 6108-1a (Scoring Key, Rights, ACS-1 and -2).
- (4) DA Form 6108-1b (Scoring Key, Rights, ACS-1 and -2).
- (5) DA Form 6108-1c (Scoring Key, Rights, ACS-1 and -2).
- f. Shop Mechanics Test SM-1 and -2.*
- (1) DA Form 6111 (Booklet-SM-1).
- (2) DA Form 6112 (Booklet-SM-2).
- (3) DA Form 6000 Answer Sheet, SM-1 and -2).
- (4) DA Form 6111-1 (Scoring Key, Rights, SM-1).
- (5) DA Form 6112-1 (Scoring Key, Rights, SM-2).
- g. Automotive Information, AI-1 and -2.*
- (1) DA Form 6113 (Booklet-AI-1).
- (2) DA Form 6114 (Booklet-AI-2).
- (3) DA Form 6000 (Answer Sheet, AI-1 and -2).
- (4) DA Form 6113-1 (Scoring Key, Rights, AI-1).
- (5) DA Form 6114-1 (Scoring Key, Rights, AI-2).
- h. Electronics Information Test, ELI-2 and -1.*
- (1) DA Form 6115 (Booklet-ELI-1).
- (2) DA Form 6116 (Booklet-ELI-2).
- (3) DA Form 6000 (Answer Sheet, ELI-1 and -2).
- (4) DA Form 6115-1 (Scoring Key, Rights, ELI-1).
- (5) DA Form 6116-1 (Scoring Key, Rights, ELI-2).
- i. Army Radio Code Aptitude Test, ARC-1.*
- (1) DA Form 6110-2 (Tape Recordings).
- (2) DA Form 6110 (Answer Sheet).
- (3) DA Form 6110-1 (Scoring Key).
- j. DA Pam 611-100 (Administering and Scoring the Army Classification Battery).*
- 7. Armed Forces Qualification Test (AFQT-3) (to be used in oversea facilities only in accordance with par. 28).**
- a.* DD Form 658 (Booklet).
- b.* DD Form 657 (Manual).
- c.* DD Form 660 (Answer Sheet).
- d.* DD Form 661 (Scoring Key, Rights).
- 8. Armed Forces Qualification Test (AFQT-4) (to be used in oversea facilities only in accordance with par. 28).**
- a.* DD Form 659 (Booklet).
- b.* DD Form 657 (Manual).
- c.* DD Form 660 (Answer Sheet).
- d.* DD Form 662 (Scoring Key, Rights).
- 9. Army Classification Battery (1958 Edition) (to be used for preinduction examinations in oversea facilities only in accordance with par. 28). For list of mental testing instruments, see AR 611-208, as amended.**

APPENDIX XV

INSTRUCTIONS FOR COMPLETION OF DA FORM 2035-R

1. References.
 - a. AR 601-270.
 - b. AR 601-210.
 - c. DA Pam 611-100 (1956 or 1958 Edition, as appropriate).
2. DA Form 2035-R (Computation of ACB Aptitude Area Scores) (app. XVI) will be used for computing ACB aptitude area scores of Selective Service registrants and Army applicants examined at Armed Forces examining stations and in oversea areas. This form will be reproduced locally on 8- by 10½-inch paper.
 3. The form will be completed in duplicate in ink or typewriter as follows:
 - a. Complete the column headed "Test Form." (*Examples: VE-1, MA-5, etc.*)
 - b. Enter standard test scores in each blank box for each test row. Standard scores for each test appear on ACB answer sheets. Enter scores twice in boxes divided by a dotted line. Enter "U" for unsatisfactory score in ARC row. If the Army Radio Code Aptitude Test has not been administered, leave ARC row and RC column blank.
 - c. Examining stations will compute the Clerical Aptitude Area score (CL) using the computing formula: $\frac{VE+2ACS}{3}$. Oversea organizations will compute Aptitude Areas CO-A and CO-B in accordance with paragraph 25, DA Pam 611-100, as amended (1958 Edition).
 - d. Enter total for each aptitude area column. If "U" appears in RC column, enter "U" for total.
 - e. Divide each total by number indicated. Disregard fractions if less than ½ (.5); round out to the next whole number if fraction is ½ (.5) or more. Enter result in "Aptitude Area Score" row. Enter "None" if total shows "U".
 - f. Two separate copies of DA Form 2035-R will be completed for each examinee. The conversion to standard scores and the computation of aptitude area scores will be done independently on each copy. Any inaccuracies found on either copy will be corrected.
 - g. The AFES psychologist or his designated assistants who compute and verify the scores will sign the form.
 4. For acceptable registrants, one copy of DA Form 2035-R will be stapled to the original DD Form 47 (Record of Induction) and processed in accordance with instructions for that form; one copy will be filed in the applicant and registrant files in accordance with paragraph 5, AR 345-265. For unacceptable registrants, DA Forms 2035-R will be filed in the applicant and registrant files in accordance with paragraph 5, AR 345-265. For registrants processed in oversea commands in accordance with paragraph 28, AR 601-270, DA Forms 2035-R will be stapled to the original of DD Form 47 for acceptable and unacceptable registrants. For applicants enlisted including those who fail to meet ACB requirements for enlistment options and are enlisted in the Regular Army unassigned, one copy of DA Form 2035-R will be stapled to the duplicate of DD Form 4 (Enlistment Record—Armed Forces of the United States) and processed in accordance with instructions for that form; one copy will be filed in the applicant and registrant files in accordance with paragraph 5, AR 345-265. For applicants not enlisted, DA Forms 2035-R will be filed in the applicant and registrant files in accordance with paragraph 5, AR 345-265.

11 March 1960

AR 601-270

[AG 341.8 (17 Nov 59) AGSP]

By Order of *Wilber M. Brucker*, Secretary of the Army:

L. L. LEMNITZER,
General, United States Army,
Chief of Staff.

Official:

R. V. LEE,
Major General, United States Army,
The Adjutant General.

Distribution:

Active Army: To be distributed in accordance with DA Form 12-4 requirements for DA Regulations, Personnel/
Enlisted-D (CONUS, USARAL, USARCARIB, USARPAC); plus: CoA (10); MPPD (25);
MAAG (5); mll man (5).

NG: State AG (3).

USAR: None.