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CHANGE }
No. 1 }

DEPARTMENTS OF THE ARMY
THE NAVY, AND THE AIR FORCE
WASHINGTON, DC, 15 December 1978

PERSONNEL PROCUREMENT

ARMED FORCES EXAMINING AND ENTRANCE STATIONS

This Change announces Chapter 9, Processing of Selective Service Registrants.

AR 601-270/AFR 33-7/OPNAVINST 1100.4/MCO P 1100.75, 20 October 1977, is changed as follows:

1. New or changed material is indicated by a star.
2. Remove old pages and insert new pages as indicated below:

<i>Remove pages</i>	<i>Insert pages</i>
i through iii	i through iii
1-1 and 1-2	1-1 and 1-2.1
	9-1 through 9-8
	Figures 9-3, 9-7, 9-11, 9-13, and 9-15

3. File this change sheet in front of the publication for reference purposes.

The office of primary interest in this joint publication is the Office of the Deputy Chief of Staff for Personnel. Users are invited to send comments and suggested improvements direct to HQDA (DAPE-MPE), WASH, DC, 20310. Army users will use DA Form 2028 (Recommended Changes to Publications and Blank Forms).

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DEPARTMENTS OF THE ARMY
THE NAVY AND THE AIR FORCE

WASHINGTON, DC, 20 October 1977

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

This is a complete revision of AR 601-270 and changes are made throughout. Local supplementation of this regulation is not permitted without prior approval of HQDA. If supplements are desired, one copy of each proposal will be forwarded through channels to HQDA (DAPE-MPE) WASH DC 20310. Each endorsing agency will provide an assessment of the applicability of the proposal as pertains to all subordinate elements.

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* This regulation supersedes AR 601-270, 18 March 1969, including all changes, and rescinds DA Forms 2035-R, 2982, 3472-R, and DD Forms 557 and 804 for Army use.

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CHAPTER 1

GENERAL

1-1. Purpose. ★ Chapters 1 through 8 prescribe Armed Forces Examining and Entrance Station (AFEES) operational policies, functions, and procedures, and implements Department of Defense Instruction (DODI) 1145.2, 3 June 1965, Armed Forces Examining and Entrance Stations Program Policy, as amended for enlistments. It also prescribes related policies and procedures applicable to recruiting activities of the Armed Forces and contains agency and command responsibilities for operation and support of AFEES. Chapter 9, implements DODI 1145.2 for processing of Selective Service Registrants. The primary mission of AFEES is to examine applicants to determine their medical and mental qualifications for enlistment in the US Armed Forces in accordance with eligibility standards established by the service concerned, and enlist in the Armed Forces those applicants accepted for enlistment by the sponsoring military service.

1-2. Scope. This regulation is applicable to the Active Army, Army National Guard, US Army Reserve, Departments of the Navy and the Air Force, and Headquarters, Marine Corps.

1-3. Explanation of terms. For the purpose of this regulation, terms pertinent to AFEES, US Military Enlistment Processing Command (MEPCOM), and recruiting activities contained in appendix A apply.

1-4. Agency and command responsibilities. Agency and command responsibilities and functions for operation and support of AFEES activities, are—

a. DOD Executive Agent. Headquarters, Department of the Army (HQDA) acts as the Executive Agent for DOD in all matters pertaining to the operations of MEPCOM and the AFEES. The Deputy Chief of Staff for Personnel (DCS-PER) has been delegated the responsibility of general

staff supervision and control of MEPCOM and the AFEES, and—

(1) Development of policies and procedures in coordination with departmental or other Federal agencies, as appropriate, and when necessary, obtaining sanction from the Office of the Assistant Secretary of Defense (Manpower and Reserve Affairs) (ASD(M&RA)).

(2) Programing, budgeting, and financing operating costs.

(3) Civilian personnel staffing.

(4) Submission of proposed changes in AFEES locations and personnel staffing requirements to ASD(M&RA).

(5) Providing AFEES fiscal year and quarterly workload projections to Commanding General, US Military Enlistment Processing Command (CG, MEPCOM) for operational planning purposes.

b. Departments of the Army, the Navy, and the Air Force and Headquarters, Marine Corps. Departments of the Army, the Navy, and the Air Force and Headquarters, Marine Corps have responsibility for—

(1) Military personnel staffing of AFEES and financing related pay and allowance costs, including PCS travel and TDY travel for service unique purposes.

(2) Financing costs for transportation, meals, and lodging of applicants and enlistees.

(3) Furnishing AFEES examination and enlistment (Regular and Reserve Components including delayed entry programs) workload projections (fiscal year and quarterly) to the Executive Agent.

(4) Providing Executive Agent with basic eligibility criteria for enlistment and reenlistment, instructions for preparation of Enlistment Agreements (DD Form 4); assignment of enlistees and distribution of enlistment documents.

(5) Coordinating MEPCOM policy matters with the Executive Agent, as required. Requests

for assignment of new functions to MEPCOM will be submitted to the Executive Agent a minimum of 180 days prior to the planned implementation date.

c. Commanders of military installations. Commanders of military installations are responsible to ensure that AFEES are provided necessary—

(1) Personnel and administrative services support (including legal and pay).

(2) Logistical support except where interservice support is obtained from other military services in accordance with Defense Retail Interservice Support (DRIS) Manual (DOD 4000.19-M).

d. Major recruiting forces of the Army, Navy, Air Force, Marine Corps, and Reserve Components. Commanders of major recruiting forces of the Army, Navy, Air Force, Marine Corps, and Reserve Components are responsible for—

(1) Ensuring uniform compliance with policies and procedures prescribed in this publication.

(2) Providing quarterly recruiting objectives by the 20th of the month beginning the fiscal quarter assigned to subordinate commands to CG, MEPCOM for AFEES operational planning purposes.

(3) Maintaining liaison and coordination on matters of mutual concern with CG, MEPCOM.

e. Army, Navy, Air Force, Marine Corps, and Army Reserve regional recruiting activities (app C). Commanders of Army, Navy, Air Force, Marine Corps and, Army Reserve regional recruiting activities are responsible for—

(1) Ensuring that pertinent policies and procedures prescribed in this publication are implemented uniformly.

(2) Providing quarterly recruiting objectives by AFEES assigned to subordinate commands to appropriate MEPCOM Sector commanders for AFEES operational planning purposes.

f. US Military Enlistment Processing Command (MEPCOM). CG, MEPCOM will perform command, control, and operation of all AFEES as the operating agency of HQDA and—

(1) Monitor the AFEES system and provide necessary administrative support and management guidance.

(2) Provide direct technical guidance and advice to AFEES Chief Medical Officer.

(3) Perform review and analysis, develop necessary plans and programs, and submit budget requirements to the Executive Agent.

(4) Establish and maintain AFEES facilities, at locations prescribed by ASD(M&RA), and develop facility layouts and space and equipment requirements.

(5) Inspect all AFEES, in accordance with AR 20-1, not less than once annually to ensure uniform compliance with established policies and procedures.

(6) Develop AFEES workload capabilities (testing, medical examination, and processing), staffing patterns, and personnel requirements and publish and distribute joint tables of distribution (TD), or changes thereto, to appropriate agencies and activities.

(7) Maintain computerized data based on examinations and enlistments accomplished by AFEES for development of statistical summaries and analyses and submit manpower accession information to the Armed Forces.

(8) Furnish AFEES fiscal year and quarterly workload projections to subordinate commanders.

(9) Initiate requests, as necessary, to obtain administrative services (to include legal services) and logistical support for AFEES activities.

(10) Maintain liaison with commanders indicated in paragraph *c* above, Military Traffic Management Command (MTMC), major personnel procurement forces of the Armed Forces and GSA.

g. MEPCOM Sectors. Commanders of MEPCOM Sectors will exercise direct command authority for operations of AFEES within their respective geographical areas of responsibility and will—

(1) Supervise operations of AFEES to ensure established policies and procedures are accomplished effectively and efficiently.

(2) Monitor AFEES personnel, facilities, equipment, supplies, administrative services, and logistical support requirements and request assistance when necessary.

(3) Furnish monthly workload projections to AFEES and monitor the daily flow of applicants into AFEES for examination and enlistment.

(4) Maintain liaison with appropriate counterpart Army, Navy, Air Force, Marine Corps, and Reserve Component recruiting commanders/

directors to ensure maximum cooperation in connection with AFEES matters of mutual concern.

(5) Perform formal accounting for appropri-

ated funds, develop financial plans, programs and budgets, conduct audits, financial review, and analysis of operations.

h. AFEES. AFEES commanders are responsible, on behalf of all services, for exercising command authority and direction necessary for accomplishment of the AFEES mission and functions and efficient administration and management of activities in accordance with policies and procedures prescribed in this publication, and supplemental instructions furnished by Executive Agent activities. AFEES commanders will—

(1) Provide daily allocation of examination and enlistment processing capabilities, on a proportional basis to local area recruiting commanders for planning purposes.

(2) Provide meal and lodging contract specifications and requirements and transportation requirements, if applicable, to the supporting purchasing and contracting office.

(3) Act as contracting officer's representative (when so appointed in writing by the contracting officer in the supporting purchasing and contracting office) in contract negotiations and contract performance for support provided under commercial contract.

(4) Coordinate AFEES schedule and procedures with supported recruiting commanders.

(5) Assure that medical and mental qualifications are determined accurately in accordance

with service standards.

(6) Assure that enlistment packets are complete and documents are legible and accurate as prescribed by service directives.

(7) Provide personalized, professional advice to each applicant and ensure the highest standards of human dignity are maintained.

(8) Perform informal accounting for appropriated funds, develop financial plans and programs, conduct financial review and analysis, and management analysis to maximize operational efficiency in terms of fund resources.

(9) Conduct effective business relations with contractors, vendors, lessors, and Government agencies supporting the AFEES.

i. Local area recruiting activities. Commanders of respective Armed Forces local area recruiting activities are responsible for accomplishment of applicable procedures prescribed in this publication.

(1) Scheduling of applicants for examination and enlistment on a daily even-flow basis in accordance with procedures established by MEP-COM.

(2) For each applicant, provide AFEES with completed DD Form 1966/1 WS (scheduling and coding worksheet for enlistees through AFEES).

CHAPTER 2

RESPONSIBILITIES

2-1. AFEES functions. The functions of AFEES are to—

a. Examine applicants to determine their medical and mental qualifications for enlistment in the Armed Forces in accordance with eligibility standards established by the service concerned.

b. Enlist in the Armed Forces those applicants accepted for enlistment by the sponsoring military service.

c. Prepare Enlistment Agreements (DD Form 4 or 4c) and administer the Oath of Enlistment.

d. Prepare enlistment orders for assignment and travel of enlistees to initial recruit reception activities, or other duty stations designated by the sponsoring service.

e. Distribute enlistment documents as required by service directives.

f. Arrange transportation for enlistees to local transportation terminals and onward movement to stations designated by the sponsoring service.

g. Conduct examining operations at remote AFEES sites in accordance with policies and procedures prescribed in this publication and by CG, MEPCOM.

h. Provide arrangements for lodging, meals, and transportation, if applicable, of applicants and enlistees while they are at AFEES. If it is necessary to procure commercial facilities for this purpose, such procurement will be accomplished only through the supporting purchasing and contracting office. Contracting officers within such offices will accomplish the procurement in accordance with the Armed Services Procurement Regulations.

i. Maintain accountability of services rendered by contractors and vendors and submit payment documents in accordance with procedures established by CG, MEPCOM.

j. Conduct medical examination of individuals not included in the AFEES programed workload established by the Executive Agent, when requested by Armed Forces or other Federal activities, if examinations will not adversely affect accomplishment of the primary mission. The sponsoring activity will obtain parental or guardian consent to medical examination, if required

(see para 3-6). The examinations will be scheduled in advance through coordination with AFEES. Costs incident to the medical examination, including specialty consultations and laboratory evaluations ordered by the AFEES physician, will be paid from MEPCOM operating funds on a nonreimbursable basis, unless reimbursement provisions are specified.

k. Report examination and enlistment information and other data in accordance with procedures prescribed by Executive Agent activities.

l. Conduct ENTNAC interview, fingerprint applicants, and send completed DD Form 1584 to Defense Investigative Service.

m. Conduct orientation briefings concerning operation of AFEES for recruiting personnel as requested by the recruiting service.

n. Conduct institutional testing with ASVAB in accordance with AR 601-222.

o. Discharge any individual found to have erroneously or fraudulently enlisted during the period after swearing in but prior to departure for the reception station/training center, if service directives authorize the discharge.

2-2. Recruiting activity functions. The functions of local area recruiting activities are to—

a. Schedule applicants on a daily basis for examination, testing, and enlistment.

b. Conduct a preliminary screening of applicants to ensure that those who are obviously physically unfit for military service (e.g., overweight or administratively ineligible for enlistment (unless a waiver of the disqualifying condition is being considered)) or ineligible for ASVAB retesting are not forwarded to AFEES for examination.

c. Obtain parental or legal guardian consent to medical examination of minors (see para 3-6).

d. Arrange necessary transportation for applicants to AFEES (or place of lodging when appropriate) or remote AFEES examining sites and return to their residence when applicable.

e. Explain procedures that must be followed to receive meals and lodging at the contract facility. Explain rules of conduct expected of applicants

during their stay at contract lodging facilities and advise applicants of the services available at the lodging facility, including those for which a fee is chargeable to them, and the provisions of paragraph 3-5.

f. Stress to applicants the importance of reporting for examination on schedule and in a rested condition.

g. Identify applicants that require special examinations or testing necessary to determine qualification for specific enlistment programs. Furnish the name and date institution was tested when applicants have been tested by the institutional ASVAB. Identify prior service applicants and specify medical fitness standards to be applied.

h. Determine eligibility of applicants for enlistment, including enlistment grade or rank, in accordance with service directives.

i. Prepare and forward requests for waiver of disqualifying conditions, when necessary or appropriate, through recruiting channels.

j. Furnish DD Form 1966 (page 1-6 and 1 WS), DD Form 1584, FD Form 258, or DD Form 369 as applicable and necessary assignment/travel orders data for applicants scheduled to enlist. It is essential for joint recruiting/AFEES operating efficiency, that all enlistment forms be prepared accurately, legibly, and completely.

k. Explain enlistment commitments to applicants, including the precise nature of the specific option and complete items 16-20 of DD Form 4 or items 31-35 of DD Form 4c (Signature of Applicant and Witness) as applicable, before the Oath of Enlistment is administered.

l. Support the DOD high school test program established by DODI 1304.12 prescribed in AR 601-22/AFR 33-6/OPNAVINST 1230.1A/MCO 1130.52B/CG COMDTINST 1130.13A.

CHAPTER 3

POLICIES

3-1. AFEES operation. AFEES will usually operate on a 5-day work week excluding Federal holidays. MEPCOM Sector commanders may authorize operation of AFEES on Saturdays, weekends, or holidays if requested by one or more of the recruiting services through the Interservice Recruitment Committee (IRC). CG, MEPCOM will establish procedures for requesting Saturday/weekend/holiday operations and furnish the Executive Agent with quarterly reports on these operations.

3-2. Interservice Recruitment Committee (IRC) and Mid-Level Interservice Recruitment Committee (MIRC). AR 601-222 establishes membership and procedures for the IRC/MIRC. It is essential to accomplishment of the AFEES and recruiting mission that the IRC be the governing forum for resolving issues at the AFEES and local recruiting activity level of command. The IRC must be apprised of detailed procedures for scheduling of applicants, meals, lodging, and transportation, testing and examination capabilities, 1-day processing capabilities, and Saturday/weekend/holiday planning. Issues which are not resolved by the IRC will be surfaced to the MIRC for resolution.

3-3. Scheduling of applicants. Applicants will be scheduled for processing on a name and SSN basis, in accordance with procedures established by CG, MEPCOM, a minimum of 24 hours prior to the arrival of the applicants on the projected day of processing. Examining and/or enlistment requirements and time of arrival will be furnished for each applicant.

3-4. Conduct of processing. Favorable impressions of the Armed Forces gained by applicants while they are at an AFEES may well be the determining factor in a decision on the part of these applicants to enlist or plan a career in one of the services. Therefore, AFEES commanders will ensure that the processing of all applicants is accomplished in the most considerate and efficient manner. Applicants will be processed in an in-

dividualized, personal manner. Language whether spoken or written which is abusive, arrogant, or in any way tends to humiliate or degrade applicants, will not be condoned under any circumstances. Applicants will be identified by their names. Engagement in recruiting interviews with applicants for enlistment, by other than recruiting representatives or guidance counselors assigned to their sponsoring service, is not authorized within AFEES facilities.

3-5. Examination of applicants. Policies, responsibilities, and procedures for medical examination and mental testing of applicants for enlistment and related matters are contained in chapters 7 and 8. Examination or processing of an applicant without a social security number (SSN) is not authorized. Examination or processing of an applicant for enlistment in an intoxicated condition (alcohol or drugs) is not authorized. Enlistment of an applicant who has become liable to a contract facility for services rendered or loss/damage incurred while in an applicant status will be suspended for a reasonable time to permit the facility management representative to pursue the matter with the applicant concerned. However, the AFEES commander has no authority to adjudicate a dispute between an applicant and the contract facility as to the applicant's pecuniary liability for alleged services or property damage/loss. The applicant will be returned to the appropriate recruiting service for a determination of eligibility for enlistment.

3-6. Examination of minors. *a.* A minor is an unmarried male or female applicant under age 18 years. The age of majority for examinees who are not applicants for enlistment will be determined by the law of the State in which the examination occurs.

b. Written consent by the parents or guardians of examinees who are minors will be obtained for each medical examination. The Parental/Guardian Consent for Enlistment contained in DD Form 1966, Application for Enlistment—Armed Forces of the United States, will be used for this

purpose in the case of applicants for the Armed Forces. For other examinees, written consent showing the examinee's name, parent's or guardian's names, address, signatures and the date will be sufficient.

c. Minors are competent to consent to mental testing. Consent by parents or guardians for this purpose is not required.

3-7. Public affairs. a. *General.* Examining and processing records accomplished or prepared at AFEES contain privileged information and, therefore, will only be released to authorized personnel in accordance with the Privacy Act of 1974 (5 USC 552a). The use of Government facilities and personnel for the purpose of compiling materials for use by commercial enterprises is prohibited. Policies and procedures concerning release of information from Army records are contained in AR 340-17 and AR 340-21. Army public information policy is contained in AR 360-5.

b. *Interviews and/or photographs.* Interviews with, or photographing of, applicants and enlistees by news communications media is encouraged provided:

(1) It does not interfere with or disrupt accomplishment of examining functions.

(2) Applicants/enlistees fully understand they are not obligated to talk with media representatives but consent to do so.

(3) They are not conducted while applicants are actually engaged in physical and mental examination or actual enlistment ceremony. Simulation of physical and mental examination may be made provided that all photographs will be in good taste. Applicants being photographed will be fully attired and will be photographed in poses which reflect personal dignity and decorum.

c. *Interviews within the AFEES.* Requests for interviews within the AFEES facility by national media (excluding local network affiliates) will be referred through the Sector commander to HQ, MEPCOM and forwarded to HQDA (Chief of Public Affairs).

d. *Visitors to AFEES.* The general public,

especially relatives and friends of applicants for enlistment, will be encouraged to visit AFEES. Visitors should be greeted and invited to witness the oath of enlistment ceremony and to photograph a simulated ceremony. They will not be permitted to visit processing and examining sections while in active operation.

3-8. Requisition of forms. Requisition and distribution of blank Department of Defense (DD), Department of the Army (DA), and Standard Forms (SF) forms will be made in accordance with AR 310-2. AFEES not located on, or in close proximity to, an installation will submit requisitions for blank forms to the appropriate US Army Adjutant General Publication Center (USAAGPC). Requisitions for necessary forms issued by Department of the Navy and Air Force and HQ, Marine Corps will be submitted in accordance with AR 310-2.

3-9. Maintenance and disposition of files. AFEES files will be maintained and disposed of in accordance with AR 340-18 series (The Army Functional Files System). AFEES examination files will be located in a limited access area where only authorized personnel are permitted. They will be carefully safeguarded and secured at all times. Access to the files will be restricted to personnel on a "need to know" basis as determined by the AFEES commander. Medical examining records and supporting documents, AFEES mental test scoring worksheets, consents to medical examination of minors and other documents relating to the examination of an individual will be maintained in the examination files.

3-10. Release of information to Federal or State agencies. Physical examination results and mental test scores pertaining to rejected applicants may be released to Federal, State, local counseling and referral agencies in accordance with appendix E. Information will not be released without the written consent of the applicant concerned. The statement in appendix E will be used for this purpose.

CHAPTER 4

PERSONNEL

4-1. General. *a.* Administration of AFEES personnel will be governed by pertinent laws and regulations of the service in which they are members. Command control includes the authority and direction necessary for effective and efficient accomplishment of assigned functions.

b. Efficiency reports will be prepared in accordance with directives issued by the respective services. Rating patterns or schemes prescribed by CG, MEPCOM and MEPCOM Sector commanders will be followed.

c. Nonjudicial punishment actions and court-martial charges involving members of the same service as that of the AFEES commander will be disposed of in accordance with directives issued by that service. Recommendations concerning nonjudicial punishment and court-martial charges involving members of a service other than that of the AFEES commander will be forwarded in accordance with instructions furnished by the appropriate MEPCOM Sector commander. (Sector commanders will coordinate such matters with their counterparts of the other services.) Non-Army AFEES commanders will forward recommendations concerning imposition of nonjudicial punishment or disposition of court-martial charges involving Army personnel to the appropriate US Army regional recruiting commander for necessary action, unless the Army personnel are assigned or attached to another Army unit for disciplinary purposes.

d. Each service may, in coordination with CG, MEPCOM, conduct routine visits of their personnel on duty with AFEES. The senior member of each service assigned to AFEES is authorized, through coordination with the AFEES commander, to report any matter deemed necessary or appropriate through command channels applicable to his/her service.

4-2. Staffing. AFEES, consisting of a Headquarters, Processing, Medical Examination and Mental Testing Sections, will be staffed by military personnel of the Armed Forces and civilians provided by the Executive Agent. Civilian personnel will be used in staffing AFEES to the maximum

practical extent. Military staffing contributions of each Armed Force will be proportionate to their programmed accession requirements in the forthcoming 5 years; i.e., the number of men and women applicants programmed for mental, physical examination and enlistment by AFEES. AFEES personnel staffing will be monitored to ensure that adequate operational continuity is maintained. CG, MEPCOM, will develop, document, and submit necessary changes in personnel requirements to the Executive Agent for coordination and submission to ASD(M,RA&L).

4-3. Assignment qualifications. Assignment qualifications for officer and enlisted personnel are listed in appendix N.

4-4. Relief of unsatisfactory personnel. Military personnel assigned or attached to AFEES whose personal conduct merits disciplinary action, or who are derelict in performance of duty, will be considered for expeditious relief of reassignment from AFEES.

a. Individuals being considered for relief will be advised of the contemplated action in writing by the AFEES commander. The letter will cite the reason(s) for the action being taken and require acknowledgment of the letter in writing within 10 days from date of receipt. The individual may include with the acknowledgment a written statement in his own behalf.

b. AFEES request for relief of an individual will be forwarded to sectors and include—

(1) A statement of the basis for the request for relief.

(2) A statement that individual has been afforded maximum training opportunities and supervision, if appropriate.

(3) A recommendation whether disciplinary or appropriate administrative procedures should be initiated.

(4) A comprehensive evaluation of enlisted personnel and an evaluation for officers similar to that prescribed by AR 623-105, as appropriate.

(5) A statement indicating the individual's aeronautical rating and current flying status, when appropriate.

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(6) The letter advising the individual of the proposed action, together with the individual's acknowledgment and statement, if any.

(7) Statement that reclassification actions in accordance with applicable service regulations

have been considered.

c. CG, MEPCOM will establish investigative and relief procedures in coordination with sector/regional recruiting commanders, supplementing the above requirements.

CHAPTER 5

FACILITIES

5-1. General. The Executive Agent will provide facilities for AFEES on a common service basis. CG, MEPCOM, will submit requests for necessary relocation of AFEES to the Office, Chief of Engineers. Relocation of an AFEES from one metropolitan area to another will require prior approval from ASD(M,RA&L). Proposed relocation of AFEES by General Services Administration (GSA) will be coordinated by the appropriate division or district engineer with CG, MEPCOM. Requests for office space in AFEES facilities from non-AFEES activities will be submitted through normal command channels of the service concerned to the Executive Agent for consideration.

5-2. Responsibilities. CG, MEPCOM, will—

a. Establish space requirements and construction criteria for AFEES and provide the Office, Chief of Engineers with data for revision of the GSA Occupancy Guide.

b. Develop and/or approve facility layout designs for all AFEES. Upon such approval, the layouts will be furnished to the appropriate division or district engineer for coordination with GSA. The adequacy of space must be determined in individual cases by the application of operational layout requirements and configuration of the building in which the space is located.

c. Program the military construction of new facilities peculiar to the AFEES mission. Such construction requirements will be carefully coordinated with installation commanders and must reflect properly on the Master Plan (or General Site Plan) for the specific installation.

d. Develop and/or approve alteration plans for the modernization of AFEES necessary to meet established criteria.

5-3. Standards. The following standards will be used in providing adequate facilities for the AFEES:

a. Station facilities will meet established physical security and safety standards and will be kept in a good state of repair.

b. Sufficient space must be provided to avoid

undue congestion and permit orderly handling of applicants throughout all processing.

c. Medical facilities will be arranged and equipped to the extent possible to permit simultaneous and separate examination of men and women.

d. When stations are not located on military installations, they will be located convenient to public transportation and food and lodging facilities.

e. Suitable toilet and lavatory facilities will be provided.

f. Adequate ventilation and air conditioning is required.

g. The initial receiving room will be readily accessible to the place of entry into the building. Uniform directional signs of professional quality will be posted throughout the AFEES.

h. Sufficient seating accommodations will be provided so that applicants will not be required to stand.

i. Provisions for safeguarding of personal items and clothing of applicants will be provided.

j. Appropriate lounge facilities for applicants and visitors will be provided.

k. Ceremony rooms will be maintained and equipped to afford a solemn and dignified atmosphere.

l. Have sufficient capacity to expand rapidly during mobilization.

5-4. Meal and lodging facilities. *a.* Provisions for meals and lodging of applicants and enlistees while they are at the AFEES undergoing processing or waiting shipment after enlistment will be made on a contract basis, except to the extent that in-house lodging and dining facilities are available which do not require the services or products of a commercial firm. AFEES commanders will submit requirements to their supporting purchasing offices in order that contracting officers therein may procure the lodging/dining facilities in accordance with the Armed Service Procurement Regulations. Provisions for accounting of services to be rendered by commercial firms will be made a part of the contract. DD Form 652 (Uniformed Services Meal Ticket) will

be issued only to procure meals required en route to reception stations/initial duty stations or where it is impractical or uneconomical to maintain a contract for this purpose. It is intended that meal contracts be maintained where practical and that the bulk of applicant feeding be through contract facilities. The only individual authorized to negotiate or obtain pricing data is the contracting officer or his duly appointed representative. AFEES commanders when appointed may function as contracting officers representative for qualifications of bidders and sufficiency of contract services.

b. General standards to be followed in providing food and shelter for applicants and enlistees on a contractual basis are indicated below. CG, MEPCOM, will prescribe necessary detailed specifications and standards for the dining and lodging arrangements. These specifications and standards will be included in contracts drafted by contracting officers in supporting purchasing offices.

(1) The sanitary and health standards shall approximate or exceed those established by the State, county or local Government for the locality where the messing and/or lodging facility is located.

(2) Nutritionally balanced meals, short order and box lunch menus, are provided in appendix D. These menus are prescribed as minimum standards for contractual purposes. Meals may be obtained a la carte providing the cost does not exceed the dollar amount provided for that meal as outlined in the contract award. Short order menus are authorized by CG, MEPCOM. Catered meals (meals prepared in commercial facilities and delivered to the AFEES) must approximate or exceed the specifications outlined in appendix D as appropriate.

(3) AFEES commanders assisted by the Chief Medical Officer will conduct inspections of facilities as frequently as deemed necessary, to ensure that the meals and lodging furnished meet specifications established by the contract. The AFEES commander will furnish written reports of contract violations to the contracting officer in the form required by such official, with a copy furnished to HQ MEPCOM, ATTN: MEPCRM-L.

(4) The following minimum standards will apply to billeting facilities—

(a) The building will present an attractive

appearance both inside and outside.

(b) The sleeping facilities furnished will be solely on the basis of one individual to a bed and with no more than two individuals to a room.

(c) Each room will include bathing and toilet facilities.

(d) Privileges normally extended to guests of the establishment must be provided individuals billeted at Government expense.

(e) Bed linens must be changed daily, regardless of whether the same individual occupies the same bed more than one night.

(f) All rooms must have at least one window facing an open court or side of the building (rooms opening on a narrow airshaft are not acceptable).

5-5. Remote AFEES examination facilities. Facilities for examination of applicants outside of AFEES will be designated by the AFEES commander through coordination with recruiting commanders in accordance with procedures prescribed by CG, MEPCOM. AFEES commanders are responsible to ensure that remote facilities meet standards necessary for the conduct of required examinations in an orderly and efficient manner. Prescribed procedures (chap. 7) for administration and protection of mental tests will be strictly followed.

5-6. Testing facilities. a. The following standards will be used in providing adequate facilities and equipment for testing of applicants for enlistment. Testing rooms will—

(1) Have suitable desks or tables and chairs for examinees. Writing surfaces will be flat and smooth. The space allotted to each individual must be wide enough to accommodate a test booklet and a separate answer sheet. Chairs with writing arms are not considered adequate for this purpose.

(2) Be free from distracting noises, properly illuminated, adequately ventilated, and maintained in a comfortable temperature.

(3) Have a raised platform or rostrum for the test administrator so he can see and be seen by all examinees. An exception to this requirement may be granted when there is assurance that the test administrator can see and be seen by all examinees.

(4) Be furnished interval timers. The timers will be checked frequently for accuracy.

(5) Be furnished with a clock(s). The clock(s) will be located where it is clearly visible to all examinees. A sign stating "Test will end at (time)" (large enough to be easily read by all examinees) will be placed near the clock.

(6) The test room door(s) will be closed while tests are in session. A sign "Test in session— will end _____," or similar sign, will be posted on the outside of each entrance door during the test session.

(7) If considered necessary, be equipped with communications, such as a buzzer system, which will permit the test administrator or proctor to obtain immediate assistance.

b. Testing of applicants outside AFEES will be conducted within available Government facili-

ties or associated facilities, such as VFW Posts and American Legion Halls when these organizations authorize their use. Requests for exception to this policy (i.e., use of leased facilities when Government facilities are not available) based on increased efficiency and general cost effectiveness, may be submitted to MEPCOM ATTN: MEPCT. When other facilities are not available, recruiting station activities may be used provided they meet standards outlined in *a* above and security measures for protection of tests and related materials against loss, compromise, or disclosure to unauthorized personnel can be maintained and strictly enforced at all times. Storage of accountable test material at recruiting stations is not authorized. Sector commanders must personally approve the use of recruiting stations for testing and notify MEPCOM, ATTN: MEPCT.

CHAPTER 6

PROCESSING PROCEDURES

6-1. General. Plans for efficient and orderly conduct of processing workloads, necessary hire of fee basis physicians, and meal, lodging, and transportation arrangements will be established based on projections for examination and enlistment requirements furnished by the recruiting services. Consideration will be given to overall workload requirements, arrival schedules, and transportation departure schedules. Meal and lodging costs will be held to a minimum consistent with operational requirements. However, the quality of examinations or processing efficiency will not be sacrificed for the purpose of saving holdover costs or meeting transportation departure schedules. Whenever possible, prior service personnel will be given priority processing. Medical examination of applicants out-of-station may be authorized as an exception to policy by CG, MEPCOM. Consideration will be given to availability of personnel, facilities, and equipment necessary for efficient accomplishment of the overall examining workload. The general processing flow cycle for applicants is illustrated at appendix F.

6-2. Processing Officer. Processing officers will—

- a. Supervise applicant processing activities.
- b. Receive applicants for enlistment and maintain control of the examining flow and processing operations.
- c. Establish and enforce procedures for safeguarding Examination files and to ensure that access to these files is limited to authorized personnel.
- d. Provide applicant examination results to sponsoring recruiting services.
- e. Supervise the preparation of Enlistment Agreements (DD Forms 4 and 4c) and Enlistment/Travel orders and review enlistment packets to ensure they contain all necessary enlistment forms and documents.
- f. Administer the Oath of Enlistment and sign the confirmation of enlistment (DD Form 4).
- g. Distribute enlistment forms and documents as required by service directives.

h. Arrange for movement of enlistees from AFEES to recruit/reception or initial duty stations designated by the sponsoring service.

i. Submit examining, enlistment, and operational data in accordance with procedures prescribed by Commanding General, MEPCOM.

6-3. Consent to medical examination of minors (anyone under 18 years of age). DD Form 1966, page 6 (Parental/Guardian Consent for Enlistment) will be used to obtain parental or guardian consent to medical examination of a minor. Written consent for enlistment of a minor (completed page 6, DD Form 1966) will be considered as consent for a medical examination. If doubt as to whether parental or guardian custody and control exists, the applicant will be returned to the sponsoring military service. Married minor applicants do not require consent.

6-4. Applicants previously examined. The examination files will be searched to determine those applicants previously examined. Medical records, statements, and consultation reports will be included in the current processing files of the applicant and furnished to the Medical Examining Section. Where centralized files are maintained, ASVAB test data will be furnished to the section when required for testing purposes.

6-5. Reception and control. Applicants will be given an initial orientation which will include a general description of the processing sequence, meal arrangements, approximate time when their processing will be completed, and procedures for notification of examining results. Absentees will be determined (unless previously determined by recruiting liaison representatives) and their names reported to the sponsoring recruiting service.

6-6. Enlistment documents. Enlistment Agreements (DD Forms 4 and 4c), enlistment/travel orders and distribution of enlistment records, statements and other documents will be accomplished in accordance with instructions fur-

nished by the respective services. DD Forms 4 and 4c will be prepared based on data contained in DD Form 1966 furnished by the recruiting services. Completed DD Forms 4 and 4c will be reviewed to ensure that data furnished by the recruiting services has been recorded accurately and that each agreement contains the required signatures and initials. ASVAB test scores and special test scores (DD Form 1966 and 1 WS) will be compared with AFEES test scoring worksheets (DOD Form 1304.12K). Enlistment/travel orders will also be reviewed for accuracy and completeness and to ensure that enlistment dates and periods and enlistment commitments coincide with enlistment agreements.

6-7. Oath of enlistment. *a.* The Oath of Enlistment will be an auspicious and dignified ceremony and given only in the English language. Matters or activities not related to the Oath of Enlistment will not be condoned during the enlistment ceremony. The general meaning of Article 83, UCMJ and provisions for administrative discharge due to fraudulent entry will be explained prior to the ceremony. Provisions of section 502, title 10, United States Code, require that the Oath of Enlistment be administered by a commissioned officer; no exceptions to this statutory requirement can be granted. Any commissioned officer in service uniform of any Regular or Reserve Component of a US Armed Force (Army, Navy, Air Force, Marine Corps, and Coast Guard), whether or not on active duty, may administer the Oath of Enlistment (10 USC 1031). "Commissioned officer" includes a commissioned warrant officer. The Army and Air Force do not have commissioned warrant officers. The phrase "whether or not on active duty" includes retired Regular or Reserve commissioned officers and Reserve commissioned officers not on active duty. The "Reserve Components" of the Armed Forces are the: Army National Guard of the US, Army Reserve, Naval Reserve, Marine Corps Reserve, Air National Guard of the US, Air Force Reserve and Coast Guard Reserve. For National Guard applicants the Oath of Enlistment must be administered by a National Guard commissioned officer of the State concerned.

b. Applicants will not be permitted to sign in item 22, DD Form 4, or item 37 DD Form 4c prior to administration of the oath by a commissioned

officer, as signature in items 22 or 37 are *confirmation* that the individual has been enlisted by virtue of having taken the oral oath. Accordingly, the Oath of Enlistment will be orally administered prior to the applicant's signing the oath confirmation in item 22 of DD Form 4 or item 37 of DD Form 4c. The Enlistment Agreement is legally binding after the oath has been taken, notwithstanding the applicant's failure to sign in item 22 or item 37.

c. The flag of the United States will be displayed prominently near the officer administering the oath. Each person will be advised that he/she has the option to swear or affirm the oath. The words "So help me God" may be omitted for persons who desire to omit them.

d. Explanation of articles of the UCMJ (except as indicated in *a* above), including Articles 85 and 86 (AWOL and Desertion), at AFEES is required at the conclusion of the enlistment ceremony.

e. AFEES commander may authorize administration of the oath outside of the AFEES when requested by the recruiting services for publicity purposes or other cogent reason. When so authorized, completed enlistment documentation must be returned to the AFEES within 72 hours of the enlistment.

f. Normally commissioned officers assigned to the AFEES will administer the Oath of Enlistment wearing the prescribed service uniform.

6-8. Enlistment/travel orders. The recruiting services are responsible for providing AFEES with the necessary information required for the accounting and assignment data on orders. AFEES will use DOD standardized orders formats for all services. Specific detailed instructions and orders formats are contained in appendix M.

6-9. Movement of enlistees, nonenlisted applicants, and transients. *a.* Policy and procedure for movement of personnel are contained in the Military Traffic Management Regulation (MTMR) (AR 55-355). This paragraph prescribes additional policy and procedure applicable to movement of enlistees from AFEES to initial duty stations, applicants to their homes, and military transients.

b. Generally, passenger standing route orders (PSRO) issued by MTMC in coordination with

each AFEES will govern the travel of enlistees to initial duty stations. The PSRO prescribes the mode of transportation, the carrier, the time, and the route for repeated travel between two points. The following principles are applicable in establishing and executing PSRO:

(1) Enlistee travel will not begin or end between 2400 and 0600 hours, local time. This prohibited time frame will be expanded as necessary to suit required arrival times specified by reception stations.

(2) Enlistees will start travel on the day of enlistment on the earliest available and suitable transportation which accords with the required latest arrival time at the reception station. *In no instance will an individual be enlisted if the reception station date and time specified cannot be met.* On a day when available seats under a PSRO are insufficient, the AFEES travel clerk will utilize other available transportation, provided it is not more costly, considering holdover delay costs, and it accords with required latest arrival time. When enlistees are necessarily held overnight because of unavailability of transportation, they will be shipped on the earliest available transportation (after 0600) the next day. Meals and lodging while awaiting transportation will be provided under existing contracts, with costs charged to personnel open allotments of the sponsoring services.

(3) The mode of transportation specified in the PSRO should be the most economical among the available routings which accord with the time constraints in (1) above. The costs of delay in commencing travel, including meals, lodging, and lost productive time, and necessary expenses en route are factors, over and above the basic fare, in comparing the economy of various modes. The recruiting service sponsoring the enlistee will establish the spectrum and valuation of these factors, and advise MTMC and the AFEES.

(4) Enlistees traveling overnight by rail will be provided sleeping accommodations. Overnight travel by air or bus will not be used.

(5) Adverse intangible effects will be considered, along with the more exactly measurable financial costs. These intangible effects vary among the numerous AFEES reception station combinations, and must be evaluated on a case-by-case basis. Common sense and good reason should govern these evaluations, with a goal of

facilitating departure arrangements, minimizing difficulties en route, and presenting a properly prepared enlistee at the reception station at a suitable time. Intangible considerations include, but are not limited to:

(a) Time lag between enlistment and departure should be minimal.

(b) Incidence of overnight holdover at the AFEES while awaiting transportation should be minimized.

(c) The local environment and personal conduct of the enlistee are factors in (a) and (b) above.

(d) En route transfers to connecting transportation within the same terminal should entail only a reasonable, moderate waiting time. Routings with "short connections" requiring a rapid transfer in which enlistees may miss the onward transportation should not be used.

(e) En route transfers to connecting transportation which require use of linking transportation such as taxicab or local bus, not provided by the carrier, between terminals should not be used.

(f) The enlistee should arrive at the reception station able to perform efficiently without extended rest. The usual rigors of travel, time zone changes, and especially total trip time reduce personal efficiency. No trip within CONUS without sleeping accommodations should be longer than 12 hours, in terms of local time at point of origin. Overnight stops for sleeping en route will not be used, except in emergency alternative routing.

c. When seat unavailability, flight cancellation, or other exigent conditions preclude adherence to a PSRO, the AFEES will arrange the most suitable alternate transportation. The AFEES will inform MTMC of the use of the alternate routing. If such conditions persist, a new PSRO will be established.

d. Enlistees en route to the same destination on the same transportation will normally travel in groups formed at the AFEES, with an enlistee group leader designated by the AFEES. One or more groups per destination may be dispatched daily, depending on the frequency of available transportation. One Government Transportation Request (GTR) covering the entire itinerary (provided that the initial carrier can issue ticketing for all succeeding carriers) will be

issued for the entire group, except when more than one travel fund citation is appropriate; e.g., a group composed of enlistees of two components of the same service. Only one fund cite will be shown on one GTR. The group leader will also carry all personnel records of the group, securely packaged. Each enlistee in the group will be issued one copy of his travel order at the AFEES.

e. Responsibilities of AFEES travel clerks:

(1) The travel clerk will perform liaison with local carriers serving the AFEES, to arrange accurate space blocking of seats/first class roomettes on commercial carriers.

(2) Travel clerks are authorized to communicate telephonically with HQ, MTMC on matters pertaining to their daily transportation operations. Transportation matters related to changing established policy will be processed in writing through channels. This includes:

(a) Passenger Standing Route Order (PSRO) that requires changes of mode.

(b) PSRO requiring substantial delay or holding accessions overnight.

(3) The travel clerk issues GTR's, safeguards all blank GTR's in their custody, and stores them in a suitable safe or locked container after normal duty hours. GTR's will not be signed until they have been completed in accordance with the proper travel orders. Instructions pertaining to the use, issue, accounting, distribution and preparation of GTR's are contained in chapter 309, MTMR.

(4) Uniformed Services Meal Ticket (DD Form 652) will be issued as required to provide all normal meals during travel. These documents will be safeguarded in the same manner as GTR's. Detailed instructions pertaining to issuance of meal tickets are contained in chapter 317, MTMR.

(5) The travel clerk will initiate a Report of Commerical Carrier Passenger Service, DD Form 1341, for each group or individual trip. Instructions for this form are in paragraph 304013, MTMR. In addition to entering the MTMC Staff Duty Officer travel emergency toll free phone number, an AFEES phone number for emergency collect calls will be entered in the Remarks section.

(6) The travel clerk will normally perform the pre-departure briefing of travellers. Other AFEES personnel may assist when several groups are being dispatched.

f. Enlistees will receive a transportation information and instructions briefing by AFEES personnel before departing the AFEES. The group leader may be given his special instructions separately or with his group. The group leader will be instructed on his responsibilities for exchanging the GTR for carrier tickets, security of these documents, carrying and delivering personnel records, reporting circumstances of absentees at the destination, completion and submission of the Report of Commerical Carrier Passenger Service, the particulars of the itinerary, and travel emergency procedures. The group briefing will include at least the following:

(1) Designation of the group leader, statement of his responsibilities and the cooperation responsibilities of group members, including the requirement for the group to remain together continuously.

(2) The itinerary, including modes, places, times, meals, stops, transfers, and any special considerations.

(3) Personal conduct while traveling.

(4) Private trip insurance which can be purchased at the initial terminal. Enlistees will be advised of the coverage provided by service members' Group Life Insurance.

g. Applicant transportation:

(1) The sponsoring service is responsible for:

(a) Financing all costs incident to transportation and messing between the applicant's home and the AFEES.

(b) Providing necessary transportation between arrival terminal and lodging facility or to the AFEES as applicable.

(c) Round trip transportation for those applicants forwarded to the AFEES for enlistment into the Delayed Entry Program (DEP).

(d) Providing return transportation to point of initial acceptance for those applicants who are Qualified but Not Enlisted (QNE).

(2) AFEES will furnish local transportation incident to processing of applicants on a nonreimbursable basis as follows:

(a) Between lodging and dining facilities and the AFEES.

(b) Between AFEES and facility utilized for medical consult.

h. Transient assistance. AFEES not located near a military installation are responsible for

providing cost charge GTR and/or meal tickets and preparing Pay Adjustment Authorizations (DD Form 139) as prescribed in paragraph 309036 and 317011, MTMR, for transient military personnel without funds. Instructions pertaining to the DD Form 460 (Provisional Pass) are contained in AR 310-10. AFEES commanders have the prerogative to refer transient individuals to the nearest military installation for a cost charge GTR if the AFEES enlistee transportation mission is jeopardized by transient workload.

i. Eligible enlistees contemplating shipment of household goods, mobile homes, or privately owned automobiles will be referred to the Transportation Office of the supporting military installation.

j. If an enlistee absents himself from AFEES without authority prior to shipment or fails to appear for the departure of his transportation, AFEES will notify the recruiting service and the Armed Force unit of assignment. Initiation of disciplinary, separation or apprehension action, if appropriate, is not a responsibility of AFEES, but of the initial receiving activity.

6-10. Authorization, control, and accounting for meals and lodging services. a. MEPCOM, as the operating agency of the Executive Agent HQDA, is responsible for publishing a regulation prescribing procedures for -

(1) Scheduling and reporting applicants for military service to AFEES for examination (mental and medical) and administration.

(2) Furnishing applicants required meals and lodging; issuing and controlling meal and lodging authorization documents; and issuing, controlling, and accounting for meals and lodging furnished applicants.

b. The MEPCOM regulation published will -

(1) Be applicable to all military recruiting services, AFEES, and other Federal agencies using AFEES facilities and services.

(2) Include a voucher system that establishes a complete audit trail of meal and lodging services provided using agencies.

(3) Be provided to HQDA (DAPE-MPE) and all Recruiting Service Headquarters.

6-11. Entrance National Agency Check (ENTNAC). a. An ENTNAC or NAC will be initiated on all nonprior service (NPS) applicants

processed through the AFEES for enlistment. Additionally, the National Agency Check (NAC) will be initiated on prior service (PS) applicants which the recruiting service forwards for processing.

b. The AFEES will provide the recruiting services with previously undisclosed or concealed information that may bear on the enlistment qualifications of an applicant. No individual who has disclosed additional information will be further processed without the written consent of the service concerned.

c. Procedures.

(1) *Recruiting services.* The recruiting services will ensure that each applicant has header information blocks 1-17 completed on DD Form 1584 (Request for National Agency Check) and header information completed on DD Form 369 (Police Records Check) or FD 258 (Fingerprint Card).

(2) *AFEES.* Qualified AFEES personnel will interview each applicant for enlistment prior to the applicant taking the oath of enlistment. During the interview, every opportunity will be made available to the applicant to reveal any undisclosed fact that may affect his/her enlistment eligibility. As a minimum, the interviewer will:

(a) Caution the applicant that if any concealed disqualifying information is discovered after enlistment, the applicant will be subject to court-martial for fraudulent enlistment or to administrative discharge in lieu of court-martial.

(b) Advise the applicant that a check will be made with appropriate federal and local agencies to find out about any arrests, adult convictions, or juvenile court adjudications.

(c) Ask the applicant if he/she has revealed on his/her medical papers and in his/her enlistment application all information concerning his/her physical condition or past history; his/her connections with law enforcement officials, traffic courts, criminal courts, juvenile courts, juvenile officials, probation and parole officials, confinement and youth facilities; his/her education level; his/her prior military service, if any; and his/her prior rejection for any military service.

(d) Ask the applicant if anyone told him/her *not* to reveal information or to lie about anything.

(e) Ask the applicant if he/she under-

stands the period of active duty as reflected on his/her DD Form 4 (or in section VII of DD Form 1966 if DD Form 4 has not been prepared), the option enlisted for as shown in section VII of his/her DD Form 1966; also, if any other promises or commitments were made that are not reflected on his/her enlistment documents. Refer applicants back to the service representative (guidance counselor/liason NCO) if there are any ques-

tions, misunderstandings or verbal promises.

d. Disposition of ENTNAC/NAC forms. At the completion of each work day, the AFEES will mail the original DD Form 1584's and fingerprint cards (DD Form 369 and FD Form 258) to the Defense Investigative Service, National Agency Check Center. Remaining copies will be distributed in accordance with applicable service directives and requirements.

CHAPTER 7

ENLISTMENT QUALIFICATION TESTING

7-1. Purpose. *a.* The purpose of ASVAB testing is to identify applicants who meet enlistment mental standards prescribed by the Armed Forces.

b. Enlistment qualification tests will not be administered to individuals who are ineligible for enlistment.

7-2. Policy. In accordance with Department of Defense (ASD(M,RA&L)) instructions, the ASVAB is used by the armed services to determine qualifications for enlistment. The ASVAB 6 and 7 (series) have been designated for examination of applicants for enlistment. Testing in educational institutions is conducted with the ASVAB 5 (series) and test results are used for enlistment purposes when available. Examination of applicants for enlistment with ASVAB 5 is prohibited. Testing in education institutions with ASVAB 6 or 7 (series) is likewise prohibited.

a. Testing of applicants for enlistment with the ASVAB by other than AFEES personnel is not authorized.

b. The ASVAB 5, 6 or 7 initially administered is considered the first test of an applicant by all services regardless of the service for which application for enlistment is made. Any subsequent testing with the ASVAB series will be considered retests.

c. ASVAB scores are valid for enlistment purposes including delayed entry programs, for 2 years from date of test administration. ACB, or ASVAB 2 or 3 scores are also valid for enlistment purposes for 2 years from date of test administration unless the applicant was subsequently tested with ASVAB 5, 6 or 7.

d. Testing of an individual in an intoxicated condition (alcohol or drugs) is not authorized.

e. Except as provided under the Institutional Testing Program, enlistment qualification tests may not be administered to persons less than 17 years of age unless authorized by respective service personnel procurement directives. Written parental or guardian consent solely for the purpose of testing individuals under age 18 is not required.

7-3. Test security. Test security is a command responsibility. The requirement to safeguard and protect tests developed for the purpose of determining qualification for enlistment in the Armed Forces cannot be overemphasized. Their loss in value to the Armed Forces through release of controlled test information to unauthorized persons will not be condoned. Military or civilian employees of an Armed Force will be suspended from duty, until an appropriate investigation is concluded, whenever credible information or reports of an investigation reveal that they may have furnished controlled test material or revealed test questions or answers to an unauthorized person. Additionally, military or civilian employees will be suspended from duty, if they have been derelict in the performance of duties in connection with protecting test materials, until appropriate investigation is concluded. If warranted the individual(s) will be referred to the appropriate commander for consideration of whether disciplinary action under the UCMJ or under the Civil Service regulations is appropriate.

a. The AFEES commander will designate personnel in writing who are authorized access to mental tests and testing materials. Personnel authorized access to testing materials will not release test booklets or testing materials at any time to any individual not authorized access to test materials. Reproduction of test booklets or other testing materials is not authorized. Test scores will not be released to any individual or agency except as authorized in paragraph 7-8 below (also see AR 340-17 concerning release of information from Army records). Agencies requesting release of test materials or scores, as an exception to policy, will forward such requests through channels to HQDA (DAPE-MPE-CS), WASH DC 20310. The request will include—

(1) A statement of the reason for "need to know."

(2) Anticipated use of test scores or testing material.

(3) The number and types of test scores or testing material desired.

(4) Safeguard procedures to be used for con-

trolling and protecting the test material and/or scores.

(5) An agreement that testing materials, test scores, or names of examinees involved will not be publicly released.

b. Answers to test questions will not be divulged to applicants for enlistment under any circumstances.

c. Appropriate regulations and procedures for reporting lost or missing controlled test materials, and investigation of possible test compromise will be followed. MEPCOM will immediately provide information on all test compromises to HQDA (DAPE-MPE-CS), WASH DC 20310.

d. Applicants detected to be using unauthorized testing aids or other devious means, during the test session will have their test scores invalidated and be returned to the appropriate recruiting service. Retests will not be authorized in less than 6 months (180 days) from the date of removal.

e. Additional safeguard procedures designed for control and protection of tests and test material are provided in appendixes G and H.

7-4. Testing personnel. *a. Test control officer.* A test control officer (TCO) (commissioned) will be appointed by the AFEES commander, in accordance with requirements and procedures prescribed by appropriate regulations, for the purpose of carrying out responsibilities and duties prescribed in this chapter and appendix G.

b. Testing supervisor. The testing supervisor (NCO/DA civilian) will assist the TCO in carrying out the testing mission and functions.

c. Test administrator. The test administrator is a key factor in testing. Many applicants for enlistment will be facing their first experience with aptitude tests and/or a group testing situation. The test administrator must possess quality speech characteristics, be fully rehearsed, easily understood, and have the ability to place examinees in a proper frame of mind for testing. The test administrator will be designated, in writing, by the AFEES Commander.

d. Test proctor. Test proctors are also a key factor in testing. The TCO will monitor proctoring procedures and ensure that proctors are aware of, and comply with, the instructions contained in this chapter. The number of test proctors may vary according to the physical facilities

available and number of applicants taking the test. However, applicant(s) taking a test(s) will not be left unattended under any circumstances. For production test sessions, the test administrator will also act as proctor for the first 25 applicants. At least one proctor will be provided for each additional 25 applicants or fraction thereof. Only AFEES personnel will be used to proctor production tests. For institutional testing, there shall be one proctor for every 40 students along with a minimum of one test administrator for the entire group. Multi-room testing may be used only under direct observation of an authorized tester in each room or individual (other than recruiting personnel) specifically designated and briefed by the TCO or NCOIC of testing. Personnel for proctoring are authorized in the following order of priority:

(1) School officials.

(2) Available AFEES personnel.

(3) Nonproduction recruiting personnel.

(4) Recruiters, as determined by the IRC's (as an exception on a school by school basis). Recruiting personnel cannot serve as proctors unless authorized testing personnel are present in the testing room.

7-5. Procurement of test materials. Testing materials will be procured in accordance with current directives.

7-6. Test administration. Tests will not be administered or scored by personnel of the recruiting services under any circumstances.

a. Preparation. Testing personnel must be completely familiar with and understand mental testing policies and procedures contained in appropriate regulations, manuals for administration, and this regulation. Prior to test administration and scoring, all testing personnel will carefully and thoroughly study the test manual(s) and materials necessary to administer the test(s). It is essential that the purpose of the test, the materials needed to give the test, the problems which are likely to arise, and scoring procedures are known before the test is administered. The directions in the test manual to be quoted to applicants will be practiced until they can be read in a normal manner.

b. Administration of tests. The importance of following standard procedures for administration

of mental tests is explained in the appropriate manuals for administering each test. Oral instructions will include a brief statement explaining the test to be given, how the results are used, and why it is important for the applicants to do their best. Applicants will be advised that the test scores will be used to determine their eligibility for enlistment and the various enlistment programs and options available. They will also be advised that the scores will become part of their permanent records upon entry into the service. The remarks should dispel anxiety and release tension and yet stress the necessity for maximum effort. However, directions from the test administration manual will be read verbatim. The directions will not be paraphrased, given from notes or memory, or adapted to the examiner's idea of what is more appropriate for local conditions. The instructions are intended to be delivered in person in order to clearly indicate to applicants that examinations are administered under the supervision of a test administrator and to identify the test administrator to all applicants. The test instructions will be paced in order that proctors may oversee completion of answer sheet headings and progress on practice questions. Pauses will be made by the test administrator for this purpose as needed. The test administrator will speak slowly and clearly so that his voice can be heard by all being tested. The manner of presentation should be conversational and should invite cooperation; every effort should be made to avoid a mechanical and impersonal style. The test administrator will not move up and down the room. He will stand so that he is facing the applicants at all times. Time limits for administering test specified in test manuals will be followed exactly. Care will be taken when permitting an applicant to leave the test room to ensure other applicants are not disturbed. All testing materials, including scratch paper, will be accounted for before dismissing an applicant(s) from the test room for any reason. Upon completion of the testing period, all testing material will be collected in an orderly manner, as quickly as possible, and strictly accounted for including pages in test booklets prior to release of applicant(s). Test material to be reused will be thoroughly reviewed and all answers or marks of any kind will be erased. If marks cannot be erased completely, or if the material is worn or torn, it

will be destroyed in accordance with appendix G.

7-7. Scoring. Specific scoring instructions are provided in scoring pamphlets which accompany the test. They will be followed carefully and without deviation. Tests will be scored at the earliest possible time. The TCO will ensure that scoring personnel work without distraction, follow scoring instructions, recheck the scores to ensure accuracy, and record test results on worksheets correctly and accurately. Scored 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 unauthorized personnel. Completed answer sheets will be retained in the testing section at all times within locked files in the custody of the TCO until final disposition. Test answer sheets will be cut off monthly and retained for 6 months.

7-8. Release of test scores. Test results pertaining to applicants who achieve minimum passing scores, or higher, will be furnished to the sponsoring recruiting service. Test scores achieved by applicants on tests administered by AFEES will not be made available to any agency, other than those agencies concerned in the processing of applicants (Army, Navy, Air Force, Marine Corps, Coast Guard or Reserve Components) or Federal or State agencies as prescribed in paragraph 3-7, without authority from HQDA (see para 7-3a). ASVAB AFQT, GT, CL, EL (Army computation), and/or MC (part test) scores are furnished to US Coast Guard recruiting activities upon written request.

a. Test results invalidated by AFEES commanders under verification retesting provisions contained in paragraph 7-9 or because test results were attained under adverse conditions; or through use of dishonest means such as "crib sheets," notes or similar unauthorized aids to answer test questions; or through unauthorized retesting; or when an applicant answers "yes" or "no" to all questions contained in the CI part test, will not be released since they are not valid for enlistment purposes. In these cases, the ASVAB scoring worksheet will be annotated "Test scores not valid for enlistment" followed by the reason therefore.

b. The original ASVAB scoring worksheet is completed in ink and all corrections are initialed.

This copy is not released and remains under direct control of AFEES at all times until destroyed or forwarded to the gaining service. A duplicate copy of the ASVAB scoring worksheet may be furnished to the sponsoring recruiting service in accordance with procedures developed between AFEES and recruiting service activities. When a change in an applicants' sponsoring service occurs, test scores are recomputed and recorded on DOD Form 1304.12K. Disposition of scoring worksheet is made as prescribed above. During enlistment processing (including DEP), AFEES will verify all test scores recorded on DD Form 1966 with scores contained on the original ASVAB scoring worksheet and make corrections, if required, and if appropriate, a determination of the applicants' qualifications for enlistment is made. Original scoring worksheets for individuals on applicant status will be retained at the AFEES for 2 years, then destroyed.

7-9. Retesting. Testing scheduling information recorded in item 1, section I, page 1 WS, DD Form 1966 by recruiting activities and screening of AFEES examination files are intended as controls to preclude unauthorized retesting of applicants for enlistment. Applicants eligible for retesting will be administered an alternate test form. The complete test battery is administered. The most recent valid test results (invalid test results are described in para 7-8) are used for enlistment purposes. As an exception, if a valid ASVAB AFQT score attained in an applicant status is higher than that subsequently attained under the educational institution testing program, the test results attained in an applicant status will take precedence.

a. Authority to immediately retest applicants who have been tested under adverse conditions (e.g., illness, physical or emotional distress, or undue distraction) rests with AFEES commanders.

b. Recruiting and Reserve Component activities may authorize ASVAB retesting of nonprior service applicants 6 months after the date of most recent previous testing. A completed page 1 WS, DD Form 1966 will be considered as authority for retesting.

c. Retesting 30 days after initial testing with the ASVAB 5, 6 or 7 may be authorized personally by commanders of Army and Navy recruiting

districts and Air Force recruiting detachments when it is determined that test scores, considering an applicants' education, training, and experience, do not reflect his/her true capability. Authority to retest Marine Corps applicants 30 days after initial testing is provided by directors, Marine Corps districts. Battalion commanders, or in their absence the command/staff administrative assistants as appropriate, may authorize retesting under this provision in the case of Army National Guard or Reserve applicants. The authority for retesting is furnished in writing (verbal requests are not authorized) to AFEES before the date scheduled for testing. This retesting authority may not be delegated. Acceptance of valid test scores attained before six months have elapsed since initial testing by services other than the service which authorized the retest is discretionary. Further testing before 6 months have elapsed from date of retesting is not authorized.

d. A verification retest may be authorized when the AFEES commander or TCO has reasonable cause to suspect improper means were employed to influence or inflate test scores. This action may be taken when it is obviously apparent to the AFEES commander or TCO, after interview with the applicant, that test results do not represent a true measure of the applicant's ability; i.e., the validity of the test scores are highly doubtful or suspect, considering educational background, work experience, English language proficiency, or previous test results. When a retest is intended solely to verify an applicant's AFQT score, or WST score in the case of Army female applicants, only those subtests of ASVAB which are necessary to compute the AFQT/WST score will be administered. If the applicant's previous score is considered valid, further testing is not required. If the applicant's previous test score(s) are invalidated, the verification retest results are used for enlistment purposes. In the event an applicant refuses to take a verification retest, the AFEES commander may invalidate the suspect scores for enlistment purposes and so advise the sponsoring recruiting service. A record (to include applicant's name, sex, age, social security number, highest school grade completed, sponsoring service, date(s) of previous testing and scores achieved, and a summary of why the test scores were considered sus-

pect) of retests administered under these provisions will be maintained. When appropriate, the ASVAB answer sheet and scoring worksheet will be annotated "Not valid for enlistment purposes."

e. Unauthorized retesting results or scores attained through use of unauthorized testing aids such as "crib sheets" are not valid for enlistment purposes. Further testing before 6 months (180 days) have elapsed is not authorized. No exception to this rule will be granted.

f. The following action will be taken when an Army or Marine Corps applicant has answered "yes" or "no" to all questions contained in the CI part test:

(1) Invalidate the test scores.

(2) Inform the applicant that the CI results appear suspect since all "yes" or "no" answers are not proper and cannot be realistic. Further, the applicant may be doing himself/herself some harm since it may present an inaccurate picture of his interests and attitudes.

(3) Retest the applicant with an alternate form of the ASVAB. If he/she refuses retest, he/she is disqualified since original test scores are not valid. However, he/she may be retested at a later date under normal retesting policy.

g. Retesting of nonprior service applicants solely because test scores do not meet standards prescribed for enlistment options or programs is not authorized.

h. Retesting is authorized for applicants who were tested in high schools for which scores are not immediately available after all attempts by AFEES to locate scores have failed.

i. Prior service applicants will be retested in accordance with service directives.

7-10. Special purpose testing. Special purpose tests are administered when necessary to determine qualifications of applicants for specific occu-

pational specialties. Instructions for administering, timing, and scoring are contained in manuals which accompany the test and will be strictly adhered to. Appendix I contains special purpose tests authorized for use by AFEES and provisions for retesting.

7-11. ASVAB scoring worksheet. Worksheets for computing and/or recording aptitude area scores or other mental test scores will be completed in accordance with the appropriate test manual or test scoring directive. Original test scoring worksheets are retained by AFEES until disposition upon enlistment. A copy will be retained in the enlistment file upon enlistment. A copy of worksheets pertaining to applicants found mentally qualified for enlistment is furnished to the sponsoring services and the mental test scores will be entered in the appropriate blocks of item 17 of the DD Form 1966. Scoring worksheets or test results pertaining to applicants who fail to achieve passing test scores will be released upon request of the recruiting service.

7-12. Authorization, control, and administration of the ASVAB. MEPCOM, as the operating agency of the Executive Agent HQDA, is responsible for publishing a regulation or pamphlet prescribing procedures for:

a. The Institutional Testing Program.

b. The Production Testing Program.

c. Special purpose tests.

d. Mobile Examining Test procedures.

e. Test security and accountability.

f. The MEPCOM regulation(s) published will—

(1) Be applicable to all military recruiting services, AFEES, Army Reserve and National Guard.

(2) Ensure quality control standards are met in accordance with applicable service directives.

(3) Be provided to HQDA (DAPE-MPE) and all Recruiting Service Headquarters.

CHAPTER 8

MEDICAL EXAMINATIONS

8-1. General. *a.* Medical examination of applicants forwarded by the recruiting forces will be accomplished under AFEES control. The quality of the medical examinations will not be compromised for any reason. Specialty consultations and other services may be requested by the AFEES, when required, from other Federal, military or civilian facilities. Responsibility for determination of the applicants medical fitness for military service remains with the AFEES physician. Charges for consultation services are payable from funds made available to operate the AFEES. Policies governing compensation to be paid for services rendered by civilian sources are provided in AR 40-330. Payment for services provided by Federal agencies will be made in accordance with charge statements provided for this purpose.

b. Medical personnel will wear appropriate protective clothing and name plates as prescribed by AR 40-2. The wearing of protective clothing by other than medical personnel is not authorized. The provisions of TB MED 62 will be adhered to in establishing and operating X-ray facilities.

c. Emergency medical treatment as lifesaving measures or for alleviating pain and suffering will be provided whenever a need for such treatment arises, such as accidents in the AFEES, including evacuation to military or civilian hospitals (see AR 40-3). AFEES are not treatment facilities and will not be authorized to provide medical care nor establish dispensaries.

8-2. Medical examining personnel. The Chief Medical Officer, Medical Section will assist the AFEES commander in planning and supervising activities of the medical section, and carrying out provisions of AR 40-1 which are applicable to an AFEES. Permanently employed physicians will be given an orientation concerning their duties within a reasonable time after employment. The enlisted person designated as principal medical technician/supervisor will assist the chief medical examiner in carrying out his prime responsibility to ensure that functions of the medical section are accomplished in a professional manner

and medical examinations of high quality are performed at all times. Responsibilities and duties of medical examining personnel are prescribed in appendix J.

8-3. Civilian fee-basis physicians and consultants. *a. General.* Prior planning of procedures for accomplishment of the medical examining workload, based on applicants projected by activities serviced by the AFEES, is essential to effective and economical utilization of civilian physicians. AFEES chief medical officers will be utilized for accomplishing daily medical examining requirements to the maximum extent feasible.

b. Employment of a fee basis. When indicated by examining requirements, additional civilian physicians may be employed on a fee basis to assist in accomplishing the workload. Only doctors of medicine and doctors of osteopathy who are fully licensed to practice medicine and surgery in a State or territory of the United States, the District of Columbia, or the Commonwealth of Puerto Rico may be employed as a fee basis physician. Applications from civilian physicians for employment on a fee basis will be submitted to AFEES. Those accepted by the AFEES commander will be forwarded to Cdr, MEPCOM, ATTN: MEPCOS, for determination of professional qualification. The following data concerning the applicant will be furnished:

- (1) Name.
- (2) Medical school (graduate of), internship and residency, including places and dates.
- (3) Board qualification (specialty and date), hospital connections, and military service.
- (4) Copy of current medical license with expiration date.

c. Consultants. Consultations will not be obtained for applicants found otherwise permanently disqualified (for any reason) for enlistment. Civilian physicians selected to perform specialty consultations will be trained and practicing in the particular field of medicine concerned with the condition in question and, as determined by the Chief, Medical Section, competent to render an expert medical opinion regarding the specific

medical condition. Consultants should be board-certified whenever possible. All radiological films will be read by a qualified roentgenologist, radiologist, or internist experienced in radiology. 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 interpretation of X-rays.

8-4. Medical fitness standards. The standards indicated in *a* and *b* below will be applied to determine an applicant's basic qualifications for enlistment. Additional examining requirements will be performed, if feasible, when requested by the sponsoring service for the purpose of determining whether an applicant meets qualifications or special requisites established for a specific enlistment program. Requests for waiver of disqualifying conditions will be processed by the service concerned.

a. Nonprior service male. Medical fitness standards for initial enlistment in the Armed Forces are contained in chapter 2 (current standards), AR 40-501. These standards are prescribed by the Department of Defense and are applicable to all services.

b. Nonprior service female.

(1) *Army.* Chapter 2, AR 40-501, as applicable to women.

(2) *Navy.* Articles 15-1 through 15-25a, section 1, chapter 15, Manual of the Medical Department.

(3) *Air Force.* AFR 160-43.

(4) *Marine Corps.* Paragraph 2206, MCO P1100.61.

c. Prior service male and female. Medical fitness standards for prior service personnel are prescribed in—

(1) *Army.* AR 40-501.

(2) *Navy and Marine Corps.* Chapter 15, Manual of the Medical Department, USN.

(3) *Air Force.* AFR 160-43.

8-5. Medical examination. Medical examination of applicants failing to achieve qualifying mental test scores for enlistment purposes is not authorized. Requirements for obtaining parental or guardian consent to medical examination of a minor are contained in paragraph 3-6. Procedures for accomplishment of the Report of Medical History (SF 93) are provided in appendix K.

Medical examining procedures are contained in appendix L.

8-6. Physical inspection. Applicants for enlistment who have undergone a medical examination of the prescribed scope within 1 year and who have been found qualified will undergo a physical inspection when processing for entry on active duty in the Armed Forces. A physical inspection is not required when the medical examination, or previous inspection, was conducted within 72 hours of entry into the Delayed Entry Program or active military service. A physical inspection is not required for individuals entering on active duty under a commissioning program when authorized to proceed from school or their home directly to a duty station.

a. Scope of physical inspection. The examining physician will review previous medical reports (SF 88 and 93) and any accompanying documents, and discuss with the applicant or enlistee Delayed Entry Program (DEP) any intervening injuries and illnesses or any other health problems not a matter of record. The applicant or enlistee (DEP) will be closely observed by the examining physician to detect the presence of any communicable diseases and apparent defects not previously recorded. A height and weight check will be performed on all applicants and results will be recorded on SF 88 if changes have occurred since previous recording. All males will remove all items of clothing except shorts. This includes shoes and socks. Females will be inspected wearing brassiere and underpants. If additional defects are found, they will be thoroughly evaluated and a determination as to the applicants' or enlistees' (DEP) fitness will be made.

b. Recording of physical inspection findings. Provided no disqualifying defects or communicable diseases are found, the following will be recorded in item 73, SF 88: "No disqualifying defects or communicable diseases were noted this date (enter date)." The Chief Medical Officer will affix his signature immediately following the recorded findings. His name followed by M.D. will be typed or stamped below the signature (e.g., John J. Jones, M.D.). When disqualifying defects are discovered, they will be recorded and explained to the applicant (see para L-10 app. L). Appropriate changes in the physical profile will be made and initialed by the Chief Medical Offi-

cer. Appointment of a medical board for this purpose is not required.

8-7. Medical reexamination. An applicant found previously qualified for military service will undergo a complete medical examination, prior to enlistment if more than 1 year has elapsed since the last examination was accomplished. New Standard Forms 88 and 93 will be prepared and marked "Reexamination—lapsed of time." Applicants appearing for reexamination because of previous disqualification for a remedial or temporary medical defect(s) will, if the previous examination was conducted within 1 year, undergo a physical inspection in accordance with paragraph 8-6 above. The physical inspection will place emphasis on the previously disqualifying defect(s). If more than 1 year has elapsed since the previous examination, the applicant will be given a complete examination. The AFEES commander may, through counsel from the Chief Medical Officer, authorize medical reexamination when findings reflected on SF 88 and/or SF 93 (as previously recorded at or outside of AFEES) are inconsistent or in conflict with findings noted during the physical inspection.

8-8. Disqualification for temporary conditions. When applicants are found disqualified for defects that are temporary, such as remedial defects, incomplete healing of fractures, or insufficient convalescence from major surgery, an appropriate comment will be entered under "Notes" (item 73) on SF 88 to indicate that a reexamination may be justified at a later date. A phrase such as the following will be employed: "Physically disqualified—recent fracture of left humerus. Reexamination believed justified (RBJ) in 3 months." Wording such as "temporarily disqualified" will not be used.

8-9. Medical data from other sources. The Chief Medical Officer will request additional medical information or documentation from the applicant's private physician or, if appropriate, medical clinic or hospital when it is required in order to determine the applicant's fitness for service. Any medical information or documentation received on behalf of an applicant will be considered privileged information. Documents from doctors of medicine, osteopathy, optometry, or dental sur-

gery or other health care specialists which indicate a record of past or current medical care will be attached to the SF 88. The AFEES medical officer will indicate his review of the medical documents by making the following entries on the documents, "Reviewed and considered in applicant's physical profile." The statement will be dated and initialed by the examining physician. A copy will be attached to each SF 88 distributed at time of enlistment. The weight to be given such documents and their influence upon findings after review of the completed report of medical examination will be determined by the Chief Medical Officer and/or subsequent medical review authority.

8-10. Doubtful medical fitness cases. Final determination of an applicant's medical fitness for military service will normally be made on the basis of the examination conducted at the AFEES. Whenever there is doubt as to whether or not an applicant meets the minimum medical requirements for military service, determination of acceptability will be made by the MEPCOM surgeon. The final determination will be recorded in item 73 SF 88 with appropriate office authentication.

8-11. Reporting of communicable diseases. Examinees found to have a communicable disease will be reported to the proper civil health authority in accordance with local laws. Forms provided by state or local health authorities may be used for this purpose. Procedures for reporting of persons with venereal disease are provided in paragraph 8-16. 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. Known chronic carriers of typhoid bacilli or other intestinal pathogens will be similarly reported.

8-12. Medical supplies and equipment. Allowances and quantities of supplies and equipment authorized for an AFEES are contained in SC 6545-8-CL-A05. Supply sources are indicated in AR 725-50. Procedures governing requisition, receipt, stock control, accounting, and issue of material are contained in AR 710-2.

8-13. Medical section references. Medical examining sections are authorized to maintain a current set of medical reference publications. Current medical journals and texts determined by the Chief Medical Officer as necessary for reference purposes will also be maintained. These journals and texts may be purchased with appropriated funds within budgetary constraints.

8-14. Standard Form 88 (Report of Medical Examination) and Standard Form 93 (Report of Medical History). SF 88 and 93 will be completed in accordance with AR 40-501 and appendixes K and L and Privacy Act, as appropriate. Header information should be typewritten but when handwritten entries on SF 88 and 93 are made they will be neatly and legibly written in block print with black/blue ink and ball point pen. The results of medical examinations will be recorded in appropriate blocks of item 18 of DD Form 1966. Original copies of SF 88 and 93 and any reports and other supporting documents pertaining to applicants found qualified for enlistment will be retained in the examination files for disposition at time of enlistment. They will be released to a Reserve activity if the applicant has indicated a desire to enlist in the Reserves, only after recording the physical inspection (para 8-6b) when required. In this event, a legible copy will be retained in the examination files. Original medical records pertaining to applicants found not qualified for enlistment will be retained in the examination file. An exception to this policy is authorized when the original copy is required for submission with a request for medical waiver determination. Additionally, a copy of SF 88 pertaining to male and female nonprior service applicants found medically disqualified for enlistment will be forwarded to HQ US Army Health Services Command, ATTN: HSHI-QPS, Fort Sam Houston, TX 78234. A copy of medical records and supporting documents will be retained in the enlistment files upon enlistment. A copy of any consultation reports and other supporting documents *will be attached* to each SF 88 distributed at time of enlistment. Care will be taken to ensure all copies are legible.

8-15. Standard Forms 550 (Urinalysis), 551 (Serology), and 519a (Radiographic Report). Request for urinalysis, serology, and X-ray exami-

nations will be made on Standard Forms 550, 551 and 519a, respectively. The findings will be recorded in the appropriate form by the laboratory performing the tests. The findings and diagnostic reports will be transcribed by the AFEES to appropriate items on the Standard Form 88. When test and/or X-ray readings are accomplished by AFEES, the use of SF 550, 551, or 519a, as appropriate, is not required when it is feasible to record the findings on the SF 88 simultaneously. The results may also be recorded on by-name listings and subsequently recorded on the SF 88. These forms or listings will be destroyed after the results have been properly transcribed to appropriate items on the SF 88.

8-16. CDC 9.2936A (Venereal Disease Epidemiologic Report). The CDC 9.2936A will be prepared at the AFEES for all applicants whose serologic test for syphilis shows a positive or doubtful reaction, or if other laboratory or clinical findings indicate positive or suspected cases of other venereal diseases. Preparation and distribution will be in accordance with AR 40-554. The original will be furnished the applicant. Copy 2 and 3 will be furnished to local and State authorities in the manner prescribed by local health regulations. Copy 4 will be retained in the applicant examination files.

8-17. Audiogram card. The audiogram card will be filed in the examination files and forwarded (stapled to SF 88) to the applicants recruit/reception/initial duty station upon enlistment unless other disposition is prescribed by the sponsoring service.

8-18. Exposed X-ray film. Maintenance and disposition instructions for exposed X-ray film are as follows:

a. Maintenance

(1) Exposed X-ray film to be retained at AFEES or mailed, as prescribed below, will be stored in a negative preserver requisitioned through normal supply channels.

(2) The 4- by 10-inch negative preserver will have the applicants SSN and name, in that sequence, typewritten, stamped, or handprinted on the face, parallel with and not lower than 1¼ inches below the front open end.

(3) The 14- by 17-inch negative preserver

will have the examiner's SSN parallel with the closed end and the name in the space provided.

(4) Under no circumstances will exposed X-ray film be rolled, folded or stapled.

b. Disposition.

(1) X-ray film of applicants who are qualified but not enlisted or disqualified medically for defects that are temporary will be retained until the validity of the medical examination has expired.

(2) X-rays of enlistees, regardless of service, will be forwarded directly to the National Personnel Records Center (Civilian), 111 Winnebago Street, St. Louis, MO 63118, for permanent file.

(3) X-ray film of a tubercular applicant will be made available to the local health authority.

(4) X-ray film of an applicant found disqualified (permanently) for enlistment will be retained until validity period expires. Upon expiration, film will be salvaged under the silver recovery program established by HQ MEPCOM.

(5) No disposition of exposed X-ray film will be made until the place, date, film number and results are entered legibly in item 46, Standard Form 88.

(6) The DA Form 4303 (Titling Card, Photo-fluorographic Film), if used, will be destroyed.

★CHAPTER 9

PROCESSING OF SELECTIVE SERVICE REGISTRANTS

(To Be Implemented Upon Direction of Headquarters, Department of the Army)

Section I. GENERAL

9-1. Purpose. This chapter prescribes policies, responsibilities, and procedures for examination of Selective Service registrants and their induction into military service. This chapter will be ineffective until Selective Service registration procedures are reestablished pursuant to law.

9-2. Explanation of terms. For the purpose of this chapter the following explanation of terms apply.

a. Administrative acceptee. A registrant who has been accepted for military service following an administrative determination that they possess the required capacity to achieve the minimum score on the prescribed mental test, notwithstanding their failure to achieve such a score.

b. Adverse juvenile adjudication.

(1) Determination by a judge or jury, in juvenile court proceedings, that the juvenile is guilty of, or has committed, the acts alleged in the petition or complaint, based either on the merits of the case or on the juvenile's admission of guilt or plea of guilty, and the recording of such determination in the court records:

(a) Regardless of whether sentence was then imposed, withheld, or suspended, and,

(b) Regardless of subsequent proceedings in the same case to delete an initial determination of guilt from court records, based on evidence of rehabilitation or a satisfactory period of probation or supervision. Examples of "subsequent proceedings" used in juvenile courts in the United States are: Expungement, record sealing, reopening the case to change the original finding of guilty or delinquency, or the plea of guilty or admission of the truth of the allegations in the petition, to not guilty and dismissal of the original petition, setting aside the adjudication of delin-

quency. Such subsequent proceedings merely recognize rehabilitation and do not alter the fact that the juvenile committed the act for which he has been adjudicated.

(2) The term "adverse juvenile adjudication" includes adjudication as a juvenile delinquent, wayward minor, youthful offender, delinquent child, juvenile offender, and declaration of the juvenile as a ward of the court. The term does not include the adjudication of a juvenile as a dependent, neglected, or abandoned.

c. Selective service number. Each registrant has a Selective Service number assigned by the Selective Service System for identification purposes. It consists of four elements as described below.

(1) The first element, reading from left to right, represents the numerical designation of the State, territory, or possession in which the registrant is registered. They are:

- | | |
|-------------------|--------------------|
| 1. Alabama | 21. Minnesota |
| 2. Arizona | 22. Mississippi |
| 3. Arkansas | 23. Missouri |
| 4. California | 24. Montana |
| 5. Colorado | 25. Nebraska |
| 6. Connecticut | 26. Nevada |
| 7. Delaware | 27. New Hampshire |
| 8. Florida | 28. New Jersey |
| 9. Georgia | 29. New Mexico |
| 10. Idaho | 30. New York |
| 11. Illinois | 31. North Carolina |
| 12. Indiana | 32. North Dakota |
| 13. Iowa | 33. Ohio |
| 14. Kansas | 34. Oklahoma |
| 15. Kentucky | 35. Oregon |
| 16. Louisiana | 36. Pennsylvania |
| 17. Maine | 37. Rhode Island |
| 18. Maryland | 38. South Carolina |
| 19. Massachusetts | 39. South Dakota |
| 20. Michigan | 40. Tennessee |

- | | |
|-------------------|--------------------------|
| 41. Texas | 49. District of Columbia |
| 42. Utah | 50. New York City |
| 43. Vermont | 51. Alaska |
| 44. Virginia | 52. Hawaii |
| 45. Washington | 53. Puerto Rico |
| 46. West Virginia | 54. Virgin Islands |
| 47. Wisconsin | 55. Guam |
| 48. Wyoming | 56. Canal Zone |

(2) The second element is the number of the registrant's Selective Service local board within the State, territory, or possession.

(3) The third element is the last two digits of the year in which the registrant was born; e.g., if a registrant was born in 1967, the third element would be 67.

(4) The fourth element is the number assigned to the registrant by the Selective Service Computer Center, to differentiate the applicants from among other registrants from their area of office having the same year of birth.

d. Conscientious objectors.

(1) *Class I-A-0.* An individual opposed to combatant but not to noncombatant service. The class I-A-O registrant, if otherwise qualified, is inducted and assigned to noncombatant duty in the Armed Forces.

(2) *Class I-O.* An individual opposed to both combatant and noncombatant duty in the Armed Forces. The class I-O registrant, if otherwise qualified, is ordered by the Selective Service System to perform a period of civilian work contributing to the maintenance of the national health, safety, or interest, in lieu of induction into the Armed Forces.

e. Conviction. The determination of guilty by a court (or a jury), based either on the merits of the case, or on the defendant's plea of guilty or nolo contendere:

(1) Regardless of whether sentence was then imposed, withheld, or suspended; and,

(2) Regardless of subsequent proceedings in the case to delete an initial determination of guilt from court records, based on evidence of rehabilitation or satisfactory completion of a probationary period. Examples of "subsequent proceedings" used throughout the United States in adult offender cases, are: pardon, expungement, reopening of the case to change the original finding of guilty or plea of guilty or nolo contendere (no contest), to not guilty and dismissal of the charge, amnesty, setting aside of conviction. Such subsequent proceedings recognize rehabilitation but

does not alter the fact that the offender committed the criminal act.

f. Inductee. A registrant who has been inducted into military service.

g. Induction. Transition from civilian to military status for a period of definite obligation under the Military Selective Service Act.

h. Induction processing. Examination of Selective Service registrants to determine whether they meet the prescribed standards for military service; and procedures for effecting and recording induction of qualified persons into the Armed Forces.

i. Registrant. An individual who is forwarded by the Selective Service System to an AFEES for induction processing and/or induction into the Armed Forces.

j. Noncombatant service.

(1) Service in any unit of the Armed Forces which is unarmed at all times;

(2) Service in the medical department of any of the Armed Forces, wherever performed; or

(3) Any other assignment, the primary function of which does not require the use of arms in combat provided that such other assignment is acceptable to the individual concerned and does not require them to bear arms or to be trained in their use.

k. Standards for military service.

(1) Current standards.

(a) *Medical.* Chapter 2, AR 40-501.

(b) *Mental.* Paragraph 9-32.

(c) *Moral.* Paragraphs 9-15 and 9-16.

(2) Mobilization standards.

(a) *Medical.* Chapter 6, AR 40-501.

(b) *Mental.* Armed Forces Qualification Test (AFQT) percentile score of 10 or higher.

(c) *Moral.* Paragraphs 9-15 and 9-16.

l. Unconditional suspended sentence and unsupervised unconditional probation. Suspended sentence or probationary status imposed by a court which places no conditions upon the individual—

(1) Restricting freedom of movement.

(2) Requiring the payment of damages (upon payment, the condition would not be disqualifying).

(3) Requiring periodic reporting to an officer of the court (including a probation officer).

(4) Involving supervision by an officer of the court (including a probation officer).

9-3. Responsibilities. Agency and command responsibilities for operation and support of AFEES activities are prescribed in paragraph 1-4. Additional responsibilities and functions pertinent to induction processing are:

a. DOD (ASD(MRA&L)). Submit monthly military induction calls to Director, Selective Service System.

b. DOD Executive Agent. Develop and promulgate induction plans, programs, requirements, policies, and procedures in coordination with DOD agencies, Director of Selective Service System and other Federal activities as appropriate. Program, budget, and finance AFEES operating costs incident to examination and induction of registrants. Responsibility for costs incident to travel, meal and lodging requirements for individuals in a registrant status is prescribed in paragraph 9-4.

c. Departments of the Army, the Navy, and the Air Force, and Headquarters, Marine Corps. Submit fiscal year and monthly induction requirements to ASD(MRA&L).

d. CG, US Military Enlistment Processing Command (MEPCOM). Maintain liaison with National Headquarters, Selective Service System and major training activities of the Armed Forces. Establish and maintain a mechanized system for reporting registrant examination results, inductee accession data, and related information. Furnish AFEES daily workload capacities and flow patterns (from county or other State administrative subdivisions), for registrant processing purposes, to National Headquarters, Selective Service System.

e. AFEES commanders. Examine registrants forwarded by the Selective Service System and determine their medical, mental, and administrative qualifications for military service. Induct qualified registrants into military service and ship them to duty stations designated by the respective services. Submit registrant examination results and inductee accession information under the AFEES Reporting System. Maintain liaison and coordinate activities with Selective Service AFEES representatives.

f. Selective Service AFEES Representatives (AFREP). AFREP are located at or nearby to each AFEES. An interagency support agreement will be issued by the Executive Agent for this purpose. AFREP are responsible to the Director

of Selective Service for coordination with Selective Service and AFEES activities, and to perform duties prescribed in the Emergency Military Manpower Procurement System (EMMPS) Manual. AFREP are responsible for furnishing AFEES a copy of the Selective Service RIB Report No. 162 (Processing List—AFREP) which contains information concerning registrants ordered to report for induction processing (para 9-5).

9-4. Transportation, meals, and lodging. Policies and procedures for use of contract facilities and control and accounting of services rendered by contract vendors are prescribed in paragraphs 5-4 and 6-10, respectively. Policies and procedures contained in paragraph 6-9 concerning movement of enlistees are also applicable to inductees.

a. Responsibility for budgeting and financing transportation, meal and lodging requirements for registrants and inductees is as follows:

(1) Registrants.

(a) From residence to AFEES or AFEES contract lodging facility—Selective Service System.

(b) While at AFEES—Department of Defense reimbursable to MEPCOM.

(c) Return to residence when found disqualified for service (including those found disqualified due to temporary or remedial conditions)—Selective Service System.

(d) Forwarded for examination only (from residence to AFEES and return to residence)—Selective Service System.

(e) When qualifications for service are undetermined; i.e., return to residence and return to AFEES for further processing when appropriate—Department of Defense reimbursable to MEPCOM.

(2) Inductees—service in which inducted.

b. Responsibility for arranging necessary transportation, meals, and lodging for registrants and inductees is as follows:

(1) Registrants.

(a) From residence to AFEES and from AFEES to residence (when required)—Selective Service area office and Selective AFREP as appropriate.

(b) While at AFEES—AFEES.

(2) Inductees—AFEES.

Section II. ADMINISTRATIVE (PREINDUCTION) PROCESSING

9-5. Selective Service processing list. The Processing List—AFREP (Registrant Information Bank (RIB) Report No. 162) is an alphabetical listing, by local boards, of registrants ordered to report for induction processing. A sample copy is at figure 9-1. It is prepared by the Selective Service Computer Center. Three copies are forwarded to Selective Service AFREP. One copy is furnished to AFEES for workload planning purposes. The report contains the AFEES location and computer identification code, the date induction processing orders were issued, and the date registrants are scheduled to report for induction processing. It also contains each registrant's Selective Service Number, date of birth, and social security number, if available. Conscientious objectors are identified by "I-O" or "I-A-O," as appropriate, below their last name. Class I-A registrants rescheduled for processing are likewise identified by an "R."

9-6. Reception of registrants. Registrants reporting to AFEES are initially received by the Selective Service AFREP for processing required by the Selective Service Emergency Military Manpower Procurement System (EMMPS) Manual. This includes the collection of SSS Form 252 (Order to Report for Induction) and posting the Selective Service System Processing List (RIB Report 162). Registrants will then be received by AFEES and given an orientation concerning the processing steps, meals and lodging while at AFEES, and conditions under which they will be released from AFEES.

9-7. Assignment of temporary identification number (TIN). SSS Form 252 contains instructions for registrants to bring their social security number (SSN) card when reporting for induction. Registrants failing to bring their SSN, or record thereof, will be assigned a TIN in accordance with a below. Responsibility for obtaining a SSN, or replacement card, rests with the inductee's initial duty station.

a. Issuance of temporary identification number (TIN). A TIN will be issued to registrants who do not have a social security number, or record thereof, when processing for entrance into the Armed Forces. A TIN may be used only once.

The same TIN will never be assigned to different individuals.

b. Composition of TIN. The TIN consists of nine elements. The first three elements are the AFEES identifier code as shown in figure 9-2, followed by a six-digit serial assigned by AFEES. Example: Individual is the first person to process without a SSN at AFEES Baltimore. The number would be A02000001.

c. Controlled assignment of TIN. DA Form 4709-R (TIN Assignment Ledger) (fig. 9-3) will be reproduced locally on 8" by 10½" paper and used to control assignment of the last six TIN digits. Strict measures must be taken to preclude duplicate assignment of TIN.

(Locate figure 9-3, a fold-in page, at the end of the regular size pages.)

d. Recording of TIN. The TIN will be entered on examination and induction records in the blocks specified for recording the SSN. It will be recorded in upper portion of the block (when feasible) to permit subsequent lining through and entry of the individual's SSN when obtained. The TIN will be recorded as in the following example: "A02-00-0001."

9-8. Volunteers for induction. Persons over age 18 who have not completed their active duty obligation under the Military Selective Service Act may volunteer for induction. Persons between the age of 17-18 may volunteer for induction with the consent of parent or guardian. Additionally, the consent of parent or guardian to induction contained on SSS Form 254 (Application and Order for Voluntary Induction) will be considered as consent to medical examination.

9-9. Registrants with prior service. Registrants having completed not less than 6 months active duty, other than active duty for training, in the Armed Forces and separated with an Honorable Discharge or Discharge under Honorable Conditions are eligible for classification in Class 4-A (Registrant Who Has Completed Military Service). Former members on active duty in the Armed Forces who have been transferred to any Reserve Component are eligible for classification in Class 1-D (Member of Reserve Component or

Student Taking Military Training). Registrants, except volunteers for induction, presenting DD Form 214 which reflect eligibility for classification in Class 1-D or 4-A will be referred to the Selective Service AFREP for clarification of their status. Reenlistment Eligibility (RE) codes which are not disqualifying for military service are listed at figure 9-4. RE codes not listed in figure 9-4 are disqualifying for induction purposes. A request for verification of prior service (copy of DD Form 214) will be prepared for registrants claiming prior service if they are found otherwise qualified for induction. Such requests will contain the exact name under which the individual served, service number, SSN, organization from which last discharged, and the type of discharge received. If exact dates of service are not known, approximate dates will be given. Requests will be submitted to the appropriate agency listed below:

a. Prior service personnel who have been out of service at least 4 months (unless indicated otherwise below) and have been completely discharged (i.e., have no Reserve obligation): Manager, Military Personnel Records Center, 9700 Page Boulevard, St. Louis, MO 63132.

b. Prior Marine Corps service.

(1) Separated less than 4 months with or without Reserve obligation: Commandant of the Marine Corps (Code MSRB-10), Headquarters, US Marine Corps, WASH, DC 20380.

(2) Separated more than 4 months with Reserve obligation: Commandant, US Marine Corps (Code MSRB-10) WASH, DC 20380.

c. Prior Navy service: Separated less than 4 months with or without Reserve obligation: Bureau of Naval Personnel, ATTN: PERS-3811, WASH, DC 20370.

d. Prior Coast Guard service.

(1) With Reserve obligation: Commandant (G-RA/82), US Coast Guard, WASH, DC 20590.

(2) Separated less than 6 months without Reserve obligation: Commandant (G-PE-3/72), US Coast Guard, WASH, DC 20590

(3) Separated over 6 months without Reserve obligation: Manager, Military Personnel Records Center, 9700 Page Boulevard, St. Louis, MO 63132.

e. Prior Army service.

(1) Separated less than 4 months with or without Reserve obligation: Appropriate

transfer point or separation activity.

(2) Separated more than 4 months with Reserve obligation: Commander, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-ED-VE, 9700 Page Boulevard, St. Louis, MO 63132.

f. Prior Army National Guard service with active duty with or without Reserve obligation remaining and regardless of the time separated from active duty: Commander, US Army National Guard Unit from which released to enter active duty.

g. Prior Air Force service.

(1) With Reserve obligation regardless of time separated: Air Reserve Personnel Center, ATTN: DPFBS, 3800 York Street, Denver, CO 80205.

(2) Without Reserve obligation regardless of time separated: Manager, Military Personnel Records Center, 9700 Page Boulevard, St. Louis, MO 63132.

9-10. Conscientious objectors. Conscientious objectors are identified on the Selective Service Processing List—AFREP (RIB Report No. 162). They will be processed as prescribed for other registrants except as indicated below.

a. Classified in Class I-A-O (Conscientious Objector Available for Noncombatant Military Service Only). See Section VI for allocating I-A-O registrants for induction purposes.

b. Classified in Class I-O (Conscientious Objector Available for Alternate Service). Processing of I-O registrants will be limited to examination for the purpose of determining their qualifications (medical, mental, and moral) for military service only.

9-11. Registrants residing in foreign countries. Registrants residing in foreign countries are processed by the Selective Service System in the same manner as other registrants. Registrants residing in Canada and Mexico are authorized to report to the nearest AFEES for induction processing. Registrants residing outside the United States, Puerto Rico, Virgin Islands, Guam, or Canal Zone are authorized to request military air transportation to embarkation points listed below from Commander, USAREUR, USARSO or SOUTHCOM as appropriate. Travel requests from registrants with an SSS Form 252 (Order to Report for Induction) will be processed in ac-

cordance with AR 59-21. Responsibility for furnishing necessary transportation for registrants from embarkation points to AFEES rests with the Selective Service System.

<i>Oversea area</i>	<i>Embarkation/debarkation points</i>	<i>AFEES</i>
Europe	McGuire AFB, NJ	Philadelphia, PA
Caribbean	Charleston AFB, SC	Ft Jackson, SC
Pacific	Hickam AFB, HI	Honolulu, HI
	McChord AFB, WA	Seattle, WA
	Travis AFB, CA	Oakland, CA

a. Registrants reporting to AFEES from foreign countries will process for induction in accordance with this regulation. However, in order to minimize costs to the Government, medical specialty consultation, when required, will be obtained on a priority basis before release of the registrant from AFEES. If necessary, military medical facilities may be used for this purpose. Civil offense waiver determination (approval or disapproval) required by paragraph 9-16 will be obtained telephonically. DA Form 2981 (Application for Determination of Moral Eligibility for Induction) will be annotated to reflect the determination rendered (e.g., "Waiver of civil offenses disapproved, VOEG MEPCOM (per Major Doe), 22 Jan 78)."

b. Registrants found disqualified for induction may elect to be returned to either their foreign or United States residence. The Selective Service AFREP is responsible for arranging transportation requirements from AFEES to the appropriate debarkation point listed above or United States residence. When registrants elect return to their foreign residence, AFEES will obtain passenger reservations and prepare DD Form 1482 (Military Airlift Command (MAC) Transportation Authorization (MTA)) in accordance with AR 59-21 for travel to the overseas embarkation point nearest to their residence. Registrants in this category may use AFEES contract lodging and meal facilities (at government expense) while awaiting MAC transportation.

9-12. Uncooperative registrants. Registrants who are causing trouble will be withdrawn from the group and given special handling. Every effort will be made to complete the processing of these registrants. Registrants who refuse to

comply with instructions necessary for completion of processing forms or to take part in some or all of the required processing, testing, or examinations will be counseled as to the seriousness of their action, and advised that persistence in such refusal constitutes a felony under provisions of the Military Selective Service Act. The registrant will be further informed that conviction of such offense may result in punishment of imprisonment for not more than 5 years or a fine of not more than \$10,000 or both. If the registrant still persists in refusing to take part in some or all of the required processing, the following action will be taken:

a. Registrants will be requested, but not required, to make a signed, dated statement in their own handwriting, as follows (insert the phrase or phrases which pertain to the registrant): "I refuse to comply with instructions, rules, or procedures prescribed for registrant processing." "I refuse to participate in any, or all of the prescribed registrant processing." "I refuse to take prescribed tests/examinations." The statement will be witnessed by at least two personnel who sign the statement.

b. Letter of notification of refusal to cooperate will be prepared. Content and distribution of the letter will be as prescribed in paragraph 9-41b and figure 9-12, except that in lieu of reference to refusal to be inducted, a description of the facts concerning their refusal to cooperate will be included.

c. Return the registrant to the Selective Service AFREP.

9-13. Registrants of national prominence. Registrants of national prominence by virtue of their personal ability in athletics, entertainment, business, government, other professions, or activities, or who are members of families that are nationally prominent in these areas, will be processed as prescribed in this chapter. However, examination results (documents listed below) pertaining to a rejected registrant will be forwarded by letter through Cdr, MEPCOM to HQDA (DAPE-MPE-CS), WASH, DC 20310 for review and final determination of acceptability for military service. The basis for the individual's national prominence will be explained.

a. SF 88 (original) with any consultation reports and other allied medical documentation.

- b. SF 93 (original).
- c. DA Form 2981 with allied documents, when applicable.
- d. Test scoring worksheet, when applicable.
- e. Terminal Screening Interview Check Sheet, when applicable.
- f. Any additional documents pertinent to the individual.

9-14. **Job reinstatement rights.** Registrants will be advised of the following:

- a. Federal law provides reinstatement rights to persons who leave positions (other than tem-

porary) for the purpose of being inducted into the Armed Forces and are found not qualified for military service.

- b. If they have quit their job and are found not qualified for military service, they should *make application for their job at the next regularly scheduled work period following return to their residence.* The law also permits normal travel time from AFEES to the person's residence.

- c. If any difficulty is encountered in retaining a former job, communication should be made immediately with the nearest Office of Veterans' Reemployment Rights, US Department of Labor.

Section III. DETERMINATION OF MORAL QUALIFICATIONS

9-15. **General.** Examination of individuals with civil offense records is necessary in order to screen out those considered likely to be disciplinary problems after entry into the Armed Forces. A registrant whose record of convictions or adverse juvenile adjudications reflects frequent difficulties with law enforcement agencies, criminal tendencies, a history of antisocial behavior, alcoholism, drug abuse, sexual misconduct, or questionable moral character is unacceptable. Paragraph 9-16 describes those records of convictions and adverse juvenile adjudications which require waiver action and those records which do not require a waiver. See paragraph 9-2 for explanations of "adverse juvenile adjudication" and "conviction." Registrants will be evaluated under the whole person concept. Under this concept, a civil court record, combined with marginal mental and physical abilities, predicts marginal functioning. Such registrants may 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. Moral waivers will not be processed for registrants who are found otherwise not qualified for induction (e.g., failure to meet the minimum mental and/or medical standards). However, registrants found disqualified for induction due to temporary or remedial conditions should be processed for any required waiver of civil offenses. Registrants in an acceptability undetermined (AU) category (e.g., pending medical consultation or verification of prior service), will also be processed for a waiver of any civil offense(s). Submission of the final request, how-

ever, will be held in abeyance until a final determination is made as to their mental and/or medical qualifications for service.

9-16. **Typical civil offenses and waiver authority.** Listings of typical civil offenses are contained in figure 9-5. They should not be considered as all-inclusive lists for all states. Guidelines contained in figure 9-5 concerning treatment of similar offenses should be followed. Conviction of "minor traffic offenses" (six or less during a 1-year period) or one "minor nontraffic offense" is not disqualifying—no waiver is normally required. However, any offenses in this category should be considered together with other offenses described below when processing requests for waiver of civil offenses.

- a. AFEES commanders may waive conviction of two or more "minor nontraffic offenses" or one or more "other (nonminor) misdemeanors." Such cases will be thoroughly evaluated by the AFEES commander in accordance with standards prescribed in paragraph 9-15. Waiver of these offenses may not be denied by AFEES commanders. Requests for disqualification of registrants due to conviction of offenses in this category and cases of a doubtful nature will be forwarded direct to CG, MEPCOM for determination.

- b. A registrant who has been convicted by a civil court, or who has a record of an adverse juvenile adjudication for one or more juvenile "felonies" normally is unacceptable for service in the Armed Forces unless disqualification is waived by CG, MEPCOM. Adult felonies must be approved by the Enlistment Eligibility Activity

(EEA), and individuals may only have one adult felony. AFEES will forward these cases to CG, MEPCOM, for consideration of waiver. Sample indorsements to be used by MEPCOM are contained in figure 9-6. Moral waivers need not be forwarded to CG, MEPCOM when disposition of criminal charges against the individual has not amounted to a conviction or adverse juvenile adjudication.

c. Registrants who have criminal charges filed and pending against them alleging a violation of State, Federal, or territorial statute normally are unacceptable. Registrants who have criminal charges filed and pending against them alleging a violation of a State, Federal or territorial statute, and, who, as an alternative to trial for such violations, are granted a conditional release from the charge by a court on the condition that they will apply for induction into the Armed Forces, are also normally unacceptable. See paragraphs *d* and *e* below for exceptions to the above. If a charge was dropped, dismissed, nol prossed, nolle prosequi, nol pros (i.e., not to be prosecuted), "filed away," with or without leave, with or without prejudice, or in some way removed from a "pending" status, it is no longer "filed and pending" as that phrase is used in this paragraph. A charge is "filed and pending" if the registrant is currently subject to "probation without verdict" or "adjudication withheld and imposition of sentence suspended." The statement "Suggest reevaluation of moral qualifications upon final disposition of criminal charges" will be entered on DD Form 62 (Statement of Acceptability) when registrants are found disqualified for induction on the basis of this paragraph. Similarly, the statement "Suggest reevaluation of moral qualification upon final disposition of deportation proceedings" will be entered on DD Form 62 for aliens who have deportation proceedings filed and pending against them.

d. The provisions of *c* above do not apply to registrants who have charges filed and pending against them involving "minor traffic offenses." Registrants with such offenses filed and pending will be inducted, if otherwise qualified.

e. Registrants who have filed and pending against them a criminal charge of refusing to be inducted into the Armed Forces in violation of the Military Selective Service Act may be processed for induction and inducted, if otherwise qualified,

upon receipt by the AFEES of a letter (furnished directly to the AFEES or through the Selective Service area office) from the US Attorney concerned with the prosecution of registrant's case reflecting that—

(1) Neither the attorney nor the judge of the US District Court concerned has any objection to the registrants induction prior to judicial disposition of the charge.

(2) Upon notification that the registrant has been inducted, appropriate action will be taken to accomplish dismissal of the charge against the person.

(3) AFEES will give written notification to the appropriate US Attorney following the induction of a registrant subsequent to action prescribed above.

f. Registrants under parole, probation, suspended sentence, or conditional release from any terms of confinement are unacceptable except as waived under the provisions of this paragraph. Cases of unconditional suspended sentence or unsupervised unconditional probation will be considered for waiver at the appropriate level depending on the nature of the offense. See paragraph 9-2 for explanation of terms of unconditional suspended sentence or unsupervised unconditional probation. Cases of unconditional suspended sentence or unsupervised conditional probation for minor traffic offenses or less than three minor nontraffic offenses require no waivers, providing the registrant has no record of additional convictions/adverse juvenile adjudications. The Selective Service area office is not required to obtain release of registrants under unconditional suspended sentences or unsuspended unconditional probation prior to induction.

g. The Selective Service System, in instances of registrants under parole, probation, suspended sentence, or conditional release (other than unconditional suspended sentence or unsupervised unconditional probation) may forward to the AFEES all pertinent information concerning the case for consideration of a conditional waiver. AFEES commanders will forward cases involving felonies to CG, MEPCOM for approval or disapproval of waiver. AFEES commanders may process cases not involving felonies in accordance with *a* above. Registrants for whom waivers are approved may be inducted, if otherwise qualified, upon receipt of information from the Selective

Service area office that the registrant is released from all forms of civil restraint. It is not necessary that the person be released from that part of a court order requiring the person to provide support (e.g., in a bastardy or paternity proceeding, the court may issue an order requiring support in addition to imposition of probation). When the AFEES discovers that a registrant is subject to some form of conditional release, such as parole or supervised probation, the AFEES may process a waiver to determine acceptability for induction. Registrants granted a waiver, however, cannot be inducted until information is received from the Selective Service area office that the registrant has been released from all forms of civil restraint. It is not necessary that the person be released from that part of a court order requiring the person to provide support. Sample indorsements to be used in connection with "conditional waiver" cases under the provisions of this paragraph are contained in figure 9-6.

h. For registrants under parole, probation, suspended sentence, or conditional release from any term of confinement imposed by a court for a violation of the Military Selective Service Act, on the condition that the registrant will report and submit to induction, the Selective Service System will forward to the AFEES all pertinent information concerning the case for consideration of a conditional waiver (conditional upon the Selective Service area office obtaining the registrant's complete release from the charges and all forms of civil restraint prior to induction). AFEES commanders will forward these cases through channels to CG, MEPCOM for consideration of waiver. Registrants for whom waivers are approved may be inducted, if otherwise qualified, after receipt of information from the Selective Service area office that the registrant has been released from all forms of civil restraint. A sample indorsement to be used by CG, MEPCOM in connection with these "conditional waiver" cases is contained in figure 9-6.

9-17. Statement of law violations. Registrants will be questioned during induction processing to determine whether they are currently the subject of a criminal charge filed and pending against them alleging a violation of State, Federal, or Territorial law and whether they have been convicted or received an adverse juvenile adjudi-

cation. DA Form 4711-R (Statement of Law Violations) (fig. 9-7) will be used to record this information. DA Form 4711-R will be reproduced locally on 8" by 10 1/2" paper. The purpose of this form will be fully explained to registrants. Further registrants will be informed that failure to list any or all offenses may result in prosecution by civil authorities. If registrants claim no law violations, they will indicate by writing "none" on the form and signing their name in the block provided. Specific information concerning any civil court convictions, adverse juvenile adjudications or civil custody will be obtained from the registrant. Information concerning personal background, the circumstances of the incident or incidents, and final disposition of charges will also be obtained from the registrant. To the extent possible, a complete chronological record of employment will be made in item 6 DA Form 2981 of (fig. 9-8), back to and including the individual's schooling, in order to determine whether a police record check will also be made in areas other than where the individual states they were convicted or was the subject of an adverse juvenile adjudication or received a dismissal of a charge.

(Locate fig. 9-7, a fold-in page, at the end of regular size pages.)

9-18. Control of waiver documents. Moral waiver cases, while being processed, will be controlled in accordance with procedures outlined in appendix E, AR 340-18-1 (File No. 101-1, Suspense file). The proper file subdivision will be dictated by the volume of moral waivers being processed. When cases are filed by date, an alphabetical card file also will be maintained to facilitate filing additional information received from civil officials or waiver determinations from higher headquarters. When arranged alphabetically, a daily suspense file will be maintained. Within 2-working days from receipt of the last report from school authorities, employers, police, court, probation/parole officials, and juvenile correctional facilities, the moral waiver will be submitted for determination. When reports are not returned within 30 days from date requested, the waiver will be forwarded for determination without the reports. A carbon copy of subject requests will be forwarded with the moral waiver. When reports essential to a valid determination are not returned within 30 days, AFEES will con-

tact agencies concerned and request a prompt response. When referred from one law enforcement agency to another for verification of alleged offenses, AFEES commanders may exceed the 30-day period.

9-19. Offense verification and character references. Information furnished by judicial, police and probation officials, or other civil authorities, including character employment references, will be handled confidentially. Their source and content will not be released to any person not having an official use for the information (AR 340-17 and AR 340-21). All personnel will refrain from releasing the nature or source of any adverse rating. When law enforcement or court officials refuse to release information concerning a registrant's offense record without their written consent, the registrant will be asked for written authorization to the AFEES to obtain information. If the individual does not give such authorization and verification cannot be obtained from other sources, their alleged record will be treated as "unverified." Registrants will be advised at the time of the moral waiver interview that they can aid the reviewing authority in making a proper decision by providing letters of character reference from reputable citizens. Further, registrants will be advised that character references may be mailed (or handcarried) to the AFEES, if they are properly identified and forwarded within a reasonable time. Upon receipt of information from law enforcement agencies and/or courts, probation and parole officials, that alleged offenses cannot be verified, the notation "alleged offenses cannot be verified—no waiver required" will be recorded on the Statement of Law Violations. However, if the registrant alleges any conviction that requires a waiver, and the offense is waivable, a waiver will be initiated as an alleged offense.

a. Police checks. Checks will be made by AFEES with the municipal, county, and State law enforcement agencies and appropriate courts, probation/parole officials and correctional facilities to verify the disposition of adult felony offenses alleged by the registrant, or revealed by other reliable sources, and to determine the extent of rehabilitation. DD Form 369 (Police Record Check) will be used to make a check with law enforcement agencies. In States where rec-

ords of offenses are centrally maintained, city and county police checks are not required unless the registrant alleges recent conviction of an adult felony offense(s) or that charges are filed and pending. Otherwise, police checks will be made with the municipal, county, and State law enforcement agencies in the following areas:

(1) Where offense(s) was alleged to have occurred.

(2) Where the registrant claims residence and/or employment in the previous year.

(3) From other appropriate law enforcement agencies when receipt of a police check indicates case was handled by a different law enforcement agency.

b. Inquiries to courts. When there is an indication that charges against a registrant were disposed of judicially, an inquiry will be forwarded to the court concerned. In some jurisdictions, it may be possible to obtain this information from a probation/parole office or correctional institution instead of the court clerk (for example, information concerning juvenile court records may be available only from juvenile probation/parole offices or correctional institutions). In such cases, it is not necessary to send requests to both the court clerk and the probation/parole officer.

c. Probation and parole officer's evaluation. In cases where police checks, the registrant, or other reliable source indicate that the registrant was placed on probation or parole, an evaluation from the probation or parole officer should be obtained.

d. Correctional facility's evaluation. In the case of a registrant committed to a correctional facility (e.g., reformatory, boys' school or ranch), a report will be requested from such facility.

e. Employer references. When the registrant indicates gainful employment (including part-time) in the previous year, and the address of the employer can be obtained from registrant, the employer will be asked to verify the employment and provide an evaluation of the registrant. DD Form 370 will be used for this purpose.

f. School evaluation. When the registrant attended school in the past 2 years, an evaluation from an official (dean, principal, vice principal, counselor) of the last school the registrant attended should be requested when employer, probation or parole evaluations are not available. DD Form 370 will be used for this purpose.

g. Offenses occurring in foreign countries. To the extent possible, efforts should be made to verify the disposition of charges which were actually or allegedly brought against the registrant by foreign countries. Registrants who are, or allege they are, subject to parole, probation, suspended sentence, or conditional release imposed by a foreign court are not thereby rendered unacceptable, and will be considered for waiver as though they were not subject to such civil restraint. Unverified offense records will be processed as outlined in paragraph 9-19.

h. Psychiatric evaluation. Normally psychiatric evaluations should be obtained when a registrant's records show evidence of abnormal behavioral patterns. Felonies and nonminor misdemeanors listed in figure 9-5 are examples of offenses which may require psychiatric evaluation. AFEES commanders will establish procedures to ensure that the full circumstances concerning registrants suspected of being drug addicts are furnished to the examining physician. The requirement for psychiatric evaluation may be omitted if, in the opinion of the AFEES commander, justifiable circumstances warrant such an omission.

9-20. Preparation of DA Form 2981 (Application for Determination of Moral Eligibility for Induction). Applications for moral waivers will be submitted on DA Form 2981. Completion of all required items, as outlined below, and attachment of documents prescribed in paragraph 9-19 is necessary to permit proper evaluation of the qualifications for military service of registrants. (See fig. 9-8 for example of DA Form 2981.)

a. Item 1. Include aliases as AKA (also known as). Include date of birth in this item.

b. Items 2 and 3. Self-explanatory.

c. Item 4. Include the actual name, instead of local abbreviations, of the offense as reported by supporting documents (police checks, court records, etc.), such as "assault with a deadly weapon" (not ADW) or "disorderly conduct" (not DC). A brief description of the offenses will be included. When the offense is "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. All offenses which resulted in conviction or adverse juvenile adjudication will be

entered in this section, including those which the registrant alleged but were not verified (para 9-19). Offenses reflected in police records may have been reduced or changed by the prosecutor or judge prior to or at the time of trial; hence, care must be taken to ensure that the offenses entered are those for which actually convicted or subjected to an adverse juvenile adjudication by a court. Offenses will be listed in chronological order beginning with the earliest offense. The date of the offense and the age of the registrant at the time of the offense will be stated. Offenses for which the registrant was not convicted or was not subject to an adverse juvenile adjudication will not be listed in this item.

d. Item 5a. Self-explanatory.

e. Item 5b. State actual sentence handed down at the time of disposition followed by any amendments or changes which occurred later. If disposition included probation or suspended sentence which is still in effect, the conditions with which the defendant must comply will be stated; for example: cannot leave State, report to probation officer weekly, payment of a fine, or sentence suspended during period of good behavior. If no conditions were imposed in conjunction with suspending the sentence or granting probation, and if the defendant was to be unsupervised, such will be stated. This information is necessary to enable the approval authority to determine whether the probation or suspended sentence in effect comes within the definitions of "unconditional suspended sentence" or "unsupervised unconditional probation." Normally, accurate information concerning terms of a suspended sentence or probation is obtainable only from the clerk of the court or probation authorities. Police records usually contain only an abbreviated entry, if any, concerning disposition of charges, and seldom indicate the conditions of release upon conclusion of trial. In referring to offenses listed in item 4, DA Form 2981, correlate the date of the trial with the date of the offense. When making the entries, include all information available.

f. Item 5c. Enter the maximum punishment imposed for an adult under the State law for each offense listed in item 4, even though the defendant may have been handled by a juvenile court. If an offense is listed in figure 9-5 as a felony for waiver purposes, it will be processed as a felony, regardless of whether it is a felony or

not in the State concerned. Likewise, if an offense is not listed in figure 9-5 as a felony for waiver purposes but the offense is considered a felony, it will be processed as a felony.

g. Item 5d. Enter the beginning and ending dates of confinement, parole, and/or probation. For moral waiver purposes, the term "confinement" includes referral to or commitment in a facility for juveniles who have been the subject of an adverse juvenile adjudication, such as juvenile camp, ranch, or home. The terms "probation" and "parole" include all types of official supervision imposed by courts and state agencies (e.g., correctional departments, state youth authorities). It may not be assumed that the individual was automatically released from civil restraint effective on the termination date of the parole or probation. Termination dates will be verified with appropriate parole and probation authorities for all offenses listed in items 5a, b, and c.

h. Item 6. Indicate completion of school. Names of all employers, locations, inclusive dates (at least month and year), and job titles or brief descriptions will be shown, including part-time employment. Also, indicate periods of unemployment and a brief explanation how registrant subsisted while not employed; for example, "lived with parents."

i. Item 7. Block one will be checked when registrant is interviewed by moral waiver clerk at AFEES. Block two will be checked when information is received by phone or personal interview with civil authorities (*n(7)(e)* below). Block three will be checked only when request(s) for information is returned completed.

j. Item 8. Indicate the highest completed level of education. In those instances where 12 is listed as the educational level of the registrant, indicate whether the registrant is a high school graduate, GED, or graduated from a special educational institution.

k. Item 9. List specific ASVAB aptitude scores of 90 or higher, for example: IN 98, GM 91. If only the AFQT portion was given, "NOT ADMINISTERED" will be entered in items 9a and b. If registrant is determined qualified for induction under provision of paragraph 9-34, enter "ADMINISTRATIVELY ACCEPTED."

l. Item 10. Self-explanatory.

m. Item 11. Enter AFQT composite percentile score and corresponding mental group.

n. Item 12. Describe any unsuccessful attempts to obtain offense verification or character references. Enter extenuating or mitigating circumstances concerning offenses listed in item 4, and any additional or clarifying information which should be considered in evaluating the waiver request. The following are examples of clarifying statements considered appropriate, if applicable. These are intended as illustrations only and are not intended as substitutes for statements of the circumstances peculiar to each registrant.

(1) Registrant is a volunteer for induction. (If previous attempts to enlist were made, these should be summarized.)

(2) Registrant has requested reconsideration of previously disapproved waiver. (Summarize any rationale provided by the registrant.)

(3) Registrant has voluntarily provided attached additional information (cite) to support the waiver request.

(4) Registrant indicates that a poor environment, which has since improved, contributed to their actions. (Cite details, if available.)

(5) Registrant expressed deep regret for their past civil violations.

(6) Registrant stated that they wish to improve their present situation.

(7) The following additional information is to be included, if appropriate:

(a) Minor traffic offenses and disposition. If there are more than two offenses of this nature, a statement indicating the number of offenses and the location of information concerning them will be listed; for example, "eight minor traffic offenses, see Incl 2."

(b) Explain unusual acts which might indicate a questionable behavioral or character disorder.

(c) Express the apparent attitude or other demonstrable and significant observations about the registrant.

(d) Include an explanation of why certain police checks or court inquiries are not present.

(e) Verbal verification of offenses or evaluations are of value if written information cannot be obtained due to State laws, etc. If information was obtained "verbally from civil authorities," the name, title, and address of such authorities, and the name and title of the AFEES representative who obtained such information will be in-

cluded in this item or included in a separate written report signed by the AFEES representative who obtained it.

(f) Offenses for which the registrant was not convicted or was not subjected to an adverse juvenile adjudication will be listed and disposition of each explained. Offenses to be listed here are those which are dropped, dismissed, nolle prossed, nolle prosequi, nol pros (i.e., not to be prosecuted), with or without leave, with or without prejudice, or in some similar way were removed from the category of a charge "filed and pending." Accurate and complete information concerning these offenses will preclude return of the case for further information concerning the disposition of the charges.

o. *Item 13.* Prior to making the appropriate recommendation, the station commander or representative should determine whether the evidence being presented is sufficient to permit proper evaluation by CG, MEPCOM.

9-21. Verbal waivers. Normally, moral waivers will be granted only on review of the written file by the approval authority. However, there may be instances when circumstances warrant telephonic requests and approval. The guides shown

below will be used for requesting induction moral waivers verbally from CG, MEPCOM. HQ MEPCOM will determine whether a verbal waiver request for up to a felony offense must be processed in writing. Felony offenses must be initiated and approved or disapproved in writing and documented. Verbally approved waivers will be confirmed in writing (i.e., the waiver file will be submitted to the approving authority for authentication). As a minimum, the verbal request will confirm that —

a. All known offenses for which the registrant was the subject of an adverse juvenile adjudication or convicted are described, including date of offense(s), date of trial, judicial disposition, inclusive dates of probation, confinement, or parole.

b. Police record checks have been made with appropriate law enforcement agencies.

c. Registrant is not known to be the subject of a filed and pending charge other than minor traffic offenses or violation of Military Selective Service Act described in paragraph 9-16k.

d. Efforts have been made to obtain reports from probation or parole officers and juvenile correctional facilities concerning conduct of the registrant, and results of those efforts.

Section IV. MEDICAL EXAMINATION

9-22. General. Medical examining policies, responsibilities, and procedures are contained in chapter 8. Current medical fitness standards for induction are contained in chapter 2, AR 40-501. Medical fitness standards for mobilization are contained in chapter 6, AR 40-501. Procedures for preparation of SF 93 (Report of Medical History) and SF 88 (Report of Medical Examination) are contained in appendix K and L, respectively.

9-23. Employment of fee-basis physicians and consultants. Policies and procedures concerning employment of physicians and consultants are contained in paragraph 8-3. When an AFEES has been unable to obtain sufficient civilian physicians or consultant service after all local sources, including the local medical association, have been exhausted, a letter setting forth full particulars will be submitted, through channels, to HDQA (DASG-HC), WASH DC 20314.

9-24. Disqualification for temporary conditions. When registrants are found disqualified due to a condition which is temporary or remediable, it will be recorded in item 73 (notes), SF 88. It is the prerogative and responsibility of the Selective Service System to determine if such individual should be returned for a second examination.

9-25. Registrants claiming unverified ailments. SSS Form 252 (Order to Report for Induction) instructs registrants to bring doctor's statements or other evidence to substantiate any physical or mental ailment when reporting for induction processing. Disqualification of registrants solely on the basis of claimed, but unverified ailments, is not authorized. Registrants who claim medical conditions which are disqualifying but fail to bring substantiating evidence will be carefully evaluated to include specialty consultation if appropriate. Verification of ailments may, if practical, be made telephonically by the medical officer

and results recorded in item 73 (notes), SF 88, and/or continuation sheets. If written documentation to substantiate the claimed ailment(s) is considered necessary in order to render a fitness determination, the registrant will be requested to obtain the documentation and forward it within 2 weeks to the Selective Service area office or AFREP. Medical documentation received from private physicians, medical clinics, or other outside sources will be processed as prescribed in paragraph 8-9.

9-26. Registrants previously discharged for medical reasons. The medical reports (originals of SF 88 and 93) pertaining to registrants who were previously discharged from the military service for medical reasons, and then found acceptable during induction processing, will be forwarded directly to Chief, Enlistment Eligibility Activity, 9700 Page Boulevard, St. Louis, MO 63132. The Chief, Enlistment Eligibility Activity will secure and forward the medical board reports or other medical reports which caused the individual's separation from last previous period of military service along with current medical reports to HQ MEPCOM for determination of medical acceptability. When registrants are found disqualified, a notation of the reason(s) for the medical disqualification will be entered in item 73 of all copies of SF 88 (for example, MEPCOM Surgeon, 19 July 1978, physically disqualified-rheumatic heart disease).

9-27. Registrants performing alternative service. Selective Service State directors may release registrants who are performing alternate civilian service if they become medically disqualified for military service. Registrants in Class 1-W (conscientious objector performing alternate service in lieu of induction) who claim medical ailments will be scheduled for examination through coordination between the Selective Service AFREP and AFEES. These registrants will be medically

examined for the purpose of determining their acceptability for induction under chapter 2 (procurement fitness standards), AR 40-501. Medical documentation received on behalf of registrants will be carefully evaluated. Each document will be annotated to denote that it has been "reviewed and considered in the registrant's physical profile." A medical specialty consultation will be obtained when deemed appropriate. Costs incident to the medical examination will be charged to MEPCOM operating funds and paid on a nonreimbursable basis. The notation "This is a medical fitness determination only" will be recorded in the DD Form 62 remarks section.

9-28. "Papers only" evaluation of registrants. Selective Service area offices may forward to AFEES documentation of registrants' alleged medical/mental conditions. The documents will be reviewed to determine whether the claimed defect(s) is an obvious disqualifying condition for military service. Physical conditions considered as obviously disqualifying for military service are listed at figure 9-9. A copy of documents received from the Selective Service System will be attached to the duplicate DD Form 62 and retained in the examination files. Original copies will be returned to the AFREP. The following statement(s), as appropriate, will be recorded in the DD Form 62 remarks section.

a. If the condition is determined as an obvious disqualification: "Found not qualified for military service based on 'papers only' evaluation."

b. If the condition is determined as not obviously disqualifying: "The condition(s) described is not considered as obviously disqualifying for military service. This is a 'papers only' evaluation."

c. If a determination cannot be rendered: "The 'papers only' documentation is not sufficient for the purpose of determining the registrant's qualifications for military service."

Section V. MENTAL TESTING

9-29. General. Policies and procedures for test security, personnel, facilities, equipment, administration and scoring are contained in chapter 7. The purpose of testing registrants with the

Armed Services Vocational Aptitude Battery (ASVAB) Test is to:

a. Identify registrants who meet mental standards for induction into the Armed Forces

and exclude those who fail to meet the established standards.

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

9-30. Personnel psychologists. Each AFEES will have one or more commissioned personnel psychologists (Army SSI 42D) assigned to it. When supplied by another service, psychologists will possess qualifications comparable to those of the Army SSI 42D. Personnel psychologists will conduct terminal screening of mental test failures in accordance with paragraph 9-34. They will be assisted by enlisted personnel psychology specialists, if available. The commissioned personnel psychologists, however, will finally determine which of the registrants who failed to achieve qualifying test scores will be administratively accepted for military service.

9-31. Motivation of registrants. Registrants will be informed before the ASVAB is administered that they should endeavor to do their best to achieve the highest possible scores, since the scores attained become a part of their permanent records, determine their eligibility for military service, and influence the type of training and jobs they will be assigned. Emphasis will be placed on the fact that a deliberate attempt to fail mental tests will not keep them out of the military service, since they will be inducted, regardless of their score, if they are found not trying to do their best and could have passed if they had tried. Duties of test administrators and proctors include detection of registrants who are not giving their full time and attention to the test. Whenever it is obvious that a registrant is not approaching the test in a proper manner after instruction and encouragement by the proctor, the examiner will withdraw the registrant from the testing session. 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, they will award the registrant a score of "O" on the AFQT composite of the ASVAB. Such registrants will be processed in the same manner as any other registrant who fails the AFQT. If such registrants are non-English-

speaking, the following will be recorded on ASVAB scoring worksheet: "AFQT-O (non-English-speaking)."

b. If the registrant was marking answer sheets at random, refused to open test booklets, made no attempt to read or answer test questions or similar action, an attempt will be made to obtain the registrant's cooperation. If the registrant agrees, the alternate test form will be administered. If registrant again refuses to cooperate, the personnel psychologist will recommend to the commanding officer one of the following actions:

(1) The registrant be administratively accepted in accordance with paragraph 9-34 or

(2) That the registrant be processed as an "uncooperative registrant" as prescribed by paragraph 9-12.

9-32. Mental standards. (To be published.)

9-33. Retesting. Registrants who fail to attain a qualifying test score(s) under current standards for induction, may be retested upon written request by the Selective Service System if circumstances warrant retesting. Each request will be evaluated, and a determination will be made by the AFEES commander based upon supporting data furnished by the Selective Service System, such as high school or college transcript, job experience, evidence of satisfactory completion of a Federal/State training program, together with terminal screening interview sheet. Provisions for retesting of non-English speaking registrants are contained in paragraph 9-34c(2)(b). Retesting of registrants who have attained a qualifying score(s) for induction purposes while in an applicant status, or under the Armed Services Vocational Testing Program (AR 601-222), is not required if the scores are available at AFEES.

9-34. Terminal screening. Administrative acceptance of registrants will be restricted to those registrants who are determined to have deliberately failed the test and could have attained passing scores, under current mental standards, had they been properly motivated. Registrants who have been malingering, but considered unable to pass the test(s), will not be administratively accepted. This is intended to ensure that only those registrants who can attain passing test scores under current standards be inducted into

the Armed Forces. Only devices authorized by HQDA will be used for terminal screening. Terminal screening of registrants will be as follows:

a. Registrants failing to attain a qualifying AFQT composite percentile score. Registrants failing to attain a passing AFQT composite percentile score will be terminally screened using the devices prescribed in DA Pam 611-45*. The devices prescribed are the Failure Keys, the Individual Picture Recall Test (IPRT), and guidelines for the terminal screening interview. IPRT is a supplementary screening test used in the terminal screening process to assess the mental acceptability of AFQT failures in terms of the probability of their being able to pass the AFQT portion of the ASVAB. Procedures for administering and scoring the IPRT are contained in DA Pam 611-90**. Steps in the terminal screening procedures are as follows:

(1) Nonhigh school graduates.

(a) Those nonhigh school graduates found by the Failure Keys to be in the True Failure Category or Undetermined Category will be rejected without additional terminal screening.

(b) Those found by the Failure Keys to be in the Deliberate Failure Category will be further screened with the IPRT. In addition to testing with the IPRT, the personnel psychologist will conduct a personal interview with these registrants.

(c) Those with scores of 22 or higher on the IPRT will be interviewed as follows: A brief terminal interview will be given to ensure that the general school and work history of the registrant do not contradict the IPRT score. The personnel psychologist may accept the registrant based on this interview. However, if there is reason to doubt the IPRT score, an intensive interview will be conducted. On the basis of the findings of this interview, the personnel psychologist will either administratively accept for military service or reject the registrant as not qualified for military service.

(d) Those registrants with a score of 21 or less on the IPRT will be given an intensive interview. If the registrant's general school and work history reveal that the registrant is malingering,

they may be administratively accepted for military service. Otherwise, the registrant will be rejected as not qualified for military service.

(2) High-school graduates and those successfully completing 12 grades in school.

(a) These registrants will be screened with the Failure Keys and IPRT and interviewed by the personnel psychologist as prescribed in (1) above.

(b) If the terminal screening devices reveal that the registrant had the mental ability to pass the AFQT portion of the ASVAB had they tried, they will be administratively accepted. If, however, after the terminal screening the personnel psychologist believes that the failing AFQT composite percentile score of the registrant represents a true measure of their ability, the registrant will be rejected as not qualified for military service.

b. Registrants failing to attain qualifying scores. High school-graduates and nonhigh school-graduates failing to attain a passing score(s) are not acceptable for induction unless found to be acceptable when terminally screened. The personnel psychologist will review all available information pertaining to the registrant's education and civilian occupation. Particular attention will be given to the registrant's educational level. Each registrant who has 9th grade or lower as his highest educational level completed will be identified as a true failure and will not be screened further. All other registrants will be interviewed by the personnel psychologist. When the evidence elicited in the interview clearly indicates the registrant was poorly motivated in taking the test and would have achieved qualifying scores had they tried to pass, the registrant may be administratively accepted. If doubt exists as to whether the registrant will be administratively accepted, AFEES commanders or their designated representatives are authorized to correspond directly with either the registrant's school (or the Selective Service local board) to obtain school and job history records. Particular attention will be given to the GT composite (Word Knowledge and Arithmetic composite subtests) score. If there is no conflict between the scores on the verbal and arithmetic reasoning tests (AFQT subtests) and the registrant's background, education, and job history, the registrant will not be administratively accepted. However, if there is a

*To be published in event of mobilization or resumption of the draft.

**To be reinstated in event of mobilization or resumption of the draft.

conflict, the registrant may be administratively accepted or a neuropsychiatric consultation may be obtained in doubtful cases.

c. Non-English-speaking registrants. Non-English-speaking registrants who failed to attain qualifying test scores will be processed as follows:

(1) Non-high-school graduates found by the Failure Keys to be in the True Failure or Undetermined Categories will be rejected without further processing. Registrants who have less than 12 months' residence in the continental United States will be recommended for reexamination in accordance with (2)(b) below.

(2) Non-high-school graduates found by the Failure Keys to be in the Deliberate Failure Category and all high-school graduates will be interviewed by the personnel psychologist. Information from available personnel records pertinent to their English-speaking ability will be evaluated, and the registrant will 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:

(a) 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, AFEES commanders or their designated representatives are authorized to correspond directly with either the

registrant's school or the Selective Service area office to verify interview findings. If the investigation indicates that the registrant was deliberately attempting to fail the test(s) and was fully capable of passing had they 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 their background does not indicate the mental ability to have passed, the registrant will be rejected.

(b) In those instances in which registrants are rejected solely because they are non-English-speaking, entry will be made on the test scoring worksheet to indicate that a reexamination may be justified at a later date (e.g., "Non-English-speaking—RBJ after 6 months.")

9-35. Terminal screening checklist. A checklist will be prepared for each registrant terminally screened. This checklist will include, but need not be limited to—

a. Name and Selective Service number.

s. Test scores.

c. Summary of terminal screening interview to include supplementary test scores and reasons for acceptance or nonacceptance.

d. Educational and job history background to include copies of school records, if obtained.

Section IV. INDUCTION PROCEDURES

9-36. Orientation. Registrants found qualified for induction will be given an orientation concerning the following:

a. Purpose and significance of induction.

b. Processing steps in which the registrant will participate, including sequence and location at which the processing will take place.

9-37. Allocation of registrants. Allocation procedures prescribed in this paragraph will be invoked when more than one service is accepting inductees. The purpose of induction allocation procedure is to ensure that each service receives a proportionate share of inductees by physical pro-

file and mental groups. A cumulative report will be provided to each service on a quarterly basis which reflects the distribution of inductees apportioned to each service. This report will be sent to the headquarters of each recruiting service (see app C).

a. *Determination of physical and mental groups.* Under the current medical fitness standards (chap. 2, AR 40-501), qualified individuals are profiled under each of the PULHES factors, either 1 (no assignment limitations) or 2 (no significant assignment limitations) (chap. 9, AR 40-501). Individuals profiled 1 under each of the PULHES factors are coded A; those profiled 2 on

one or more of these factors are coded B. However, the allocation system makes use of individuals profiled 3 and coded C. Profile 3 and Code C identifies individuals who are physically acceptable under medical fitness standards for partial and total mobilization, but who are not acceptable under procurement (entry) standards. There are five mental categories based on AFQT composite percentile scores as follows: Category I contains scores of 93 and above; category II contains scores from 65 to 92 inclusive; category III contains scores from 31 to 64 inclusive; category IV contains scores from 10 to 30 inclusive; category V scores (9 and below) will not be used. Twelve medical-mental groups are obtained when combining the medical profiling codes with the mental groups 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

b. Application of medical-mental grouping system. In assigning registrants to the services by allocating 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. 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 the preference for Navy, will have a basic grouping of A-I-2. As an exception, twins or other members of the same immediate family will be allocated to the same service if they so indicate a preference.

c. Allocation lists. Allocation lists will be prepared for each day on which inductions are to be accomplished. They will be prepared in the following manner:

(1) Separate lists will be prepared for the registrants in each medical-mental category group, that is, A-1, 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.

(2) 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 figure 9-10.

(3) Totals of the tentative allocations will be compared with the authorized ratios to determine the degree of adjustment necessary in each service allocation.

(4) 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.

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

(a) 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 their second service preference.

(b) For further adjustments, the above process of selection will be reversed by starting at the bottom of the list 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 always conform 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 allocation to the required ratios, the final monthly totals of allocations to the four services can be accomplished within the authorized ratios.

9-38. Conscientious objectors allocated to Marine Corps. The Military Selective Service Act prescribes that inductees classified as conscientious objectors (1-A-O) by the Selective Service System will be assigned to noncombatant service. Noncombatant service as defined in paragraph 9-2 will be explained to registrants in class 1-A-O who have, through allocation procedures, been assigned (for induction purposes) to the Marine Corps. They will then be afforded the opportunity to declare whether or not occupational fields available in the Marine Corps are acceptable to them. A Statement of Understanding-Conscientious Objectors (I-A-O) (DA Form 3544-R) (fig. 9-11) will be used for this purpose. DA Form 3544-R will be locally reproduced on 8 inch by 10½ inch paper. Those who desire further counseling concerning their rights and opportunities available in the Marine Corps should be referred to the Marine liaison representative. Registrants who decline assignment to all of the noncombatant occupational fields available in the Marine Corps will be inducted into other Armed Forces (of the individual's preference, if practicable) where medical occupational specialty assignments are available. Cumulative records of allocations maintained in accordance with paragraph 9-37d will be adjusted accordingly. The completed statement will be forwarded with other records to the appropriate Marine Corps recruit depot or filed with the allocation list depending upon whether the individual accepts or declines assignment to occupational fields available in the Marine Corps.

(Locate fig. 9-11, a fold-in page, at the end of regular size pages.)

9-39. 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 9-41.

c. A commissioned officer or warrant officer (see para. 6-7a) 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 stated:

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 Forces concerned, and amenable to the regulations and the Uniform Code of Military Justice and all other applicable laws and regulations.

9-40. 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 the ceremonial oath of allegiance is not a part of induction. The oath will be administered by any commissioned officer of any Armed Force as soon after the induction as practicable. In every instance, there will be an appreciable break to ensure that the taking of the ceremonial oath does not appear to be any part of the induction. AFEEs commanders may permit the oath to be administered at other locations, if requested by the service in which inducted. Inductees will be informed of their right to take the oath of allegiance by affirmation and to omit "So Help me God." 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 support and defend the Constitution of the United States against all enemies, foreign and domestic; and I will bear true faith and allegiance to the same; 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. So Help me God.

b. In the event a nondeclarant alien does not desire to take the oath of allegiance, they may be administered the following oath of service and obedience:

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 they are already a member of the United States Army, Navy, Air Force, or Marine Corps, whichever is appropriate. For such an inductee, Certificate of Clearance and/or Security Determination under EO 10450 (DA Form 873) will be prepared (see para. 9-48).

d. Immediately following induction and the oath of allegiance, or oath of service and obedience, provisions of Articles 85 (desertion) and 86 (AWOL), UCMJ, will be explained to all inductees. Inductees will also be advised that they are subjected to the UCMJ and required articles will be explained to them within a few days after arrival at their first duty station.

9-41. Refusal to submit to induction. Any registrant who has been removed from the group as prescribed in paragraph 9-39b and who persists in their refusal to submit to induction will be informed that refusal constitutes a felony under the provisions of the Military Selective Service Act. They will be informed, further, that conviction of such an offense under civil proceedings will subject them to be punished by imprisonment for not more than 5 years, or a fine of not more than \$10,000, or both. They will then be informed again of the imminence of induction, using the language specified in paragraph 9-39a and their name and service again will be called. If they step forward at this time, they will be informed that they are a member of the Armed Forces concerned, using the language specified in paragraph 9-39c. If, however, they persist in refusing to be inducted, the following action will be taken:

a. The registrant will be requested, but not required, to make a signed statement, dated in their own handwriting, as follows: "I refuse to be inducted into the Armed Forces of the United States." The statement will be witnessed by at least two personnel who will sign the statement.

Registrants who refuse induction will not be furnished any means of transportation.

b. Letter of notification of refusal to submit to induction will be prepared in four copies. (See fig. 9-12 for a sample format.) The original, together with the voluntary statement described in a above, will be submitted to the United States Attorney for the judicial district in which the AFEES is located. Two copies will be forwarded to the Selective Service AFREP (one of which is forwarded to the Selective Service area office which delivered the registrant for induction) and one copy will be retained at the AFEES. Notification will include the following information:

(1) Name and address of registrant and witnesses.

(2) Selective Service number of registrant.

(3) 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.

(4) A detailed statement of facts concerning the registrant's refusal to be inducted, including date.

9-42. Name in which inducted. Ordinarily, a registrant will be inducted into the Armed Forces in the name which appears on the Order to Report for Induction (SSS Form 252). However, there is no regulatory or statutory requirement that a registrant be inducted only in the name reflected on the SSS Form 252 or other records/forms accomplished by the Selective Service System, their birth certificate, baptismal certificate, or court order authorizing change of name. In the absence of evidence of fraudulent intent (for example, to evade law enforcement officials, or to conceal a criminal record), there is no legal objection to the induction of a registrant in the name they have assumed and claims at the time of induction. The registrant's assumed name will be placed on the Record of Induction (DD Form 47) and other records prepared during induction processing. Their previous name will be noted on those records. Their change of name will be reported to the Selective Service AFREP.

9-43. Grade in which inducted. All registrants inducted under this regulation will be inducted in grade E1, except registrants who have success-

fully completed the 3- or 4-year Junior ROTC program (or the National Defense Cadet Corps which is an identical program of instruction) and those who have successfully completed 2 or more years of college ROTC will be inducted in grade E2. Documentation to reflect successful completion of the ROTC program is required. Those individuals who lack documentation will be inducted in grade E1; however, they may present documentation to their personnel officer at any time prior to completion of 4 months service and request appropriate grade adjustment. Effective date of grade for rank and pay purposes will be adjusted to the date of induction upon presentation of documentation to the personnel officer.

9-44. Leave (personal affairs). Inductees will be given an orientation concerning their rights under the Soldier's and Sailor's Relief Act and legal assistance (on matters such as power of attorney, a will, and estates) available to them while on active duty. General leave policies (provisions for 30 days annual leave and respective service procedures for granting leave upon completion of basic or advanced training) will also be explained.

a. Inductees may request up to 14 days advance leave or excess leave without pay and allowances for the purpose of handling personal af-

fairs before being transported to reception/training stations. The difference between advance leave and excess leave will be explained. Leave will be discouraged if personal affairs problems are nonexistent or can be handled (without undue hardship) at a later date (e.g., during the leave period granted after completion of basic or advanced training). They will be informed that they will be responsible for travel expenses incurred while in a leave status. They may be furnished transportation from AFEES to their residence and return to AFEES or, if travel costs are less, to the reception/training station at Government expense, however, reimbursement to the Government will be required after arrival at their duty station. Use of Government facilities available at AFEES (e.g., telephone) is authorized when it will facilitate handling of an inductee's personal affairs. Inductees may also be held at AFEES for a reasonable period (not to exceed 7 days) when personal matters can be resolved in the AFEES vicinity (e.g., obtaining a power of attorney).

b. Inductees granted leave will be furnished transportation to local transportation terminals at government expense. If requested by the inductee, SF 1169 (Transportation Request) will be issued for either one-way or round trip transportation to place of residence and return to the AFEES or, if travel costs are less, to the reception/training station.

Section VII. PREPARATION AND DISPOSITION OF RECORDS

9-45. Record of Induction (DD Form 47). The DD Form 47 is the official record of induction into the Armed Forces and a temporary record of the inductee's emergency notification data. It also contains the inductee's leave (personal affairs) election and authority for leave, when applicable. Preparation of the form is self-explanatory. It is prepared in four copies. Disposition is prescribed in paragraph 9-50. All copies should be typed to ensure legibility of copies.

9-46. Induction Processing Statement (DD Form 62). DD Form 62 is prepared in duplicate. The original copy is furnished to the Selective Service AFREP. The duplicate copy is retained by AFEES. DD Form 62 is prepared when:

a. Registrants are found disqualified for military service due to criminal charges filed and pending against them (para 9-16c).

b. Registrants performing alternate service (class I-W) are forwarded to AFEES for medical examination (para 9-27).

c. Necessary to furnish selective service area offices results of "papers only" evaluation (para 9-28).

d. Necessary to request selective service area offices to return registrants for medical specialty consultation.

e. Required by section VIII (Processing of Medical and Other Health Specialists).

f. Paragraph L-10, appendix L applies. The statement "Registrant has been advised to seek the services of the family physician or local health

agency" will be recorded in the DD Form 62 remarks section.

9-47. Acknowledgment of service obligation (DA Form 4710-R). All persons inducted into the Armed Forces will be given an orientation concerning their service obligation under the Military Selective Service Act. They will acknowledge understanding of their obligation by signing the statement shown at figure 9-13. DA Form 4710-R, (fig. 9-13) will be locally reproduced on 8-by 10½-inch paper.

(Locate fig. 9-13, a fold-in page, at the end of the regular size pages.)

9-48. Certificate of Clearance and/or Security Determination (DA Form 873). *a. Preparation.* This form will be prepared for all inductees refusing to subscribe to the oath of allegiance or the oath of service or obedience, whichever is appropriate (para 9-40). Under Part I, the following items will be completed: FROM (originating headquarters); Name; Military Grade; Social Security Number (SSN); Date of Birth; Place of Birth. Under Part III, enter for persons inducted into the Army, Air Force, and Marine Corps the following: "Not eligible for security clearance and/or assignment to specific geographical areas because of refusal to subscribe to (Oath of Allegiance) (Oath of Service and Obedience)." For Navy inductees the statement will read: "Not eligible for security clearance to sensitive duties without prior approval of the Chief of Naval Personnel." Authority for entry cited will be "paragraph 9-48, AR 601-270." Under Part IV, the Preparing Official (Induction Officer) will complete all items marked "Other" under "Distribution."

b. Disposition. This form will be the first in the records folder forwarded to the station of initial reception. This form will serve as an alert to personnel so that appropriate entries regarding security clearance may be noted on records prepared at stations of initial reception. A copy will be forwarded to CG, MEPCOM.

9-49. Induction travel orders. Orders will be prepared to direct travel of inductees. See figure 9-14 for sample induction travel orders.

9-50 Disposition of induction records. *a. Army.*

(1) Cdr, MILPERCEN, DAPC-PSS-D, 200 Stovall St., Alexandria, VA 22332.

(a) Record of Induction (DD Form 47), original.

(b) Report of Medical Examination (SF 88), original, including supporting documents, when applicable. Except that report of medical examination (SF 88) original, for medical and other health specialists will be processed as provided for in paragraph 9-54b(2)(a)(1) of this regulation.

(c) Report of Medical History (SF 93), original.

(d) Acknowledgment of Service Obligation (DA Form 4710-R), original.

(e) Induction travel order, copy.

(f) Waiver of civil offense(s), original (when applicable).

(2) Station of initial reception.

(a) Certificate of Clearance and/or Security Determination (DA Form 873), original (when applicable).

(b) Record of Induction (DD Form 47), copy 2.

(c) Report of Medical Examination (SF 88), copy including audiogram card and supporting documents, when applicable.

(d) Report of Medical History (SF 93), copy.

(e) ASVAB Scoring Worksheet (DOD 1304.12K), original.

(f) Statement of Law Violations (DA Form 4711-R), original (not required when forwarded in accordance with paragraph a(1)f above).

(g) Acknowledgment of Service Obligation (DA Form 4710-R), copy.

(h) Induction travel order, five copies.

b. Navy. Commanding Officer, Naval Administrative Command, Naval Training Center (Orlando, FL 32813, Great Lakes, IL 60088, San Diego, CA 92133) as applicable.

(1) Certificate of Clearance and/or Security Determination (DA Form 873), original, when applicable.

(2) Record of Induction (DD Form 47), original and copy #2.

(3) Report of Medical Examination (SF 88), original plus one copy including audiogram card and all supporting documents/consultations, when applicable.

(4) Report of Medical History (SF 93), original plus one copy.

(5) Acknowledgment of Service Obligation

(DA Form 4710-R), original plus one copy.

(6) Induction travel order, original plus two copies.

(7) Waiver of civil offense(s), original (when applicable).

(8) ASVAB Scoring Worksheet (DOD 1304.12K), original.

(9) Statement of Law Violations (DA Form 4711-R), original (not required when forwarded in accordance with b(7)(f) above).

c. Air Force.

(1) Cdr, AFMPC (DPMDRR), Randolph AFB, TX 78148.

(a) Record of Induction (DD Form 47), original.

(b) Report of Medical Examination (SF 88), original with supporting documents, when applicable.

(c) Report of Medical History (SF 93), original.

(d) Acknowledgment of Service Obligation (DA Form 4710-R), original.

(e) Waiver of civil offense(s), original (when applicable).

(2) Cdr, AFMTC (DPPR), Lackland AFB, TX 78236.

(a) Certificate of Clearance and/or Security Determination (DA Form 873), original (when applicable).

(b) Record of Induction (DD Form 47), copy 2.

(c) Report of Medical Examination (SF 88), copy including audiogram card and supporting documents when applicable.

(d) Report of Medical History (SF 93), copy.

(e) Acknowledgment of Service Obligation (DA Form 4710-R), copy.

(f) Statement of Law Violations (DA Form 4711-R), original (not required when forwarded in accordance with paragraph c(1)(e) above).

(g) Induction travel order, two copies.

d. Marine Corps.

(1) Commandant of the Marine Corps (Code MSRB-10), WASH DC 20380.

(a) Record of Induction (DD Form 47), copy 2.

(b) Report of Medical Examination (SF

88), original including supporting documents, when applicable.

(c) Report of Medical History (SF 93), original.

(d) Acknowledgment of Service Obligation (DA Form 4710-R), copy.

(e) Induction travel order, copy.

(f) Waiver of civil offense(s), original (when applicable).

(2) Station of initial reception.

(a) Certificate of Clearance and/or Security Determination (DA Form 873), original (when applicable).

(b) Statement of Understanding—Conscientious Objectors (I-A-O) (DA Form 3544-R), when applicable.

(c) Induction travel order, copy.

(d) Record of Induction (DD Form 47), original.

(e) Report of Medical Examination (SF 88), copy including audiogram card and supporting documents when applicable.

(f) Report of Medical History (SF 93), copy.

(g) ASVAB Scoring Worksheet (DOD 1304.12K), original.

(h) Statement of Law Violations (DA Form 4711-R), original (not required when forwarded in accordance with paragraph 4(1)(f) above).

(i) Acknowledgment of Service Obligation (DA Form 4710-R), original.

e. Inductee.

(1) Record of Induction (DD Form 47), copy 3.

(2) Acknowledgment of Service Obligation (DA Form 4710-R), copy 3.

(3) Induction travel order, copy.

f. AFEES (retain for 2 months and then destroy).

(1) Record of Induction (DD Form 47), copy 4.

(2) Report of Medical Examination (SF 88), copy, including supporting documents (excluding audiogram card), when applicable.

(3) Report of Medical History (SF 93), copy.

(4) Waiver of civil offense(s), copy (when applicable).

Section VIII. PROCESSING OF MEDICAL AND OTHER HEALTH SPECIALISTS

9-51. General. Policies and procedures for processing and commissioning of medical and allied specialty registrants are contained in AR 601-54. This section prescribes procedures for processing doctors of medicine and allied specialty registrants who are liable for induction under the Military Selective Service Act.

9-52. Examination. Enlistment qualification test specified in section V will not be administered to registrants processed under this section. A complete medical examination prescribed in chapter 10 and appendix IX, AR 40-501, will be accomplished. Medical fitness standards prescribed in chapter 8, AR 40-501 apply. Determination of fitness for military service and physical profiling will be accomplished by the Chief, Medical Examining Section. AFEES commanders will render a moral acceptability determination in accordance with criteria prescribed in AR 601-54. A DA Form 2981 will be prepared when a registrant's acceptability for service is denied due to a civil offense record. Doubtful cases will be forwarded to Commander, US Army Medical Department Personnel Support Agency (USAMEDDPERSA), 1900 Half Street, SW, WASH DC 20324.

9-53. Determination of professional qualifications. Professional acceptability will be determined by the AFEES commander as prescribed in paragraphs *a* through *e* below. Doubtful cases will be forwarded to USAMEDDPERSA for determination.

a. Doctors of medicine.

(1) Doctors of medicine possessing unrestricted licensure in the United States, District of Columbia, or the Commonwealth of Puerto Rico, who are determined to be medically qualified will be considered professionally acceptable if they are engaged in the ethical practice of medicine or are otherwise participating in appropriate professional activities and have successfully completed 1 year of graduate medical education in an approved program listed in the Directory of Accredited Residencies, published by the American Medical Association. Waiver of the latter provision may be granted by The Surgeon General if an American specialty board recognizes other training for certification requirements.

(2) The following also apply, as applicable:

(a) Graduate of an accredited school of medicine in one of the United States, Commonwealth of Puerto Rico, or Canada.

(b) Graduate of a foreign medical school upon standard certification by the Educational Commission for Foreign Medical Graduates or have unrestricted licensure in one of the United States, District of Columbia, or the Commonwealth of Puerto Rico.

(c) If a noncitizen foreign medical graduate, acceptability will be determined by the Cdr, USAMEDDPERSA.

b. Noncitizen doctors of medicine. Determination of professional acceptability of noncitizen doctors of medicine will be made by the Cdr, USAMEDDPERSA. Noncitizen doctors of medicine who are graduates of foreign medical schools will be considered professionally acceptable upon standard certification by the Educational Commission for Foreign Medical Graduates.

c. Doctors of osteopathy. Doctors of osteopathy will be considered professionally qualified if they are graduates of an accredited school of osteopathy located in the United States, have a minimum of 3 years of pre-professional college level training, and have completed an internship approved by the American Osteopathic Association. They must either be engaged in the ethical practice of osteopathy or otherwise participating in appropriate professional activities.

d. Dentists.

(1) Dentists will be considered professionally acceptable if engaged in the practice of dentistry or otherwise participating in appropriate professional activities and—

(a) Are graduates of an accredited school;

or

(b) Are currently licensed to practice dentistry in a State of the United States, District of Columbia, or Commonwealth of Puerto Rico.

(2) Exception to requirement for engagement in the practice of dentistry may be waived if registrant's case is being considered within 1 year after graduation from an accredited dental school, while undergoing postgraduate instruction, or while a senior dental student pending receipt of a qualifying degree if otherwise qualified.

e. Veterinarians. Veterinarians will be considered professionally acceptable if they are graduates of an accredited school of veterinary medicine in the United States or Canada, currently licensed to practice veterinary medicine in the United States, District of Columbia, or Commonwealth of Puerto Rico, and currently engaged in practice. Exception to the licensure requirement will be made if a registrant's case is being considered within 1 year after graduation from veterinary school, or while engaged in fields of veterinary professional endeavor, other than actual practice, not requiring licensure.

f. Optometrists. Optometrists will be considered professionally acceptable if they are graduates of an accredited school of optometry and licensed to practice in one of the United States, District of Columbia, or the Commonwealth of Puerto Rico, or have successfully completed all portions of the National Boards in Optometry. Exception to the licensure requirement will be made if a registrant's case is being considered within 1 year after graduation from optometry school or while undergoing postgraduate instruction.

g. Nurses. Nurses may be considered professionally acceptable if they are graduates of an educational program in nursing which prepares an individual for licensure as a registered nurse, and which is accredited by an agency recognized by the United States Commissioner of Education, and is acceptable to the Department of the Army. Verification of applicant's qualifications for appointment will be made by HQDA (SGPE-PD), 1900 Half Street, SW, Wash DC 20324.

h. Other allied medical specialists. Determination of professional acceptability of allied medical specialists other than those referred to in *a* through *f* above, will be made by the Cdr, USAMEDDPERSA. AFEES will forward the preinduction file of these registrants to the Cdr, USAMEDDPERSA, ATTN: SGPE-PD, 1900 Half Street, SW, Wash DC 20324, for determination of professional acceptability and completion of DD Form 62.

9-54. Preparation and disposition of forms. a. Completion of forms. The following forms will be completed for medical and other health specialists as required:

(1) Report of Medical Examination (Stand-

ard Form 88) and Report of Medical History (Standard Form 93).

(2) Preinduction Processing and Commissioning Data, Medical, Dental, and Allied Specialists Categories (DA Form 4714-R)—1 copy. DA Form 4714-R (fig. 9-15) will be reproduced locally on 8- by 10½-inch paper. Instructions for completion of the form are generally self-explanatory. In order to facilitate records checks, care will be taken to ensure that the registrant's social security number, place of birth (state and country), citizenship, aliases, nicknames and/or maiden name, and alien registration number and port of entry are recorded in item 27 (remarks). United States citizen foreign medical graduates will enter a statement in item 27, indicating that they have or have not obtained permanent certification by the Educational Commission for Foreign Medical Graduates, as provided for in AR 601-54. The agency issuing DD Form 62 will note in item 27 (DA Form 4714-R) "DD form 62 issued by (agency), . . . (date)." In the case of nurse registrants, the following information also will be recorded in item 27:

(a) Initial date and state of license granted by state board of nurse examiners.

(b) A continuation of item 20 showing a complete resume of all employment subsequent to date of initial license, and field of nursing in which employed.

(c) Statement of preference for clinical duty.

(d) Completion date of basic nursing education program.

(e) Registration number and year granted by American Association of Nurse Anesthetists, if appropriate.

(Locate fig. 9-15, a fold-in page, at the end of the regular size pages.)

(3) Department of Defense National Agency Check Request (DD Form 1584) 1 set.

(4) FBI Fingerprint Card (FD 258) 2 copies.

(5) Statement of Personal History (DD Form 398) 3 copies. *Noncitizens only.* Noncitizen doctors of medicine will enter a statement in the "remarks" section, indicating that they have or have not obtained standard certification by the Educational Commission for Foreign Medical Graduates as provided for in AR 601-54. If the individual refuses to complete the DD Form 398 in

its entirety, or discloses significant derogatory information with respect to their background, invokes constitutional privileges, or admits membership in the Communist Party ("Known Communists"), and in those cases where creditable derogatory information has been received from a reliable source as defined in AR 604-10, a statement to that effect will be entered in "remarks" section of the DD Form 1584. Entry will be made in DD Form 62 as follows: "Acceptability for military service is withheld pending appropriate departmental clearance."

b. Disposition of forms.

(1) In all cases involving questionable medical, moral, or professional acceptability, nurses, and other medical specialists not listed in paragraph 53 *a* through *h*, and noncitizen registrants found medically qualified, all applicable forms prescribed in *a* above will be forwarded to the Cdr, USAMEDDPERSA. In these cases DD Form 62 will be completed and disposition of forms made by the USAMEDDPERSA. The Cdr, USAMEDDPERSA will notify the AFEES commander of the final disposition.

(2) Registrants found acceptable.

(a) To USAMEDDPERSA.

1. SF 88—original and 1 copy with any consultation reports, X-ray film and other documents relating to the registrant's fitness for military service which were used in his evaluation.

2. SF 93—original and 1 copy.
3. DA Form 4714-R—1 copy.
4. DD Form 1584—1 set.
5. FD Form 258—2 copies.
6. DD Form 398—3 copies.

(b) To Selective Service AFREP.

1. DD Form 62—original and duplicate.
2. SF 88—1 copy.
3. SF 93—1 copy.

(c) Retain at AFEES.

1. SF 88—1 copy.
2. SF 93—1 copy.

(3) Registrants found disqualified.

(a) To USAMEDDPERSA.

1. SF 88—1 copy.
2. SF 93—1 copy.
3. DA Form 4714-R—1 copy.
4. DA Form 2981—original, when applicable.

cable.

(b) To Selective Service AFREP.

1. DD Form 62—original and duplicate.

2. SF 88—original.

3. SF 93—original.

4. DA Form 2981, copy, when applicable.

(c) Retain at AFEES.

1. SF 88—copy.

2. SF 93—copy.

3. DA Form 2981—copy, when applicable.

c. Upon completion of processing, registrants will be returned to the Selective Service System AFREP for required transportation to their homes.

9-55. Security processing. The Cdr, USAMEDDPERSA, will initiate a National Agency Check on each medical specialist registrant when the preinduction file is received from the AFEES commander if determined to be otherwise qualified. Upon receipt of the results of the National Agency Check, USAMEDDPERSA will furnish the Induction Processing Statement (DD Form 62) to the appropriate State Director of Selective Service indicating the medical, moral and professional acceptability of the registrant.

9-56. Induction. These instructions are applicable to medical and other health specialists who are not commissioned or appointed as warrant officers.

a. Induction processing. Induction processing of physicians, dentists, veterinarians, nurses, optometrists, and other allied medical specialists will be the same as prescribed for regular registrants except as indicated in (1) and (2) below.

(1) If the lapse of time between the AFEES medical examination and the appearance of the registrant for induction or appointment does not exceed 2 years, 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 registrants may not be medically qualified. In such cases, or when the lapse of time subsequent to the preinduction medical examination exceeds 2 years, a complete medical examination as prescribed in chapter 10 and appendix IX, AR 40-501, will be accomplished. Medical fitness standards prescribed in chapter 8, AR 40-501, apply. (Validity period prescribed as an exception to paragraph 10-17a(1), AR 40-501.)

(2) Allocation of physicians, dentists, veterinarians, nurses, optometrists, and other allied medical specialists to the Army, Navy, or Air Force for commissioning is accomplished as provided in AR 601-54. USAMEDDPERSA will inform AFEES of the service in which a registrant is to be inducted in the event of refusal to accept a commission.

b. *Outprocessing of inducted health specialists.* Inducted physicians, dentists, veterinarians,

nurses, optometrists, and other allied medical specialists will be outprocessed as follows:

(1) Registrants inducted into the Army will be forwarded to the nearest reception station for reception processing.

(2) Registrants inducted into the Navy will be forwarded to the nearest Navy Recruiting Station.

(3) Registrants inducted into the Air Force will be forwarded to the Air Force Military Training Center.

RIB REPORT NO. 162 PROCESSING LIST-AFREP		REPORTING DATE: 12/18/75												
RSN RANGE 001-010 FRESNO CALIFORNIA		AFEES 072												
162 072 121875 *****														
NAME (LAST, FIRST, MIDDLE) SSN	DOB	DATE ORDER MAILED: 11/28/75										(C)		
BARNES PETER FRANKLIN 1A0 04 069 56 07200	040556	1	2	3	4	5	6	7	8	9	10	11	12	1
FUGATE THOMAS EUGENE 04 069 56 00351	120856	1	2	3	4	5	6	7	8	9	10	11	12	4
HARPER JAMES PATRIC R 04 069 56 00781	082956	1	2	3	4	5	6	7	8	9	10	11	12	7
YARBROUGH JAMES III 10 04 070 56 00149	032256	1	2	3	4	5	6	7	8	9	10	11	12	3

1 INDUCTED	4 DISQUAL RBJ 30 DAYS	7 DISQUAL 120 DAYS	10 FAILED TO REPORT
2 DISQUAL	5 DISQUAL RBJ 60 DAYS	8 DISQUAL OVER 120 DAYS	11 ELOPED
3 ACCT UNDETERMINED	6 DISQUAL RBJ 90 DAYS	9 QUALIFIED	12 REFUSED TO SUBMIT

REPORT TO BE DESTROYED 99 MONTHS AFTER 10/22/76

<i>MEPCOM</i>		<i>MEPCOM</i>	
<i>Eastern Sector</i>	<i>Code</i>	<i>Central Sector</i>	<i>Code</i>
Albany, NY	A01	Knoxville, TN	B26
Baltimore, MD	A02	Louisville, KY	B27
Boston, MA	A03	Montgomery, AL	B28
Buffalo, NY	A04	Nashville, TN	B29
Ft Hamilton, NY	A05	Jackson, MS	B42
Harrisburg, PA	A06	Kansas City, MO	B43
Manchester, NH	A07	Little Rock, AR	B44
Newark, NJ	A08	Memphis, TN	B45
New Haven, CT	A09	New Orleans, LA	B46
Philadelphia, PA	A10	Shreveport, LA	B49
Pittsburgh, PA	A11	Chicago, IL	B54
Portland, ME	A12	Cincinnati, OH	B55
Springfield, MA	A13	Cleveland, OH	B56
Syracuse, NY	A14	Columbus, OH	B57
Wilkes-Barre, PA	A15	Des Moines, IA	B58
Atlanta, GA	A20	Detroit, MI	B59
Beckley, WV	A21	Fargo, ND	B60
Charlotte, NC	A22	Indianapolis, IN	B61
Coral Gables, FL	A23	Milwaukee, WI	B62
Ft Jackson, SC	A24	Minneapolis, MN	B63
Jacksonville, FL	A25	Omaha, NE	B64
San Juan, PR	A30	Sioux Falls, SD	B65
Raleigh, NC	A31	St Louis, MO	B66
Richmond, VA	A32		
 <i>MEPCOM</i>			
<i>Western Sector</i>	<i>Code</i>		<i>Code</i>
Albuquerque, NM	C36	Honolulu, HI	C73
Amarillo, TX	C37	Los Angeles, CA	C74
Dallas, TX	C38	Oakland, CA	C75
Denver, CO	C39	Phoenix, AZ	C76
El Paso, TX	C40	Portland, OR	C77
Houston, TX	C41	Salt Lake City, UT	C78
Oklahoma City, OK	C47	Seattle, WA	C79
San Antonio, TX	C48	Spokane, WA	C80
Boise, ID	C70	Anchorage, AK	C81
Butte, MT	C71	Guam	C82
Fresno, CA	C72		

Figure 9-2. AFFES codes for issuance of TIN.

Army

RE-1
RE-1A
RE-1B
RE-2
RE-2A (See note 1)
RE-4A (See note 2)

Marine Corps

RE-1
RE-1A
RE-3A
RE-3E
RE-3H (See note 3)
RE-3O
RE-3P (See note 4)
RE-3R
RE-3S (See note 5)
RE-3T
RE-3U
RE-3F

Navy

RE-1
RE-1R
RE-3A
RE-3C (See note 6)
RE-3D (See note 3)
RE-3E
RE-3H (See note 3)
RE-3K
RE-3N
RE-3P (See note 4)
RE-3Q
RE-3R
RE-3S (See note 5)
RE-3T (See note 4)
RE-3U
RE-3X

Air Force

RE-1
RE-12
RE-3/93
RE-13
RE-14

Notes

1. Grade determination will be processed by first duty station.
2. Provided registrant meets citizenship requirements for induction as determined by Selective Service System.
3. Provided registrant is not eligible for classification in Class 3-A (Registrant Deferred Because of Dependency of Others) as determined by the Selective Service System.
4. Provided registrant meets physical fitness standards for induction.
5. Provided registrant is not eligible for classification in Class 4-G (Surviving Son/Sole Surviving Son) as determined by Selective Service System.
6. Provided registrant is not eligible for classification in Class I-O (Conscientious Objector Available for Alternate Service) as determined by the Selective Service System.

Figure 9-4. Reenlistment eligibility codes not disqualifying for induction.

1. Minor traffic offenses. The following list is intended as a guide. Offenses of a similar nature and traffic offenses treated as minor by local law enforcement agencies should be treated as minor.

Blocking or retarding traffic
Careless driving
Crossing yellow line; driving left of center
Disobeying traffic lights, signs, or signals
Driving on shoulder
Driving uninsured vehicle
Driving with blocked vision
Driving with expired plates or without plates
Driving without license or with suspended or revoked license
Driving without registration or with improper registration
Driving wrong way on one-way street
Failure to comply with officer's directives
Failure to have vehicle under control
Failure to keep to right or in line
Failure to signal
Failure to stop for or yield to pedestrian
Failure to submit report following accident
Failure to yield right-of-way
Faulty equipment (defective exhaust, horn, lights, mirror, muffler, signal device, steering device, tailpipe, or windshield wipers)
Following too closely
Improper backing: Backing into intersection or highway; backing on expressway; backing over crosswalk
Improper blowing of horn
Improper parking: Restricted area, fire hydrant, double parking
Improper passing: Passing on right; in no passing zone; passing parked schoolbus; pedestrian in crosswalk
Improper turn
Invalid or unofficial inspection sticker; failure to display inspection sticker
Leaving key in ignition
License plates improperly displayed or not displayed
Operating overloaded vehicle
Racing, dragging, contest for speed
Reckless Driving (single offense)
Speeding
Spinning wheels; improper start; zigzagging or weaving in traffic

2. Minor nontraffic offenses. The following list is intended as a guide. Offense of a similar nature should be treated as minor offenses. In doubtful cases, the following rule should be applied: if the maximum confinement under local law is 4 months or less, the offense should be treated as minor.

Abusive language under circumstances to provoke breach of peace
Carrying concealed weapon (other than firearm); possession of brass knuckles
Curfew violation
Damaging road signs
Discharging firearm through carelessness
Discharging firearm within municipal limit
Disobeying summons
Disorderly conduct; creating disturbance; boisterous conduct
Disturbing peace
Drinking liquor on train (other than club car)
Drunk in public; drunk and disorderly
Dumping refuse near highway
Fighting; participating in affray
Fornication
Illegal betting or gambling; operating illegal handbook, raffle, lottery, punchboard; matching cockfight
Juvenile noncriminal misconduct; beyond parental control, incorrigible, runaway, truant, or wayward
Killing domestic animal
Liquor: Unlawful manufacture, sale, or possession, or consumption in public place
Loitering
Malicious mischief; painting water tower, throwing water filled balloons, throwing rocks on highway, throwing missiles at athletic contests, or throwing objects at vehicle
Nuisance, committing
Poaching
Possession of cigarettes by minor
Possession of indecent publications or pictures
Purchase, possession, or consumption of alcoholic beverages by minor
Removing property under lien
Removing property from public grounds
Robbing orchard
Shooting from highway
Shooting on public road

Figure 9-5. Guidelines of typical offenses.

Simple assault
Throwing glass or other material in road
Trespass to property
Unlawful assembly
Using or wearing unlawful emblem
Vagrancy
Vandalism; injuring or defacing public property or property of another; shooting out street lights
Violation of fireworks law
Violation of fish and game laws

3. Other (nonminor) misdemeanors. The following is intended as a guide. Offenses of comparable seriousness should be treated as nonminor misdemeanors. In doubtful cases, the following rule should be applied: If the maximum confinement under local law exceeds 4 months but does not exceed 1 year, the offense should be treated as a nonminor misdemeanor.

Adultery
Assault consummated by battery
Bigamy
Breaking and entering vehicle
Check, worthless, making or uttering, with intent to defraud or deceive (\$100 or less)
Conspiring to commit misdemeanor
Contributing to delinquency of minor
Desecration of grave
Driving while drugged or intoxicated
Failure to stop and render aid after accident
Indecent exposure
Indecent, insulting, or obscene language communicated to a female directly or by telephone
Leaving dead animal
Leaving scene of accident (hit and run)
Looting
Negligent homicide
Petty larceny (value \$100 or less); stealing hub-caps; shoplifting
Reckless driving (two or more offenses)
Resisting arrest
Selling or leasing weapons to minors
Slander
Stolen property, knowingly receiving (value \$100 or less)
Suffrage rights, interference with
Unlawful carrying of firearms; carrying concealed firearms

Unlawful entry
Unlawful use of long-distance telephone lines
Use of telephone to abuse, annoy, harass, threaten, or torment another
Using boat without owner's consent
Willfully discharging firearm so as to endanger life; shooting in public place
Wrongful appropriation of motor vehicle; joyriding; driving motor vehicle without owner's consent. This group of motor vehicle offenses, and offenses of comparable nature and seriousness but variously described (auto theft, auto larceny, etc.), comprises the familiar case of taking or withholding a motor vehicle without authority and with intent temporarily to deprive the owner of his property. It does not encompass offenses where there is clear evidence that the offender intended permanently to deprive the owner of his motor vehicle. Offenses of the latter nature are included in grand larceny or embezzlement involving a value of over \$100.

4. Felonies. Offenses of comparable seriousness should be treated as felonies. In doubtful cases, the following rule will be applied; if the maximum confinement under local law exceeds 1 year, the offense should be treated as a felony.

Aggravated assault; assault with dangerous weapon; assault intentionally inflicting great bodily harm; assault with intent to commit felony
Arson
Attempt to commit felony
Breaking and entering with intent to commit felony
Bribery
Burglary
Carnal knowledge of female under 16
Cattle rustling
Check, worthless, making or uttering, with intent to defraud or deceive (over \$100)
Conspiring to commit felony
Criminal libel
Extortion
Forgery; knowingly uttering or passing forged instrument
Graft
Grand larceny; embezzlement (value over \$100)

Housebreaking	juana. Wrongful possession, use, or sale
Indecent acts or liberties with child under 16	Pandering
Indecent assault	Perjury, subornation of perjury
Kidnapping abduction	Public record; altering, concealing, destroying mutilating, obliterating, or removing
Mail matter; abstracting, destroying, obstruct- ing, opening, secreting, stealing, or taking	Rape
Mails: depositing obscene or indecent matter	Riot
Maiming; disfiguring	Robbery
Manslaughter	Sedition; solicitation to commit sedition
Misprision of felony	Sodomy
Murder	Stolen property, knowingly receiving (value over \$100)
Narcotics or habit forming drugs to include mari-	

SAMPLE INDORSEMENTS FOR MORAL WAIVERS

The following indorsements to DA Form 2891 will be used for recording moral waiver determinations under provisions of paragraph 9-16.

FILE _____ Ind

SUBJECT: Waiver of Civil Offenses

TO:

Request for waiver of civil offenses is approved and induction into the Armed Forces (Army, Navy, Marine Corps, or Air Force) is authorized provided registrant is otherwise qualified. This is not to be construed as authorization for induction into any armed force not currently accepting personnel for induction.

FOR THE COMMANDER:

FILE _____ Ind

SUBJECT: Waiver of Civil Offenses

TO:

1. Request for waiver of civil offenses is approved and induction into the Armed Forces (Army, Navy, Marine Corps, or Air Force) is authorized, providing the registrant is otherwise qualified *and the Selective Service local board obtains a complete release from all forms of civil restraint except for unconditional unsupervised probation and unconditional suspended sentence.* This is not to be construed as authorization for induction into any armed force not currently accepting personnel for induction.

2. Upon receipt of information from the Selective Service local board that the registrant is released from all form of civil restraint or that the registrant is subject to only unconditional unsupervised probation or unconditional suspended sentence, he may be inducted without further reference to a higher headquarters.

3. The registrant is (or it appears the registrant may still be subjected to) civil restraint as a result of the disposition(s) of offense(s):

FOR THE COMMANDER:

Figure 9-6. Application for determination of moral eligibility for induction.

FILE _____ Ind
SUBJECT: Waiver of Civil Offenses

TO:

1. Request for waiver of civil offenses is approved and induction into the Armed Forces (Army, Navy, Marine Corps, or Air Force) is authorized, provided the registrant is otherwise qualified and the Selective Service local board obtains a complete release from all forms of civil restraint (with the exception of registrants under unconditional unsupervised probation and unconditional suspended sentence) except the existing court order for support. This is not to be construed as authorization for induction into any armed force not currently accepting personnel for induction.

2. Upon receipt of information from the Selective Service local board that the registrant is released from all forms of civil restraint, except support court order, or that the registrant is subject to only unconditional unsupervised probation or unconditional suspended sentence, they may be inducted without further reference to a higher headquarters.

FOR THE COMMANDER: _____

FILE _____ Ind
SUBJECT: Waiver of Civil Offenses

TO:

Request for waiver of civil offenses for the purpose of induction into the Armed Forces (Army, Navy, Marine Corps, or Air Force) is not favorably considered.

FOR THE COMMANDER:

APPLICATION FOR DETERMINATION OF MORAL ELIGIBILITY FOR INDUCTION (AR 601-370)		DATE OF APPLICATION 15 May 70
TO: Commanding Officer US Army Third Recruiting District ATTN: USARCE-EW 1628 Virginia Avenue College Park, Georgia 30337	FROM: Commanding Officer Armed Forces Examining & Entrance Sta Ft. Jackson, S. C. 29207	
1. NAME DOE, John R. AKA: Sonny Jones DOB: 22 Mar 50	2. SELECTIVE SERVICE NO. 38-23-50-350	
2. ADDRESS (Street Number, City and State) 420 Main Street Midville, S. C. 29218		
3. NATURE OF OFFENSES (Give detailed description, including DATE of each offense and AGE at time of offense. List as A, B, C.) A. SBOPLIFTING (Verified). Registrant stole sunglasses valued at \$2.50 from a drug store in Midville - 26 Feb 65 - age 14. B. ARSON (Verified). Registrant set fire to tool shed in Midville, S. C. - 12 Nov 65 - age 15. C. LARCENY (Alleged). Registrant stated he stole a record player from Woolworth's in Concord, S. C. - 18 Jun 66 - age 16.		
4. COMPLETE APPLICABLE ITEMS (a Through d Below) REFERRING TO OFFENSES AS 4A, 4B, 4C		
5. CITY AND STATE IN WHICH TRIED, NAME OF COURT, AND DATE OF TRIAL 4A. Family Court, Midville, S. C. - 30 Mar 65 4B. Criminal Court, Midville, S. C. - 19 Jan 66 4C. Registrant stated City Court, Concord, S. C. - 14 Jul 66		
6. DISPOSITION OR SENTENCES IMPOSED 4A. \$15 fine. 4B. 6 months confinement (suspended) - 7 months probation (terminated after 6 months). 4C. Registrant stated fined \$75.		
7. THE OFFENSES ARE PUNISHABLE UNDER THE LAW OF THE STATE 4A. \$200 or 60 days confinement. 4B. 20 years confinement. 4C. 10 years confinement.		

(Continued on Reverse Side)

DA FORM 2981 JUN 68 -- REPLACES DA FORM 2981-R, 1 FEB 67 WHICH IS OBSOLETE.

Figure 9-8

e. INCLUSIVE DATES OF:						
CONFINEMENT		PAROLE		PROBATION		
None		None		19 Jan 66 - 19 Aug 67 Terminated 19 Jul 67		
f. COMPLETE EMPLOYMENT RECORD (Including Periods of Unemployment)						
NAME OF EMPLOYER	LOCATION	JOB TITLE	INCLUSIVE DATES			
Joseph J. Smith High School	Midville, S. C.	Student	1965 to Jun 68			
Brown's Dairy	Concord, S. C.	Route Helper (Assisted Milkman in delivery)	Jul 68 to Aug 68			
Lakeside Mills	Midville, S. C.	Cloth Handler	Aug 68 to present			
High Street Gulf Service Station	Midville, S. C.	Station Attendant (part time)	Aug 68 to present			
7. INFORMATION WAS OBTAINED BY						
<input checked="" type="checkbox"/> INTERVIEW OF INDIVIDUAL <input type="checkbox"/> VERBALLY FROM CIVIL AUTHORITIES <input type="checkbox"/> REPORT FROM CIVIL AUTHORITIES						
8. EDUCATIONAL LEVEL	9a. AOB SCORES OF 90 OR HIGHER	10. PHYSICAL PROFILE				
12 years (non HSG)	IN 93; EL 103; GM 105	P	U	L	M	E
11. APGT SCORE	9b. GT SCORE					
7C-19-IV	63	1	1	1	1	1
12. REMARKS (Estimating circumstances, brief statement of registrant's potential value in the service when composite medical, mental, and moral characteristics are considered)						
Date of interview - 21 Apr 69. 2 minor traffic offenses (see Incl 2 & 7). Due to nature of offense 4B, psychiatric evaluation was obtained (Incl 1). Doctor finds registrant psychiatrically qualified. Registrant stated he desires to be inducted and will serve his military obligation to the best of his ability. State laws prohibit release of information on juveniles. Chief of Police, Mr. Joseph Cally, Midville, verbally verified offense 4A with Mrs. Mary Hall, waivers clerk, this AFEES, and offered his personal recommendation for induction. States registrant comes from broken home and was often influenced by older companions. Since registrant committed all serious offenses at an early age and none for almost 4 years and exhibits positive motivation and mitigating evidence, the potential of this registrant appears to be good. 3 Incl 1. Psychiatric evaluation 2. Ltr from Police Dept., Concord, S. C. 3. Ltr from Police Dept., Midville, S. C. (Cont'd)						
13. RECOMMEND						
<input checked="" type="checkbox"/> WAIVER BE GRANTED <input type="checkbox"/> WAIVER NOT BE GRANTED <input checked="" type="checkbox"/> SELECTIVE SERVICE SYMBOL						
14. TYPED NAME AND GRADE			15. SIGNATURE			
JOE H. BUCK, MAJ, USMC			s/ Joe H. Buck			

Figure 9-8-continued.

12. REMARKS. (Cont'd)

4. Ltr from Joseph J. Smith High School, Midville, S. C.
5. Ltr from Brown's Dairy, Concord, S. C.
6. Ltr from Lakeside Mills, Midville, S. C.
7. Ltr from Criminal Court, Midville, S. C.
8. Ltr from City Court, Concord, S. C.
9. Statement of Law Violations

1. Acromegaly or gigantism, enlargement of hands, feet, and face due to disease of pituitary gland.
2. Addiction to drugs, confirmed by medical certification, or civil authority or court record.
3. Alcoholism, chronic, confirmed by medical certification, or civil authority or court record.
4. Amputation of arm or leg.
5. Aphonia, loss of voice.
6. Blindness, complete both eyes.
7. Brain, hernia of.
8. Deafness, complete both ears.
9. Deformities of marked degree which seriously interfere with normal body function and weight bearing power.
10. Severe deformities of the mouth, throat, or nose which interfere with speech or the mastication of ordinary food.
11. Diabetes.
12. Elephantiasis, severe, swelling of extremities.
13. Empyema or unhealed sinuses of the chest wall following surgery for empyema.
14. Epispadias or Hypospadias (Congenital deformity of penis). When urine cannot be voided in such a manner as to avoid soiling of clothing or surroundings or when accompanied by evidences of chronic infection of the genito-urinary tract.
15. Eye—loss of.
16. Harelip, severe, causing speech defects.
17. Hermaphroditism.
18. Hodgkin's disease.
19. Idiocy.
20. Imbecility.
21. Kidney, congenital or surgical absence of one.
22. Leprosy.
23. Mental derangement, with commitment or authentic medical history of mental derangement without commitment.
24. Multiple sclerosis.
25. Muscular dystrophy.
26. Mutism, unable to speak, regardless of cause.

Figure 9-9. Obvious physical disqualifying conditions for military service.

27. Neck, tumor of the thyroid, including enlarged lymph nodes, if the enlargement is of such a degree as to interfere with wearing of ordinary clothing.
28. Neurosyphilis of any form.
29. Organic valvular diseases of the heart, including those improved by surgery.
30. Paraplegia.
31. Paroxysmal convulsive disorders, all forms of psychomotor or temporal lobe epilepsy except for seizures associated with toxic states of fever during childhood up to the age of 5.
32. Penis, amputation of, if the resulting stump is insufficient to permit normal function.
33. Pneumonectomy, removal of entire lung.
34. Pulmonary tuberculosis, active.
35. Psoriasis, if severe or extensive.
36. Scars, extensive, deep, or adherent that interfere with muscular movement or that show a tendency to breakdown and ulcerate.
37. Skull, deformities of (depressions or protrusions), associated with disease of the brain, spinal cord, or peripheral nerves.
38. Stammering or stuttering, severe.
39. Tracheostomy.
40. Tumor, benign of such a size and location as to interfere with wearing of ordinary clothing.
41. Tumor, malignant, regardless of size or location.
42. Tumor, benign, of trachea, bronchi, lungs, pleura, or mediastinum.
43. Ulcer of the stomach or duodenum, confirmed by X-ray examination.

Allocation Record

(Applicable when the provisions of paragraph 9-37, AR 601-270 are invoked.)

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

Computation of authorization:² Total listed 20

¹ Enter service preference in this column using code designations as follows: Army—1, Navy—2, Air Force—3, Marine Corps—4, none—N.

² For purpose of illustration only.

Figure 9-10

The following is a sample of the letter of notification to be sent to US Attorneys in accordance with paragraph 9-41. It is not a standard format. Each AFEEES may vary the content in accordance with instructions from the *local US Attorney*.

SUBJECT: Refusal to Submit to Induction

United States Attorney
US District Court
(Appropriate City and State)

Dear Sir/Madam:

In compliance with the provisions of paragraph 9-41, Army Regulation 601-270, following information is submitted pertaining to Mr./Ms. _____ (Name) _____, a Selective Service registrant who refused to submit to induction on _____ (Date) _____ at the Armed Forces Examining and Entrance Station, _____ (Address of AFEEES) _____.

Full name and address of registrant: _____

Selective Service Number: _____

Number and address of Selective Service Local Board to which registrant is assigned: _____

The name of the registrant appeared on the Selective Service System Processing List, RIB Report No. 162, dated _____, indicating date of delivery as _____.* The registrant reported to the Armed Forces Examining & Entrance Station on _____ (Date) _____, and was processed for induction in accordance with applicable provisions of chapter 9 (Processing of Selective Service Registrants), Army Regulation 601-270.

Mr./Ms. _____ was determined fully qualified for induction in all respects.

All registrants who were determined fully qualified for induction were assembled. The Induction Officer informed them of the imminence of induction, quoting the following as prescribed by paragraph 9-39a, Army Regulation 601-270.

"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."

* If registrant was ordered to report to another AFEEES, the date of the SSS RIB Report No. 162 containing the subject registrant's name and reporting date is to be obtained through the SSS AFREP, and cited in this letter. A statement will be added to reflect the registrant was ordered to report to one AFEEES but reported to another and the reason therefore.

Figure 9-12. Sample letter to US Attorney.

When Mr./Ms. _____'s name and service were called, he refused to step forward. He or she was removed from the presence of the group about to be inducted, and processed as prescribed in paragraph 9-41, Army Regulation 601-270.

Mr./Ms. _____ persisted in his or her refusal to submit to induction. He or she was informed that such refusal constitutes a felony under the provisions of the Selective Service Act of 1967, as amended. He or she was informed further that conviction for such an offense under civil proceedings could subject him or her to punishment by imprisonment for not more than 5 years, or a fine of not more than \$10,000 or both. He or she was then informed again of the imminence of induction by the Induction Officer, who quoted 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."

Mr./Ms. _____'s name and service were again called, but he or she still refused to step forward.

The above proceedings were witnessed by the following personnel:

WITNESSES:

(Complete names and addresses)

Mr./Ms. _____ was requested, but not required to make a signed statement, dated, in his or her own handwriting, as follows: "I refuse to be inducted into the Armed Forces of the United States." (He or she declined to make such a signed statement.) (Witnessed Statement Attached.)

Copies furnished:
State Director, Selective Service System
Selective Service AFREP

_____ (Signature)_____

AFEES File Copy

(AFEES LETTERHEAD)

Induction Travel Order No. 111

10 July 1978

1. Having been inducted into the United States Army this date, in pay grade E-1 unless otherwise indicated, following personnel are assigned and will report to FORT KNOX, KENTUCKY not later than 12:00 O'clock PM (midnight), 10 July 1978 unless otherwise indicated below.

2. NAME/SSN or TIN	Remarks/ Special Instructions
*DOE, JOHN J. 111-11-1111	
JOHNSON, GARY W. 222-22-2222	Inducted in pay grade E-2.
SMITH, PETER E. 333-33-3333	Report to this station in accordance with leave instructions.
JONES, EDWARDS S. 444-44-4444	Report to station shown in paragraph 1 above in accordance with leave instructions.

DISTRIBUTION:
 1-each inductee
 2-group leader
 4-(1 for ea inductee)
 Ft Knox, Ky
 1-Record set

/s/ Allen S. Craig, CPT, USAF
 /t/ PETER S. JOHNSON
 Major, USA
 Commanding

*Group leader.

Figure 9-14. Sample induction travel order.

**PREINDUCTION PROCESSING AND COMMISSIONING DATA
MEDICAL, DENTAL, AND ALLIED SPECIALISTS CATEGORIES**
For use of this form, see AR 601-270; the proponent agency is DCSPER.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Military Selective Service Act - 50 USC Appendix 451, and sections following; and Executive Order 9397, 22 November 1943.

PRINCIPAL PURPOSE: Determine qualifications of selective service registrants for induction into the Armed Forces of the United States as commissioned medical, dental or allied specialists.

ROUTINE USES: This information is maintained and used in strict confidence in accordance with federal law and regulations. The information may be submitted for verification by appropriate law enforcement or court officials. Records of civil conviction or adverse juvenile adjudication are processed for review in order that qualifications for military service may be determined in accordance with standards prescribed by the Department of Defense.

DISCLOSURE: Disclosure of requested information is mandatory, except your social security number, disclosure of which is voluntary.

1. LAST NAME - FIRST NAME - MIDDLE NAME		2. SELECTIVE SERVICE NUMBER		3. PROFESSION	
4. HOME OF RECORD			5. CURRENT ADDRESS		
6. DATE OF BIRTH	7. MARITAL STATUS	8. DEPENDENTS	a. NO. OF CHILDREN	b. OTHERS	9. CITIZEN OF THE US <input type="checkbox"/> YES <input type="checkbox"/> NO
10. HAVE YOU BEEN CONVICTED BY A CIVIL COURT OF ANY OFFENSE WHERE TOTAL SENTENCE, PERIOD OF PAROLE, PROBATION, SUSPENDED SENTENCE, OR ANY OTHER FORM OF CIVIL RESTRAINT, EXCEEDS ONE YEAR; OR ANY OFFENSE PUNISHABLE BY DEATH? (If yes, give date, court, and circumstances.) <input type="checkbox"/> YES <input type="checkbox"/> NO					
11. HAVE YOU BEEN SEPARATED FROM ONE OR MORE OF THE ARMED FORCES UNDER OTHER THAN HONORABLE CONDITIONS OR FOR THE GOOD OF THE SERVICE CONCERNED? (If yes, state the service concerned, date and circumstances.) <input type="checkbox"/> YES <input type="checkbox"/> NO					
12. ARE CRIMINAL CHARGES FILED AND PENDING AGAINST YOU ALLEGING A VIOLATION OF A STATE OR FEDERAL STATUTE? (If yes, state the circumstances.) <input type="checkbox"/> YES <input type="checkbox"/> NO					
13. PROFESSIONAL EDUCATION					
Name of School <small>a</small>		Location <small>b</small>		No. of Years Attended <small>c</small>	Date of Graduation <small>d</small>
Degree Received <small>e</small>					
14. INTERNSHIP					
Name of Hospital <small>a</small>		Location <small>b</small>		Type of Internship <small>c</small>	Year Completed <small>d</small>
Number of Months <small>e</small>					
15. RESIDENCY OR FELLOWSHIP					
Name of Hospital or Institution <small>a</small>		Location <small>b</small>		Type of Residency or Fellowship <small>c</small>	Position <small>d</small>
Year Completed <small>e</small>		Number of Months <small>f</small>			
16. ARE YOU CERTIFIED BY AN AMERICAN SPECIALTY BOARD? (If yes, state board and year certified.) <input type="checkbox"/> YES <input type="checkbox"/> NO			17. ARE YOU CERTIFIED IN ANY SUBSPECIALTY BY AN AMERICAN BOARD? (If yes, state subspecialty and year of certification.) <input type="checkbox"/> YES <input type="checkbox"/> NO		
18. ARE YOU CURRENTLY LICENSED TO PRACTICE IN A STATE, THE DISTRICT OF COLUMBIA, THE COMMONWEALTH OF PUERTO RICO, OR A TERRITORY OF THE UNITED STATES? (If yes, show place and year in which licensed.) <input type="checkbox"/> YES <input type="checkbox"/> NO			19. IF YOU ARE A GRADUATE OF A FOREIGN MEDICAL SCHOOL, DO YOU POSSESS PERMANENT CERTIFICATION BY THE EDUCATIONAL COUNCIL FOR FOREIGN MEDICAL GRADUATES? (If yes, when was the certification granted?) <input type="checkbox"/> YES <input type="checkbox"/> NO		

ACKNOWLEDGMENT OF SERVICE OBLIGATION (6-Year Acknowledgment)

For use of this form, see AR 601-270; the proponent agency is DCSPER.

I, _____, having been inducted into the

Army (*Marine Corps, etc.*) 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 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, and if I am assigned to or voluntarily join a Ready Reserve unit, I will participate satisfactorily for 3 years in scheduled drills (*as many as 48 per year*) and annual active duty for training (*not more than 17 days per year*) of that unit unless excused therefrom by proper authority. If I am not assigned to a unit or should proper authority transfer me from a unit to the Individual Ready Reserve prior to satisfactory completion of 3 years' unit service, I will remain in the Individual Ready Reserve until the fifth anniversary of my induction and while so assigned, will participate satisfactorily by performing, when directed, not more than 30 days active duty for training annually. While I am in the Individual Ready Reserve I am subject to reassignment to a unit but will not be required to serve more than 3 years of aggregate unit service.

Upon satisfactorily completing 3 years of unit service (*aggregate service considered*) or the fifth anniversary of my induction, whichever occurs first, I will be eligible for transfer to the Standby Reserve for the remainder of my service obligation and will be so transferred unless I elect to remain in the Ready Reserve by executing the appropriate service agreement.

If in any year I fail to satisfactorily perform the required training I can be ordered to perform active duty for training for 45 days.

I understand that as a reservist I must promptly reply to any military correspondence directed to me.

In the event of war or national emergency declared by Congress, my service obligation, which would otherwise expire, will be continued in effect until 6 months after the end of such war or emergency, unless sooner terminated.

TYPED NAME

SOCIAL SECURITY NUMBER

SIGNATURE

STATEMENT OF UNDERSTANDING – CONSCIENTIOUS OBJECTORS (1-A-0)

For use of this form, see AR 601-270; the proponent agency is DCSPER.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Military Selective Service Act – 50 USC Appendix 451, and sections following; and Executive Order 9397, 22 November 1943.

PRINCIPAL PURPOSE: Provide registrants classified as conscientious objectors (1-A-0) tentatively allocated for induction into the United States Marine Corps the opportunity to accept or decline an occupational field(s) available in the U.S. Marine Corps.

ROUTINE USES: This form is used to identify, for training and assignment purposes, inductees (*conscientious objectors, 1-A-0*) who have accepted an occupational field(s) available into the U.S. Marine Corps.

DISCLOSURE: Disclosure of your social security number is voluntary.

1. The term "Noncombatant service" has been defined and explained to me. Also, understanding that the United States Marine Corps does not have any unit which is unarmed at all times or a medical department, I hereby declare that: Assignment in the occupational field(s) available in the United States Marine Corps checked below (is) (are) acceptable to me. I understand that I will remain unarmed at all times and will not be trained in the use of weapons. I further understand that I may be ordered to duty wherever needed on a worldwide basis (including combat areas).

a. Personnel and Administration	h. Food Services
b. Logistics	i. Auditing, Finance and Accounting
c. Lithography	j. Motor Transport
d. Operational Communications	k. Data Processing
e. Supply Administration and Accounting	l. Marine Corps Exchange
f. Transportation	m. Photography
g. Supply Service	n. Band

2. DATE	3. SIGNATURE
---------	--------------

4. TYPED OR PRINTED FULL NAME AND SSN

5. Assignment in occupational field available in the United States Marine Corps is not acceptable.

a. DATE	b. SIGNATURE
---------	--------------

c. TYPED OR PRINTED FULL NAME AND SSN

STATEMENT OF LAW VIOLATIONS					
For use of this form, see AR 601-270; the proponent agency is DCSPER.					
DATA REQUIRED BY THE PRIVACY ACT OF 1974					
<p>AUTHORITY: Military Selective Service Act – 50 USC Appendix 451, and sections following; and Executive Order 9397, 22 November 1943.</p> <p>PRINCIPAL PURPOSE: Determine moral qualifications of selective service registrants for induction into the Armed Forces of the United States.</p> <p>ROUTINE USES: This information is maintained and used in strict confidence in accordance with federal law and regulations. The information may be submitted for verification by appropriate law enforcement or court officials. Records of civil conviction or adverse juvenile adjudication are processed for review in order that qualifications for military service may be determined in accordance with standards prescribed by the Department of Defense.</p> <p>DISCLOSURE: Disclosure of requested information is mandatory, except your social security number, disclosure of which is voluntary.</p>					
<p>Your answers to the following questions will be verified with the Federal Bureau of Investigation (FBI), and other agencies to determine any previous records of arrest or convictions or juvenile court adjudications. If you conceal such records at this time you may upon induction be subject to disciplinary action under the uniform code of military justice and or discharge from the military service with other than an honorable discharge.</p>					
QUESTION				NO	YES
a. Have you even been arrested, charged, cited, or held by Federal, State, or other law enforcement or juvenile authorities regardless of whether the citation or charge was dropped or dismissed or you were found not guilty?					
b. As a result of being arrested, charged, cited, or held by law enforcement or juvenile authorities, have you ever been convicted, fined by or forfeited bond to a Federal, State, or other judicial authority or adjudicated a youthful offender or juvenile delinquent (regardless of whether the record in your case has been "sealed" or otherwise stricken from the court record)?					
c. Have you ever been detained, held in, or served time in any jail or prison, or reform or industrial school or any juvenile facility or institution under the jurisdiction of any City, County, State, Federal or foreign country?					
d. Have you ever been awarded, or are you now under suspended sentence, parole, or probation or awaiting any action on charges against you?					
e. Have you been released from parole, probation, juvenile supervision, or given a suspended sentence or relieved of charges pending on condition that you apply for entry in the US Armed Forces?					
f. Are you now involved in a party to or connected with any court action or civil suit? (Explain "yes" answer in remarks section below).					
<p>Explain below "yes" answers in "a" through "e". Be careful to include ALL incidents with law enforcement authorities.</p>					
OFFENSE	DATE/PLACE	AGE	DISPOSITION	COURT	
REMARKS(Continue on reverse, if necessary)					
CERTIFICATION					
<p>I understand that if information provided by me in this document is knowingly false or incorrect, I may be prosecuted under Federal civilian or military law or subject to administrative separation proceedings and, in either instance, I may receive a less than Honorable Discharge. I certify that the information given by me in this document is true, complete, and correct to the best of my knowledge and belief.</p>					
DATE	NAME AND SOCIAL SECURITY NUMBER (Type or print)	SIGNATURE OF REGISTRANT			

APPENDIX A

EXPLANATION OF TERMS

A-1. Applicant. An individual (male or female) applying for enlistment in the Armed Forces (Regular or Reserve Components).

A-2. Disqualified. Applicant does not meet established criteria to enlist under standards prescribed by the sponsoring service.

A-3. Enlistee. A person whose enlistment has been consummated (see para 6-7).

A-4. Enlistment. A voluntary enrollment in a Regular or Reserve Component of the Armed Forces of the United States.

A-5. Enlistment processing. Administrative requirements necessary to effect enlistment or reenlistment of an applicant, including assignment and shipment to a recruit reception station or other initial duty station, when appropriate.

A-6. Examination. Mental testing and/or medical examining necessary to determine an applicant's qualifications for enlistment or other specified purpose.

A-7. Qualified. Applicant meets enlistment criteria under standards prescribed by the sponsoring military service.

A-8. Holdover. Overnight lodging incurred by applicant or enlistee when—

a. Examination and/or enlistment processing has not been completed.

b. Necessary to wait for transportation to enlistee's home.

c. Necessary to await transportation to enlistee's initial duty station.

A-9. Major recruiting force. *a.* Army—Army Recruiting Command.

b. Navy—Navy Recruiting Command.

c. Air Force—Air Force Recruiting Service.

d. Marine Corps—Marine Corps Recruiting Service.

e. Army Reserve—US Army Forces Command.

f. Army National Guard—State Adjutant Generals.

A-10. Local area recruiting activity.

a. Army—District Recruiting Command.

b. Navy—Recruiting District.

c. Air Force—Recruiting Detachment.

d. Marine Corps—Recruiting Station.

e. Army Reserve—Army Reserve Commands/General Officer Commands.

A-11. No-show. An applicant who has been scheduled for examination and/or enlistment but fails to report to the AFEES at prescribed date and time.

A-12. One-day processing. ASVAB testing, examination, processing, enlistment and/or shipment of an applicant accomplished in one day.

A-13. "Papers Only" review. Review and evaluation of medical documents or statements for the purpose of identifying obviously disqualifying defects for military service.

A-14. Walk-in. An applicant who has not been scheduled by recruiting service for examination and/or enlistment processing to the AFEES.

A-15. Workload (major function areas). *a.* *Performed*

(1) *Medical examining.* Examinations (full medical), physical inspections, documentation only reviews conducted.

(2) *Mental testing.* Mental aptitude test batteries and special tests administered.

(3) *Accession.* An enlistment which increases the incremental strength of a Regular or Reserve component.

b. Programed. Examination and enlistment workload requirements included in fiscal year budget management guidance established by the Executive Agent.

c. Projected. Examination and enlistment

workload estimates furnished to AFEES activities for planning purposes.

d. Unprogramed. Examinations and/or enlistments not included in the programed workload established by the Executive Agent. An applicant who is projected to AFEES for processing after the daily forecast has been submitted and before the close of the AFEES workday.

A-16. Accountable test material. Test booklets, scoring keys, tapes, and K optical scanner control forms are accountable test material. Answer sheets completed in whole or in part, testing scratch paper and "crib sheets," although not defined as accountable test material, must be protected and secured at all times until destroyed as prescribed for accountable test material.

A-17. Alternate test form. Alternate test forms will yield comparable scores, may be administered to the same group of examinees, permits retesting of applicants, when necessary, without repeating the same test and helps to prevent the content of the test from becoming familiar to examinees.

A-18. Aptitude score. A score converted to standard base to determine potential for training.

A-19. ASVAB (Armed Services Vocational Aptitude Battery). The ASVAB is a series of tests designed, under Department of Defense sponsorship, to measure potential for training in general occupational fields.

A-20. Composite scores. A combination of raw scores.

A-21. Converted scores. Percentile or aptitude scores computed from composite scores to a standard base.

A-22. Institutional test. A test administered at an educational institution for the purpose of obtaining aptitude areas and possible enlistment qualification.

A-23. Mentally disqualified. Applicant failed to achieve scores acceptable for enlistment as determined by the sponsoring service.

A-24. Mental standards. The minimum mental test score(s) acceptable for enlistment as established by the respective services.

A-25. MET site. A facility other than the AFEES where applicants are administered production tests for enlistment.

A-26. Percentile score. Indicates the percent of the group which ranks below the specified percentile rank; e.g., an individual who has a percentile score of 75 exceeds 75 percent of the group and is exceeded by 25 percent of the group.

A-27. Production test. A test administered solely for the purpose of enlistment at an AFEES or MET site.

A-28. Raw score. The score as originally obtained, expressed in the original units of measurement; i.e., the total number of right answers, or the total number of right answers minus a fraction of the number wrong.

A-29. Ringers. Individuals who attempt to take or have taken an enlistment qualification test, in the stead of and colluded with other persons, by falsifying personal identification data on DD Form 1966, test answer sheet, or other document used in connection with examining or processing of applicants for enlistment in the Armed Forces.

A-30. Special purpose test. A test to determine additional qualifications required for enlistment under a specific program(s) or option(s).

A-31. Test administrator or examiner. A person designated, in writing, by the AFEES commander to conduct production and institutional testing.

A-32. Test control officer. A commissioned officer designated by unit orders to administer and control production and institutional tests for the Armed Forces (see app G for responsibilities).

A-33. Test supervisor. The testing supervisor is responsible to assist the TCO in carrying out the mission and functions of the AFEES testing section.

20 October 1977

AR 601-270/AFR 33-7/OPNAVINST 1100.4/MCO P1100.75

A-34. Test proctor. An individual to assist the test administrator in administering and protecting production and institutional aptitude tests.

A-35. Verification test. A retest administered when there is reasonable evidence to indicate that production test scores are suspect.

APPENDIX B
EXECUTIVE AGENT ACTIVITIES

B-1. HQDA (DAPE-MPE)
WASH DC 20310

B-2. Commander
US Military Enlistment Processing Command
ATTN: MEPCDCG
Fort Sheridan, IL 60037

B-3. MEPCOM Sector Commands.
Commander
Headquarters, Eastern Sector
United States Military Enlistment Processing Command
Fort Meade, MD 20755

Commander
Headquarters Central Sector
United States Military Enlistment Processing Command
Fort Sheridan, IL 60037

Commander
Headquarters Western Sector
United States Military Enlistment Processing Command
Oakland Army Base, CA 94626

B-4. AFEES Addresses.
Commander, AFEES Albany
Leo W. O'Brien Fed Bldg
Albany, NY 12207

Commander, AFEES Albuquerque
PO Box 103
Albuquerque, NM 87103

Commander, AFEES Amarillo
PO Box 4357
Amarillo, TX 79101

Commander, AFEES Atlanta
1330 W Peachtree St W
Atlanta, GA 30309

Comander, AFEES Beckley
115 Prince St
Beckley, WV 25801

Commander, AFEES Boise
1405 W Bannock St
Boise, ID 83706

Commander, AFEES Boston
666 Summer St
Boston, MA 02210

Commander, AFEES Ft Hamilton
Bldg 116, Ft Hamilton
Brooklyn, NY 11252

Commander, AFEES Buffalo
1007 Fed Bldg
111 W. Huron St
Buffalo, NY 14202

Commander, AFEES Butte
20 W Granite St
Butte, MT 59701

Commander, AFEES Charlotte
PO Box 10397
Charlotte, NC 28237

Commander, AFEES Chicago
615 W Van Buren St
Chicago, IL 60607

B-4. AFEES Addresses.—Cont.

Commander, AFEES Cincinnati
Rm 2525 Fed Ofc Bldg
550 Main St
Cincinnati, OH 45202

Commander, AFEES Cleveland
1240 E 9th St
Cleveland, OH 44199

Commander, AFEES Columbus
Rm 202
3333 Indianola Ave
Columbus, OH 43214

Commander, AFEES Miami
8395 Executive Dr
Miami, FL 33166

Commander, AFEES Dallas
912 S Ervay St
Dallas, TX 75201

Commander, AFEES Denver
229 New Custom House
19th and Stout St
Denver, CO 80202

Commander, AFEES Des Moines
Bldg 64 Gruber St
Ft Des Moines
Des Moines, IA 50315

Commander, AFEES Detroit
426 Clinton St
Detroit, MI 48226

Commander, AFEES El Paso
PO Box 368
El Paso, TX 79943

Commander, AFEES Fargo
225 N Fourth Ave
Fargo, ND 58102

Commander, AFEES San Juan
Ft Brooke, PR 09851

Commander, AFEES Ft Jackson
Bldg 2435
Ft Jackson, SC 29207

Commander, AFEES Harrisburg
PO Box 2251, NCAD
Harrisburg, PA 17105

Commander, AFEES Fresno
1821 Fulton St
Fresno, CA 93721

Commander, AFEES Honolulu
2379 Kuhio Ave
Honolulu, HI 96815

Commander, AFEES Houston
701 San Jacinto St
PO Box 52309
Houston, TX 77052

Commander, AFEES Indianapolis
141 S Meridian St
Indianapolis, IN 46225

Commander, AFEES Jackson
PO Box 1665
Jackson, MS 39205

Commander, AFEES Jacksonville
2826 Art Museum Dr
Jacksonville, FL 32207

Commander, AFEES Kansas City
2420 Broadway
Kansas City, MO 64108

Commander, AFEES Knoxville
1013 N Central St
Knoxville, TN 37917

Commander, AFEES Baltimore
6701 Elkridge Landing Rd
Linthicum Heights, MD 21090

Commander, AFEES Little Rock
PO Box 989
Little Rock, AR 72203

Commander, AFEES Los Angeles
4727 Wilshire Blvd
Los Angeles, CA 90010

Commander, AFEES Louisville
600 Federal Pl
Rm 315 B
Louisville, KY 40202

Commander, AFEES Manchester
275 Chestnut Street
Manchester, NH 03103

Commander, AFEES Memphis
PO Box 1122
Memphis, TN 38101

B-4. AFEES Addresses.—Cont.

Commander, AFEES Milwaukee
536 W Wisconsin Ave
Milwaukee, WI 53203

Commander, AFEES Minneapolis
210 B Fed Ofc Bldg
2D and Wash St
Minneapolis, MN 55401

Commander, AFEES Montgomery
Gunter AFS
Bldg 1512
Montgomery, AL 36114

Commander, AFEES Nashville
4751 Truesdale Dr
Nashville, TN 37220

Commander, AFEES Newark
Fed Ofc Bldg
970 Broad St
Newark, NJ 07102

Commander, AFEES New Haven
640 Chapel St
New Haven, CT 06510

Commander, AFEES New Orleans
4400 Dauphine St
Bldg 603-1C
New Orleans, LA 70146

Commander, AFEES Oakland
1515 Clay St
Oakland, CA 94612

Commander, AFEES Oklahoma City
621 N Robinson Ave
Rm 275
Oklahoma City, OK 73102

Commander, AFEES Omaha
121 S 16th St
Omaha, NB 68102

Commander, AFEES Philadelphia
401 N Broad St
Philadelphia, PA 19108

Commander, AFEES Phoenix
P.O. Box 1190
Phoenix, AZ 85001

Commander, AFEES Pittsburgh
Fed Bldg
1000 Liberty Ave
Pittsburgh, PA 15222

Commander, AFEES Portland
Fed Ofc Bldg
Room 2027
151 Forest Ave
Portland, ME 04101

Commander, AFEES Portland
425 SW Taylor St
Portland, OR 97204

Commander, AFEES Raleigh
1330 St Marys St
Raleigh, NC 27605

Commander, AFEES Richmond
PO Box 3M
Richmond, VA 23206

Commander, AFEES St. Louis
Twelfth and Spruce Sts
St. Louis, MO 63102

Commander, AFEES Salt Lake City
Charles Bldg
438 S Main St
Salt Lake City, UT 84101

Commander, AFEES San Antonio
100 E Houston St
San Antonio, TX 78205

Commander, AFEES Seattle
2247 15th Ave
Seattle, WA 98119

Commander, AFEES Shreveport
200 N Thomas Dr
Shreveport, LA 71107

Commander, AFEES Sioux Falls
USPO and Federal Bldg
3125 2d Avenue
Sioux Falls, SD 57011

Commander, AFEES Spokane
US Court House
920 Riverside Ave
Spokane, WA 99201

Commander, AFEES Springfield
Fed Ofc Bldg
1883 Main St
Springfield, MA 01103

B-4. AFEES Addresses.—Cont.

Commander, AFEES Syracuse
100 S Clinton Street
Syracuse, NY 13202

Commander, AFEES Wilkes-Barre
19 N Main St
Wilkes-Barre, PA 18701

APPENDIX C
RECRUITING SERVICE ADDRESSES

C-1. Army

Headquarters:

Commanding General
Headquarters United Army Recruiting Command
Fort Sheridan, IL 60037

Army Regional Recruiting Commands:

Cdr, US Army Northeastern RRC
Ft Meade, MD 20755

Cdr, US Army Southeastern RRC
Fort Gillem
Forrest Park, GA 30050

Cdr, US Army Southwestern RRC
PO Box 8277, Wainwright Station
San Antonio, TX 78208

Cdr, US Army Midwestern RRC
Bldg 84
Ft Sheridan, IL 60037

Cdr, US Army Western RRC
Ft Baker, CA 94965

Army Reserve (FORSCOM):

Headquarters:
Cdr, US Army Forces Command
ATTN: AFPR-RC
Ft McPherson, GA 30330

Army Area Commands:

Cdr, First US Army
ATTN: AFKA-CR
Ft George G. Meade, MD 20755

Cdr, Fifth US Army
ATTN: AFKB-RO
Ft Sam Houston, TX 78234

Cdr, Sixth US Army
ATTN: AFKC-PA-H
Presidio of San Francisco, CA 94129

Cdr, 172d Inf Bde (AK)
ATTN: AFZT-R
APO Seattle 98749

Cdr, US Army Support Command, Hawaii
ATTN: AFZV-RC
APO San Francisco 96558

C-2. Marine Corps.

Headquarters:

Commandant of the Marine Corps
Headquarters, US Marine Corps
(Code MMRE-9)
Washington, DC 20380

Recruiting Commands:

Commanding General
Marine Corps Recruit Depot
ATTN: Assistant Chief of Staff for Recruiting
San Diego, CA 92140

Commanding General
Marine Corps Recruit Depot
ATTN: Assistant Chief of Staff for Recruiting
Parris Island, SC 29905

Marine Corps Districts:

Director
1st Marine Corps District
605 Stewart Ave
Garden City
Long Island, NY 11530

Director
4th Marine Corps District
Bldg 75, US Naval Base
Philadelphia, PA

Director
6th Marine Corps District
75 Piedmont Ave NE
Atlanta, GA 30303

Director
8th Marine Corps District
Bldg 10, Naval Support Activity
New Orleans, LA 70146

Director
9th Marine Corps District
9401 Santa Fe Drive
Overland Park, KS 66212

Director
12th Marine Corps District
Building 7, Naval Station
Treasure Island
San Francisco, CA 94130

C-3. Navy.

Headquarters:

Commander, Navy Recruiting Command
4015 Wilson Boulevard
Arlington, VA 22203

Commander, Navy Recruiting Area One
Scotia, NY 12302

Commander, Navy Recruiting Area Three
451 College St
PO Box 4887
Macon, GA 31208

Commander, Navy Recruiting Area Four
360 South 3rd St
Columbus, OH 43215

Commander, Navy Recruiting Area Five
Bldg 3
Great Lakes, IL 60088

Commander, Navy Recruiting Area Seven
Suite 501
1499 Regal Row
Dallas, TX 75247

Commander, Navy Recruiting Area Eight
Bldg 1, US Naval Support Activity
Treasure Island
San Francisco, CA 94130

C-4. Air Force.

Headquarters:

HQ USAF/DPXXOA
Washington, DC 20330

Basic Coordination for AF:

AFMPC/DPMMAE
Randolph AFB, TX 78148

HQ USAF Recruiting Service
USAFRS/RS
Randolph AFB, TX 78148

Groups:

3501st USAF Recruiting Gp
L. G. Hanscom AFB, MA 01731

3503d USAF Recruiting Gp
Robins AFB, GA 31098

3504th USAF Recruiting Gp
Lackland AFB, TX 78236

C-4. Air Force—Continued

Groups—Continued

3505th USAF Recruiting Gp
Chanute AFB, IL 61864

3506th USAF Recruiting Gp
Mather AFB, CA 95655

APPENDIX D

MEAL MENUS

D-1. General. To eliminate any possibility of misunderstanding between the Army and the meal contractor, and to ensure that quality and quantity of food meet minimum standards, contracts should be written by contracting officers in supporting purchasing offices to incorporate menus indicated in this appendix. Exceptions to these standards may be approved on an individual basis by HQDA.

D-2. Regular meal menus. Entrees should vary from day to day with each of the meat items being served at least twice a week.

a. Breakfast.

Fruit or fruit juice.

Hot or cold cereal.

Two eggs cooked to order (US Department of Agriculture grade A large).

Bacon, ham, or sausage.

Toast.

Two pats of butter or margarine (72 pats per pound).

Jelly or jam.

Coffee, tea, cocoa, or milk (US Public Health Service grade A or equivalent).

b. Dinner and supper.

(1) 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.

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)—8-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.

Chicken, fried—(2½- to 3-pound eviscerated fryer)—¼ serving.

Fish—5-ounce fillet.

(2) Potato of one of the following types (3-ounce serving):

Mashed.

Baked.

Parsley buttered.

French fried.

Sweet, baked.

Sweet, candied.

Sweet, mashed.

(3) One vegetable of type listed below:

Green beans—2½-ounce serving.

Green peas—2½-ounce serving.

Greens, leafy—2½-ounce serving.

Lima beans—2½-ounce serving.

- (3) One vegetable of type listed below—Continued
 Whole grain corn—2½-ounce serving.
 Creamed corn—2½-ounce serving.
 Asparagus—2¼-ounce serving.
 Broccoli—2½-ounce serving.
- (4) 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.
- (5) 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.
- (6) Butter or margarine, 2 pats (72 pats per pound).
- (7) One dessert or choice as listed below:
 Pie—apple, cherry, peach, or berry—⅙ of 9-inch pie.
 Ice cream—3-ounce (choice of flavor).
 Cake, layer with icing—2-ounce cut.
- (8) Choice of beverage as listed below:
 Coffee—1 cup.
 Tea, hot or iced (in season)—1 cup or 8 oz glass.
 Milk—½ pint.
 Cocoa—1 cup.

D-3. Box lunch menus. *a.* Two sandwiches per individual, individually wrapped, each containing one or more items from each group below:

- (1) Filling:
 Sliced, baked, or boiled ham—2-ounce serving.
 Sliced chicken or turkey—2-ounce serving.
 Sliced roast beef—2-ounce serving.
- (2) 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).
- (3) Spread:
 Margarine or butter—1 pat (72 pats per pound).
 Mustard—1 teaspoon.
- b.* 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 (3 each per pound).
 Pear—1 medium (3 each per pound).

- c. Desserts:
 - Cake, layer or sheet with icing—2-3-ounce cut.
 - Cupcakes—2 each (medium).
- d. Beverages. A choice of beverages as listed below will be offered with the box lunch provided suitable arrangements for serving can be made.
 - Milk— $\frac{1}{2}$ pint.
 - Coffee—1 cup.
 - Tea, hot or iced—1 cup or glass.
 - Cocoa—1 cup.
- e. Paper supplies to be used are as follows:
 - Waxed paper or glassine bags will be used for wrapping all items except fruit or beverage.
 - Straws, paper, waxed or milk—2 each.
 - Napkins, paper—1 each (13" x 13").
 - Lunchboxes, cardboard—1 each.
- f. All lunches will be packed in cardboard lunchboxes large enough to hold all items without crushing.
- g. Box-lunch meals will be prepared not longer than 5 hours prior to time of consumption and will be kept under refrigeration until served.

D-4. Short order menus. a. Choice of two of the following or combination thereof:

- Soup with crackers.
 - Hamburger with $\frac{1}{4}$ pound of meat.
 - Cheeseburger with $\frac{1}{4}$ pound of meat.
 - Frankfurter on hot dog bun with chili.
 - Bacon, lettuce, and tomato sandwich on toast. Sandwich to contain three slices of bacon.
- b. Choice of french fries or potato chips.
 - c. Dessert in accordance with paragraph D-2b(7).
 - e. Sufficient catsup, mustard, mayonnaise, butter, pickle relish, and onions as desired by the applicant.
 - f. Choice of beverage in accordance with paragraph D-2b(8), and including the following additional flavors of carbonated beverages:
 - Cola—1 8-oz glass.
 - Root beer—1 8-oz glass.
 - Lemon-lime—1 8-oz glass.
 - Milk shake—11-oz.

APPENDIX E

FEDERAL/STATE COUNSELING AND REHABILITATION PROGRAM

E-1. The Departments of Labor and Health, Education, and Welfare have established procedures whereby persons found not qualified for military service may be referred to representatives of State employment, health, or vocational rehabilitation agencies. Experience has revealed that initial on-the-spot contact with applicants at the time of rejections results in higher participation in the program.

E-2. AFEES commanders will cooperate with Federal/State agencies desiring to station representatives at AFEES for the purpose of interviewing and/or counseling rejected applicants to the extent that facilities and operating conditions will permit. Any procedures for referral of rejected applicants will be developed through local coordination between AFEES, the recruiting services, and Federal/State representatives. Examining and enlistment functions should not be circumvented nor should additional cost to the Armed Forces be incurred solely for this purpose. Rejected applicants will be advised that their participation in Federal/State counseling or rehabilitation programs is entirely voluntary. A copy of Standard Form 88 and 93 or test scoring worksheets may be furnished to Federal/State interviewers for initial screening and referral purposes provided the applicant consents to release of these forms in writing. The statement at figure E-1 will be used for this purpose. Statements of consent to release of examination records will be maintained in the examination files.

**AUTHORIZATION FOR RELEASE OF MEDICAL
AND MENTAL RECORDS**

Date _____

This is authorization for the Armed Forces Examining and Entrance Station to release a copy of my physical examination and/or mental test records to Federal/State counselor(s) working with me in a referral or rehabilitation program. Federal and State agencies or my physician may be contacted for possible assistance to me in my rehabilitation program.

Applicant's* Signature _____

Applicant's Name (Print) _____
(First Name) (Middle Name) (Last Name)

Applicant's Social Security Number _____

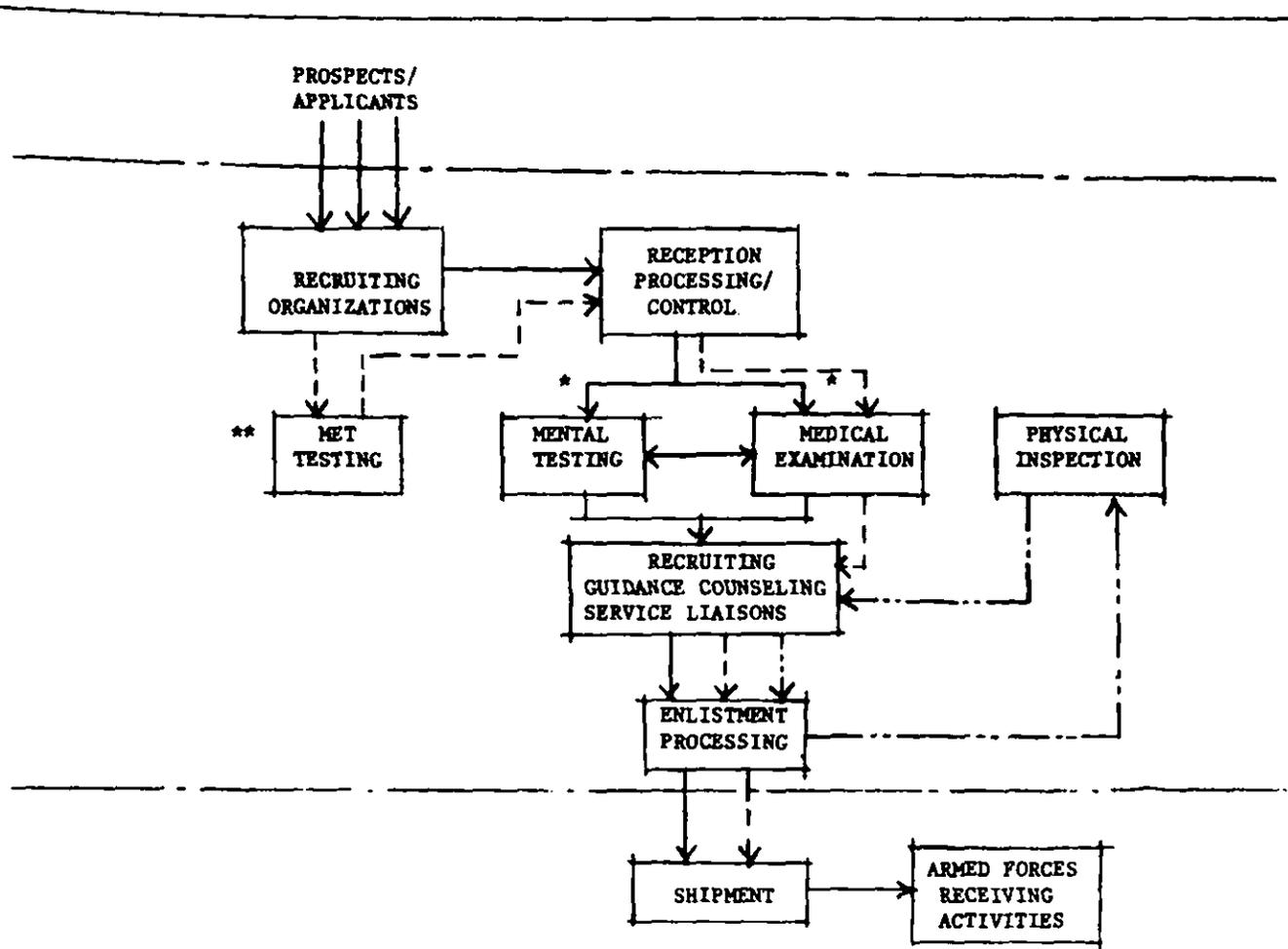
Records (_____) received for by _____
 indicate Federal/State Agency Representative

*Or parent/guardian/legal representative, if applicant is a minor or incompetent.

Figure E-1

APPENDIX F

AFEES PROCESSING CYCLE



NOTES: * The medical and mental examining flow is interchangeable considering overall workload requirements.

** Normal procedures call for mental testing before medical examination at a mobile examination test site outside of the AFEES. Saves applicant travel time and provides basic enlistment qualification before medical examination.

LEGEND:
 —————> One Day Processing
 - - - - -> Normal Processing
 - . . .> DEP In and DEP Out

Figure F-1

APPENDIX G

RESPONSIBILITIES AND DUTIES OF
TEST CONTROL OFFICERS (TCO) AND TEST SECURITY

G-1. An AFEES TCO will be appointed in accordance with paragraph 7-4. The general responsibilities of the TCO are to—

a. Advise the commander concerning mental test policies and procedures, and recommend changes or revision of procedures to improve test administration, scoring, and security.

b. Supervise administration, scoring, and security of mental tests prescribed for use in AFEES and at examining substation sites.

c. Monitor procedures for requisitioning, handling, storing, and disposition of test material.

d. Ensure that testing personnel thoroughly understand and comply with policies and procedures established for test security, administration, scoring, and retesting.

e. Ensure effective utilization and training of testing personnel. Duties of test administrators and proctors assigned to AFEES will be interchanged to ensure thorough familiarization with all phases of testing.

f. Furnish medical examiners information obtained during mental testing of applicants, including test scores, which may be pertinent to the neuropsychiatric evaluation (see para L-6.).

g. Determine stock levels of testing material to be maintained in active use and in storage. Requisitions for test materials will be reviewed to ensure that quantities requested are sufficient to maintain adequate stock levels.

h. Develop standard operating procedures to be followed at AFEES and examining substation sites.

i. Emphasize test security provisions on a continuing basis.

G-2. Responsibilities and duties of the TCO for enforcing and maintaining measures designed for control and protection of tests and test materials are described below. Procedures for protection of test material under testing conditions are provided in appendix I.

a. Supervise and monitor procedures for safeguarding against indiscriminate access to

tests and testing materials, including scored answer sheets. Cabinets or chests with locking devices will be provided and testing materials, when not in use, will be locked in such containers at all times. Controlled test components will always be logged in and out of storage containers.

b. Conduct a complete inventory, no less than quarterly, of all tests and testing materials used by AFEES. When necessary, MEPCOM sector or AFEES commanders may designate, in writing, a disinterested commissioned officer to accomplish this requirement as an alternate to the AFEES TCO.

c. Conduct frequent (no less than monthly) physical inspections of testing and storage facilities to ensure necessary precautions are being taken to protect tests and testing materials from compromise.

d. Supervise and monitor procedures for daily inventory and examination of test booklets and other controlled materials to ensure they 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 cannot be completely erased, the booklet will be destroyed.

e. Serially number, with locally assigned numbers, each test booklet, scoring key, K optical scanner control form, and any other controlled material received.

f. Maintain on DA Form 2988 (Test Booklet and Scoring Key Running Inventory) a running inventory of all test booklets, scoring keys, and K optical scanner control forms and any other controlled material which will show the current numbers on hand, including those in storage. Entries will be made to reflect the date testing materials were received or destroyed, the numbers involved, and locally assigned serial numbers (inclusive). All information on any one page of the inventory will be limited to that pertaining to one type of test booklet, or to one type of scoring key, as appropriate.

g. Maintain on DA Form 2989 (Test Booklet and Scoring Key Ledger) the current status of all

test booklets, scoring keys, and K optical scanner control forms received, by serial number. The ledger will indicate the status of each form; i.e., whether it is in use (active), in storage, or has been destroyed. All information on any one page in the ledger will pertain only to one type of test booklet, scoring key, or K control form.

h. Be responsible for the destruction of damaged, worn out, and obsolete test materials. Destruction of testing material will be witnessed by a disinterested and responsible person designated by the AFEES commander. Test material will be destroyed by burning, melting, or chemical decomposition; a pulping machine; or other method which ensures uniform destruction so as to preclude any recognition or reconstruction of protected information. A DA Form 2987-R

(Statement of Destruction of Test Materials) (fig. G-1) will be prepared when controlled test material (except completed answer sheets) is destroyed. The statement will show the date of destruction; an itemized account of material destroyed, by title, number, and locally assigned serial numbers (when applicable); and contain appropriate signatures. The form will be prepared in a manner which will preclude "after the fact" entries. The forms will be maintained and disposed of in accordance with AR 340-18-7. DA Form 2987-R will be reproduced locally on 8- by 10½-inch paper (fig. G-1).

i. Monitor procedures to assure that mental test scores are being accurately transcribed from mental test section records to forms utilized for reporting and enlistment purposes.

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AR 601-270/AFR 33-7/OPNAVINST 1100.4/MCO P1100.75

STATEMENT OF DESTRUCTION OF TEST MATERIALS For use of this form, see AR 601-270; the proponent agency is ODCSPER.			DATE OF DESTRUCTION
THE FOLLOWING TEST MATERIALS WERE DESTROYED THIS DATE			
ITEM (a)	TITLE (b)	NUMBER DESTROYED (c)	SERIAL NUMBERS (d)
DESTROYED BY		SIGNATURE	
TYPED NAME AND GRADE		SIGNATURE	
WITNESSED BY		SIGNATURE	
TYPED NAME AND GRADE		SIGNATURE	

DA Form 2987-R, 1 Aug 77

EDITION OF 1 FEB 69 IS OBSOLETE.

Figure G-1

APPENDIX H

DUTIES OF AFEES MENTAL TEST ADMINISTRATORS/PROCTORS

H-1. The mental testing administrator/proctor must become thoroughly familiar with provisions of chapter 7 (including cited references) and complete pertinent requirements contained therein before performing duties in a testing situation. In general, responsibilities and duties of test proctors are to—

- a. Assist the AFEES commander and his TCO in maintaining security measures designed for protection of tests and test materials.
- b. Assist in administering and scoring of tests.
- c. Supervise applicants to ensure they complete test answer sheet headings properly, understand how to take the test, and record their answers properly.

H-2. Specific responsibilities and duties of test proctors are:

- a. Before and during testing period—
 - (1) Ensure that there is a sufficient quantity of test material for the number of applicants to be tested. Test materials found not needed will be returned to the storage container and, when applicable, logged in.
 - (2) Distribute testing material prescribed by the test manual to each examinee. Ensure alternate seating of examinees taking the same test form. Remember the order in which test materials have been distributed so when the test session ends, they can be collected rapidly and in an orderly manner.
 - (3) Be physically present in the testing room during the entire test period. Do not stand in groups during the test session. Be responsible for a certain section of the room, if more than one test proctor is required. Circulate among the examinees, not only while instructions for the test are being given, but during the entire testing session.
- b. While directions for the test are being read:
 - (1) Be alert to see that each examinee has all the materials needed for the test.
 - (2) Supervise applicants who require assistance in completing answer sheet headings.
 - (3) See that each examinee is following instructions for completing practice questions.

Show the examinee who is not following directions how to do it correctly.

c. After the test administrator has completed preparatory instructions for the test, he may remain in the testing room as a proctor, or as one of the proctors, when applicable.

d. Identify examinees not approaching the test in a proper manner; e.g., those who may be sick, nervous, fatigued, or non-English speaking, for referral to the TCO. With approval of test administrator or TCO, excuse from examination any examinee who should not continue the test. Maintain, in written form, the names of individuals excused and indicate test involved, date and time of administration, and reason for being excused. This information may be used as a basis for testing at a later time.

e. Ensure each examinee is working independently and not cheating in any way. Any examinee who is found to be cheating in any manner will be referred to the TCO.

f. Instruct examinees who finish before the time limit expires to review test answers for accuracy and ensure they have been recorded properly.

g. If an examinee desires to leave the room during the test session, make sure that all test material is turned in, accounted for, and intact before the examinee leaves, even though it is only for a few minutes.

h. After the test period has ended—

(1) Collect all test booklets and testing materials, including scratch paper, as orderly and as quickly as possible.

(2) Before releasing examinees from the test room, conduct a thorough inventory of all testing material (including scratch paper) to ensure it is all accounted for and intact.

(3) Ensure that the testing materials, including answer sheets, are handled only by personnel who are authorized access to test material. Scratch paper which reveals information relative to test questions will be destroyed.

(4) Thoroughly check all test booklets, before the next testing session, to ensure there are no answers or marks of any kind in the booklets.

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If they cannot be completely erased, the booklet will be turned in for destruction.

H-3. Test scoring instructions are contained in manuals which accompany the tests.

APPENDIX I

SPECIAL PURPOSE TESTING

I-1. The special purpose tests listed below are authorized for use by AFEES. They are administered to applicants for enlistment when requested by recruiting services for enlistment purposes. Scores are recorded on DD Form 1966, the ASVAB scoring worksheet, and as otherwise specified.

a. *AF Officer Qualifying Test-L (AFOQT)*. The test is administered and scored in accordance with instructions in Air Force Personnel Test (AFPT) No. 970 (Manual for Administration) and AFPT 971 (Scoring Instructions). The entire AFOQT is administered to applicants applying for flying training. Booklets 1 and 2 are administered to nonrated applicants. Test results are recorded on AF Form 338 (Officer Qualifying Test Record (AFOQT)). AF Form 338 and answer sheets (stapled) for each applicant are forwarded separately to AFHRL, ATTN: Personnel Division, Lackland AFB, TX 78236 on a monthly basis. Retesting is authorized 6 months from the date last tested if AF detachment commander determines test scores do not reflect true current ability of the applicant. Exceptions may be granted, in writing, by HQ USAF/DPXOS.

b. *Army Motor Vehicle Driver Battery (MDB-1)*. This test will be administered and scored in accordance with DA Pam 611-120. This test is given to Army applicants without valid civilian licenses who require an MDB score for enlistment options. The MDB score achieved will be recorded as follows: MDB-1: 085. Qualifying MDB-1 score requirements are contained in AR 611-201. Retesting is authorized after 6 months have elapsed.

c. *Auditory Perception Test (AP)*. AFEES will administer the AP to Army and Air Force applicants when required for enlistment purposes. In the case of Air Force applicants, standard scores are converted to percentile scores (see fig. I-2) and recorded as AP 65 (or the appropriate percentile score) in the "Other" block, ASVAB scoring worksheet. The AP Test is administered and scored in accordance with DA Pamphlet 611-70-3, DA Form 6175 (Tape for Auditory Perception Test) will be used to administer the AP Test. Re-

testing is permitted after a period of 6 months has elapsed.

d. *Defense Language Aptitude Battery (DLAB) (DOD 5160.41-B)*. Instructions for administering and scoring these tests are contained in DOD 5160.41-A. AFEES will administer DLAB to Army, Navy and Air Force applicants when required for enlistment purposes. Retesting is permitted after a period of 6 months has elapsed.

e. *Electronic Data Processing Test-C (EDPT)*. Instructions for administering and scoring the EDPT are in AFPT No. 59 (Directions for Administration and Scoring). It is administered upon request of AFEES Marine Corps and Air Force liaison personnel. Retesting of Air Force applicants is authorized 1 year after the date of previous testing. Retesting of Marine Corps applicants is not authorized.

f. *English Comprehension Level Test (ECLT)*. The ECLT is administered and scored in accordance with Defense Language Institute (DLIEL) Pamphlet 350-3. It is administered upon request of AFEES Air Force liaison NCO. Testing materials are obtained, on an as required basis, from DLI, DLIEL-OS, Lackland AFB, TX 78236 through coordination with local Air Force recruiting detachments. Applicants not attaining qualifying scores may be retested after 30 days.

g. *Flight Aptitude Selection Test (FAST)*. This test is administered and scored in accordance with the provisions of DA Pamphlets 611-256 and 611-256-1. FAST answer sheets and one copy of DA Form 6256 for all applicants, regardless of scores attained, will be packaged as controlled test material and mailed on the last day of each month directly to HQDA (DAPC-MSP-T), Alexandria, VA 22332. Answer sheets will not be folded, erased, stapled, or otherwise altered. AFEES test control officers will ensure that all applicants indicate sex identification on both the answer sheet and worksheet. Sex identification (F for female and M for male) should be entered in item 8, DA Form 6257, and item 2 of the worksheet. Retesting is not authorized.

h. *Officer Candidate Test (OCT-3 and -4)*. Administration and scoring instructions are con-

tained in DA Pamphlets 611-262 and 611-262-1, respectively. Retesting is authorized after a period of 6 months has elapsed. An individual who has achieved the minimum qualifying score on the OCT may not be retested.

i. Officer Qualification Inventory (OQI-1). Instructions for administering the OQI to OCS applicants are contained in DA Pamphlet 611-263. Directions for scoring are contained in DA Pamphlet 611-263-1. Retesting is not authorized.

j. WAC Direct Commission Screening Test. Part tests 4 and 5, ASVAB 6 or 7 are administered as a screening test for WAC direct commission applicants. The General Technical (GT) score is computed and recorded on the ASVAB scoring worksheet. Retesting policies prescribed in chapter 7 apply.

k. English Fluency Battery (EFB-1 and -2). This test will be stocked only at AFEES, San Juan and will be administered as directed by HQDA (DAPE-MPE). Administration and scoring instructions are contained in DA PT 3333.

l. Examen Calificacion De Fuerzas Armadas (ECFA-2 and -3). This test will be stocked only at AFEES, San Juan and will be administered as directed by HQDA (DAPE-MPE). Administration and scoring instructions are contained in DA Pamphlet 611-33.

m. Defense Language Proficiency Tests (DLPT I, DLPT II, DLRPT--Defense Language Reading Proficiency Test). AFEES will administer these tests to Service applicants when required for enlistment purposes. Components of these tests are listed in DA Pamphlet 310-8. Instructions for administering and scoring the tests are contained in the appropriate pamphlet for the particular category of tests; namely, DLPT-I (DA Pam 611-300), DLPT II (DLI Pam 611-1), and DLRPT (DLI Pam 611-2). Instructions for determining proficiency levels when using the DLPT-I are contained in tables 2-4 and 2-5, AR 611-6; for the DLPT-II, tables are contained in DA Message DAPC-MSP-T 062045Z, April 1977, subject: Defense Aptitude Language Battery (DALB) and DA Form 330 (Language Proficiency Questionnaire). Message contains conversion tables to be used with Defense Language Proficiency Tests II, and for the DLRPT. Reading and listening scores and proficiency levels will be determined in accordance with DLI Pam 611-2.

I-2. To convert Army standard scores in the auditory perception test to Air Force percentiles, see figure I-1.

<i>Air Force Percentiles</i>	<i>Army Standard Score</i>
95	133 and above
90	126-132
85	121-125
80	117-120
75	113-116
70	110-112
65	108-109
60	105-107
55	103-104
50	100-102
45	97-99
40	95-96
35	92-94
30	90-91
25	87-89
20	83-86
15	79-82
10	74-78
05	67-73
01	66 and below

Figure I-1

APPENDIX J

RESPONSIBILITIES AND DUTIES OF MEDICAL PERSONNEL

J-1. Chief, medical examination section. The Chief Medical Officer will—

a. Advise and assist the AFEES commander in accomplishment of the medical mission.

b. Plan and supervise activities of the medical section. Ensure that functions of the medical section are accomplished in a highly professional and proficient manner. Ensure that sound professional judgment is exercised in determining an individual's medical fitness for military service. The quality of medical examinations will not be compromised for any reason.

c. Monitor medical examining substation operations. Approval for any site must be requested from CG, MEPCOM.

d. Ensure that medical technicians are thoroughly trained and a high degree of proficiency is maintained on a continuous basis. Necessary cross training will also be conducted to ensure that optimum efficiency of operation is maintained at all times.

e. Ensure that medical personnel and facilities are used to the fullest extent feasible and that examining procedures are cost effective. Supervise the care and utilization of medical equipment and measuring devices. Ensure they are working properly and frequently checked for accuracy. Ensure that the medical section is attractively maintained at all times.

f. Advise AFEES commander on need to schedule, based on workload projections, fee basis physicians necessary to accomplish the examining workload. When indicated by workload requirements, function primarily as the physical profiling officer (not primarily as an examining physician); i.e., when necessary for the proper supervision and management of the section and performance of the examining workload efficiently.

g. Determine when it is necessary to obtain medical services from outside sources; e.g., specialty consultations, for evaluation of an individual's fitness for military service.

h. Act as the primary physical profiling officer and ensure that physical profiling (item 76, SF 88) is accomplished as prescribed in chapter 9, AR

40-501. Ensure that applicants found disqualified for military service are advised and counseled concerning their disqualifying condition(s). If an applicant requests waiver of the disqualifying condition(s), an appropriate recommendation will be recorded in item 75, SF 88 by the Chief Medical Officer.

i. Make sanitary inspections of the AFEES daily. Make sanitary inspection of AFEES contract dining and lodging facilities every 2 weeks as a minimum.

j. Establish and maintain a close and harmonious working relationship with local, Federal, military, and civilian medical activities. Ensure that AFEES medical requirements are effectively coordinated with these activities through the AFEES Commander.

k. Obtain professional advice and assistance from HQ, MEPCOM, Office of the Surgeon, to include medical problems arising at basic training centers.

J-2. Principal medical technician supervisor. The enlisted person designated as principal medical technician/supervisor is responsible for assisting the Chief Medical Officer in carrying out the AFEES medical mission and functions. The principal medical technician/supervisor, under general supervision of the Chief Medical Officer will—

a. Supervise and assist enlisted and civilian technicians, assigned or employed, in accomplishment of their assigned duties. Observe their performance and make corrections for improvement. Schedule and conduct on-the-job training to familiarize them thoroughly with pertinent examining phases in order to ensure maximum operating efficiency and continuity of quality examinations during any absences.

b. Maintain vigilance over medical examination procedure to ensure a smooth flow of examinees. Assist in maintaining an orderly atmosphere throughout the section.

c. Assist in supervising accomplishment of the Report of Medical History (SF 93).

d. Check equipment daily to ensure proper

functioning. Report and schedule necessary repairs and replacements.

e. Inspect facilities daily. Supervise policing of the medical examining area.

f. Randomly perform a quality review of a number of Report of Medical Examination's (SF 88) and Report of Medical History's (SF 93) prior to departure of applicants to ensure all phases of the examination have been completed, entries are legible, and current directives have been followed.

g. Supervise requisitioning of expendable sup-

plies required for operation of the medical section.

h. Assist in arranging required medical speciality consultations and tests.

J-3. Enlisted and civilian medical technicians. Functions performed by medical technicians are relevant to successful accomplishment of the AFEES medical mission. Duties of medical technicians include careful and skillful performance of examining requirements prescribed in appendix K and paragraph L-7, appendix L.

APPENDIX K
COMPLETION OF THE STANDARD FORM 93
(REPORT OF MEDICAL HISTORY)

K-1. The Report of Medical History (SF 93) has an important role in the examination and evaluation of an individual's medical fitness for military service. It is essential to the Chief Medical Officer and the applicant that a complete and reliable medical history be obtained for this purpose.

K-2. The SF 93 will be completed by applicants under the supervision of medical personnel. The orientation preceding the completion of the SF 93 will be given by a physician or a senior or mature medical technician who is thoroughly knowledgeable about technical terms on the form. Assisting technicians must also fully understand the purpose of the medical history form and be thoroughly familiar with the meaning and intent of its contents. The dress, demeanor, bearing, and speech of the supervisor and his assistants should create a climate of professionalism and proficiency.

K-3. The orientation will be a thorough, brief, straightforward statement concerning completion of the form. Nontechnical terms will be used. Applicants will be requested to answer questions on the medical history form to the best of their recollection and ability. They will be informed that any person who enters the military service through concealment of a disqualifying medical condition is subject to administrative discharge and issuance of a discharge certificate under other than honorable conditions. They will also be informed the maximum punishment under Federal law for making false or dishonest answers to questions on the Report of Medical History.

K-4. Close observation will be made when the form heading is prepared by applicants to ensure it is prepared accurately, completely, and legibly. Only authorized abbreviations will be used. Items 8 through 24 will be completed in the examinee's

own handwriting. All items will be explained in a nontechnical, clear and precise manner. All questions will be answered fully and courteously. Applicants will be closely observed to ensure that all questions on the form are answered. Female applicants will record the date of the first day of the last menstrual period in item 12. Individual assistance will be given as needed. Technicians will be prepared to further explain to an applicant the intent and meaning of the technical terms of the SF 93 so that he/she understands them. For example, they should be able to explain when such a term as "shortness of breath" merits an affirmative answer and that when there are alternative items such as "high or low blood pressure" that the applicable one should be clearly indicated.

K-5. The medical examiner will review the form thoroughly, take further history with regard to any items checked "Yes" or "Don't Know" by the applicant, and make a factual, concise but comprehensive comment about the significance of such items in item 25 of the SF 93. If the applicant failed to check any spaces positively, he/she will be questioned as to his/her understanding of the form. The examining physician will specifically question each applicant about problems of drug and alcohol abuse and homosexuality and annotate in item 25. If he/she persists in denying any significant medical history, an entry will be made in item 25 recording the denial of any significant medical history. Items specifically applicable to women will be carefully reviewed. Responses indicating menstrual irregularities or absence of menstrual periods will be elaborated upon by the physician in item 25. Such a history may indicate the need for a laboratory test for pregnancy. After all entries are recorded, the examining physician will sign his/her full signature legibly in black ink.

APPENDIX L**MEDICAL EXAMINATION**

L-1. General. General medical examining policies and procedures are contained in chapter 8. Medical examinations will generally consist of a medical history and clinical evaluation, laboratory findings, and other measurements and findings, as prescribed in chapter 10, AR 40-501. Further evaluation may be required to ascertain whether an applicant meets special requisites for enlistment under certain programs. Prior service applicants will be medically examined as required by the respective services.

L-2. Preparation for physical examinations. Male examinees reporting to the Medical Examining Section dressing room will be directed to remove clothing worn above the waist and provisions will be made for securing them. Personal items, such as watches and billfolds, will be retained by the applicant (on his person) or, at his option, placed in a locker. Physicians will examine women in privacy. Suitable cloth or disposable drapes and gowns will be provided. A female attendant will always accompany female applicants while they are undergoing the physical examination.

L-3. Examining physician's evaluation. Clinical evaluations and diagnostic determinations are a responsibility of the examining physician under supervision of the Chief Medical Officer. The examining physician will carefully evaluate medical history information furnished by the applicant and summarize under item 25, SF 93, all pertinent data. These responsibilities will not be further delegated. Orthopedic evaluations will also be accomplished on an individual basis when feasible or practical. Applicants will be scheduled to allow sufficient time for thorough clinical evaluation by the examining physician. Routine tests and measurements will be performed by enlisted or civilian medical technicians.

L-4. Clinical evaluation (general). The clinical evaluation comprises items 18 through 44, SF 88. The examining physician will consider each step of the clinical evaluation individually and carefully

and make proper judgment by using accepted medical principles and procedures in conducting the medical examination. The clinical evaluation will include a physical inspection of the applicant's body to detect needle marks from the possible illicit use of injectable drugs. Each item will be checked individually and abnormal findings will be legibly recorded in black ink under "Notes," specifying the number of the item(s) to which the abnormal findings refer. The findings may be continued under item 73, SF 88, or on additional sheet(s), when necessary. The dental chart (item 33, SF 88) will not be completed. However, any dental defects or diseases will be specified under "Remarks" (item 44).

L-5. Orthopedic Evaluation. Functional tests and exercises as described in paragraph 11-20, AR 40-501 for determining limitation of motion or deformity of extremities, hips and spine will be conducted in a well-lighted area so as to permit clear observation of body movements of the applicant. Male applicants will remove all clothing except shorts. Female applicants will remove all clothing except brassieres and underpants. The series of movements may be conducted by an enlisted or a civilian technician per group, in groups not to exceed 6 applicants. A physician for each 6 applicants will be physically present in the test room to supervise the examination and evaluate abnormalities suspected by the individual conducting the movements.

L-6. Psychiatric evaluation. A specific psychiatric evaluation will be made whenever there is reason to question the applicant's emotional, social, or intellectual adequacy for military service. Such applicants will be referred to a psychiatrist when deemed necessary by the Chief, Medical Officer, or he/she may make the final psychiatric evaluation. See chapter 2, AR 40-501, for causes for disqualification for psychiatric reasons. The mere possibility that a psychiatric condition will arise later in military service should not be sufficient reason in itself for disqualification; however, such a possibility should

be considered in the light of other findings (e.g., conviction or juvenile court adjudication for serious offenses involving moral turpitude). Psychiatric determination of mental deficiency will be made independently of the applicant's mental scores, although these scores may be useful as confirmatory evidence of this disorder. The short time afforded the medical examiners at the AFES does not permit them to arrive at a proper psychiatric functional evaluation for profiling purposes. A more desirable time for evaluating the individual's functional ability from a psychiatric standpoint is during his/her basic training period. Therefore, any applicant who meets the current psychiatric standards for military service will be profiled 1 (no profile limitation), under the "S" factor in the PULHES system.

L-7. Laboratory, measurements and other findings. Unless specifically required, SF 88 item 48-50, 56, 62, 63, 65-70, and 72 will not be routinely completed. Recording of any findings on SF 88 before factual results are known is not authorized.

a. Urinalysis (item 45). The use of urine content test agents, such as urine reagent strips, is authorized to determine the sugar and albumin content in a urinalysis accomplished routinely. Except at the direction of the examining physician, item 45a (Specific Gravity) and item 45d (Microscopic) will not be routinely accomplished as part of enlistment examinations.

b. Chest X-ray (item 46). The place, date, film number (or reference to item 3), and results will be stated. The applicant's SSN, name, place and date of examination, and the film number (not required if SSN is available), in that sequence, will be photographed on the X-ray film. A negative preserver will be used for this purpose. Instructions for maintaining and disposition of exposed X-ray film are contained in paragraph 8-18.

c. Serology (item 47). The rapid Plasma Reagin Card Test will be used as the primary screening test for syphilis. The type of test and the results will be stated.

d. Height and weight (items 51-52). The individual's height will be taken (without shoes) and recorded in inches to nearest quarter inch. Weight will be taken, with all clothing removed (except shorts and socks for males, females may retain brassieres and underpants, or gowns) and recorded to the nearest pound. Body build will be

recorded at this time.

e. Blood pressure and pulse (item 57-58). Blood pressure and pulse will be routinely accomplished while "Sitting" (items 57a and 58a), and so recorded.

f. Vision (item 59-61). The Stereoscope Vision Testing, will be used for testing vision. Instructions for use of this instrument are contained in the Instruction Manual. Eyeglass prescription in possession of examinees will be recorded in items 60 and 61. If an applicant who wears glasses does not have a record of the prescription in his/her possession, it will be determined by the use of the Lens Measuring Instrument, Ophthalmic.

g. Color vision (item 64). Color vision will be determined and results recorded as prescribed in AR 40-501. Applicants who fail the test will be tested for red/green color vision using the "Stereoscope Vision Testing" equipped with the Bausch and Lomb Orthorater Slider No. 71-21-1. Applicants for Navy programs requiring "normal" color vision shall be retested using the Farnsworth Lantern (FALANT) (see chapter 15, Manual of the Medical Department). They will not be advised in advance as to colors used in the test. The applicant will be asked to identify the color of the numbered circles. Correct identification of each of the three red circles as red and the three green circles as green is considered passing. The results will be recorded in item 73 (notes as "Passed red/green" or "Failed red/green" as appropriate).

h. Hearing (item 71). Hearing tests will be accomplished by use of the automatic audiometers in soundproof booths or rooms. Booths and audiometers must be calibrated in accordance with current directives.

L-8. Summary of defects and diagnoses (item 74-75). Based on the clinical medical defects, whether disqualifying or not, will be summarized in item 74. The findings will be stated in terms of the most specific diagnosis. Statements such as "Disqualified for Cardiovascular Disease," "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 amputation, paralysis, aneurysm, or ulcers. Manifestations or symptoms of a condition will not be used instead of a diagnosis.

is. Abbreviations will be avoided. In case of applicants found acceptable with venereal disease who were referred to a civilian agency for treatment, the following entry will be made in item 75: "Referred for treatment to a civilian agency."

L-9. Physical profile (item 76). This item will be completed by the Chief Medical Officer (or acting). Utmost care will be taken to ensure accurate entries under the physical profile in accordance with chapter 9, AR 40-501.

L-10. Qualification for military service (item 77-78). The applicant's qualifications for military service will be indicated in item 77. An evaluation of any defects (item 74) will be made in terms of the standards prescribed in paragraph 8-4. If the applicant was found not qualified on the basis of these standards, the disqualifying defects will be specified in item 78, in order of seriousness of the defect even though these defects were stated in item 74. Applicants will be informed of their medical fitness for military service. When applicable, the SF 88 will be reviewed to ensure that additional requirements of the sponsoring service, or requirements necessary to ascertain whether the applicant meets special requisites for specific enlistment programs have been accomplished. When an applicant is found to be medically unfit

for military service, he/she will be thoroughly counseled by the examining physician, concerning the disqualifying condition(s). If the condition is such that remedial medical care will qualify the individual for military service, or if such is not the case but his/her personal health and well-being can be improved, he/she will be advised to seek the services of the family physician or local health agency. An entry will be made in item 75 reflecting the fact that the applicant has been informed of the condition requiring medical treatment. Applicants whose medical fitness cannot be immediately determined will be advised that they will be informed of their qualifications for military service by the sponsoring recruiting service.

L-11. Signature (item 79-82). The Chief Medical Officer (or acting) will authenticate the SF 88 with his/her normal signature in item 82 (followed by his/her typed or printed name). Any additional signature requirements imposed by the AFEES commander or Chief Medical Officer will be made in item 79-81.

L-12. Reproduction of SF 88 and SF 93. Completed and signed SF 88 and SF 93 will be reproduced in the required number of copies, using suitable reproduction equipment to provide legible, permanent copies.

APPENDIX M

DOD STANDARDIZED ENLISTMENT/TRAVEL ORDERS

M-1. General instructions. *a.* The Department of Defense enlistment/travel orders normally will be issued on the date of enlistment (delayed or active duty for NPS and delayed for PS). When this is not practical so much of the order format that reads "having enlisted this date" will be revised to reflect the actual day of enlistment.

b. The Department of Defense enlistment/travel orders will be issued separately for each service, and will be numbered in chronological sequence for each calendar year. For example, the 48th order set issued could be numbered 48-1 for Army DEP; 48-2 for Air Force DEP; 48-3 for Air Force Active Duty; 48-4 for Navy DEP; etc.

c. When more than one page of an order is required, the additional pages will be prepared to show the issuing AFEES, type of order, order number, and date of the order. The column headings will also be repeated when appropriate.

d. Maintenance and disposition of orders (227-07) will be in accordance with AR 340-18-2.

e. Amendments to Department of Defense enlistment/travel orders will be prepared in accordance with the instructions contained in paragraph M-4 below.

f. Active duty orders prepared for prior service enlistees and the amendments to such orders will be prepared in accordance with the various service regulations, except that the AFEES will use the same Department of Defense heading, and the same order number series as the DOD standard orders.

M-2. Enlistment/travel order versions. *a.* Version 1 is for DEP enlistees (all services) (see fig. M-1).

b. Version 2 is for Regular Component enlistments when all individuals enlisted in the same service are ordered to *different activities* (i.e., Navy enlistees ordered to US Navy Recruit Training Command, Great Lakes, IL and San Diego, CA on the same set of orders) (see fig. M-2).

c. Version 2A is for Reserve Component enlistments when there is a delay between enlistment date and active duty for training date.

d. Version 3 is for Regular Component enlistments when all individuals enlisted in the same service are ordered to the *same activity*. This version is always applicable to Regular Air Force enlistees since all USAF recruits are transferred to the same command—Air Force Basic Military Training Center, Lackland AFB, TX (see fig. M-4).

e. Version 3 can be used instead of Version 2.

M-3. Preparation instructions. The following instructions provide additional information for preparing the DOD Travel Orders. Refer to figures M-1 through M-4 for examples.

a. Order number. Show the order number for that day followed by the paragraph number of that order (see para M-1b).

b. Date. Enter the date of the order (e.g., 1 July 1977).

c. Authority. Insert the appropriate regulation/instruction which authorizes the enlistment as follows:

(1) *Army*—AR 601-210.

(2) *Navy*—COMNAVCRUITCOMINST 1130.8A.

(3) *Marine Corps*—MCO P1100, 61C.

(4) *Air Force*—Version 1, AFR 33-5; Versions 2 and 3, AFR 33-3.

(5) *Reserve Components*—ARNG—AR 600-200; USAR—AR 135-200.

d. Branch of service. Insert in paragraph 1 the branch of service the individual(s) enlisted for as follows: Army, Navy (Version 1, Order for Navy should read "US Naval Reserve"), Marine Corps, or Air Force, National Guard, US Army Reserve, etc. The branch of service is also inserted twice in paragraph 3 of Version 1 (for Navy the last entry will read "US Navy").

e. Fiscal year appropriation/accounting data. Fiscal year appropriation/accounting data will be entered in paragraph 2 as furnished by the sponsoring service. Pay and allowance fund cites will precede personnel data on all Version 2A orders.

f. Period of active duty (Version 1 and 2A only). Insert the period of active duty; e.g., "48 months" or "period shown below." Initial active

duty for training (IADT) period will be shown in "special instructions" of all Version 2A orders. For Guard and Reserve, enter total from BCT/BT report date through AIT ending date only; e.g., "16 weeks ADT" or "112 days ADT."

g. Destination (Versions 2, 2A, and 3 only).

(1) Destination will be indicated in Version 2 as follows:

- (a) US Army Reception Station.
- (b) US Navy Recruit Training Command.
- (c) US Marine Corps Recruit Depot.

(2) Destination will be indicated in Version 3 for example:

- (a) US Army Reception Station, Ft Dix, NJ.
- (b) US Navy Recruit Training Command, Great Lakes, IL.
- (c) US Air Force Military Training Center, Lackland AFB, TX.
- (d) US Marine Corps Recruit Depot, San Diego, CA.

(3) Reception Station/Training Center and AIT location and start date will be indicated in "special instructions" on Version 2A.

h. Date of reporting (Version 2 only). Enter the date on which the individuals listed must report to the location indicated.

i. DEP discharge for US Army and US Air Force enlistees (Versions 2 and 3).

(1) The following phrase may be used in Version 2 and 3 in paragraph 3 to indicate individuals discharged from DEP: * indicates individual discharged from (USAR or USAFR) (date of discharge; i.e., 4 Jun 77) (UP AR 135-78 or AFR 35-41).

(2) Example for US Army: * indicates individual discharged from USAR 4 June 77 UP AR 135-78.

(3) Example for US Air Force: * indicates individual discharged from USAFR 4 June 77 UP AFR 35-41.

(4) When this phrase is used an * is placed after the individual's name in the name/SSN column indicating discharge from the DEP.

j. Name/social security number.

(1) List individuals enlisted last name, first name, middle initial. Immediately below the name provide his social security number; e.g.—

Scarborough, Howard L.
479-44-2980

(2) Enter an * after the middle initial or first

name, as appropriate, to indicate discharge from the DEP.

k. Return by (Version 1 and 2A). List the time and date the individual is to return to the AFEES, e.g.—

0800 hours

25 August 1977

l. Location (Version 2). Enter the location of the station of initial reception, e.g.—

Ft Jackson, SC 29207

m. Home address/special instructions (Version 1 and 2A) Enter the individual's home address and special instructions if required, e.g.—

224 Indianapolis Street
Jacksonville, FL 32218

n. Remarks/special instructions (Versions 2, 2A and 3) Following entries are required, when applicable—

(1) *Army.*

(a) "BCT, 24 March 1977" (when EM is programed for BCT start date in order to meet a programed AIT/school start date).

(b) "COBET Jackson" (when EM is programed for Common Basic Electronics Training—show location of school in abbreviated form).

(c) "OST 05G Gordon" (when EM is programed for One Station Training—show three-digit MOS and location in abbreviated form).

(d) "Use of transportation request and meal ticket directed." (This entry may be recorded as the last sentence in paragraph 2 of the order.)

(2) *Navy.*

(a) "In charge of group travel." (This entry may be recorded as the last sentence in paragraph 2 of the order; e.g., "*" indicates individual in charge of group travel.)

(b) "Buddy with (last name of buddy or buddies)."

(3) *Marine Corps.*

(a) "In charge of group travel." (This entry may be recorded as the last sentence in paragraph 2 of the order; e.g., "*" indicates individual in charge of group travel.)

(b) "Buddy with (last name of buddy or buddies)."

(4) *Reserve Components.*

(a) IADT.

(b) Pay and allowance fund cites.

o. Name, rank and title of authenticating officer. Enter the name, rank and title of the authen-

ticating officer.

p. Distribution. The distribution of DOD Enlistment/Travel Orders will be accomplished as follows (the numbers in parenthesis indicate the number of copies required):

- (1) Each individual. (1)
- (2) Each individual's service record. (1) (For Army enlistees, five copies in each individual's service record.)
- (3) AFEES TR file. (1)
- (4) Commander local recruiting service. (1) (The local recruiting service and activities listed in paragraph 3 of the orders should be identified by name and location.)

(5) Commander each activity listed in paragraph 3 of the orders. (1) (The local recruiting service and activities listed in paragraph 3 of the orders should be identified by name and location.)

(6) Commander of the responsible CONUSA (3) for each USAR enlistee.

M-4. Amendments/revocation/rescission of enlistment travel orders. Amendments/revocation/rescission of travel orders will be accomplished using the format shown in figure M-5. This format will be used with Versions 1, 2, 2A, and 3 of the DOD standard orders.

AFEES LETTERHEAD

Enlistment/Travel Order (a) (b)
No.

Authority: (c)

1. Having enlisted this date in the US (d) RESERVE under the authority shown above, you are hereby assigned to inactive duty. Comply with instructions contained in paragraph 3 below and if applicable, other supplemental instructions attached to these orders.

2. Government transportation is authorized in connection with these orders and is chargeable to (e). Movement of dependents and household goods in connection with these orders is not authorized.

3. You will proceed to your current home address, as indicated below, and return to this AFEES for additional enlistment processing at the time and date shown. At that time you are ordered to commence extended active duty (voluntary) for (f) under Section 672, Title 10, United States Code, or report for the purpose of discharge from the US (d) RESERVE and enlistment in the US (d).

<u>Name/ Social Security No.</u>	<u>Return by</u>	<u>Home address/ Special Instructions</u>
(j)	(k)	(m)

(o)

DISTRIBUTION:
1-each individual
1-each individual's service record
1-AFEES file
-(Recruiting service as required)

Version 1

Figure M-1

AFEES LETTERHEAD

Enlistment/Travel Order No. (a) (b)

Authority: (c)

1. Having enlisted this date in the US (d) under the authority shown above, you are hereby assigned to active duty. Comply with the instructions contained in paragraph 3 below and if applicable, other supplemental instructions attached to these orders.

2. Government transportation is authorized in connection with these orders and is chargeable to (e). Movement of dependents and household goods in connection with these orders is not authorized.

3. Enlistees concerned are transferred to (g) at locations shown below effective this date. You will proceed from this AFEES and report to proper station indicated below not later than 2400 on (h) (i)

<u>Name/ Social Security No.</u>	<u>Location</u>	<u>Remarks Special Instructions</u>
(j)	(l)	(n)

(o)

DISTRIBUTION:
 1-each individual
 1-each individual's service record*
 1-(cdrs indicated in paragraph 3)
 1-AFEES file

*5 copies for Army enlistees

Version 2

AFEES LETTERHEAD

ENLISTMENT/TRAVEL ORDER NO. (a) (b)

Authority: (c)

1. Having enlisted this date in the US (d) under the authority shown above, you are hereby ordered to active duty (for training). Comply with the instruction contained in paragraph 3, below and if applicable, other supplemental instructions.

2. Government transportation is authorized in connection with these orders and is chargeable to (e). Movement of dependents and household goods in connection with these orders is not authorized.

3. You will proceed to your current home address, as indicated below, and return to this AFEES for additional enlistment processing at the time and date shown. At that time you are ordered to commence active duty (obligated) for training under the provisions of Section (appropriate section), title 10, USC.

<u>Name/ Social Security No.</u>	<u>Return by</u>	<u>Home address/ Special Instructions</u>
(j)	(k)	(m) (n) (g) Pay: (fund cite) Allowances: (fund cite)

 (o)

DISTRIBUTION:
 10-ea individual
 5-ea indiv svc rcd
 5-unit of assignment
 10-reception station
 1-guidance counselor
 1-AFEES File
 3-Area Command HQ as applicable

Version 2A

Figure M-3

AFEES LETTERHEAD

Enlistment/Travel Order No. (a) (b)

Authority: (c)

1. Having enlisted this date in the US (d) under the authority shown above, you are hereby assigned to active duty. Comply with the instructions contained in paragraph 3 below and if applicable, other supplemental instructions attached to these orders.

2. Government transportation is authorized in connection with these orders and is chargeable to (e). Movement of dependents and household goods in connection with these orders is not authorized.

3. You are transferred from this activity effective this date and are directed to proceed and report to (g) (i)

<u>Name/ Social Security No.</u>	<u>Remarks Special Instructions</u>
(j)	(n)

(o)

DISTRIBUTION:
1-each individual
1-each individual's service record*
1-(cdr indicated in paragraph 3)
1-AFEES file

*5 copies for Army enlistees

Version 3

Figure M-4

AFES LETTERHEAD

Order Number (#)_____

(Day Month Year)

(#.)(Para number) The following orders are changed as indicated:

ACTION: (Indicate whether amendment/revocation/rescission.)

SO MUCH OF: (Quote paragraph, order, headquarters, date.)

PERTAINING TO: (Name, SSN.)

AS READS: (Quote the portion to be changed.)

HOW CHANGED: (Amended to add/amended to delete/amended to read and specify the change desired.)

AUTHORITY: (When applicable list the directive authorizing the amendment/revocation/rescission.)

Figure M-5

APPENDIX N

ASSIGNMENT QUALIFICATIONS

N-1. Officers.

<i>Position</i>	<i>Grade</i>	<i>Qualifications</i>	<i>Asgmt Overlap</i>	<i>Tour Length</i>
AFEES Cdr Chicago Ft Hamilton Los Angeles Oakland Detroit	LTC (O5)	CGSC grad or equivalent. Successful Bn Cdr or Equivalent. College grad.	2 weeks	2 yr w/3d yr coordinated on a case by case basis.
AFEES Cdr	MAJ (O4)	CGSC grad or equivalent. Successful company command or equivalent. College grad.	2 weeks	2 yr w/3d yr coordinated on a case by case basis.
Processing Officer	CPT (O3)	Advanced Course grad or equivalent. College grad desired.	Contact	3 years
Admin/LOG Officer and Test Control Officer	LT	College grad desired.	Contact	3 years

N-2. Enlisted. Enlisted personnel below the grade of E-5, except for critical skill personnel, will not be assigned to AFEES. Personnel with less than 3 years active service, except for critical skills, will not be assigned to AFEES, unless approval is granted by commander, MEPCOM. Personnel reporting to AFEES will be interviewed by the commander to ensure they meet the following criteria:

- a. Possess good military bearing.
- b. High school graduate.
- c. One year of service to ETS.
- d. Excellent character and moral background.
- e. No record of convictions by court-martial or civil convictions.
- f. No excessive indebtedness currently or a history of recurring indebtedness problems.

The office of primary interest in this joint publication is the Office of the Deputy Chief of Staff for Personnel. Users are invited to send comments and suggested improvements direct to HQDA (DAPE-MPE) WASH, DC, 20310. Army users will use DA Form 2028 (Recommended Changes to Publications and Blank Forms).

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General, United States Army
Chief of Staff

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Brigadier General, United States Army
The Adjutant General

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Director of Naval Administration

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Director of Administration

J. V. MCLERNAN
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USAFRS/RSOP, Randolph AFB TX 78148

Armed Forces Examining and Entrance Stations (AFEES)

AFEES, Alaska (Substation), Loussac-Soga Bldg, 429 D St, Anchorage AK 99501 (Note: Operational substation of AFEES, Seattle WA)

AFEES, Albany, Leo W. O'Brien Federal Bldg, Albany NY 12207

AFEES, Albuquerque, P O Box 103, Albuquerque NM 87103

AFEES, Amarillo, P O Box 4357, Amarillo TX 79101

AFEES, Atlanta, 1330 W Peachtree St, Atlanta GA 30309

AFEES, Baltimore, 6701 Elkridge Landing Road, Linthicum Heights MD 21090
AFEES, Beckley, 115 Prince St, Beckley WV 25801
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20 October 1977

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DEPARTMENTS OF THE ARMY
THE NAVY AND THE AIR FORCE
WASHINGTON, DC, 20 October 1977

PERSONNEL PROCUREMENT
ARMED FORCES EXAMINING AND ENTRANCE STATIONS

This is a complete revision of AR 601-270 and changes are made throughout. Local supplementation of this regulation is not permitted without prior approval of HQDA. If supplements are desired, one copy of each proposal will be forwarded through channels to HQDA (DAPE-MPE) WASH DC 20310. Each endorsing agency will provide an assessment of the applicability of the proposal as pertains to all subordinate elements.

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* This regulation supersedes AR 601-270, 18 March 1969, including all changes, and rescinds DA Forms 2035-R, 2982, 3472-R, and DD Forms 557 and 804 for Army use.

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CHAPTER 1

GENERAL

1-1. Purpose. Chapters 1 through 8 prescribe Armed Forces Examining and Entrance Station (AFEES) operational policies, functions, and procedures, and implements Department of Defense Instruction (DODI) 1145.2, 3 June 1965, Armed Forces Examining and Entrance Stations Program Policy, as amended for enlistments. It also prescribes related policies and procedures applicable to recruiting activities of the Armed Forces and contains agency and command responsibilities for operation and support of AFEES. Chapter 9 (to be published at a later date) will implement DODI 1145.2 for processing of selective service registrants. The primary mission of AFEES is to examine applicants to determine their medical and mental qualifications for enlistment in the US Armed Forces in accordance with eligibility standards established by the service concerned, and enlist in the Armed Forces those applicants accepted for enlistment by the sponsoring military service.

1-2. Scope. This regulation is applicable to the Active Army, Army National Guard, US Army Reserve, Department of the Navy, and Air Force, and Headquarters, Marine Corps.

1-3. Explanation of terms. For the purpose of this regulation, terms pertinent to AFEES, US Military Enlistment Processing Command (MEPCOM), and recruiting activities contained in appendix A apply.

1-4. Agency and command responsibilities. Agency and command responsibilities and functions for operation and support of AFEES activities, are—

a. DOD Executive Agent. Headquarters, Department of the Army (HQDA) acts as the Executive Agent for DOD in all matters pertaining to the operations of MEPCOM and the AFEES. The Deputy Chief of Staff for Personnel (DCSPER) has been delegated the responsibility of general staff supervision and control of MEPCOM and the AFEES, and—

(1) Development of policies and procedures

in coordination with departmental or other Federal agencies, as appropriate, and when necessary, obtaining sanction from the Office of the Assistant Secretary of Defense (Manpower and Reserve Affairs and Logistics) (ASD(M,RA&L)).

(2) Programing, budgeting, and financing operating costs.

(3) Civilian personnel staffing.

(4) Submission of proposed changes in AFEES locations and personnel staffing requirements to ASD(M,RA&L).

(5) Providing AFEES fiscal year and quarterly workload projections to Commanding General, US Military Enlistment Processing Command (CG, MEPCOM) for operational planning purposes.

b. Departments of the Army, Navy, and Air Force and Headquarters, Marine Corps. Departments of the Army, Navy, and Air Force and Headquarters, Marine Corps have responsibility for—

(1) Military personnel staffing of AFEES and financing related pay and allowance costs, including PCS travel and TDY travel for service unique purposes.

(2) Financing costs for transportation, meals, and lodging of applicants and enlistees.

(3) Furnishing AFEES examination and enlistment (Regular and Reserve Components including delayed entry programs) workload projections (fiscal year and quarterly) to the Executive Agent.

(4) Providing Executive Agent with basic eligibility criteria for enlistment and reenlistment, instructions for preparation of Enlistment Agreements (DD Form 4), assignment of enlistees and distribution of enlistment documents.

(5) Coordinating MEPCOM policy matters with the Executive Agent, as required. Requests for assignment of new functions to MEPCOM will be submitted to the Executive Agent a minimum of 180 days prior to the planned implementation date.

c. Commanders of military installations. Commanders of military installations are responsible to ensure that AFEES are provided necessary—

(1) Personnel and administrative services support (including legal and pay).

(2) Logistical support except where inter-service support is obtained from other military services in accordance with Defense Retail Inter-service Support (DRIS) Manual (DOD 4000.19-M).

d. Major recruiting forces of the Army, Navy, Air Force, Marine Corps, and Reserve Components. Commanders of major recruiting forces of the Army, Navy, Air Force, Marine Corps, and Reserve Components are responsible for—

(1) Ensuring uniform compliance with policies and procedures prescribed in this publication.

(2) Providing quarterly recruiting objectives by the 20th of the month beginning the fiscal quarter assigned to subordinate commands to CG, MEPCOM for AFEES operational planning purposes.

(3) Maintaining liaison and coordination on matters of mutual concern with CG, MEPCOM.

e. Army, Navy, Air Force, Marine Corps, and Army Reserve regional recruiting activities (app. C). Commanders of Army, Navy, Air Force, Marine Corps and, Army Reserve regional recruiting activities are responsible for—

(1) Ensuring that pertinent policies and procedures prescribed in this publication are implemented uniformly.

(2) Providing quarterly recruiting objectives by AFEES assigned to subordinate commands to appropriate MEPCOM Sector commanders for AFEES operational planning purposes.

f. US Military Enlistment Processing Command (MEPCOM). CG, MEPCOM will perform command, control, and operation of all AFEES as the operating agency of HQDA and—

(1) Monitor the AFEES system and provide necessary administrative support and management guidance.

(2) Provide direct technical guidance and advice to AFEES Chief Medical Officer.

(3) Perform review and analysis, develop necessary plans and programs, and submit budget requirements to the Executive Agent.

(4) Establish and maintain AFEES facilities, at locations prescribed by ASD(M&RA), and develop facility layouts and space and equipment requirements.

(5) Inspect all AFEES, in accordance with AR 20-1, not less than once annually to ensure uniform compliance with established policies and procedures.

(6) Develop AFEES workload capabilities (testing, medical examination, and processing), staffing patterns, and personnel requirements and publish and distribute joint tables of distribution (TD), or changes thereto, to appropriate agencies and activities.

(7) Maintain computerized data based on examinations and enlistments accomplished by AFEES for development of statistical summaries and analyses and submit manpower accession information to the Armed Forces.

(8) Furnish AFEES fiscal year and quarterly workload projections to subordinate commanders.

(9) Initiate requests, as necessary, to obtain administrative services (to include legal services) and logistical support for AFEES activities.

(10) Maintain liaison with commanders indicated in paragraph *c* above, Military Traffic Management Command (MTMC), major personnel procurement forces of the Armed Forces and GSA.

g. MEPCOM Sectors. Commanders of MEPCOM Sectors will exercise direct command authority for operations of AFEES within their respective geographical areas of responsibility and will—

(1) Supervise operations of AFEES to ensure established policies and procedures are accomplished effectively and efficiently.

(2) Monitor AFEES personnel, facilities, equipment, supplies, administrative services, and logistical support requirements and request assistance when necessary.

(3) Furnish monthly workload projections to AFEES and monitor the daily flow of applicants into AFEES for examination and enlistment.

(4) Maintain liaison with appropriate counterpart Army, Navy, Air Force, Marine Corps, and Reserve Component recruiting commanders/directors to ensure maximum cooperation in connection with AFEES matters of mutual concern.

(5) Perform formal accounting for appropriated funds, develop financial plans, programs and budgets, conduct audits, financial review, and analysis of operations.