

Headquarters  
Department of the Army  
Washington, DC, 15 March 1984

# Immediate Action INTERIM CHANGE

AR 601-280  
Interim Change  
No. 103  
Expires 15 March 1986

*S/S by: Enlisted Ranks Personnel  
update,  
5 July 84*

Personnel Procurement

Army Reenlistment Program

Justification. This change modifies reenlistment eligibility criteria and reenlistment processing procedures. These changes have been made to correct harmful or potentially harmful procedures.

Expiration. This interim change expires two years from date of publication and will be destroyed at that time unless sooner rescinded or superseded by a permanent change.

1. AR 601-280 is changed as follows:

Page 2-6, paragraph 2-19h. The sentence which reads "Only those articles 15 occurring during this enlistment and on or after 1 October 1980 will require waiver action." is changed to read "To prevent unequal treatment of soldiers based on different methods of filing articles 15, only those articles 15 occurring during this enlistment and on or after 1 November 1982 will require waiver action."

Page 2-8, paragraph 2-22c, is changed to read: "c. Members in grade E3.

(1) Soldiers in grade E3 with three or more years of active Federal service are not authorized to reenlist.

(2) Persons in grade E3 with more than 24 months, but less than three years of active Federal service who do not have a DA imposed service remaining obligation may, if otherwise qualified to include those with approved waivers, be extended for the least time necessary to complete three years of active Federal service - no grade waiver required.

(3) Soldiers in grade E3 who incur a DA imposed service remaining obligation may, if otherwise qualified to include those with approved waivers, be extended for the least time needed to fulfill the requirement - no grade waiver required.

(4) Soldiers in grade E3 who are on two year initial enlistments and who will have 24 months or less of active Federal service on the day they are discharged to reenlist may, if otherwise qualified to include those with approved waivers, be reenlisted without a grade waiver."

Page 2-9, paragraph 2-23a(2). Delete the words "or weapons qualification."

Page 2-9, paragraph 2-23c is rescinded.

Page 2-11, paragraphs 2-26 and 2-27 are rescinded.

Page 2-12, paragraph 2-32d. The last two sentences beginning with the words "As an exception the commander . . . ." are changed to read: "However, according to AR 635-200, paragraph 12-13, members in the following categories are not eligible to extend for retirement unless specific authority has been granted by HQDA."

Page 2-13, Table 2-1. In LINE B, subparagraph c, strike out the words "or 2-27."

Page 3-1, paragraph 3-1b is superseded as follows: "b. No action will be taken which will cause the soldier to remain on active duty beyond 30 years' active Federal service or age 55 unless retention beyond 30 years' AFS has been approved by HQDA. In no case will soldiers be retained past age 55."

Page 3-4, paragraph 3-3d(6) is superseded as follows: "(6) Achieving reenlistment qualification under physical readiness testing as authorized in paragraph 2-15. Extension will not exceed the period authorized and will not be accomplished more than 3 months before ETS."

Page 3-4, paragraph 3-3d, added: "(9) To attain reenlistment eligibility under AR 600-9, paragraphs 21c(1)(a) or (b). This authority may be used only for soldiers specified in these paragraphs of AR 600-9. Extensions of other soldiers for the purpose of meeting weight control qualifications is prohibited."

Page 3-4, paragraph 3-3e(3). The last sentence, beginning with the words "The GCMCA may deny . . . ." is superseded as follows: "This exception does not apply to soldiers listed in paragraphs 2-32d(1) thru (4), this regulation."

Page 4-1, paragraph 4-2b. In the second line, strike out the words "or 2-27."

Page 4-1, paragraph 4-2c. In the first sentence, the words "paragraphs 2-23c or d" are changed to read: "paragraph 2-23d."

Page 5-5, paragraph 5-14a(1), line six, beginning with the words "A copy of the DA Form 4187 . . . ." is changed to read: "A copy of the DA Form 4187 will be sent to Cdr, US Army Enlisted Records and Evaluation Center, ATTN: PCRE-RP, Fort Benjamin Harrison, IN 46249. Correction of the term of enlistment or home of record are not authorized under this provision."

Page 5-5, paragraph 5-14a(2). In the first sentence, the words "Authority to act on claims of erroneous entries on reenlistment documents . . . ." are changed to read: "Authority to act on claims of erroneous home of record, or other erroneous entries on the reenlistment documents . . . ."

Page 6-5, paragraph 6-5i(4). Add the following last sentence: "However, in no case will the authority to approve the withdrawal of a bar be a lower command level than the commander who approved the bar initially."

Page 7-1, paragraph 7-3. Delete the last sentence which was added by I02 beginning with the words "Full time Retention NCOs are expected . . . ."

Page 7-5, paragraph 7-5. Add the following: "h. Soldiers serving as Retention NCOs or full time Reenlistment NCOs will not be assigned as additional duty unit Reenlistment NCOs unless specifically authorized by the appropriate MACOM reenlistment office."

\* \* \* \* \*

THE FOLLOWING PORTION OF THIS CHANGE IS EFFECTIVE 1 APRIL 1984.

Page 2-4, paragraph 2-11 is superseded as follows: "2-11. Basic eligibility criteria. a. Initial term soldiers wishing to reenlist must attain aptitude area scores as shown in (1) and (2) below. However, those in grade E-5 are exempt from these score requirements.

(1) Score 95 or higher on any three aptitude areas of the Army Classification Battery (ACB), Women's Army Classification Battery (WACB), or Armed Services Vocational Aptitude Battery (ASVAB) administered before 1 October 1980, or -

(2) Score 85 or higher on any three aptitude areas of the ASVAB administered on or after 1 October 1980.

b. Soldiers on their second or subsequent enlistment who will have less than 10 years' active Federal service at ETS (mid-termers) who desire to reenlist must attain scores as follows -

(1) Two scores of 85 or higher (not counting the GT score) AND a GT score of 100 or higher on the ACB, WACB, or ASVAB administered before 1 January 1976 or on or after 1 October 1980.

(2) Two scores of 90 or higher (not counting the GT score) AND a GT score of 107 or higher on the ASVAB administered 1 January 1976 through 30 September 1980 inclusive.

(3) Soldiers who verify their SQT with a score of 80 or higher as shown on the Individual Soldier's Report are exempt from all score requirements shown in (1) and (2) above.

(4) The following soldiers are exempt from the score requirements in (1) and (2) above EXCEPT for the GT score.

(a) Those who verify their SQT with a score of 60 - 79 as shown on the Individual Soldier's Report.

(b) Those who possess PMOS 61B or 61C, provided they are currently serving in that PMOS and are certified to grade according to AR 56-9.

(5) For soldiers who are otherwise qualified for reenlistment, including those with approved waivers, extensions of enlistment to meet these requirements are authorized as follows (see paragraph 3-3):

(a) Soldiers who have not received assignment instructions may be extended no longer than 1 April 1985.

(b) Soldiers who have received assignment instructions may be extended for the least time necessary to meet the time remaining requirement for the assignment or until 1 April 1985 whichever is longer. For example, a soldier selected for assignment to a long tour overseas area may be extended for enough time to complete the appropriate overseas tour, either "all others" or "with dependents." These soldiers may not be extended beyond the time when they would complete a "normal" overseas tour even if they choose to stay in the overseas command.

NEW MID TERM TRAINABILITY CRITERIA

<u>If SQT Is</u>	<u>And ASVAB Taken Prior to 1 Jan 76 or After 1 Oct 80</u>	<u>And ASVAB Taken Between 1 Jan 76 and 30 Sep 80</u>
80 or above	SM is reenl eligible	SM is reenl eligible
60 to 79	SM is eligible with GT of 100 or above	SM is eligible with GT of 107 or above
59 or below or No SQT	SM is eligible with GT of 100 or above <u>AND</u> Two other ASVAB scores of 85 or above	SM is eligible with GT of 107 or above <u>AND</u> Two other ASVAB scores of 90 or above

c. Persons who did not attain the aptitude scores required in a and b above may be retested on the ASVAB under AR 611-5 and DA Pam 600-8. Retesting will be on the entire ASVAB. Retesting on individual aptitude areas to attain reenlistment eligibility is not authorized.

d. SQT test scores as shown on the Individual Soldier's Report (ISR), or aptitude area scores as shown on th DA Form 2-1 (Personnel Qualification Record-Part II) as applicable, will be used to determine reenlistment eligibility.

e. Soldiers who will have more than 10 years' active Federal service at ETS are exempt from all aptitude area score requirements."

Page 3-4, paragraph 3-3d, added: "(10) Attaining eligibility under trainability requirements of paragraph 2-11. Mid-term soldiers who are otherwise qualified for reenlistment, including those with approved waivers, may be extended as shown in paragraph 2-11b(5) for the purpose of meeting reenlistment trainability requirements. As an exception to paragraph 3-1d, above, these extensions may exceed 35 months in length but will be limited to the minimum time needed. Initial-termers are not authorized extension under this provision."

THE ABOVE PORTION OF THIS CHANGE IS EFFECTIVE 1 APRIL 1984

2. Post these changes per DA Pam 310-13.
3. File this interim change in the front of the publication.

(DAPE-MPD-RT)

15 March 1984

I03, AR 601-280

By Order of the Secretary of the Army:

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

Official:

ROBERT M. JOYCE  
Major General, United States Army  
The Adjutant General

Distribution:

To be distributed in accordance with DA Form 12-9A requirements for AR, Personnel Procurement. Active Army: A; ARNG: B; USAR: B.

Headquarters  
Department of the Army  
Washington, DC, 1 October 1983

Immediate Action  
INTERIM CHANGE

AR 601-280  
Interim Change  
No. 102  
Expires 1 October 1985

Personnel Procurement  
Army Reenlistment Program

Justification. This change restricts reenlistment actions of soldiers nearing 30 years service or age 55, modifies reenlistment eligibility criteria, and modifies reenlistment processing procedures. These changes have been made to correct harmful or potentially harmful procedures.

Expiration. This interim change expires two years from date of publication and will be destroyed at that time unless sooner rescinded or superseded by a permanent change.

1. AR 601-280 is changed as follows:

Page 1-3, paragraph 1-9e(5). The words "... enough to carry out ..." are changed to read "... enough time to carry out ..."

Page 1-4, paragraph 1-9(g). Remove the "(" from around the letter "g."

Page 1-5, paragraph 1-11 is added as follows: "1-11. Authority to act on reenlistment actions.

a. In all cases where the authority for a reenlistment action is stated as 'General Court Martial Convening Authority (GCMCA)' or a similar phrase, the action may also be taken by the first general officer in the soldier's normal chain of command. The intent of this provision is to allow the general officer who has the best knowledge of the situation to take the proper actions regarding reenlistment. The provisions of paragraph 2-28g apply to this authority.

b. Officers in grade O-4(P) who are serving in authorized O-5 command positions are authorized to perform all reenlistment actions requiring the signature of an O-5 commander. Examples are bars to reenlistment, reenlistment screening board actions, and appropriate waivers. This authority does not apply to promotable officers serving as acting commander. The officer must be occupying the authorized command position.

Page 2-8, paragraph 2-22a, line 6 of the table as reads "E4 ..... 10" is changed to read "E4 ..... 8"

Page 2-9, paragraph 2-23d, is superseded as follows: "d. Members in grade E4 through E8.

(1) Persons in grade E4 who are not on the local order-of-merit promotion list for promotion to E5 may not be granted waiver for the purpose of reenlistment. However, soldiers who incur a DA imposed service remaining obligation may, if otherwise qualified, be extended for the least time needed to fulfill the service remaining requirement without preparation of a grade waiver. See paragraph 2-22e, above.

(2) Members in grades E5 through E8 may be granted waiver under a above. See e below for restrictions on persons in overage PMOS.

Page 3-1, paragraph 3-1b. Add the following last sentence: "No action will be taken which will cause the soldier to remain on active duty beyond 30 years' active Federal service or age 55 unless retention beyond 30 years' AFS has been approved by HQDA.

Page 3-3, paragraph 3-3b. As reads: "Extensions for purposes other than those in c below . . . ." is changed to read "Extensions other than those in d below . . . ."

Page 3-4, paragraph 3-3d(2) is superseded as follows: "(2) Retirement. AR 635-200, chapter 12, applies. Extensions will not be accomplished until written request for retirement has been submitted and will also not be earlier than -"

Page 3-4, paragraph 3-3e(4). Delete the words "allowing reenlistment."

Page 3-5, paragraph 3-4a. Add the following: "If the soldier cancels the extension because he was deteted from the assignment by the service, the cancelled extension will not count as previously obligated service when computing a Selective Reenlistment Bonus (SRB). However, if the soldier is deleted from the assignment at his request, or if the report date is deferred at his request, the extension will count as previously obligated service in computing the SRB (see f, below)."

Page 3-5, paragraph 3-4b. Add the following: "Extensions cancelled for this purpose are at the request of the soldier and will be counted as previously obligated service when computing an SRB."

Page 3-5, paragraph 3-4. Add subparagraph f as follows: "f. All extensions that are cancelled after they have commenced will be counted as previously obligated service in computing an SRB."

Page 4-3, paragraph 4-7c(2), is superseded as follows: "(2) Soldiers not reenlisting or extending to meet service remaining requirements must be processed for reenlistment within the times specified by MILPERCEN, Reenlistment Control Branch."

Page 4-3, paragraph 4-7c(3), Rescinded.

Page 4-4, paragraph 4-8f. Add the following last line to the list of reenlistment options: "US Army Special Forces Reenlistment Option ..... 4-14."

Reenlistment Option Table 4-14, line 3, add the following: "NOTE: CONUS-to-CONUS moves under this option are avilable only to soldiers who are not Special

Forces Qualified but who wish to undergo SF training and be assigned to a SF unit, and to soldiers who are SF qualified but are not currently assigned to a SF unit and wish to be reassigned to one. CONUS-to-CONUS moves are not authorized for soldiers who are SF qualified and are serving in a SF unit."

Reenlistment Option Table 4-14, line 5c, is superseded as follows: "c. Completion of Special Forces training conducted by US Army John F. Kennedy Special Warfare Center (USAJFKSWC) is required before being assigned to a Special Forces unit."

Reenlistment Option Table 4-14, line 9a(3) as reads ". . . .Commander, USAJFKCENMA . . . ." is changed to read ". . . .Commander, 1st SOCOM (Abn) . . . ."

Page 5-3, paragraph 5-5a, delete the words "For USAR persons, the DA Form 1695 will be properly modified."

Page 5-19, in the sample DA Form 3286, Part III, line 6a, delete the "X" in "I have engaged in disloyal or subversive activities" and enter an "X" to show "I have not engaged in disloyal or subversive activities."

Page 6-5, paragraph 6-5i(5)(a). Add the following words to the first sentence: ". . . to include approval of any required waivers."

Page 6-5, paragraph 6-5i(5)(b). Add the following words to the first sentence: ". . . if otherwise qualified to include approval of any required waivers." Also, add the following at the end of the paragraph: "NOTE: The extension allowed in the statement shown above may be any purpose and period authorized in paragraph 3-3. The intent of this provision is to prevent undue hardship on potentially good soldiers by allowing them to extend for reasons such as complying with oversea assignment instructions while "soldiering" their way out of a bar to reenlistment, or to allow short periods of further observation prior to making a final decision on removal of the bar to reenlistment. Extensions for the purpose of promotion are not authorized since the soldier remains in a nonpromotable status until the bar is removed."

Page 6-5, paragraph 6-5j(1) is superseded as follows: "(1) The custodian of the personnel records will examine the DA Form 2-1 of each person being reassigned for transfer processing. When the remark described in h above appears, it becomes the responsibility of separation processing personnel to make proper entries on the DD Form 214 as prescribed in AR 635-5."

Page 7-1, paragraph 7-3, add the following: "Full time Retention NCOs are expected to perform the tasks set forth in para 1-9g and will not be assigned as additional duty unit Reenlistment NCOs unless specifically authorized by the appropriate MACOM reenlistment office."

Page 7-3, Table 7-2, line 1. Last sentence, beginning with the words "All persons . . . ." is changed to read: "Effective 1 October 1982, persons with PMOS other than OOR, and persons with SMOS OOR may be awarded PMOS OOR only while serving as a US Army Recruiter."

Page B-1. Line out the first paragraph B-2. This is a duplication of words.

Page C-3, paragraph C-5b(2), as reads "obligation (MOS), if applicable." is changed to read "obligation (MSO), if applicable."

2. Post these changes per DA Pam 310-13.
3. File this interim change in the front of the publication.

(DAPE-MPD-RT)

By Order of the Secretary of the Army

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

Official:

ROBERT M. JOYCE  
Major General, United States Army  
The Adjutant General

Distribution:

To be distributed in accordance with DA Form 12-9A requirements for AR, Personnel Procurement. Active Army: A; ARNG: B; USAR: B.

Headquarters  
Department of the Army  
Washington, DC, 15 August 1983

**Immediate Action**  
**INTERIM CHANGE**

AR 601-280  
Interim Change  
No. I01  
Expires 15 August 1985

Personnel Procurement  
Army Reenlistment Program

Justification. This interim change establishes reenlistment screening board procedures, modifies reenlistment eligibility criteria, establishes the US Army Special Forces Reenlistment Option, and modifies reenlistment processing procedures. These changes have been made to correct harmful or potentially harmful procedures.

Expiration. This interim change expires two years from date of publication and will be destroyed at that time unless sooner rescinded or superseded by a permanent change.

1. AR 601-280 is changes as follows:

Page i, top center, as reads "Effective 15 July 1983," is changed to read "Effective 15 August 1983."

Page 2-5, paragraph 2-15c: Delete last sentence beginning with the words "In those cases in. . . ."

Page 2-5, paragraph 2-15c(1) is superseded as follows: "(1) In those cases where the soldier does not meet the profile requirements for his PMOS the statements and procedures contained in AR 600-200, paragraph 2-5 will apply."

Page 2-5, paragraph 2-15, added: "d. Soldiers who have a permanent physical profile which prevents them from taking the APRT for record will be considered qualified for reenlistment without waiver if the profile was awarded within 12 months prior to proposed date of reenlistment, or if the profile has been reviewed and validated by the proper medical authority within 12 months prior to the proposed date of reenlistment."

Page 2-10, paragraph 2-23g(2) is superseded as follows: "(2) For soldiers in grades E-6 through E-8, only CG, MILPERCEN, has second and subsequent waiver authority. This waiver authority may not be further delegated. Send requests for waivers through command channels to Cdr, US Army Enlistment Eligibility Activity, 9700 Page Boulevard, St. Louis, MO 63132."

Page 2-10, paragraph 2-23g(3) is superseded as follows: (3) The GCMCA may

extend E-5 soldiers with more than 17 years of service for the time needed to complete 20 years' active duty. If already on an extension, the combined extensions cannot exceed 48 months. If the combined extensions exceed 48 months, a request for retention under chapter 1, AR 635-200, or a request for a two year reenlistment must be submitted to Commander, US Army Enlistment Eligibility Activity, 9700 Page Boulevard, St. Louis, MO 63132."

Page 2-10, paragraph 2-23, added: "j. To assist in making a decision on second waivers, the appropriate commander may desire to request the soldier's Official Military Personnel File (OMPF)

(1) The request will be by letter signed by the commander or his special designee. A special designee may be the approval authority's deputy commander, chief of staff, adjutant general, or command sergeant major. Cite this paragraph or AR 600-200, paragraph 4-6, as the authority for the request.

(2) The letter should be addressed to:

Commander, US Army Enlisted Records and Evaluation Center

ATTN: PCRE-FF

Fort Benjamin Harrison, IN 46249

(3) Commander, USAEREC will send a microfiche copy of the soldier's OMPF by certified mail. It will be marked EYES ONLY - PERSONAL FOR: (the designated approval authority by name).

(4) After the waiver action is completed, the OMPF will be returned to USAEREC for safeguarding or destruction according to AR 340-16.

Page 2-11, paragraph 2-28c, is superseded as follows: Last 2 sentences, beginning with the words "Except for special category personnel . . ." are superseded to read: "Except as shown below, any case that does not have merit and does not warrant a recommendation for approval will be disapproved by the considering authority without further processing. Requests will not be forwarded to higher authority "for consideration." As an exception, waivers for persons shown in (1) and (2) below will be forwarded to the final approval or disapproval authority for final action. Each intermediate commander should make a specific recommendation with proper justification.

(1) Special category personnel (see para 2-32).

(2) Persons whose waiver is required only because of a properly awarded permanent physical profile.

Page 2-12, paragraph 2-28, added: "h. If a waiver is disapproved, and Army policy is changed at a later date making the waiver unnecessary, the soldier will remain ineligible for reenlistment or extension of enlistment, and will not be reconsidered."

Page 3-1, paragraph 3-1b, is superseded as follows: "b. Initial term soldiers and career soldiers nearing 30 years' service or age 55 who are serving overseas and completing the normal overseas tour during their current enlistment, but have less than the minimum time remaining for a CONUS assignment as prescribed in AR 614-30, table 7-1, are subject to involuntary extension of the overseas tour to coincide with ETS. To avoid involuntary extension of the overseas tour in these cases, soldiers who are otherwise qualified may take one of the following actions to meet service remaining requirements for reassignment to CONUS upon completion of the normal overseas tour."

Page 3-2, paragraph 3-2. Lead sentence is superseded as follows: "Processing of persons who are eligible to, but refuse to, take action to meet service remaining requirements, or who refuse to take action to become eligible to do so."

Page 3-2, paragraph 3-2a, is superseded as follows: "a. Persons, other than initial termers, who will have more than 4 years' service for pay completed at ETS, must take action to meet service remaining requirements. This action is required whether or not the schooling or assignment will begin before the soldier's current ETS, and regardless of whether or not the soldier has received ETS orders."

Page 3-2, paragraph 3-2b(2) is superseded as follows: "(2) Members alerted for PCS who meet the criteria in (a) and (b) below may complete a Declination of Continued Service Statement (DCSS) as prescribed below. Soldiers electing this option will not only submit the DCSS, but will, at the same time, submit a request for retirement to be effective the first day of the month following the month in which they complete 20 years' active Federal service. Soldiers will be advised that this is a retirement in lieu of PCS and that neither the request for retirement or the DCSS may be withdrawn at a later date (see chapter 12, AR 635-200)."

Page 3-3, paragraph 3-2f, second line, delete the words "by persons serving in CONUS."

Page 3-3, paragraph 3-2g, is superseded as follows: "g. For persons serving overseas, requests for withdrawal will be submitted not later than 90 days (120 days for E-7, E-8, and E-9) before rotation date."

Page 3-4, paragraph 3-3d(7), first sentence is changed to read: "Graduates of the US Army Correctional Activity." Last sentence as reads "This provision does not apply to USARB graduates . . . ." is changed to read: "This provision does not apply to USACA graduates . . . ."

Page 4-2, paragraph 4-3, added: "n. Soldiers, other than initial termers, who are serving in CONUS immediately after returning from overseas, may not reenlist for any option which will cause them to leave the CONUS installation sooner than 12 months after arrival."

Page 4-3, paragraph 4-7c. In first sentence change "RETAIN" to "TSAM." Add last sentence: "Availability of options is determined by the soldier's qualifications and the status of current PMOS relating to Army needs as provided by TSAM or through telephonic coordination with Reenlistment Control Branch."

Page 4-8, Table 4-3, line 4c. Add the following: "In cases where school qualifications provided through TSAM conflict with those of AR 611-201 or DA Pam 351-4, TSAM qualification criteria will take precedence."

Page 4-24, Option table 4-7, line 3b, added: "(5) Airborne qualified soldiers serving in CONUS in a non-airborne position who desire to reenlist for assignment to an airborne position in an airborne unit in CONUS."

Page 4-25, Option table 4-7, line 5d, added: "(3) Soldiers reenlisting for a CONUS to CONUS move under line 3b(5) of this table who terminate airborne status before the end of their stabilization may be reassigned according to the needs of the Army and no breach of contract will exist.

Option Table 4-14 is added as follows:

Table 4-14 United States Army Special Forces Reenlistment Option

<u>Line</u>	<u>Item</u>	<u>Comment</u>
1	Name of Option .....	United States Army Special Forces Reenlistment Option.
2	Description of Option .....	Guarantees initial assignment, provided prerequisites are met, to a Special Forces unit (upon completion of training if required) for a minimum period of 18 months unless sooner terminated for any of the reasons in line 4 through 6 below.
3	Available to Qualified Applicants ...	<p>a. Reenlisting for 3, 4, 5, or 6 years who are in grades E-6 and below regardless of years' service for pay purposes. SM reenlisting whose PMOS is 91B, and who require Special Forces medical training, must reenlist for a minimum of 4 years.</p> <p>b. When: As specified in paragraph 4-8.</p>
4	Prerequisites .....	<p>a. Meet basic eligibility criteria prescribed in chapter 2 without waiver for disqualifications (except waiver of lost time 1-5 days), as modified by the provisions of this table and chapter 7, AR 40-501, relating to medical fitness standards for airborne and Special Forces training and duty.</p> <p>b. Volunteer for assignment to a Special Forces unit and for airborne and Special Forces if required. See chapters 10 and 12, AR 614-200.</p> <p>c. Regardless of prior airborne or Special Forces qualification, be able to meet current mental and physical</p>

prerequisites for attendance at the airborne and Special Forces Qualification Course as prescribed in chapters 10 and 12 AR 614-200, DA Pam 351-4, and chapter 7, AR 40-501.

d. If not airborne qualified, submit an application for airborne/Special Forces training as prescribed in AR 614-200.

e. Upon approval of application, applicant may undergo normal processing as provided in this regulation.

f. Only male persons are eligible to reenlist for this option.

g. Have no record of court martial convictions during current enlistment.

h. Be eligible for a SECRET security clearance.

i. SM must be or become airborne qualified before assignment to Special Forces training or a unit.

j. If serving overseas, departure from the oversea command will be as prescribed in paragraph 4-7d of this regulation.

5 Information to Applicants .....

a. As a member of a Special Forces unit, individual must -

(1) Be airborne qualified.

(2) Be physically able to perform all duties and missions involving airborne, airmobile, or amphibious operations.

(3) Maintain the highest level of personal conduct and personal appearance.

b. An individual who, because of medical reasons or substandard

performance or conduct, is found unacceptable for continued assignment to a Special Forces unit, will be advised that his reenlistment option is voided. He will be assigned according to the needs of the Army and will be required to complete the period of service for which he reenlisted. Commanders of Special Forces Groups, separate Special Forces units, and the Commandant, US Army Institute for Military Assistance (USAIMA), have the authority to relieve from duty and remove from Special Forces units, those soldiers determined to be unsuited for continued assignment or duty in the Special Forces.

c. Completion of Special Forces training conducted by USAIMA, Ft. Bragg, NC., is required before being assigned to a Special Forces unit.

d. Option is for initial assignment only and no promises can be made that the entire enlistment, or any definite portion thereof, will be served in the assignment chosen except as specifically stated in this table.

e. If grade or MOS changes prior to reassignment, applicant may be ineligible for the assignment for which enlisting and may be assigned according to current qualifications and the needs of the Army.

f. For individuals reenlisting with a guaranteed assignment, the following applies as appropriate:

(1) If the guaranteed station, area, or unit of choice is deactivated and transfer of members is required, individuals will be given their choice of reassignment to any other area or station in the major command to which assigned, provided a vacancy in grade and MOS exists. If this is not possible, reassignment will be

accomplished according to the needs of the Army.

(2) If the guaranteed station, area, or unit of choice is redesignated, relocated, transferred, or deployed, the individual will remain assigned to the redesignated, transferred, or deployed unit.

- 6 Option Processing Procedures .....
- a. Normal processing procedures prescribed by this regulation.
  - b. Assignment instructions may be requested up to 6 months before anticipated date of reenlistment.
  - c. If an applicant fails to reenlist for an authorized assignment, a report of cancellation will be made to the office which authorized the assignment.
  - d. The Retention NCO will review all related documents and interview the applicant to determine eligibility for reenlistment under this option. In the interview, the Retention NCO will determine the applicant's qualification for airborne and Special Forces training as prescribed in chapters 10 and 12, AR 614-200, DA Pam 351-4, and this regulation.
  - e. If, after completion of the interview, the applicant desires to reenlist for this option, and it appears that he is qualified, the Retention NCO will forward the application (DA Form 4187) through command channels to Cdr, MILPERCEN (DAPC-EPK-IS). Disapproval authority for those not qualified is the installation commander. Qualified applicant's requests must be forwarded to MILPERCEN.
  - f. Copies of the following documents will be attached to the application:
    - (1) DA Forms 2 and 2-1.

15 August 1983

(2) DA Form 3286.

(3) The following statement will be attached as a continuation sheet to the DA Form 3286:

"If I am not airborne qualified, I will be required to qualify for and successfully complete such training before assignment to Special Forces. I volunteer to attend the Special Forces Qualification Course if required. By my reenlistment for this option I am volunteering to perform frequent aircraft flights and parachute jumps and to participate in realistic training while engaged in airborne/Special Forces training and duty. Should I fail to become airborne qualified, or fail to qualify for and successfully complete Special Forces Training/duty after my enlistment, I will not be offered another assignment choice, but will be reassigned according to the needs of the Army. I am aware that appropriate Special Forces commanders have the authority to relieve from duty and remove from Special Forces, those soldiers he determines are unsuited for continued Special Forces duty. In this event, my reassignment will be according to the needs of the Army. I understand that if I am reassigned to another unit, no breach of my reenlistment commitment will occur, and I will be required to complete the period of service for which I reenlisted. If the unit to which I am assigned or attached is deployed, relocated, disbanded, inactivated, discontinued, deactivated, reorganized, or redesignated before completion of my period of stabilization, I will remain assigned to the unit or, if possible, be reassigned according to my preference. However, if this is not possible or does not meet Army manning requirements, the needs of the Army will determine my unit of assignment. If this happens, I understand that a breach of my reenlistment commitment

will not have occurred. My term of reenlistment is \_\_\_\_\_ years. (number of years for which reenlisting)." Applicant will date and sign the above statement. Typed name, grade, and SSN, and the signature of the Retention NCO will also be placed on the statement below the signature of the applicant.

g. After approval of the application, reenlistment authority will be requested telephonically from Reenlistment Control Branch, MILPERCEN.

h. Reenlistment will be accomplished, and all required personnel documents will be completed before the individual departs the reenlisting installation. Personnel records will be transmitted according to AR 640-10.

7 Special Processing Instructions ..... Processing requirements in oversea for Oversea Commands commands are the same as in CONUS except as modified in this regulation and this option table.

8 Statements for Enlistment Required ... DA Form 3286, Parts I through IV, and statement required by line 6f, above, for all applicants.

9 Record Entries and Orders ..... a. Reenlistment orders will specify that the applicant is reenlisting for the US Army Special Forces Reenlistment Option under AR 601-280, Option table 4-14, and will include the following information:

(1) Special Forces unit for which reenlisting.

(2) Reenlistment Control Number (RCN) and date of the authorization.

(3) Two copies of all orders issued on soldiers reenlisting for this option will be sent to Commander, USAJFKCENMA, ATTN: AFJK-AG-PP, Ft. Bragg, NC 28307.

- b. DD Form 4 series will be completed for each reenlistment.

Page 5-4, paragraph 5-10b(1) added: "If the commander does not feel the soldier is capable of performing the duties of his PMOS, the procedures of AR 600-200, paragraph 2-5, will apply.

Page 5-8, Table 5-1. All references to "DD Form 4 series dated 1 Jun 81" are changed to read "DD Form 4 series dated Feb 82." The following sentence is added at the beginning of the table: "All statements contained on the DD Form 4 series stating the "This form will not be used after 28 Feb 83" or "This form will not be used after 29 Feb 84" will be disregarded.

The following chapter is added to the regulation:

## CHAPTER 8

### REENLISTMENT PRIORITIES AND SCREENING BOARDS FOR INITIAL TERM SOLDIERS

8-1. Applicability. The provisions of this chapter are applicable to all initial term soldiers desiring to reenlist either within the normal eligibility window or to comply with a time remaining requirement.

8-2. General. a. Reenlistment programs must be oriented to retain the best initial term soldiers based on their performance and potential for future service as a senior specialist or noncommissioned officer.

b. Retention of too many soldiers, or retention of soldiers who lack potential, is not in the best interest of the Army or the soldier. At the same time, retention of too few to meet needs is detrimental to Army readiness.

c. To achieve a balance, commanders and all supervisors must be conscious of Army needs as well as soldier performance and potential.

8-3. In the interest of achieving reenlistment objectives through reenlisting only top quality performers, reenlistment priorities will be established as follows:

a. Priority 1 - Soldiers promoted to grade E-5 during their first enlistment.

b. Priority 2 - Soldiers on their initial enlistment in grade E-4 on a standing list for promotion to grade E-5.

c. Priority 3 - All other initial term soldiers in grade E-4, or in grade E-3 who will have 24 months or less active Federal service at the time of reenlistment.

8-4. Reenlistment screening procedures and establishment of reenlistment screening boards.

a. Priority 1 and 2 soldiers who desire to reenlist, are qualified for reenlistment to include approval of required waivers, and are recommended for reenlistment by their unit commanders, will be provided the opportunity to reenlist without appearing before a reenlistment screening board. Those not recommended for reenlistment will be barred from reenlistment under chapter 6, this regulation.

b. Soldiers in priority 3 should make formal application for reenlistment

(DA Form 3340) at least 7 months before their ETS, and must apply at least one month before ETS to insure consideration by a reenlistment screening board. Those who apply for reenlistment less than one month before ETS will not be retained on active duty beyond their normal ETS just to be boarded for reenlistment.

c. Priority 3 soldiers who desire to reenlist and are recommended by their unit commander, including those reenlisting to meet time remaining requirements, will be referred to the next higher level of command for review. The following restrictions will apply:

(1) Those applicants who are fully qualified for reenlistment, but are not recommended by their unit commander, will be barred from reenlistment and no reenlistment action will be taken.

(2) Applicants who require a waiver for reenlistment will be referred only after the unit commander has recommended approval of the required waiver.

(3) If the company level commander is grade O-5 or above, and is authorized to convene an E-5/E-6 promotion board, he may serve as the unit commander, reviewing commander, and reenlistment screening board convening authority unless this action is prevented by local directives.

d. If the reviewing commander does not think the soldier is suitable for review by a reenlistment screening board, he will initiate a bar to reenlistment, or disapprove the required reenlistment waiver as appropriate. All others will be submitted without formal recommendation to the reenlistment screening board for further consideration.

e. Reenlistment screening boards may be established at battalion or higher levels, and will be constituted in the same manner as an E-5/E-6 promotion board.

f. Specific items to be considered by the board in making the reenlistment recommendation are:

(1) Recent non-judicial punishment of a serious nature.

(2) Repetitive non-judicial punishment.

(3) Aptitude area scores. (An aptitude area score of 100 or above on tests administered on or after 1 October 1980, or 110 or higher on tests administered before 1 October 1980, generally indicates that the soldier is in the upper half of the Army in that area. A score of 85 on current tests, or 95 on tests administered before 1 October 1980, generally indicates minimum trainability in that area.)

(4) Education achievement. (A high school diploma or GED certificate is required for promotion to E-6. Initial term soldiers should have one of these certificates or be working to obtain one.)

(5) Enlisted Efficiency Report Weighted Average (EERWA) if available.

(6) SQT scores as an indicator of the soldier's ability to perform, and potential to supervise, in his or her skill.

(7) Strength status of the soldier's PMOS. Better performance should be expected of those soldiers recommended for reenlistment to remain in an overstrength or balanced skill.

g. Upon completion of the review procedure, the board will indicate that each soldier is either "Recommended for Reenlistment," or "Not recommended for Reenlistment," as appropriate. Recommendation will be entered on the reverse of the DA Form 3340, and signed by the president of the board.

8-5. Actions after completion of board proceedings.

a. Soldiers recommended and qualified for reenlistment will be allowed to

reenlist for any option and years' service for which they are otherwise qualified.

b. Soldiers who require a waiver to reenlist, will not be boarded until the unit and reviewing commanders have either approved the required waiver, or recommended approval if final approval authority is higher than the board convening authority. Soldiers who are recommended for reenlistment, but who require a waiver which must be approved at a higher level, may not be reenlisted until waivers have been approved. If required waivers are later disapproved by the higher authority, the soldier may not be reenlisted regardless of the board recommendation.

c. For soldiers not recommended for reenlistment by the reenlistment screening board, one of the following actions will be taken.

(1) The board convening authority may approve the recommendation of the board and deny the soldier reenlistment without imposing a bar to reenlistment. This may be done by entering another remark on the reverse of the DA Form 3340, or by separate indorsement. For these soldiers, a copy of the DA Form 3340 and the commander's approval of the board recommendation must accompany the soldier's records to the Separation Transfer Point (STP) to insure award of the proper reentry (RE) code at separation.

(2) In exceptionally meritorious cases when the commander convening the board disagrees with the recommendation of the board, and if the soldier is fully qualified for reenlistment without waiver, the board convening authority may refer the recommendation to the commander exercising General Court Martial convening authority or the first general officer in the soldier's normal chain of command for reconsideration. The procedures below apply:

(a) The GCMCA/general officer may confirm the recommendation of the board. In this case, the processing procedures of (1) above apply.

(b) The GCMCA/general officer may disapprove the recommendation of the board. In this case, the provisions of a, above, apply.

(c) This action may be taken even if the board convening authority is also the GCMCA.

(3) If a significant change in the status of the soldier should occur, the soldier may be resubmitted to the reenlistment screening board after three months. Soldiers resubmitted will be totally reprocessed following procedures in paragraphs 8-4c through 8-4g, above. If the soldier is again "Not recommended for reenlistment," this recommendation may not be further considered. Soldiers will not be retained on active duty for the purpose of being reconsidered.

d. In all cases, the soldier will be given a copy of the DA Form 3340 with board recommendations and the commander's indorsement if applicable.

e. Soldiers who requested reenlistment to meet time remaining requirements, and who are denied reenlistment with insufficient time remaining to comply with assignment instructions, will be deleted from the applicable assignment. Extension of these soldiers under paragraph 3-3d(1) is not permitted.

f. Soldiers not recommended for reenlistment who, at a later date, are placed on the standing promotion list to grade E-5, will be reenlisted under the criteria applicable to soldiers in priority 2.

8-6. If a priority 3 soldier is boarded, but does not reenlist or separate before being assigned to a new command where boards are conducted, the following applies:

a. The recorded board recommendation is valid for the first three months after the soldier arrives in the new command. Provisions of paragraphs 8-5d and 8-5e, above, apply.

b. After the soldier has been in the new command for three months, the command may elect to have the soldier reboarded to determine reenlistment recommendation.

8-7. a. Denial of reenlistment under these procedures is not to be viewed as an adverse action, nor does it imply that the soldier has served less than honorable or faithfully.

b. Soldiers denied reenlistment under these proceedings will be awarded reentry (RE) codes as follows:

(1) Those soldiers who would normally be awarded an RE code other than RE-1 due to AWOL/time lost, or other disqualification, will be awarded the proper RE code.

(2) Those who would normally be awarded a code of RE-1, will be awarded RE-1B, indicating that they are fully qualified for reenlistment but were denied under reenlistment control procedures due to strength management requirements."

Page Glossary 4. Definition of "Reenlistments" is superseded as follows: "Second or subsequent voluntary enrollments in the Regular Army."

2. Post these changes per DA Pam 310-13.
3. File this interim change in the front of the publication.

(DAPE-MPD)

By order of the Secretary of the Army

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

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ROBERT M. JOYCE  
Major General, United States Army  
The Adjutant General

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*SL 5 July 1984*  
*Enlisted Ranks*  
*Personnel update*

**PERSONNEL PROCUREMENT**  
**ARMY REENLISTMENT PROGRAM**  
*Effective 15 July 1983*

*This complete revision of AR 601-280 prescribes the eligibility criteria and options currently available in the Army Reenlistment Program. For those persons serving in the Active Army, it outlines procedures for immediate reenlistment or extension of enlistment. Supplementation of this regulation is prohibited without prior approval of HQDA(DAPE-MPD), WASH DC 20310. Interim changes are unofficial unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless superseded or rescinded. The masculine gender pronoun used in this regulation includes both male and female personnel unless otherwise expressly stated.*

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\*This regulation supersedes AR 601-280, 1 July 1977, including all changes.

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## CHAPTER 1 GENERAL

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**1-1. Purpose.** This regulation prescribes eligibility criteria and options currently available in the Army Reenlistment Program. It outlines uniform procedures for immediate reenlistment or extension of expiration of term of service (ETS) of those persons serving in the Active Army. (See table 1-1 for general user policy guidance.)

**1-2. Applicability.** *a.* This regulation applies to all military personnel of the Active Army. It does not apply to personnel of the Army National Guard (ARNG) or US Army Reserve (USAR) unless ordered into active Federal service under AR 135-210 or Sections 672a, 672b, or 672c, title 10, United States Code.

*b.* Unless specifically provided for, this regulation is binding on field commanders. It is not binding on Headquarters Department of the Army (HQDA) unless statutory or nonwaivable.

*c.* In cases of conflict between this regulation and any other regulation setting forth reenlistment eligibility criteria for persons serving in the Active Army, this regulation will take precedence.

**1-3. Impact on New Manning System.** This regulation restricts reenlistment of personnel assigned to units of the New Manning System (NMS). These personnel may not reenlist for any option that would result in assignment out of the unit until such time as the unit has completed its normal life cycle.

**1-4. References.** Related publications are listed in appendix A.

**1-5. Explanation of abbreviations and terms.** Abbreviations and special terms used in this regulation are explained in the glossary.

**1-6. Objectives.** The objectives of the Army Reenlistment Program are to—

*a.* Reenlist on a long term basis, the greatest number of highly qualified soldiers consistent with Army needs.

*b.* Achieve and maintain Army force alignment through reenlistment of qualified soldiers in critical skills.

*c.* Obtain maximum command involvement at each echelon of command.

**1-7. Communication with HQDA and other Governmental agencies.** The cases of soldiers who desire reenlistment will be handled at the local level when possible. Soldiers will not visit, write, or telephone HQDA or other Government agency unless absolutely necessary. If it is necessary to contact higher authorities, commanders will forward correspondence through channels with proper recommendations.

**1-8. Secretarial authority and statutory entitlement.** *a.* The Secretary of the Army (SA) determines qualifications for reenlistment in the Regular Army (RA). The SA may deny reenlistment to anyone, including those who otherwise meet the criteria specified in this regulation, except those who have a "statutory entitlement." (See *b* below.)

*b.* Any former member of the Regular Army who has served on active duty as a Reserve commissioned or warrant officer of the Army, and who was discharged as an enlisted member to accept a temporary appointment as a commissioned or warrant officer of the Army, is entitled to be reenlisted in the Regular Army. His commissioned or warrant officer service must have been terminated by an honorable discharge or by relief from active duty other than to await appellate review of a sentence including dismissal or dishonorable discharge. His application for reenlistment must be made within 6 months after termination (10 USC 3258). The paragraphs below clarify this entitlement and its use within this regulation.

(1) A statutory entitlement to reenlist under 10 USC 3258 exists only for—

*(a)* RA enlisted personnel who hold a Reserve commission and are called to active duty under that commission.

(b) Those RA enlisted personnel who were discharged to accept an Army of the United States (AUS) commission in time of emergency.

(2) The 6 month period of statutory entitlement starts on the day after separation from the period of the officer's or warrant officer's service described in (1) above.

(3) Separation as an officer or warrant officer with other than an honorable discharge (separation) serves to negate the statutory entitlement to reenlistment. The SA retains discretionary authority, however, to determine whether a commissioned or warrant officer whose service is terminated by a general discharge should be allowed to continue his military career.

(4) A RA officer or warrant officer who is released from active duty, discharged, or otherwise separated has no statutory entitlement to reenlist under 10 USC 3258.

(5) The foregoing applies when this regulation refers to the statutory entitlement of a former officer or warrant officer to reenlist.

**1-9. Responsibilities.** The success of the Army Reenlistment Program depends on effective leadership, vigorous command involvement, and aggressive reenlistment programs at all organizational levels. This success is a direct indicator of the quality of leadership exhibited by officers and noncommissioned officers. Success should be measured by the achievement of the commander's objective with the fewest possible waivers, exceptions to policy, and "movement type" options, while improving the competency and skill match of the force.

*a. Deputy Chief of Staff for Personnel (DCSPER).* The DCSPER has Army General Staff responsibility for personnel sustainment.

*b. Director, Military Personnel Management (DMPM), Office of the Deputy Chief of Staff for Personnel (ODCSPER).* The DMPM directs the development of, and exercises General Staff supervision over, the execution of plans, policies, and procedures for all matters that impact on the Army Reenlistment Program.

*c. Major Army commanders and heads of Army Staff agencies.* Major Army commanders reporting directly to HQDA and heads of Army

Staff agencies having command responsibility will—

(1) Implement and support active reenlistment programs within their commands and will require subordinate commanders to do the same.

(2) Provide continuing guidance for subordinate commanders who need help in establishing and running their reenlistment programs.

(3) Conduct annual staff assistance visits and inspections to insure that subordinate command reenlistment programs comply with this regulation and major command directives. Commands should pay specific attention to exceptions to policy granted to soldiers who do not meet established height and weight standards of AR 600-9, waivers, the timely review of locally imposed bars to reenlistment, and other such subjects.

(4) Conduct conferences to review, discuss, and improve the Reenlistment Program. Major problems, suggestions, publicity, and other methods for improving the Reenlistment Program resulting from these conferences will be forwarded to HQDA(DAPE-MPD-RT), WASH DC 20310.

(5) Implement and support an aggressive program within their commands to insure that all soldiers declining to reenlist in the Active Army who are qualified for enlistment in the ARNG or USAR are informed of the benefits of Reserve component (RC) membership and encouraged to become part of the ARNG or USAR. The use of reenlistment personnel according to guidelines provided in appendix B is encouraged.

(6) Establish a Reenlistment Awards Program to recognize reenlistment achievements of subordinate commands with special emphasis on improving the quality and skill match of the force.

*d. Subordinate Army commanders.* Subordinate Army commanders will be actively involved in their reenlistment programs. They will insure that—

(1) Every soldier who is serving honorably and faithfully and who meets the eligibility requirements for reenlistment, including those with waivable disqualifications, is counseled and interviewed as prescribed in appendix C. Soldiers will be informed that retention in the US

Army is a privilege earned through satisfactory performance.

(2) Every qualified soldier who desires unbroken service is considered for immediate reenlistment or, if he is not recommended for reenlistment, is prevented from reenlisting or extending his service as prescribed in chapter 6, this regulation.

(3) Training conferences are conducted by each installation or division, regiment or separate brigade, and similar unit at least once per quarter. These conferences will be used to instruct all unit commanders, Reenlistment Non-commissioned Officers (NCOs), and other key personnel in their duties and responsibilities to the reenlistment effort. The primary duty Retention NCO (Military Occupational Specialty (MOS) OOR), and In-Service Recruiter (ISR), where available, will present the instruction.

(4) Personnel assigned to full-time reenlistment duties are used properly to further the Reenlistment Program and are provided transportation, office space, and clerical assistance.

(5) All officers and NCOs in the command are informed of current reenlistment programs and changes to regulations.

(6) In organizations in which reenlistment personnel are not authorized on a primary duty basis, a reenlistment officer and reenlistment NCO will be designated in writing to carry out reenlistment functions as an additional duty.

(7) Establish a Reenlistment Awards Program to recognize subordinate elements and persons for their achievement in the reenlistment effort.

(8) Special recognition or awards are given to assigned officers and NCOs who demonstrate outstanding support of the reenlistment efforts within the command. (Recognition can be in the form of a Letter of Appreciation, trophy, or other similar award. The type of recognition or award is at the discretion of the commander.)

(9) Pertinent reenlistment information, publications, and forms are disseminated down to company or similar levels.

(10) Sufficient Reenlistment Publicity Items (RPIs) are obtained according to appendix B and displayed throughout the command.

(11) Sufficient funds (G9000) are budgeted to support reenlistment efforts in the command,

to include tenent elements. (The proper budgeting and use of these funds is prescribed in AR 37-100. It is emphasized that subsistence items (coffee, cake, etc.) are not authorized purchases from G9000 funds. Although G9000 funds are not "fenced," reenlistment offices are expected to coordinate with their comptrollers to insure the G9000 funds are used to support the reenlistment program to the greatest extent possible.)

*e. Company, battery, detachment, or similar level commanders.* These commanders will—

(1) Maintain monthly and fiscal year reenlistment statistics.

(2) Insure the reenlistment data card file at least once a month to insure that required interviews are being conducted and the Reenlistment Program is being administered properly.

(3) Establish a Reenlistment Incentive Program to recognize those persons who reenlist. (The program will be announced by letter, dated, signed by the current unit commander, and publicized throughout the unit.)

(4) Encourage maximum attendance at reenlistment ceremonies by persons who work with the reenlistee.

(5) Insure that additional duty reenlistment NCOs are provided enough to carry out their reenlistment duties.

(6) Provide the additional duty reenlistment NCO enough time to attend reenlistment training conducted by higher headquarters.

*f. Reenlistment officers.* The primary duty reenlistment officer will—

(1) Keep the commander informed on all matters relating to the Active Army Reenlistment Program and the RC In-Service Recruiting Programs.

(2) Make a continuing estimate of the Active Army Reenlistment and RC In-Service Recruiting Programs for future planning.

(3) Submit recommendations for reenlistment policies or changes to policies, and submit plans to implement commanders' directives.

(4) Translate reenlistment decisions and plans of the commander into orders and insure distribution of the orders to subordinate units.

(5) Exercise supervision, including inspections as necessary, to insure that reenlistment policies, intentions, and orders of the command-

er are executed properly with particular attention to *g*(4) and *g*(8) below.

(6) Be alert for factors that hinder the reenlistment effort.

(7) Maintain contact with local finance personnel and public information offices.

(8) Maintain reenlistment statistics to determine the effectiveness of the reenlistment program.

(9) Insure that immediate reenlistments are reported as immediate reenlistment transactions to the automated personnel information systems in a timely manner. (For a detailed discussion of reporting procedures, see chap 5.)

(10) Conduct frequent personal visits to units to disseminate current information and assure maximum involvement at all levels of command.

(11) Provide a reenlistment orientation for all newly assigned commanders at company and similar levels.

(12) Coordinate with the servicing comptroller office on G9000 funds to insure proper use of funds received to include support of tenant units on the installation.

*(g) Retention Noncommissioned Officer (NCO).* The Retention NCO will—

(1) Advise commanders on matters relating to the Active Component (AC) Reenlistment Program, and the RC In-Service Recruiting Programs.

(2) Interview soldiers providing reenlistment counseling and career guidance.

(3) Give assistance to subordinate units regarding the latest interviewing and counseling methods and assist in the proper display and use of promotional material.

(4) Give talks to officers and NCOs not assigned to reenlistment duties, or who are assigned on an additional duty basis, to stimulate interest and support of both the AC Reenlistment Program and the RC In-Service Recruiting Program.

(5) Obtain, from the servicing finance activity, up to date information on reenlistment bonuses for prospective reenlistees (see Department of the Defense Military Pay and Allowances Entitlements Manual (DODPM) and AR 600-200).

(6) Supervise additional duty reenlistment

NCOs to insure that actions required by paragraphs 7-5*c* and 7-5*d*, are accomplished in a timely effective manner.

(7) Coordinate with the ARNG or USAR ISR, where available, to insure that the ISR is being provided with the opportunity and necessary information to interview all qualified personnel who decline reenlistment in the Active Army. (See para c-5.)

(8) Prepare and conduct formal training courses to insure that all personnel who do not have Primary MOS (PMOS) OOR are familiar with all aspects of the Reenlistment Program to include interview techniques, career planning, and RC opportunities.

(9) Conduct quarterly inspections of unit reenlistment programs. Appropriate report of findings will be provided the company-level commander, and the battalion commander concerned, for corrective action.

*h. Unit Reenlistment NCO.* The unit Reenlistment NCO will—

(1) Serve as advisor to the commander on matters relating to the Reenlistment Program, and work closely with the primary duty Retention NCO.

(2) Informally contact persons who are recommended for reenlistment, including those requiring waivers before reenlisting, to give personal aid and guidance for their reenlistment.

(3) Advise the commander on individual reenlistments, unit reenlistment rate, changes to reenlistment procedures, options available, and changes to regulations or policy affecting the Reenlistment Program within the unit. Post monthly and cumulative statistics in the commander's office so the commander can determine if reenlistment objectives are being met.

(4) Review Reenlistment Data Cards of newly assigned personnel to determine if reenlistment interviews have been completed as required. If interviews have not been made, schedule them for the 60- to 90-day period after personnel assignment.

(5) Maintain accountability of Reenlistment Data Cards on all enlisted personnel in grades E6 and below (except those on DA promotion list for E7).

(6) Post current Skill Qualification Test (SQT) results to the reenlistment data cards.



**Table 1-1. User general policy guidance—Continued**

Subject area	General guidance	Location
Extension of enlistment	<p>The soldier must be reenlistment qualified. (Waivers are allowed.)</p> <p>Extensions for the specific reasons below may be approved by the General Court Martial Convening Authority (GCMCA).</p> <ul style="list-style-type: none"> <li>—To meet time in service requirements.</li> <li>—For retirement.</li> <li>—To meet retention ineligibility point.</li> <li>—To reach maximum age.</li> <li>—To obtain Skill Qualification Test (SQT) score.</li> <li>—To meet physical training criteria.</li> <li>—To meet weapons qualification criteria.</li> <li>—To await results of a pending personnel action.</li> </ul> <p>Other extensions that are “in the best interest of the Army” must be approved by HQDA.</p> <p>There are some exceptions for soldiers not qualified for reenlistment.</p> <p>Also see “Oath of Extension of Enlistment.”</p>	<p>Paragraphs 3-1 and 3-3.</p> <p>Paragraph 3-3b</p> <p>Paragraph 3-3d</p>
Enlistment in Reserve components	<p>Maximum effort will be made to see that all qualified soldiers not reenlisting in the Active Army are retained in a Reserve component.</p>	Paragraph c-5.
Interviews, Reenlistment	<p>The purpose of reenlistment interviews is to obtain a favorable reenlistment decision.</p> <p>There will be no group interviews.</p> <p>Reenlistment interviews will be conducted at specific times.</p>	Appendix C
Length of service requirements	<p>See “Time in Service Requirements.”</p>	
Oath of enlistment and extension of enlistment	<p>The oath of extension of enlistment does not need to be verbally administered.</p> <p>The oath must be administered by a commissioned officer.</p> <p>The oath of enlistment or reenlistment must be administered by a commissioned officer.</p> <p>The officer should be of the soldier's choosing.</p> <p>The oath may not be administered by active enlisted persons with a reserve commission. (HQDA may waive.)</p> <p>Administration of the oath will be a dignified ceremony.</p> <p>The US flag will be present at the ceremony.</p>	Paragraph d-2
Options, Reenlistment	<p>See “Eligibility for Reenlistment Options.”</p>	

Table 1-1. User general policy guidance—Continued

Subject area	General guidance	Location
Periods of reenlistment	Normally, soldiers may reenlist for 3, 4, 5, or 6 years. Periods of reenlistment are restricted for some soldiers with waivers.	Paragraph 2-36.
Qualification for reenlistment	Soldiers must be eligible for discharge as follows: Three months before ETS for mid-term and career soldiers. Six months before ETS for initial term soldiers. Any time if they are reenlisting to meet a time in service requirement.  All soldiers must meet eligibility criteria for reenlistment as follows: —Age —Citizenship —Trainability —Education —Medical/Physical fitness (waiver) —Grade (waiver) —SQT —Weapons qualification (waiver) —Moral and administrative (waiver)	Paragraph 2-5.  Paragraphs 2-7, 2-9, 2-11, 2-13, 2-15, 2-17, 2-19, 2-22, 2-24, and 2-26.
Reenlistment ceremony	See "Oath of Reenlistment."	
Reenlistment data card	DA Form 1315 will be maintained on all soldiers in grades E6 and below.	Paragraph 5-4.
Reenlistment facilities	Reenlistment facilities will be conducive to favorable counseling.	Paragraph b-2.
Reenlistment interviews	See "Interviews, Reenlistment."	
Reenlistment options	See "Options, Reenlistment."	
Reenlistment qualifications	See "Qualifications for Reenlistment."	
Request for waiver	Requests for waiver from soldiers to their unit commander will—  Always be accompanied by DA Form 3340. Be prepared on DA Form 3072.  Also see "Waivers."	Paragraph 2-28.
Selection of reenlistment officer	Reenlistment officers will be grade O-3 or above with minimum 1-year command.  The officer's branch will be the predominant branch of the installation or unit.	Paragraph 7-1.
Statutory enlistment to reenlist	For some RA enlisted called to active duty with Reserve commission or appointment.	Paragraph 1-8.

**Table 1-1. User general policy guidance—Continued**

Subject area	General guidance	Location
Time in service requirements	<p>Time in service requirements may be met by extension of enlistment, early discharge and reenlistment, or combined extension and reenlistment.</p> <p>Career soldiers who refuse must sign a Declaration of Continued Service Statement.</p>	Paragraphs 3-1 and 3-2.
Unfulfilled reenlistment commitments	Soldier must submit claim for unfulfilled reenlistment commitments within 30 days of discovery, or when discovery should have been.	Paragraph 5-15.
Waivers	<p>Waivers must be approved by the proper authority before reenlistment.</p> <p>Reenlistment is generally for 3 years only.</p> <p>Waivers may be disapproved at any command level.</p> <p>Normally the soldier has no choice of reenlistment option.</p> <p>Waivers may be approved only in meritorious cases.</p>	<p>Paragraph 2-19.</p> <p>Paragraph 2-36</p> <p>Paragraph 2-19.</p> <p>Paragraph 4-2, and option tables.</p>
Waivers, Submission of	See "Request for Waivers" and "Waivers."	

## CHAPTER 2

### QUALIFICATION FOR IMMEDIATE REENLISTMENT

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#### Section I. INTRODUCTION

**2-1. General.** *a.* This chapter discusses—

- (1) Applicant processing.
- (2) Basic qualifications for reenlistment.
- (3) Procedures to be followed if waiver action is appropriate.
- (4) Reenlistment periods and grades.

*b.* Information on the preparation and disposition of appropriate reenlistment forms and records is covered in chapter 5. However, preparation of DA Form 1696-R (Enlistment/Reenlistment Qualifying Application (Specially Recruited Personnel)) is addressed in paragraph 2-39.

*c.* A member currently serving in the Active Army who wishes to reenlist, or extend a current enlistment, will submit a DA Form 3340 (Request for Regular Army Reenlistment or Extension) to his immediate commander. The commander will then determine whether the applicant is eligible for continued Regular Army service.

**2-2. Applicant processing.** Applicant processing should insure that all persons accepted for reenlistment in the Regular Army possess the required qualifications. It should also insure records and reports that confirm the applicant's military status are fully documented. These records are important during the person's entire military service, upon return to civilian life, and even after death.

**2-3. Determination of qualifications.** Applicants currently serving on active duty who desire immediate reenlistment in the Regular Army, or extension of a current enlistment, must meet the basic eligibility criteria outlined in this chapter. All persons involved in processing reenlistments will pay particular attention to Article 84 of the Uniform Code of Military Justice (UCMJ). This article provides that "Any person subject to the code who effects an enlistment or appointment in, or a separation from,

the Armed Forces of any person who is known to him to be ineligible for such enlistment, appointment, or separation, because it is prohibited by law, regulation, or order, shall be punishable as a court martial may direct." Commanders will give due consideration to initiating disciplinary action for violation of the article. Commanders and reenlistment personnel must realize that determination of a person's eligibility according to this regulation is done through manual screening of personnel records, not through use of automated computer systems such as RETAIN. Persons suspected to have been reenlisted in violation of the above article will be processed according to AR 635-200, chapter 7 or 14, as appropriate.

**2-4. Steps for qualifying service members for reenlistment.** Qualifying a service member for reenlistment entails four steps. The steps that must be followed to insure that soldiers being reenlisted meet all statutory and regulatory requirements for immediate reenlistment are—

- a.* Determination of eligibility for discharge.
- b.* Determination of eligibility for reenlistment.
- c.* Determination of eligibility for waivers if necessary.
- d.* Determination of eligibility for the option desired.

**2-5. Qualification of a service member for discharge.** A service member may be discharged for immediate reenlistment at the points in time shown below. Exceptions are when he has a personnel action for MOS reclassification, or joint domicile (either spouse) pending. These persons may not reenlist until the pending personnel action has been completed. Persons pending voluntary reassignment may only reenlist under Option Table 4-1. Those persons notified of selection for direct appointment or commission, or attendance at an officer training program

such as Officer Candidate School or Warrant Officer Flight Training will be processed under paragraphs 3-1c and 4-3b.

a. *On the date of ETS.* A service member may be discharged on the day of ETS and reenlisted the next day. Election of this discharge date may benefit the service member when he—

(1) Desires to maximize accrued leave payments.

(2) Desires to maximize Selective Reenlistment Bonus (SRB) payments.

(3) Requires a waiver of reenlistment qualification; is restricted to a 3-year reenlistment; and is entitled to an SRB.

(4) Is in an advance leave status (see DODPM, para 10305). Care must be taken when discharging a service member on the ETS date because of existing finance and personnel procedures. (See AR 635-10 and AR 37-104-3.)

b. *Within 3 months before ETS or ETS as extended.* The procedure for establishing the date of discharge is to take the service member's ETS date and subtract 3 months. For example:

ETS	84 04 28
-	03
	-----

84 01 28 is the earliest date of discharge.

Caution must be used when the ETS date is 29, 30, or 31 May; 31 December; or 31 July. The earliest date of discharge for a service member with an ETS of 31 December or 31 July is 30 September and 30 April, respectively. In leap years, a service member with an ETS of 29, 30, or 31 May may be discharged on 29 February. In nonleap years, a service member with an ETS of 29, 30, or 31 May may be discharged on 28 February. When a service member elects this discharge option, consideration should be given to the fact that—

(1) The service member may cash in accrued leave subject to the limitations of DODPM, paragraph 40401.

(2) The service member will not receive the maximum bonus payment if he has an SRB entitlement. However, no guarantee can be made that the SRB entitlement will remain in effect if the soldier delays reenlistment until a later date.

2-2

(3) If the soldier is in an advance leave status, the advance leave will be converted to excess leave and collected according to paragraph 10305, DODPM.

(4) Regular Reenlistment Bonus (RRB) will not be recouped.

(5) Previous SRB payments will not be recouped.

c. *Within 6 months of ETS or ETS as extended.* Election of this discharge option is available only to initial-term soldiers. The procedure for setting this date of discharge is the same as in b above. Caution must be used when the ETS date is 29, 30, or 31 August; 31 March; 31 May; 31 October; or 31 December. The earliest date of discharge for a service member with an ETS of 31 March, 31 May, 31 October, or 31 December is 30 September, 30 November, 30 April, and 30 June, respectively. In leap years, a service member with an ETS of 29, 30, or 31 August may be discharged on 29 February. In nonleap years, a service member with an ETS of 29, 30, or 31 August may be discharged on 28 February. When a soldier elects this discharge option, he—

(1) Will *not* be authorized payment of accrued leave.

(2) Will *not* receive maximum bonus payment if he has an SRB entitlement. However, no guarantee can be made that the SRB entitlement will continue if the soldier elects discharge at a later date.

d. *At any time the service member incurs a service remaining requirement, imposed by HQDA, that cannot be met on the current enlistment or enlistment as extended.* An example is selection for oversea assignment.

(1) New period of reenlistment must not expire earlier than the previous ETS.

(2) Selection for promotion to grade E7, E8, or E9 is not a service remaining requirement under this provision.

(3) Service member must be advised of c(1) and c(2) above.

(4) In this situation, the service member must be advised of the benefits, or disadvantages, of electing an extension of enlistment instead of discharge and immediate reenlistment.

e. *Upon completion of training received under the Bonus Extension and Retraining (BEAR) program.*

(1) The new period of enlistment must not expire earlier than the previous ETS.

(2) Service member must be advised of c(1) and c(2) above.

**2-6. Determination of a service member's suitability and basic qualification for reenlistment.** *a.* Commanders should evaluate all potential reenlistees under the "whole person" concept. Those soldiers who, when evaluated, are not considered suited for future military service should be considered for immediate administrative separation or initiation of a bar to reenlistment under the provision of chapter 6.

*b.* Factors considered under the "whole person" concept are—

(1) Recent nonjudicial punishment of a serious nature.

(2) Repetitive nonjudicial punishment.

(3) Low aptitude area scores.

(4) Low education achievement in combination with a pattern of disciplinary incidents.

(5) Low Enlisted Efficiency Report Weighted Average (EERWA).

(6) Low Primary MOS (PMOS) Test or Skill Qualification Test (SQT) scores when applicable.

(7) Slow grade progression resulting from a pattern of marginal conduct or performance.

(8) Potential for future service.

(9) A combination of any or all of the above factors.

*c.* Sections II through X below prescribe the basic eligibility criteria for immediate reenlistment.

## Section II. AGE

**2-7. Basic eligibility criteria.** *a.* Applicant must be—

(1) Not less than 18 years of age at the time of reenlistment and not more than age 55 at the new ETS. Persons who will have completed 20 or more years of active Federal service at their 55th birthday will not be reenlisted or extended for any period that will expire after the 55th birthday.

(2) Persons who will not have completed 20 years' active Federal service at their 55th birthday may be reenlisted or extended to complete 20 years' active Federal service provided they—

(*a.*) Are an Army commissioned or warrant officer honorably released from active duty, or

(*b.*) Are an enlisted man otherwise qualified for reenlistment, and

(*c.*) Can complete 20 years' active Federal service before their 60th birthday.

*b.* Extension or reenlistment will be for the minimum period necessary to allow the soldier to attain retirement eligibility after age 55. Extensions will be under paragraph 3-3d(4). If an extension is prohibited (for example, if the total of extensions on this enlistment will exceed 48 months), refer to table 2-1, line D.

**2-8. Waiver action.** The age requirement is not waivable.

## Section III. CITIZENSHIP

**2-9. Basic eligibility criteria.** An applicant must meet one of the following criteria:

*a.* Be a US citizen.

*b.* Be an alien who has been lawfully admitted to the United States for permanent residence.

*c.* Be an American Samoan National.

*d.* Possess a Certificate of Identity from the

Government of the Commonwealth of the Northern Marianas Islands.

**2-10. Waiver action.** The citizenship requirement is not waivable. For persons not meeting the above requirements, see DA Pam 600-8, procedure 6-4.

## Section IV. TRAINABILITY

**2-11. Basic eligibility criteria.** *a.* Initial-term soldiers wishing to reenlist must attain scores of—

(1) 95 or higher on any three aptitude areas of the Army Classification Battery (ACB), Women's Army Classification Battery (WACB), or Armed Services Vocational Aptitude Battery (ASVAB) administered before 1 October 1980, or

(2) 85 or higher on the ASVAB administered on or after 1 October 1980.

*b.* Soldiers on their second or later enlistment must attain scores of—

(1) 90 or higher on any three aptitude areas of the ACB, WACB, or ASVAB administered before 1 October 1980, or

(2) 85 or higher on the ASVAB administered on or after 1 October 1980.

*c.* Persons who did not attain the scores required above may be retested on the ASVAB under AR 611-5 and DA Pam 600-8. Retesting will be on the entire ASVAB. Retesting on individual aptitude areas to attain reenlistment eligibility is not authorized.

*d.* The persons below are exempt from the above requirements.

(1) Initial-term soldiers who are promoted to the grade of E5.

(2) Mid-term and career soldiers demonstrating proficiency in their PMOS by achieving 60 percent or higher on the SQT Individual Soldier's Report or a percentile score of 11 or higher as shown on the Enlisted Evaluation Data Report. Reenlistment or extension of enlistment under this exemption will not be allowed if the person is eligible for retirement, nor will it provide for service beyond the last day of the month after the month that retirement eligibility is attained.

*e.* SQT test scores as shown in the Individual Soldier's Report or the Enlisted Evaluation Data Report, or aptitude area scores as recorded on the DA Form 2-1 (Personnel Qualification Record—Part II), as applicable, will be used to determine reenlistment eligibility.

**2-12. Waiver action.** The trainability requirement is not waivable.

## Section V. EDUCATION

**2-13. Basic eligibility criteria.** An applicant must meet educational requirements of the specific option for which reenlisting.

*a.* Qualifications for special training may be determined from official transcripts, or by a statement signed by the service member certi-

fying that he has the specific school training or courses required.

*b.* Soldiers signing statements in *a* above who are found not to have the schooling required will have committed a fraudulent reenlistment.

**2-14. Waiver action.** The education requirement is not waivable.

## Section VI. MEDICAL OR PHYSICAL FITNESS

**2-15. Basic eligibility criteria.** Applicant must—

*a.* Meet retention medical fitness standards prescribed in AR 40-501, chapters 9 and 10, or have been found fit for duty by a Physical Evaluation Board, Disability Review Council, and the CG, MILPERCEN. These standards include soldiers who have a numerical "4" in one or more factors of the physical profile serial.

*b.* Pass the Army Physical Readiness Test (APRT) for his age according to criteria and procedures published by HQDA, ODCSOPS, within the 6-month period before reenlistment. Commanders at company and similar level will insure that physical readiness training is administered in a way that allows all soldiers the chance to attain reenlistment eligibility. Soldiers who repeatedly fail to fulfill physical training require-

ments should be identified and considered for bar to reenlistment proceedings under chapter 6, this regulation.

(1) Persons possessing a temporary physical profile assigned under AR 40-501, which precludes administration of a physical readiness test, may be reenlisted if a satisfactory score was attained on a physical readiness test administered not more than 6 months before award of the profile.

(2) Persons with a temporary physical profile who are not qualified for reenlistment under (1) above may be extended for not more than 6 months to allow removal of the profile and administration of the physical readiness test. Extensions beyond 6 months must be approved by the GCMCA or the first general officer in the soldier's normal chain of command, whichever is in the most direct line to the soldier.

c. A physical examination administered within the past 5 years is required for immediate reenlistment. In those cases in which the soldier does not meet the profile requirements for his PMOS, the unit commander will certify that the soldier is capable of performing the duties of his PMOS.

(1) In cases where the commander does not feel the soldier is capable of performing duties in his PMOS, the commander will initiate reclassification action or referral to a Physical Evaluation Board (PEB) as appropriate.

(2) Soldiers who have been found qualified for retention by a PEB or similar screening

process will not be denied reenlistment under this provision. (See para 5-10, this regulation.)

**2-16. Waiver action.** a. The CG, MILPERCEN (USAEEA) may grant waivers to persons who do not meet the criteria of paragraph 2-15a above.

b. The commander exercising GCMCA, or the first general officer in the soldier's normal chain of command, may approve waiver of physical fitness standards (2-15b above) for soldiers who meet one of the criteria below.

(1) The soldier has a permanent physical profile assigned under AR 40-501 that prevents administration of a physical readiness test and the soldier's unit commander has certified that the soldier is capable of performing the duties of his PMOS. (See paras 2-15c and 5-10, this regulation.)

(2) The soldier is unable to undergo physical readiness testing because of conditions beyond his control.

c. For reenlistment periods and options, see table 2-1 and paragraph 4-2, this regulation.

**2-17. Weight control.** Persons who did not meet the criteria set forth in AR 600-9 will not be allowed to reenlist or extend their enlistment.

**2-18. Waiver action.** The weight control requirement is not waivable.

## Section VII. MORAL AND ADMINISTRATIVE DISQUALIFICATIONS

**2-19. Waivable disqualifications.** a. Applicants for RA reenlistment to whom the disqualifications below apply may be granted waivers to permit immediate reenlistment or extension. Only those disqualifications occurring during the current term of service, and those not previously revealed which happened on the last period of service, are considered applicable. Requests for waiver should be submitted far enough in advance of the requested reenlistment date to permit continuous service. For persons who are not granted waivers before separation or who do not reenlist immediately at the station to which assigned at separation, the appropriate reentry

(RE) code will be entered on the Reenlistment Data Card (DA Form 1315), DA Form 2-1, and proper copies of the Certificate of Release or Discharge from Active Duty (DD Form 214) to indicate eligibility for future RA service.

(Note: Persons denied waiver are in a nonpromotable status according to AR 600-200, chap 7.)

b. Persons currently enrolled in the Army Alcohol and Drug Abuse Prevention and Control Program (ADAPCP) are not allowed to reenlist. Upon successful completion of the program according to AR 600-85, the person will be allowed to reenlist without waiver if he is other-

wise qualified for reenlistment. As an exception to paragraph 3-3b, persons who need more service to complete the program may be extended for the number of months needed by the commander exercising Special Court Martial Convening Authority (SPCMCA). The reason cited on the Oath of Extension of Enlistment (DA Form 1695) will be "in the best interest of the Service." Commanders are not required to retain soldiers on active duty to complete the total ADAPCP program if, in their opinion, the probability for total rehabilitation does not warrant retention.

c. Personnel who have served less than 12 months after graduation from the US Army Retraining Brigade are not permitted to reenlist. For persons who need more service to complete this 12-month period, see paragraph 3-3d(7).

d. There may be cases in which this regulation does not prescribe a waiver process for a certain disqualification, and a waiver is not prohibited in paragraph 2-20 or 2-21. If so, persons who are otherwise qualified for reenlistment may be recommended by the unit commander, through command channels, to CG, MILPERCEN (USAEEA).

e. Requests for waiver for absent without leave (AWOL) or time lost may be approved as shown below. This authority may not be further delegated.

(1) *One through 15 days AWOL or time lost:* Commanders (grade O-5) of battalions or battalion-size units, or SPCMA as appropriate.

(2) *16 through 30 days AWOL or time lost:* GCMCA or the first general officer in the soldier's normal chain of command, whichever is in the most direct line to the soldier.

(3) *More than 30 days AWOL or time lost:* CG, MILPERCEN (USAEEA).

f. Persons currently serving as Army commissioned officers or warrant officers who have a statutory entitlement to reenlist may reenlist without a waiver. For officers who do not meet the above criteria, requests for waiver may be submitted through channels to CG, MILPERCEN (USAEEA) if one or more of the criteria below apply:

(1) They were separated as regular enlisted members of another Service to enter on active

duty as Army Reserve commissioned or warrant officers.

(2) At any time during their military service, they have received the Medal of Honor, Distinguished Service Cross, Silver Star, or any equivalent medal awarded by one of the US Armed Forces.

(3) They have enough creditable active service to retire in enlisted status. Authority to reenlist will include instructions that the person will be placed on the retired list on the first day of the month after the month of reenlistment.

g. Persons with a conviction of one or more summary, special, or general courts martial must obtain a waiver from the CG, MILPERCEN (USAEEA).

h. *Articles 15.* For the purpose of this paragraph, only those articles 15 that are filed as part of the Military Personnel Records Jacket (201 File) will be considered. Persons with a history of minor offenses that are not part of the MPRJ should be considered for a bar to reenlistment under chapter 6, this regulation. Only those articles 15 occurring during this enlistment and on or after 1 October 1980 will require waiver action. However, articles 15 occurring at an earlier time may be used in support of bar to reenlistment actions.

(1) *One article 15 within the prescribed timeframe.*

(a) If the article 15 is for AWOL or lost time, waiver action will be according to e above, not under this paragraph.

(b) Approval authority for a waiver of one article 15 will be one level of command higher than the administering authority. For example, an article 15 administered by a company-level commander may be waived by the battalion or similar level commander; an article 15 administered by a battalion commander may be waived by the brigade or similar commander.

(c) Articles 15 administered by a general officer may be waived only by CG, MILPERCEN (USAEEA).

(d) In no case will the approval authority of the waiver be less than one grade above the grade of the administering officer.

(2) *Two or more articles 15 within the specified timeframe.* Except as shown in (a) and

(b) below, waivers for two or more articles 15 may be approved by the General Court Martial Convening Authority (GCMCA) or the first general officer in the soldier's normal chain of command, whichever is in the most direct line to the soldier.

(a) If any of the articles 15 are for an offense that requires a waiver to be approved by CG, MILPERCEN (USAEAA), such as an AWOL of more than 30 days, then USAEAA is the approving authority for the entire waiver.

(b) If any of the articles 15 were administered by a general officer, the waiver approval authority is CG, MILPERCEN (USAEAA).

**2-20. Persons ineligible for immediate reenlistment.** *a.* Applicants to whom the disqualifications listed below apply are ineligible for immediate reenlistment and requests for waiver will not be submitted. These soldiers are also in a nonpromotable status according to AR 600-200, chapter 7, unless exception is authorized in *b* below. These persons may be eligible to apply for RA enlistment under AR 601-210 at a later date.

(1) Persons being separated from current term of service to accept commissioned or warrant officer appointment.

(2) Persons being separated from current term of service with a locally imposed bar to reenlistment in effect.

(3) Persons failing to meet retention standards of AR 600-9.

(4) Persons being discharged or separated under AR 635-200, chapters 6, 9, 10, 11, 13, 14, or 15. In some cases, persons discharged under these provisions may be totally ineligible for reenlistment at any time.

(5) Persons in a nonpromotable status as defined in AR 600-200, chapter 7, section I. (See note 1.)

(6) Persons who have been denied reenlistment under AR 600-200, chapter 4, section II. (See note 2.)

(7) Persons being separated for physical disability with entitlement to receive disability severance pay.

(8) Persons being separated for physical disability—EPTS—established by PEB pro-

ceedings (not entitled to severance pay) (AR 635-40).

(9) Persons being separated as conscientious objectors before completion of their term of service under AR 600-43.

(10) Persons who have completed their terms of service and are being separated as conscientious objectors, or persons with religious convictions that preclude unrestricted assignments. (See note 3 for exceptions.)

(11) Persons separated for failure to meet procurement medical fitness standards according to AR 635-200, chapter 5.

*b.* As an exception, rare and unusual cases determined to be meritorious and worthy of special consideration may be submitted through command channels to CG, MILPERCEN (USAEAA) as an exception to policy under procedures outlined in paragraph 2-19.

*Note 1.* Requests for extension of enlistment by an amount sufficient to complete 20 years of active Federal service for persons who have completed 18, but less than 20, years of service may be forwarded to USAEAA according to procedures in paragraph 3-3e.

*Note 2.* See paragraphs 2-32 and 3-3e.

*Note 3.* Persons classified as 1-A-O noncombatants with a PMOS in the medical career management field who are otherwise qualified may reenlist for an option that will provide for continued duty in the medical career management field.

**2-21. Nonwaivable disqualifications.** Applicants to whom the disqualifications below apply are ineligible for RA reenlistment at any time and requests for waiver or exception to policy will not be submitted. These persons are also ineligible to apply for RA enlistment under AR 601-210 at a later date.

*Note:* These soldiers are also in a nonpromotable status according to AR 600-200, chapter 7.

*a.* Insane persons.

*b.* Persons having a history of psychotic disorders.

*c.* Persons of questionable moral character and a history of antisocial behavior, sexual perversion or homosexuality. A person who has committed homosexual acts or is an admitted homosexual but as to whom there is no evidence that they have engaged in homosexual acts ei-

ther before or during military service is included. (See note 1.)

d. Persons being processed for separation for misconduct or unsuitability with 18 or more years' active Federal service completed.

e. Persons barred from reenlistment by DA under AR 600-200, chapter 4, section III.

f. Persons currently serving as Reserve commissioned or warrant officers who are being separated and did not have prior RA enlisted service (except as provided in para 2-19).

g. Persons whose reenlistment would not be clearly consistent with interests of national security under AR 604-10.

h. Persons being separated under the Personnel Security Program (AR 640-10).

i. Persons being separated from Extended Active Duty (EAD) because of physical disability and revision to inactive status to retire under sections 1331-1337, Title 10, United States Code, instead of discharge with entitlement to receive disability severance pay (AR 635-40).

j. Persons being separated for physical disability resulting from intentional misconduct or willful neglect incurred during a period of unauthorized absence (not entitled to severance pay) (AR 635-40).

k. Persons being discharged under AR 635-200 for homosexuality.

l. Persons separated as aliens without legal residence in the United States (AR 635-200, para 5-10).

m. Persons being retired after 20, but less than 30 years of active Federal service (10 USC 3914).

n. Persons being retired after 30 years of active Federal service (10 USC 3917).

o. Persons being retired in lieu of discharge under AR 635-200 (homosexuality) (10 USC 3914).

p. Persons who have received severance pay (other than disability).

*Note:* Homosexual acts consist of bodily contact between persons of the same sex, actively undertaken or passively permitted, with the intent of obtaining or giving sexual satisfaction, or any proposal, solicitation, or attempt to perform such an act. Persons who have been involved in homosexual acts in an apparently isolated episode, stemming solely from immaturity, curiosity, or intoxication, and in the absence of other evidence that the person is a homosexual, normally will not be excluded from reenlistment. A homosexual is a person, regardless of sex, who desires bodily contact between persons of the same sex, actively undertaken or passively permitted, with the intent to obtain or give sexual gratification. Any official, private, or public profession of homosexuality may be considered in determining whether a person is an admitted homosexual.

**Section VIII. GRADE**

**2-22. Basic eligibility criteria.** a. An applicant must not exceed the reenlistment eligibility points below by more than 29 days before expiration of contracted service (i.e. reenlistment or extension).

<i>Grade*</i>	<i>Reenlistment ineligibility point (Total years' active Federal service)</i>
E9 .....	30
E8 .....	27
E7 .....	24
E6 .....	20
E5 .....	13
E4 .....	10
E3 and below .....	3

\*For members of the US Army Band, the US Military Academy Band, and the US Army Field Band in grades E7, E8, and E9, see AR 600-200, chapter 4.

b. Personnel in grades E2, regardless of years of service completed, are not authorized reen-

listment. No waivers considered. Extensions of enlistment, if otherwise qualified, are authorized for the minimum time needed to allow completion of 3 years of active Federal service—no waiver required. Longer periods of extension may be allowed under 2-23b.

c. Personnel in grade E3 with 3 or more years of active Federal service are not authorized reenlistment. Waivers may be allowed under 2-23c.

d. Persons in grade E3 with less than 3 years of active Federal service may, if otherwise qualified, be extended for the minimum period of time necessary to complete 3 years of active Federal service—no grade waiver required.

e. Persons in grades E4 through E8 who have attained official DA or local order-of-merit promotion list status will be considered for reenlistment under criteria of the grade to which they

will be promoted. Persons may not be reenlisted or extended for any period that will exceed the reenlistment ineligibility point for the grade to which they will be promoted. For example, an E4 on the standing list for E5 may be reenlisted or extended to complete 13 years of active Federal service—no grade waiver required. However, retention beyond 13 years of active Federal service is not authorized—no grade waiver allowed.

*f.* Grade eligibility does not apply to persons selected for attendance at an officer training program such as Officer Candidate School or Warrant Officer Flight Training.

**2-23. Waiver action.** *a. Criteria for waivers.* Commanders exercising GCMCA or the first general officer in the soldier's normal chain of command may grant waivers for soldiers who meet the criteria below. If desired, signature authority for these waivers may be delegated to The Adjutant General or similar officer.

(1) The service member's commander recommends retention based on the member's demonstrated performance and potential for future service.

(2) The person is otherwise eligible for reenlistment without waiver except waiver of physical readiness testing or weapons qualification criteria.

(3) The person meets trainability requirements of paragraph 2-11.

(4) Except as provided in table 2-1, line B, paragraph *b*, reenlistment will not exceed 3 years, and in no case will the new ETS be beyond the reenlistment ineligibility point for the next higher grade.

*b. Members in grade E2 and below.* Waivers for reenlistment will not be considered. However, soldiers who incur a DA-imposed service remaining obligation may, if otherwise qualified, be extended for the least time needed to fulfill the service remaining requirement without preparation of a grade waiver.

*c. Members in grade E3.*

(1) Members in grade E3 who will have 24 months or less active Federal service on the date of discharge may be granted a waiver for the purpose of reenlistment or extension. As an exception to *a*(4) above, reenlistment under this

waiver provision may be for a period of up to 4 years. Soldiers who incur a DA imposed service remaining obligation may, if otherwise qualified, be extended for the least time needed to fulfill the service remaining requirement without preparation of a grade waiver.

(2) Persons in grade E3 serving on an initial enlistment who will have more than 24 months active Federal service on the date of discharge may not be granted waiver for the purpose of reenlistment. However, soldiers who incur a DA imposed service remaining obligation may, if otherwise qualified, be extended for the least time needed to fulfill the service remaining requirement without preparation of a grade waiver.

*d. Members in grade E4 through E8.* Members in these grades may be granted waiver under *a* above. See *e* below for restrictions on persons in overage PMOS.

*e. Except as provided in (1) and (2) below, grade waivers will not be approved for soldiers in grades E6, E7, and E8 who have attained retirement eligibility (20 or more years of active Federal service) at their current ETS and whose PMOS is shown as overstrength (N/Y) in the current DA Circular 611 series (see app A). Exceptions are authorized as follows:*

(1) Member is in receipt of oversea assignment instructions. Exceptions under this criteria will be limited as follows:

(*a*) Waiver will be for extension only.

(*b*) Length of extension will be limited to the minimum time that will allow completion of the oversea tour selected.

(2) Member is in the announced zone of consideration for promotion and his PMOS is short or balanced in the grade to which he is being considered for promotion. Member will be limited to extension for the least time needed to allow promotion consideration and publication of the promotion list.

*f. Waiver of grade criteria.* Such waivers may be granted for persons who have completed 18 but less than 20 years of active Federal service, to permit extension, or reenlistment if necessary, to attain retirement eligibility. (See para 2-32.)

*g. Second waivers of the same reenlistment el-*

*igibility point.* Such waivers are authorized as follows:

(1) Soldiers in grades E4 and E5 who require a second grade waiver of the same reenlistment ineligibility point, and who are otherwise eligible for reenlistment without waiver except for waiver of physical readiness test and weapons qualification criteria must obtain approval from their GCMCA.

(2) Other members who require a second waiver of the same reenlistment ineligibility point must receive approval from CG, MILPER-CEN (USAEEA).

(3) The GCMCA may extend soldiers in grade E5 with more than 17 years of active Federal service for the number of months needed to complete 20 years of active Federal service. Sig-

nature authority for these waivers may be delegated to The Adjutant General or a similar officer.

*h. Special waivers of grade requirements.* Commanders may submit other requests for waiver of grade requirements to CG, MILPER-CEN (USAEEA) when, in the commander's judgment, circumstances warrant special consideration.

*i. Members granted waiver under c or d above.* These members may reenlist under option tables 4-1, 4-2, 4-4, and 4-5 if they are otherwise qualified for the option. In no case will the contracted service exceed the reenlistment ineligibility point for the next higher grade nor will the period of reenlistment exceed that authorized in this section.

## Section IX. SKILL QUALIFICATION TESTS

**2-24. Eligibility criteria.** *a.* Applicant's job knowledge and ability to accomplish the tasks required of his PMOS and skill level are considered as critical indicators of the soldier's eligibility to reenlist under this section. The unit commander must determine that the soldier is qualified for continued Army service.

*b.* Soldiers who are administered the SQT must achieve a verification score to qualify for reenlistment under option tables 4-6, 4-10, and 4-11. (This means a score of 60 or higher on the Individual Soldier's Report or a percentile of 11 or higher on the Enlisted Evaluation Data Report.) Latest SQT results will determine eligibility for these options. SQT testing to meet the requirement for reenlistment under these options will be administered based on the test schedule for the soldier's unit or the soldier may request an "on-demand" SQT test to determine eligibility.

*c.* Soldiers who are administered an SQT and fail to achieve a verification score based on the latest test results, but who meet the criteria of paragraph 2-11, may reenlist for any option not listed in *b* above if otherwise qualified for the option and recommended by the unit commander. The statement "Certified as qualified for continued service" will be entered on the DA Form

3340 (Request for Regular Army Reenlistment or Extension).

*d.* Soldiers for whom no SQT is available, but who meet the criteria of paragraph 2-11 will be considered eligible for reenlistment under this section for any option if they are otherwise qualified for the option, recommended by their unit commander, and certified as qualified according to *c* above.

*e.* Soldiers for whom there is an SQT available in their PMOS and skill level will be administered the SQT to determine reenlistment eligibility. If the service member incurs a service remaining requirement before SQT testing or before receipt of test results, and the soldier meets the requirements of paragraph 2-11, reenlistment may be accomplished if recommended by the unit commander and certified as qualified according to *c* above.

*f.* In those cases in which SQT test results are not provided within 60 days of the test date and the person meets the criteria of paragraph 2-11, the person will be considered eligible under this section if he is recommended by his unit commander and certified as qualified according to *c* above.

*g.* If a person's PMOS is changed because of promotion or DA-directed MOS conversion, SQT

scores from the previous MOS will be used until he is tested in the new PMOS.

**2-25. Skill qualification test requirements.** These requirements are not waivable.

### Section X. WEAPONS QUALIFICATION TRAINING

**2-26. Basic eligibility criteria.** *a.* A soldier must qualify on an individual weapon (rifle or pistol as appropriate) within 12 months before reenlistment. Qualification will be accomplished according to criteria and guidelines published by HQDA, ODCSOPS.

*b.* Soldiers who are unable to achieve weapons qualification because of a temporary physical profile awarded under AR 40-501 may be extended for the shortest period of time needed to allow removal of the profile plus not more than 6 months to achieve weapons qualification.

**2-27. Waiver action.** The GCMCA or the first

general officer in the soldier's normal chain of command may approve waivers for those soldiers who meet one of the criteria below. Waivers must be personally signed by the approving authority.

*a.* Inability to achieve weapons qualification because of a permanent physical profile awarded under AR 40-501, or

*b.* Inability to achieve weapons qualification because of a lack of ranges, ammunition, weapons, or other circumstances beyond the soldier's control.

*c.* For reenlistment periods and options see paragraphs 2-36 and 4-2, this regulation.

### Section XI. WAIVERS

**2-28. Submission of requests for waiver.** *a.* Soldiers who are unable to qualify for reenlistment for one or more reasons must submit a request for waiver. The request will be sent through command channels to the approval authority in time to allow for normal administrative processing. Requests will not normally be submitted earlier than 9 months, nor later than 3 months before ETS except for soldiers who must extend or reenlist to meet a DA-imposed service remaining requirement. This requirement is particularly important for requests for persons approaching ETS who desire unbroken service.

*b.* Waivers of multiple disqualifications involving approval by separate levels of authority will be approved by the highest approving authority. In other words, if a soldier requires a waiver of 5 days' time lost and a special court martial, the final approval authority would be CG, MILPERCEN (US Army Enlistment Eligibility Activity) (USAEEA). Intermediate commanders will make proper recommendations for each disqualification.

*c.* Unless otherwise prescribed in this chapter, requests for waivers will be submitted only for meritorious cases. All requests will be fully

substantiated with properly documented evidence. Documents that may be considered relevant and of value in reaching a sound decision on the request may also be included. The authority to determine whether a case has merit rests at all levels of command. Except for special category personnel (see para 2-32), any case that does not have merit and does not warrant a recommendation for approval will be disapproved by the considering authority without further processing. Requests not recommended for approval will not be forwarded for consideration except as shown in paragraph 2-32.

*d.* Requests for actions requiring final determination by HQDA or CG, MILPERCEN, will be forwarded to the Cdr, US Army Enlistment Eligibility Activity, 9700 Page Boulevard, St. Louis, MO 63132.

*e.* Field commanders authorized to grant waivers or exceptions to policy under this chapter are encouraged to communicate with USAEEA in doubtful cases to seek advice.

*f.* Requests for waivers, exceptions to policy, or other reenlistment actions forwarded beyond the installation level, for any destination, will include a legible copy of the person's DA Form 2 (Personnel Qualification Record—Part I) and

DA Form 2-1 (Personnel Qualification Record—Part II).

*g.* Waiver approval authority set forth in this regulation requires the personal signature of the commander or officer specified. This authority may not be further delegated unless specifically authorized by this regulation. However, any commander above the designated approval authority may elevate the approval authority to his or any subordinate level of command considered appropriate. (*Example:* a MACOM commander may raise the approval level of any waiver, except those approvable by HQDA, to the MACOM level or to any subordinate commander he considers appropriate.)

**2-29. Validity period.** *a.* Unless otherwise stated in the instrument, waivers or exceptions to policy are valid only to provide continuous unbroken service to in-Service personnel.

*b.* Waivers granted to extend an enlistment will not satisfy the requirement for a waiver for reenlistment at a later date.

*c.* Waivers granted for AC reenlistment or extension will also be valid for immediate entry into the Army Reserve.

**2-30. Administrative instructions.** *a. Use of electrical communications.* The use of electrical communications to request waivers is discouraged. The use of electrical communications to request exceptions to policy is prohibited unless specifically directed by HQDA. Requests for waiver or exception to policy will be submitted on DA Form 3072 (Request for Waiver of Disqualification for Enlistment/Reenlistment in the Regular Army for In-Service Personnel). A copy of the DA Form 3340 will be included. The person will be assisted in preparing the DA Form 3072. The request will be from the person to the immediate commander.

*b. Disposition of approved waivers.*

(1) When reenlistment is accomplished, a notation of the waiver granted will be made on all copies of the DD Form 4-series. (Enlistment/Reenlistment Document—Armed Forces of the United States). The waiver instrument will be attached to the original copy of the enlistment or reenlistment contract. Any report of investigation and documentary evidence on

which the waiver was predicated will be included.

(2) When an extension is accomplished, the waiver instrument will be attached to the original DA Form 1695 (Oath of Extension of Enlistment.) Any report of investigation and documentary evidence on which the waiver was predicated will be included. A duplicate copy of the waiver instrument will be attached to the duplicate copy of the DA Form 3340.

(3) The soldier will be provided a copy of approved waivers and advised to safeguard it for use if OMPF or MPRJ copies are lost.

*c. Disposition of disapproved requests.* Disapproved requests for waiver will be attached to the DA Form 3340 and filed in the MPRJ.

**2-31. Civil offenses.** A civil offense, in itself, does not require a waiver because there are other disqualification provisions in this regulation, or retention considerations in other regulations, that apply. However, commanders will carefully review the records of persons convicted of civil offenses to insure these persons are considered for separation under AR 635-200.

**2-32. Special category.** Waiver authority will not disapprove requests for waivers of disqualifications, or exceptions to policy, for the persons below who have less than 20 years of active Federal service. Recommended disapprovals will be referred to CG, MILPERCEN (USAEAA) for final determination.

*a.* Recipients of the Medal of Honor, Distinguished Service Cross, Navy Cross, or Silver Star.

*b.* Persons who are partially disabled as a result of combat-related injuries.

*c.* Prisoner of War (PW) returnees.

*d.* Persons who, at ETS, will have completed 18 years but less than 20 years of active Federal service, and are requesting extensions of enlistment by enough time to complete 20 years of active Federal service. As an exception, the commander exercising GCMCA may disapprove requests for extension of soldiers in the categories below. This authority may not be further delegated.

(1) Persons refusing to take action to meet

length of service requirements according to paragraph 3-2.

(2) Persons not meeting the retention standards of AR 600-9.

(3) Persons denied further service under AR 600-200, chapter 4, section III.

(4) Persons with a locally initiated bar to reenlistment approved by HQDA under chapter 6.

*Note:* The authority to deny extensions as indicated above includes those soldiers having more than 19-½ years' service as referenced in AR 635-200, chapter 12.

**2-33. Basic reenlistment qualifications and information on approval of waivers.** Table 2-2 shows basic reenlistment qualifications and general information on approval of waivers.

**2-34. Marital status and number of dependents.** The marital status of an applicant is immaterial. Also, there is no restriction on the number of dependents. (See para 6-4c.)

**2-35. Questions on eligibility criteria.** Questions on eligibility criteria and waivers for these criteria should be referred to the next higher headquarters. If the next higher headquarters is unable to respond satisfactorily to questions related to these criteria, requests for clarification should be forwarded through channels until the level of command having the information is reached. Under no circumstances should units contact HQDA directly.

## Section XII. REENLISTMENT PERIODS AND GRADES

**2-36. Authorized reenlistment periods.** Immediate reenlistments in the Regular Army are authorized for periods of 3, 4, 5, or 6 years. The re-

enlistment period selected is at the option of the service member except as otherwise prescribed in table 2-1.

**Table 2-1. Authorized reenlistment periods**

<i>Line</i>	<i>Category of personnel</i>	<i>Authorized reenlistment</i>
A	Men and women authorized to reenlist immediately for an option or special program requiring a minimum reenlistment period.	As specified by option or program directive.
B	Persons, except Medal of Honor holders who are granted waivers for immediate reenlistment.	<p>Three years. Waiver of this authorized reenlistment period may be approved as follows:</p> <p>a. Persons with waiver for 1 article 15. Approving authority is the approving authority for the waiver.</p> <p>b. Persons with an approved waiver of the retention ineligibility point reenlisting under paragraph 4-2c, for a long tour area under option table 4-4; or on oversea levy to a long tour (36 months) area, may be reenlisted for 4 years if the reenlistment will not place the ETS beyond the retention ineligibility point for the next higher grade. Waiver approval authority is the approving authority for the 4 year period.</p> <p>c. Persons granted waiver under paragraphs 2-16 or 2-27, or exception to policy under AR 600-9 may be reenlisted for any period for which they are otherwise qualified.</p>

Table 2-1. Authorized reenlistment periods—Cont.

<i>Line</i>	<i>Category of personnel</i>	<i>Authorized reenlistment</i>
C	Persons immediately reenlisting after separation from current active service as an Army commissioned or warrant officer.	Three years. Longer period; up to 6 years, is authorized in retention ineligibility point outlined in paragraph 2-22 will not be exceeded before termination of contracted service, or if a longer period of service, up to 6 years, will enable the officer to attain 20 years' active Federal service.
D	Persons who will exceed the maximum grade ineligibility point or age if they are reenlisted for three years.	If current term of service cannot be extended under chapter 3 to allow persons to attain maximum age or grade retention ineligibility point, a 2 year reenlistment period may be approved by CG, MILPERCEN (USAEAA) as an exception to policy.

**2-37. Regular Army enlistment grades and MOS for ARNG or USAR personnel.** *a.* Members of the ARNG or USAR on active duty (not a training tour) under AR 135-210 or AR 135-91 who wish to enlist in the Regular Army must be fully qualified according to this regulation, chapter 2. Grade and MOS upon enlistment will be as shown below.

*b.* Grades upon enlistment are outlined below.

(1) Personnel serving in grade E5 or below may be enlisted in their current grade.

(2) Persons serving in grade E6 or above may be enlisted in grade E5.

(3) If a higher grade is desired, a request for grade determination may be submitted as an exception to policy on DA Form 1696-R (Enlistment/Reenlistment Qualifying Application (Specially Recruited Personnel)) to CG, MILPERCEN (USAEAA), according to paragraph 2-28 if—

(*a.*) The grade requested is currently held in the ARNG or USAR and was previously held in the Regular Army, or

(*b.*) The person entered on active duty before 1 July 1976 and AR 135-210 to serve in a critical MOS as defined in AR 600-200 and is serving in the MOS.

*c.* MOSs upon enlistment are as directed by CG, MILPERCEN.

*d.* The provisions above will not apply during periods of, or termination of, partial or total mobilization. In this event, separate instructions

will be provided to accommodate persons affected.

**2-38. Reenlistment grades—general information.** Unless otherwise prescribed by this regulation, or by special directive, the grade, title, date of rank, and NCO or specialist status for enlisted members upon immediate reenlistment in the Regular Army will be the same as that held on the day of separation.

**2-39. Reenlistment grades for former officers and warrant officers.** *a. With statutory entitlement.*

(1) A person currently serving on active duty as a commissioned officer or warrant officer may apply for immediate reenlistment in the grade held in the person's last period of RA enlisted service or in pay grade E5, whichever is higher. Commanders having custody of the person's personnel record will process the person for immediate reenlistment if reenlistment is in the same grade and PMOS previously held in an enlisted status. If previously held PMOS is overstrength or no longer valid, or change of MOS is desired, reenlistment may be requested in any balanced or shortage MOS for which qualified, based on prior military experience (officer or enlisted). Determination of MOS upon reenlistment will be made by CG, MILPERCEN, based on qualifications and the needs of the Army.

(2) A higher grade may be desired. If so, a request for grade determination will be submitted on DA Form 1696-R, which will be locally reproduced on 8½- by 11-inch paper. The title will appear on all locally reproduced forms. A reproducible DA Form 1696-R is located at the back of this regulation.

(3) The MOS and pay grade in which the commissioned or warrant officer desires to be evaluated will be entered in the remarks section of the DA Form 1696-R. Qualification for award of the MOS will also be entered.

(4) Unit personnel officers will record the SQT score and date tested, as shown on the Individual Soldier's Report, on the DA Form 1696-R, item 14, before forwarding through channels for comments of the commanders. If no SQT is available, enter "No test."

(5) Commanders will evaluate the person's qualifications and indicate a recommended grade and MOS. The MOS must be one in which the person previously served or for which exceptional qualifications are possessed.

(6) In making recommendations, the commander will consider the commissioned or warrant officer grade attained, positions held, previous enlisted grades held, training, and potential value to the Army. However, reenlistment in pay grades E8 or E9 may be recommended only when the person previously held such a grade or held DA promotion list standing for such grade.

(7) The application will be submitted as soon

as possible after receipt of DA notification of, and at least 45 days prior to, release from active duty.

(8) Appropriate supporting documents will be attached to the form. Applications from commissioned and warrant officers will be forwarded through the major commander to Cdr, US Army Enlistment Eligibility Activity, 9700 Page Boulevard, St. Louis, MO 63132.

*b. Without statutory entitlement—*

(1) Commissioned and warrant officers without a statutory entitlement to reenlist, but who meet one or more of the conditions described in (2) below may apply for enlistment in pay grade E5; however, individual qualifications will determine the grade to be awarded.

(2) If without statutory entitlement, *but one or more of the criteria below apply*, request for waiver and request for grade determination may be submitted through channels to the Cdr, USAEEA.

(a) The applicant was separated as a regular member of another Service to enter on active duty as a *USAR* commissioned or warrant officer.

(b) If at any time during military service, the applicant received the *Medal of Honor, Distinguished Service Cross, Silver Star*, or an *equivalent medal* awarded by one of the other US Armed Forces.

(c) The applicant has sufficient creditable active service to *retire in enlisted status*.

**Table 2-2. Basic reenlistment qualification guide**

Line	Qualifier	Basic criteria	Waiver may be approved by	Detailed Instructions in
1	Age	Be not less than 18 years at reenlistment or more than 55 at new ETS.	(Not waivable)	Paragraph 2-7
2	Citizenship	Be US citizen, legally admitted alien, American Samoan National, or have certificate of identity from the Government of the Commonwealth of the Northern Marianas Islands.	(Not waivable)	Paragraph 2-9
3	Trainability	<i>Initial Term:</i> Have three aptitude area scores of 95 or higher on ACB or ASVAB before 1 Oct 80; or three scores of 85 or higher on ASVAB after 1 Oct 80. Exempt if E5.	(Not waivable)	Paragraph 2-11

Table 2-2. Basic reenlistment qualification guide—Continued

Line	Qualifier	Basic criteria	Waiver may be approved by	Detailed Instructions in
3	Trainability (cont)	<i>Second or subsequent term:</i> Have three aptitude area scores of 90 or higher on the ACB, WACB, or ASVAB before 1 Oct 80; or three scores of 85 or higher on ASVAB after 1 Oct 80. Exempt if pass SQT.		
4	Education	Meet qualification for specific option desired.	(Not waivable)	Paragraph 2-13
5	Medical	Meet retention standards of AR 40-501.  Pass physical readiness test for age.  Have a physical examination within the past 5 years.  Meet height and weight standards of AR 600-9.	CG, MILPERCEN  GCMCA or first general officer  (Not waivable)  (Not waivable)	Paragraph 2-15  Paragraph 2-15  Paragraph 2-15  Paragraph 2-17
6	AWOL or lost time	Have waiver.	SPCM for 1-15 days; GCMCA for 16-30 days; CG, MILPERCEN for over 30 days.	Paragraph 2-19
7	Alcohol and drug abuse	Not reenlist while in the program.	No waiver required if successfully completed the program.	Paragraph 2-19
8	Court-martial	Have waiver.	CG, MILPERCEN	Paragraph 2-19
9	Articles 15	Have waiver.	One article 15 can be waived one level higher than the initiating authority.  Two or more must be waived by general officer or GCMCA	Paragraph 2-19
10	Grade	Not exceed retention ineligibility point for grade at new ETS.	E2 and below: Not waivable.  E3 with 2 years or less at reenlistment: Waivable by GCMCA or first general officer.  E3 with more than 2 years at reenlistment: Not waivable.	Paragraph 2-22

Table 2-2. Basic reenlistment qualification guide—Continued

Line	Qualifier	Basic criteria	Waiver may be approved by	Detailed Instructions in
10	Grade (cont)		E4 to E8: As prescribed in AR 600-200, chapter 4.	
11	Skill Qualification Test (SQT)	Verify score, or be certified as qualified by unit commander and meet trainability requirement.	(Not waivable)	Paragraph 2-24
12	Weapons qualification	Qualify on individual weapon within 12 months before reenlistment.	GCMCA or first general officer	Paragraph 2-26
13	Civil offenses	Not a specific qualifier.	N/A	Paragraph 2-31
14	Marital status and number of dependents	No restriction except sole parents.	N/A	Paragraph 2-34 and Paragraph 6-4

## CHAPTER 3

# EXTENSION ACTIONS AND LENGTH-OF-SERVICE REQUIREMENTS

### Section I. REGULAR ARMY PERSONNEL

3-1. **General.** *a.* RA enlisted members, who are fully qualified for reenlistment including those granted waivers, who have insufficient time remaining on their current enlistments to satisfy service requirements will be given the chance or required, as appropriate, to take the actions listed below to obtain continued service.

(1) Elect a discharge for the convenience of the Government (COG) for immediate reenlistment (see para 4-8*b* for discharge considerations), or

(2) Extend current enlistment (table 3-1), except that persons with an approved bar to reenlistment in effect may not be extended under this chapter unless otherwise specified, or

(3) Elect a combination of reenlistment and extension if in the best interest of the soldier and the Army.

*b.* Persons in grade E6 and below serving overseas who are completing the normal overseas tour during their current enlistment, but have less than the minimum time remaining for a continental United States (CONUS) assignment as prescribed in AR 614-30, table 7-1, are subject to involuntary extension of the overseas tour to coincide with ETS. To avoid involuntary extension of the overseas tour in such cases, actions indicated below may be taken to meet service remaining requirements for reassignment to CONUS upon completion of the normal overseas tour.

(1) Accomplish extension of enlistment at least 6 months before completion of the normal overseas tour.

(2) Reenlist not earlier than 9 months before completion of the normal overseas tour. This will permit receipt of assignment instructions and movement upon tour completion. Initial-term soldiers reenlisting more than 6 months before ETS, and second and subsequent term soldiers reenlisting more than 3 months before ETS, will reenlist only for option table 4-1 (Regular Army Reenlistment Option). Soldiers reenlisting with-

in the reenlistment "window" prescribed in paragraph 4-8 may reenlist for any option for which they are otherwise qualified. However, service members choosing this course of action will be advised that, because of the required administrative processing of reenlistment options, an involuntary extension in the overseas command may be required. When the option is approved, movement will be according to instructions from CG, MILPERCEN.

*c.* Persons who are notified of attendance at an officer training program such as Officer Candidate School or Warrant Officer Flight Training, or selected for direct appointment or commissioning, will not be authorized an immediate reenlistment if—

(1) They have the required amount of service remaining on their current enlistment, or

(2) They can meet the time remaining requirements by an extension of their current enlistment.

*d.* A period of extension will be for 1 or more months as required. No single extension will exceed 35 months in length. In no case will the combined total of all extensions of the same enlistment exceed 48 months. If the period of extension required is less than 1 month beyond ETS, proper action should be taken under AR 635-200. If an authorized extension, when combined with any prior extensions of the current enlistment contract, would exceed the 48-month limitation, commanders may request an exception to policy to permit reenlistment. Requests will be submitted to CG, MILPERCEN (USAEEA).

*e.* Normally only one extension of an enlistment will be authorized. However, subsequent extensions may be authorized if—

(1) The service member is eligible for reenlistment to include approval of any required waivers, and

(2) The total of all extensions on the current enlistment does not exceed 48 months.

*f.* Subsequent extensions in the best interest of the service under 3-3*b* below must be approved by CG, MILPERCEN. The total of all such extensions on any one enlistment will not exceed 12 months.

*g.* Subsequent extensions under paragraphs 3-3*d*(1) and 3-3*e*(2) may be approved by the GCMCA. Signature authority for these approvals may be delegated to The Adjutant General, Post Reenlistment Officer, or a comparable level.

*h.* All other requests for subsequent extensions must be approved by the proper MACOM. Telephonic communication is authorized.

**3-2. Processing of persons who refuse to take action to meet service remaining requirements.** *a.* Persons, other than initial termers, who will have more than 4 years' service for pay completed at ETS, must take action to meet service remaining requirements whether or not the service member has received ETS orders.

(1) Soldiers promoted to grades E7, E8, and E9 incur a 2-year service obligation before voluntary retirement. This is not a precondition for promotion. Therefore, extension or reenlistment to meet this time requirement will not be accomplished until the soldier reaches the normal reenlistment eligibility point (i.e., 3 months before ETS).

(2) Soldiers who have enough time on their current enlistment to serve 12 or more months in an oversea command do not have to take action under this paragraph.

*b.* Soldiers to whom the conditions below apply may elect one of the actions shown in lieu of completing a permanent change of station (PCS). However, these actions may not be taken by soldiers who have not completed service obligations resulting from training, promotion, or similar actions.

(1) Soldiers who have 19 years, 6 months or more of active Federal service upon notification of PCS (according to DA Pam 600-8-10, procedure 3-1) may request a retirement date. The date will be not more than 6 months from the date of notification, or the first day of the month following the month in which 20 years of active Federal service is completed, whichever is later.

(2) Members alerted for PCS who meet the

criteria in (*a*) and (*b*) below may complete a Declination of Continued Service Statement under this regulation, chapter 3. Soldiers electing this option will be required to retire immediately upon attaining retirement eligibility, whether or not they have completed the current term of service.

(*a*) Soldier will have more than 19 but less than 20 years' active Federal service upon arrival in the new assignment, and

(*b*) Soldier will have more than 20 years' active Federal service at ETS, but does not have sufficient time on his current term of service to serve the minimum time in the oversea command as prescribed in AR 614-30, table 8-1.

*c.* A person who indicates a desire to refuse to take action to meet length of service requirements will initially be advised by a commissioned or warrant officer or senior NCO (grade E7 or above) in the Military Personnel Office (MILPO) of the effect of the refusal. If the person still refuses to take action to satisfy the service remaining requirement, he will be referred to a Retention NCO (PMOS OOR if available). The Retention NCO will provide more information and advice before initiating a DA Form 4991-R (Declination of Continued Service Statement). A copy of DA Form 4991-R is located at the back of this regulation and will be locally reproduced on 8½ × 11-inch paper. If the soldier remains firm in refusing to take action to satisfy the service remaining requirement, the MILPO will initiate the DA Form 4991-R. The officer or NCO of the MILPO who initially counseled the soldier, the Retention NCO who counseled the soldier, and the unit commander who determines that all required counseling has taken place will sign the form. Also, the soldier will sign the statement to acknowledge that he has been advised of, and is aware of, the effects of refusal to satisfy the service remaining requirements and of *d* below. The soldier may refuse to sign the acknowledgment. If so, this refusal will be noted on the statement and signed by the person witnessing the refusal. After all required signatures have been obtained, the statement will be forwarded to the MILPO for action according to *d* below. The MILPO should establish a suspense of not more than 30 days to complete the counseling action. The MILPO will

consider the urgency of the service requirement and the distance of the soldier from his MILPO, Retention NCO, and unit commander.

*d.* The statement will include date, time, and place of counseling. It will indicate that the service member understands that refusal to comply with orders will—

(1) Make him liable to separation under AR 635-200, chapter 13.

(2) Place him in a nonpromotable status.

(3) Prohibit reenlistment or extension of enlistment.

(4) Prohibit him from reentering the service for a period of at least 93 days after separation.

(5) Require a waiver by DA before reentry. If the waiver is approved, he will lose at least two grades from that held at discharge.

(6) Prohibit him from applying for commissioning or warrant officer appointment programs while on the current period of active duty.

*e.* The authenticated statement will form the basis for deletion action under AR 614-200. The original statement will be forwarded to the Cdr, US Army Enlisted Records and Evaluation Center (USAEREC), Fort Benjamin Harrison, IN 46216 to be filed permanently in the Official Military Personnel File (OMPF). A duplicate copy will be filed in the person's MPRJ and the proper Assignment Eligibility and Availability (AEA) code will be entered in the Standard Installation/Division Personnel System (SID-PERS) data file. An additional copy will be forwarded to the Cdr, MILPERCEN (DAPC—appropriate file symbol), 2461 Eisenhower Avenue, Alexandria, VA 22331. (See AR 614-200, table 1-1, for the proper file symbol.)

*f.* Requests for withdrawal of DA Form 4991-R by persons serving in CONUS will be fully justified and submitted through command channels to Cdr, US Army Enlistment Eligibility Activity, 9700 Page Boulevard, St. Louis, MO 63132, for approval or disapproval. All requests will be accompanied by copies of the DA Forms 2 and 2-1, and a copy of the DA Form 4991-R. Unless specifically directed by the proper commander, requests will not be submitted through Corps, major Army command (MACOM), or similar commanders en route to USAEEA.

*g.* Personnel serving overseas will forward fully justified requests for withdrawal of the DA

Form 4991-R through command channels to the major oversea commander for approval or disapproval. Such requests will be submitted not later than 90 days (120 days for E7, E8, and E9) before rotation date.

*h.* Any commander who does not feel the request for withdrawal should be approved will disapprove the request and return it to the soldier without further action.

*i.* Disposition of approved withdrawals will be as prescribed in *e* above.

**3-3. Extensions of enlistment.** *a.* The GCMCA or the first general officer in the soldier's normal chain of command, whichever is in the most direct line to the soldier, is approval authority for extensions or for cancellation of extensions. This authority may be delegated to The Adjutant General, Installation Reenlistment Officer, or SPCM authority unless otherwise noted. Enlisted members who are not fully qualified for reenlistment under criteria established in chapter 2 must request and receive waiver approval from the proper authority before the extension is approved and the oath of extension is executed.

*b.* Extensions for purposes other than those in *c* below will be evaluated by the person's immediate commander and submitted to the local extension approval authority. If the extension is believed to be in the best interest of the Service, it will then be submitted telephonically to CG, MILPERCEN (Reenlistment Control Branch) for approval. These extensions will be requested only to meet military requirements. They will be accomplished only when the soldier is within the reenlistment eligibility window and will not exceed a cumulative total of 12 months on any one enlistment.

*c.* All soldiers who want to extend their enlistments must be told that if they have a negative leave balance when they extend their enlistment, this balance will be converted to excess leave and will be collected from their pay in cash.

*d.* Service members may request extensions for the purposes shown below. They will be limited to the minimum time required to achieve their desired purpose.

(1) *Meeting service remaining require-*

*ments.* Extension may be accomplished without regard to the reenlistment eligibility window. However, the maximum period will be as prescribed in table 3-1.

*Note:* Service remaining is not a prerequisite for promotion to grades E7, E8, and E9. Therefore, soldiers being promoted to these grades will not be extended under this paragraph.

(2) *Retirement.* AR 635-200, chapter 12, applies. Extensions will not be accomplished earlier than—

(a) Six months before desired retirement date for persons choosing retirement instead of PCS.

(b) Twelve months before retirement date for other personnel.

(3) *Extending to the retention ineligibility point according to grade and service criteria (AR 600-200, chap 4).* Extension will not exceed 35 months and will not be accomplished earlier than 3 months before ETS.

(4) *Reaching maximum age criteria.* Restrictions of (3) above apply.

(5) *To permit receipt of an SQT score if testing has been accomplished; or to permit testing and receipt of an SQT score for persons not previously tested through no fault of their own.* Extension may not exceed 3 months and may not be accomplished earlier than 3 months before ETS.

(6) *Achieving reenlistment qualification under physical readiness testing or weapons qualification criteria as authorized in paragraphs 2-15 and 2-26.* Extension will not exceed the period authorized in the appropriate paragraph. It will not be accomplished earlier than 3 months before ETS.

(7) *Graduates of the US Army Retraining Brigade (USARB).* These members must serve 12 months after graduation before reenlistment can be authorized. Twelve months is the designated observation period. As an exception to a above, extensions necessary to complete the 12-month period may be approved by the SPCM authority. No further extension is authorized. Waiver requests to permit reenlistment will be submitted to Cdr, USAEEA. This provision does not apply to USARB graduates pending appellate review of an unremitted sentence to a pu-

nitive discharge since they are under a suspension of favorable personnel actions under AR 600-31.

(8) *Pending a personnel action for MOS reclassification, reassignment, or joint domicile (either spouse).* These members may be extended, if otherwise qualified, to await determination. Extension will not exceed 3 months and will not be accomplished more than 1 month before ETS.

e. *Exceptions.* Soldiers, whether or not they are reenlistment qualified according to chapter 2, to include those with nonwaivable disqualifications or locally imposed bars to reenlistment, will normally not be denied extension when one of the conditions below exists. Authority to approve these extensions may be delegated as provided in a above.

(1) Member's dependent is ill, to include pregnancy, and requires medical care. Medical confirmation is required. Extension will not exceed 9 months.

(2) Member has submitted request for exception or waiver to meet reenlistment eligibility criteria and ETS will occur before final determination is made by the waiver or exception approval authority. Members extended under this provision whose request for waiver is subsequently disapproved may not be further extended under the provisions of (3) below. *Extensions will be in 1-month increments only and will not exceed a total of 3 months. Extensions are not authorized once transfer point processing has begun.*

(3) Member has attained 18 but less than 20 years of active Federal service. Unless being separated for disciplinary or medical reasons, the service member may request extension to complete 20 years of active Federal service. Extension will not exceed 24 months and will be limited to the number of months necessary to complete 20 years of active service. The GCMCA may deny extensions requested by these soldiers only when such denial is for persons specified in paragraph 2-32d.

(4) Exception to policy allowing reenlistment has been approved according to AR 600-9, paragraph 21c.

**3-4. Cancellation of extensions.** The commander exercising GCMCA, or the first general officer in the soldier's normal chain of command, may approve written requests for cancellation of extension from personnel shown below. This authority may be delegated as shown in paragraph 3-3a. Request must include complete facts, circumstances, and justification for cancellation. When approved, the original will be forwarded to Cdr, USAEREC, Fort Benjamin Harrison, IN 46216. The duplicate will be filed in the MPRJ according to AR 640-10. Concurrently with approval of cancellation of an extension of enlistment, action will be taken to correct or cancel and record, report, personnel action, etc., affected by the extension.

*a.* Persons who extended but did not receive the benefits of the extension. An example would be a soldier who extended to attend a military school but, through no fault of his own, was not allowed to attend the school.

*b.* Personnel may cancel an extension for the purpose of immediate reenlistment, provided they are otherwise qualified, if—

(1) They have extended their enlistment

past the 6th, 10th, or 14th year of total active Federal service, thereby losing their entitlement, or

(2) Their SRB entitlement may be adversely affected by a later reenlistment.

This action may be taken whether the extension has commenced or not.

*c.* Requests for cancellation of extension for personnel other than in *a* or *b* above may be forwarded through command channels to Cdr, USAEEA. Requests will include copies of DA Forms 2 and 2-1 and complete facts, circumstances, and justification for the cancellation. If approved, disposition of request will be according to *a* above.

*d.* Service members who have extended their enlistment as a result of acceptance into the BEAR program will not be allowed to cancel their extension before completing BEAR Military Occupational Specialty (MOS) training.

*e.* Requests for cancellation of extension must be submitted in writing. Approval or disapproval of requests will also be in writing. Approval action must be completed before any subsequent reenlistment action can be taken.

## Section II. RESERVE COMPONENT PERSONNEL

**3-5. General.** Members of the Army National Guard of the United States (ARNGUS/ARNG) and the Army Reserve (USAR), currently serving on active duty under AR 135-91 or AR 135-210, who do not desire separation under AR 635-200 to enlist immediately in the Regular Army, may voluntarily remain on active duty past the expiration of the current active duty tour for monthly periods up to a maximum of 12 months. This section does not apply to those members of the ARNG and USAR who are on any type of Active Duty for Training (ADT), Full Time Training Duty (FTTD), or Active Guard Reserve (AGR) status.

*a.* Extensions of periods of active duty may be authorized for the reasons below:

(1) When determined to be in the best interest of the Service.

(2) To meet the minimum service remaining requirement for persons volunteering or selected for—

(*a*) Specific programs.

(*b*) Assignment to specific organizations.

(*c*) Attendance at Army service schools.

(*d*) Participation in the enlisted Space Imbalance MOS (SIMOS) Program according to DA Cir 611 series. Extension of ETS in support of the SIMOS Program will be for oversea duty only.

*b.* Commanders exercising GCMCA or the first general officer in the soldier's normal chain of command are authorized to—

(1) Approve requests for extensions of active duty of up to 12 months under this section unless a waiver must be granted by a higher authority. In these cases the waiver approval authority is also the extension approval authority. Subsequent requests for extension of active duty, or requests for extensions of more than 12 months, will be submitted to Cdr, MILPERCEN (ATTN: DAPC-EPT-H) for consideration. Normally, no more than 12 months of ac-

tive duty will be approved on any one extension.

(2) Approve requests for cancellation of extension if the period of extension has not commenced.

c. As an exception to the 12-month maximum period of extension, members of the ARNGUS and the USAR currently serving on active duty, who have applied and been accepted for OCS, may extend their period of active duty. The extension will be in monthly increments up to the number of months required to meet the service remaining obligation set forth in AR 351-5.

**3-6. Eligibility.** The following categories of persons may not voluntarily extend their periods of active duty:

a. Persons who do not meet the criteria for reenlistment in the Regular Army.

b. Persons en route to or at transfer activities to be released from active duty or discharged.

c. Persons undergoing investigation under AR 604-10. These persons will not have their period of active duty extended, be reenlisted, or ordered to active duty as reservists under this regulation without specific approval of the SA.

**3-7. Submission of requests for additional active duty.** Each request for extension of active duty will be submitted early enough to allow necessary administrative actions before commencement of permanent change of station or processing for relief from active duty. If a security clearance is a prerequisite for the assignment or training for which the extension of active duty is being requested, at least an interim clearance for access to the proper category of classified information will be obtained before approval of the extension.

**3-8. Applications.** A person will submit a DA Form 3339-R (Request for Extension of Current Period of Active Duty), requesting additional active duty with a DA Form 1315 attached. The training or duty for which the person is applying may be covered by one of the reenlistment options in chapter 4. If so, a properly modified Part II, Statements for Enlistment (DA Form 3286) will be attached to the DA Form 3339-R. Paragraph 1 of the DA Form 3286 will be amended to read: "In connection with my re-

quest for additional active duty." Items or comments that do not apply will be lined out and initialed by the applicant. A copy of DA Form 3339-R is located at the back of this regulation and will be locally reproduced on 8½- × 11-inch paper.

a. Applications will be submitted through intermediate commanders to the commander authorized to approve the extension.

b. When an application is approved, the applicant will be notified in writing of the approval. A copy of the request and approval will be made a part of the person's personnel records.

**3-9. Information pertaining to Army Reserve personnel.** a. If the request for active duty is approved for an Army reservist who has enough time remaining on his current Reserve enlistment to cover the additional active duty desired, the actions below will be taken:

(1) Disposition Form (DA Form 2496) or letter will announce the change in tour length.

(2) DA Form 2 will be updated to show the new ETS.

b. The request for additional active duty may be from an Army reservist who does not have enough time remaining on his current Reserve enlistment to cover the additional active duty tour desired. If so, the Reservist must concurrently request an extension of his enlistment in the Reserve. This request will be submitted with the request for extension of active duty. If the request is approved, the actions below will be taken:

(1) The person will be required to sign an Oath of Extension of Enlistment (DA Form 1695), properly modified.

(2) Disposition Form (DA Form 2496) or letter will announce change in tour length.

(3) DA Form 2 will be updated to reflect the new ETS.

**3-10. Information pertaining to ARNGUS personnel.** A request for additional active duty may be approved for an ARNGUS member who has enough time remaining in his current enlistment to cover the active duty tour requested. If so, the actions outlined in paragraph 3-9a above will be taken. The instructions below apply to persons in active Federal military service who

do not have enough time remaining on the current enlistment.

*a. Limitations.* Under the authority contained in this section, a person may be reenlisted in the ARNG of the appropriate State only in conjunction with an extension of active duty.

*b. Discharge to reenlist.* Concurrent discharge from the State Army National Guard and as an Army Reserve enlisted member will be accomplished at the ETS, or before, for the convenience of the Government if the discharge is for immediate reenlistment and extension of an active duty tour.

*c. Reenlistment.* Reenlistment under this authority will be—

(1) In the Army National Guard of the State from which ordered to active duty and as a Reserve of the Army.

(2) For a period of 3 years.

(3) In the grade the person held in the Active Army at the time of discharge. This grade will be designated as the permanent ARNG grade on proper records.

*d. DD Form 4 (Enlistment Agreement—Armed Forces of the United States).* The DD Form 4 will be prepared according to the instructions contained in chapter 5.

*e. Orders.* When an ARNGUS member reenlists, orders will—

(1) Direct his relief from active duty and discharge from the service.

(2) Reorder him to active duty under section 672d, Title 10, United States Code, citing this regulation as authority, and

(3) Reassign the person to the present organization and station.

*f. Disposition of documents.*

(1) A copy of orders will be provided to the proper State Adjutant General (AG). When reenlistment is involved, two copies of the DD Form 4—series with orders attached, will be furnished to the proper State AG.

(2) The original copy of the DD Form 4—series will be forwarded to Cdr, US Army Enlisted Records and Evaluation Center, Fort Benjamin Harrison, IN 46216.

<b>Table 3-1</b> <b>Extension of enlistment criteria</b>				
<b>R U L E</b>	<b>If a member requests an extension and the purpose is—</b>	<b>No single exten- sion will exceed—</b>	<b>and the total of all extensions will not exceed—</b>	<b>and action will be taken—</b>
<b>1</b>	to meet service remaining require- ments for selection for overseas as- signment, service school training, or other assignment of choice or for which selected.	35 months	48 months	before compliance with orders directing movement or movement of dependents as appropriate.
<b>2</b>	volunteering for an overseas assign- ment, completion of a normal overseas tour, or a volunteer foreign service tour extension.	35 months	48 months	before compliance with orders directing movement, or after approval of foreign service tour extension.
<b>3</b>	to meet service remaining require- ments for promotion to grades E5 and E6.	12 months	48 months	before promotion.
<i>Note:</i> All extensions will be limited to the minimum time required to achieve the purpose.				

## CHAPTER 4

### REENLISTMENT OPTIONS

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**4-1. General.** Reenlistment options are designed to meet the personal desires of the soldier and to fulfill the needs of the Army. To serve the interests of both the person and the Service, it is necessary to insure that a person accepted for reenlistment is qualified not only for reenlistment, but for the option chosen. It is also important that the applicant be familiar with what is expected of him when he selects a certain option. This chapter provides information concerning standards that apply to each of the options offered.

**4-2. Qualifications.** *a.* Despite the option chosen, all applicants must meet the eligibility standards listed in chapter 2 and all specific standards of the option. (For example, persons reenlisting for Option Table 4-3 must verify course prerequisites of algebra, chemistry, etc.).

*b.* Persons granted waiver under paragraphs 2-16 or 2-27, or exception to policy under AR 600-9, may be reenlisted for any option for which they are otherwise qualified.

*c.* Persons granted waiver under paragraphs 2-23*c* or *d*, may reenlist under option tables 4-1, 4-2, 4-4, and 4-5 if otherwise qualified for the option. However, in no case will the contracted service exceed the reenlistment eligibility point for the next higher grade.

**4-3. Restrictions.** Retention NCOs and applicants must be aware of certain restrictions that must be understood before referring to the reenlistment option tables 4-1 through 4-13. These restrictions are as follows:

*a.* Former members of the Peace Corps will not be assigned to permanent or temporary duty in the military intelligence field for a period of 4 years after service in the Peace Corps.

*b.* Persons who have been selected for, and notified of, assignment, either individually or as a unit, are eligible only for Regular Army Reenlistment Option (table 4-1). However, initial-term soldiers, and those who will have 4 or less years' service for pay at ETS, who elect not to

take action to meet minimum tour requirements, may reenlist for any option for which they are otherwise qualified if within the timeframe prescribed by the applicable option table unless they are assigned to a unit of the New Manning System (NMS). (See para 4-5 for NMS restrictions.) Because of varying procedures in local MILPO, a soldier is considered notified of his reassignment upon consumation of the assignment instructions within the Centralized Assignment Procedure (CAP) system, not when the soldier is personally notified.

*c.* A service member who was awarded a PMOS as a result of completing formal training of 20 weeks or more may not reenlist for further PMOS training until they have served in the newly awarded PMOS for the minimum period of time required by the service remaining requirements in AR 61-200, chapter 4. This restriction does not apply—

(1) To a person who, in the last school course attended, acquired 20 or more weeks of training as a prerequisite to further training, and is now reenlisting to receive that further training.

(2) At normal ETS.

*d.* The provisions of *c* above also apply to persons currently undergoing training of 20 or more weeks' duration.

*e.* All persons reenlisting to meet time remaining requirements, despite the timeframe in which the reenlistment is accomplished, will be reenlisted only for Option Table 4-1.

*f.* A person authorized discharge for the convenience of the government under AR 635-200 for immediate reenlistment will be reenlisted for a period of service that will expire no earlier than the current ETS.

*g.* An RA enlisted member, except an initial term, who has completed more than 4 years' service for pay purposes, who is not required to take action to meet length of service requirements, and who does not reenlist immediately at the last duty station to which assigned, will be ineligible to reenter the service for a period of 93

days after discharge. The person's separation documents will be coded RE-1A.

*h.* Persons in a terminal leave status awaiting ETS who change their mind and want to reenlist will take the actions below:

(1) Those last assigned to a CONUS installation must return to that installation and sign in from leave before applying for reenlistment.

(2) Those who departed an overseas command for the purpose of ETS must return to the Separation Transfer Point (STP) where their records are located and apply for reenlistment under *i* below.

*i.* Personnel in overseas areas who elect to return to CONUS for ETS will not normally be allowed reenlistment once departed from the overseas area. These soldiers will normally be processed for immediate separation from the service upon arrival at the CONUS transfer point. In exceptional cases, reenlistment may be authorized under the conditions below with the restrictions shown. No exceptions to these conditions and restrictions will be considered.

(1) All reenlistments must be approved by CG, MILPERCEN, Reenlistment Control Branch. Telephonic communication is authorized.

(2) Service member must be fully qualified for reenlistment without waiver.

(3) Service member must possess a PMOS shown as Y/N (Yes in/No out) in the current DA Circular 611 series.

(4) Service member must be recommended for reenlistment by the losing commander (the commander of the last overseas unit of assignment). This recommendation will be obtained by personnel of MILPERCEN, Reenlistment Control Branch.

(5) The soldier will be offered no reenlistment option. Reenlistment will be under Option Table 4-1 only with assignment directed strictly according to the needs of the Army.

(6) Soldiers who have not completed a normal overseas tour according to AR 614-30 will be returned to the overseas command from which they departed. Soldiers must be advised that, if personal belongings or family members have been returned to CONUS in anticipation of ETS, no provisions will be made for the return of ei-

ther personal effects or family to the overseas command.

*j.* Former officers immediately reenlisting under paragraphs 1-8, 2-19, or 2-39 will be reenlisted for Option Table 4-1 only.

*k.* Persons in grade E6 who are on the DA promotion list for promotion to E7 will be reenlisted only for those options available to grade E7.

*l.* Persons granted waiver of disqualification may reenlist for only 3 years except as provided in line B, table 2-1, paragraph 2-36.

*m.* Only those promises shown in the option tables will be entered in reenlistment documents. No other promises made to applicants, either orally or in writing will be considered as a part of broken or unfulfilled reenlistment commitments.

**4-4. PCS considerations.** The selection of an option under this regulation is permitted even if it will result in a second or subsequent permanent change of station during the same fiscal year (FY). (See AR 614-6.)

**4-5. Stabilized assignments.** *a.* Persons other than Drill Sergeants, US Army Recruiters, soldiers assigned to an overseas area, and soldier assigned to units of the New Manning System, may reenlist for any option for which they are qualified without regard to the length of time served in their current assignment.

(1) Persons assigned to Drill Sergeant duty must serve 24 months after successful completion of Drill Sergeant school before reenlistment for any option other than Option Table 4-1.

(2) Persons serving as US Army Recruiters must serve 36 months after assignment to recruiting duty before reenlistment for any option other than Option Table 4-1 unless sooner released from recruiting duty.

(3) Persons assigned to units of the NMS may reenlist for reassignment only upon completion of the unit's normal life cycle.

(*a*) Restrictions of AR 614-30 apply to soldiers, other than initial termers, who have been alerted for overseas movement as part of a NMS unit.

(*b*) Initial-term soldiers assigned to a

NMS unit may reenlist within the normal reenlistment eligibility window. However, they may not reenlist for any option that will result in reassignment or retraining until the unit to which they are assigned has completed its established life cycle.

(c) Soldiers desiring an extension of enlistment to coordinate their ETS with completion of the unit life cycle may be extended to meet time in service requirements, *not* "in the best interest of the service."

b. Persons released from recruiting duty before completion of the 36-month service requirement may reenlist for any option for which qualified if they are within the timeframe prescribed by the option table and paragraph 4-8.

**4-6. Waiving reenlistment commitments.** a. A person reenlisted with a specific commitment who later desires to waive the commitment must sign a statement in duplicate as follows:

"I voluntarily waive my reenlistment commitment made at the time of my reenlistment. I realize and fully understand that I will be assigned in accordance with the needs of the Army."

b. The original of this statement will be forwarded to the Cdr, US Army Enlisted Records and Evaluation Center, Fort Benjamin Harrison, IN 46216. The duplicate will be attached to the copy of the DD Form 4-series in the service member's MPRJ. When a reenlistment for an authorized assignment is waived before the report date, approval of the cancellation will be obtained from Reenlistment Control Branch, MILPERCEN. Waiving a reenlistment commitment does not, in itself, cancel existing assignment instructions.

**4-7. MILPERCEN processing procedures for persons in overseas commands.** a. Besides the requirements contained in line items 6 and 7 of each option table, Retention NCOs and responsible reenlistment processing personnel will comply with the procedures set up and disseminated by CG, MILPERCEN under separate cover. These procedures will be used to report all soldiers for reenlistment authorization, to include issuance of assignment and training instructions

when required, and obtaining reenlistment and extension control numbers.

b. Unless approved by HQDA, maximum total time in an overseas command will not exceed that authorized by AR 614-30. This includes persons who will exceed the maximum by virtue of reenlistment for a guaranteed period. When maximum allowable time in the command will be exceeded as a result of a guarantee, approval may be coordinated with the Reenlistment Control Branch, MILPERCEN, when request for a Reenlistment Control Number (RCN) is made. However, response time may be increased since Reenlistment Control Branch must coordinate with the appropriate career branch.

c. Requests for reenlistment option will be processed on the RETAIN system or telephonically coordinated with Reenlistment Control branch, MILPERCEN.

(1) Soldiers having a service remaining requirement may request extension, or reenlistment under Option Table 4-1, at any time (see para 4-8b).

(2) Soldiers in CONUS may begin reenlistment processing 7 months before ETS for initial term, and 6 months before ETS for career soldiers.

(3) Soldiers in overseas commands may begin processing within the timeframe outlined above except for options that involve reassignment outside the command, or retraining. These may not be requested until the soldier is within 7 months of ETS for initial term, and within 7 months of ETS *and* tour completion for career soldiers.

d. Persons reenlisting in overseas commands for reenlistment options that involve reassignment outside the command, or retraining that is to be conducted outside the overseas area, will depart the overseas area according to the guidelines below:

(1) Initial termers and soldiers with 4 or less years' service for pay at ETS will not depart the overseas area sooner than the date that would have been their ETS, or normal tour completion, whichever is sooner.

(2) Soldiers, other than initial termers, with more than 4 years' service for pay at ETS will not depart the overseas area before completion of

the normal oversea tour as prescribed in AR 614-30.

(3) Soldiers who selected retraining in a course that does not begin until after the normal departure date from the oversea area will be extended in the oversea command until the school report date minus desired travel and leave time.

**4-8. Reenlistment options.** Option Tables 4-1 through 4-13 provide instructions for reenlistment options available.

*a.* Soldiers may be discharged at any time during the last 3 months of their current term of service for the purpose of immediate reenlistment on the following day. The exceptions below are authorized—

(1) Soldiers reenlisting under Option Table 4-1 to meet service remaining requirements, as provided in chapter 3, may be discharged at any time for the convenience of the government.

(2) Persons serving on their first term of active Federal service (including those whose only prior active service was under RFA 55 or REP 63 programs) may be discharged at any time during the last 6 months of current term of service for reenlistment on the following day. Determination of the 3- or 6-month period will be according to paragraph 2-5.

*b.* Persons will be advised that—

(1) Reenlistment before original ETS may reduce their entitlement to the Selective Reenlistment Bonus.

(2) Discharge earlier than 3 months before ETS for immediate reenlistment will not entitle them to payment for accrued leave.

(3) Upon reenlistment within 3 months of ETS, any negative leave balance will be considered as excess leave, and cash collection will be made.

*c.* Options that provide stabilization at the current installation or unit will be limited to those persons in a valid TOE or TDA position, and will be coordinated with the local MILPO or requisitioning activity before reenlistment to determine the status of a request for replacement. If outstanding requisitions have not been filled, the requisitioning activity may cancel the requisition and approve the stabilization. If the requisition has been filled, request for stabilization will not be approved.

*d.* Persons desiring to be assigned to specific specialized duties or units such as special intelligence duties, US Army bands, ranger units, or special forces duties or units, will process requests as required in AR 614-200. Upon completion of processing, and notice of acceptance or assignment, the service member may either be extended, or reenlisted under Option Table 4-1, to comply with the service remaining requirement.

*e.* Persons desiring assignment to the US Army Recruiting Command (USAREC) will process their requests under AR 601-1. Upon completion of processing, and notice of acceptance, the soldier may either be extended, or reenlisted under Option Table 4-1, to comply with the service remaining requirement.

*f.* The names of the reenlistment options and the option tables are listed below.

<i>Name of Option</i>	<i>Table</i>
Regular Army Reenlistment Option .....	4-1
Current Station Stabilization Option .....	4-2
Army Service School/Airborne Training Center/Airborne Training Reenlistment Option .....	4-3
Oversea Area Reenlistment Option .....	4-4
CONUS Station-of-Choice Reenlistment Option .....	4-5
US Army Intelligence and Security Command (INSCOM), and Electronic Warfare/Cryptologic (EW/Crypto) Units and Training Activities Reenlistment Option .....	4-6
MOS for Training and Assignment under the INSCOM Reenlistment Option .....	4-6A
Combat Arms Unit-of-Choice Reenlistment Option .....	4-7
US Army Communications Command (USACC) Reenlistment Option .....	4-8
Language School Reenlistment Option .....	4-9
US Army Berlin Brigade Reenlistment Option .....	4-10
US Army 3d Infantry Reenlistment Option .....	4-11
US Army CONUS-to-CONUS Station of Choice Reenlistment Option .....	4-12
Regimental Unit-of-Choice Reenlistment Option .....	4-13

Table 4-1. Regular Army Reenlistment Option

<i>Line</i>	<i>Item</i>	<i>Comment</i>
1	Name of option .....	Regular Army Reenlistment Option.
2	Description of option .....	Promises assignment to training or duty according to the needs of the Army.
3	Available to qualified applicants .....	a. Who are reenlisting for periods of 3, 4, 5, or 6 years regardless of grade or amount of service completed. b. When: As specified in paragraph 4-8.
4	Prerequisites .....	Meet basic eligibility criteria prescribed in chapter 2 with or without waiver of disqualification(s). Persons granted waivers are limited to a 3-year reenlistment period except as provided in line B, paragraph 2-36.
5	Information for applicants .....	This option carries no guarantee of assignment, training, or stabilization. Soldiers will be assigned and used according to the needs of the Army. Soldiers, except those reenlisting to meet time remaining requirements, may be assigned to their present duty assignment or to any vacancy for which qualified if a change of station is not involved and both gaining and losing commanders agree. Reassignments under this provision that involve movement from one MACOM to another will not be accomplished without prior approval of both MACOMs involved.
6	Option processing procedures .....	a. Normal processing procedures prescribed by this regulation. b. Reenlistment will be accomplished and all required personnel records prepared before the soldier departs from the reenlisting installation. Personnel records will be transmitted according to AR 640-10.  c. When applicable, assignment instructions will be requested according to AR 614-200.
7	Special processing instructions for overseas commands .....	None.
8	Statements for reenlistment required .....	DA Form 3286, Parts I through IV, for all applicants.
9	Record entries and orders .....	a. Reenlistment orders will specify that the applicant is reenlisting for the Regular Army Reenlistment Option under AR 601-280, table 4-1.

**Table 4-1. Regular Army Reenlistment Option—Cont.**

<i>Line</i>	<i>Item</i>	<i>Comment</i>
		Reenlistment control number will be entered.
		b. DD Form 4-series will be completed as directed in table 5-1.

**Table 4-2. Current Station Stabilization Option**

<i>Line</i>	<i>Item</i>	<i>Comment</i>
1	Name of option .....	Current Station Stabilization Option.
2	Description of option .....	This option guarantees a 12-month period of stabilization at the station to which assigned, except as provided in line 5c below.
3	Available to qualified applicants .....	a. Who are reenlisting for 3, 4, 5, or 6 years. b. In pay grade E6 or below regardless of the number of years service completed. c. When: As specified in paragraph 4-8.
4	Prerequisites .....	a. Meet basic eligibility criteria prescribed in chapter 2 without waiver of disqualification, except as provided in paragraph 4-2. b. Be qualified in a PMOS for which a requirement exists at the station to which assigned.
5	Information for applicants .....	a. Stabilization will commence on the date of reenlistment. b. If the member is later placed on TDY for a period in excess of 30 cumulative days, the period of stabilization will be increased by the number of days in excess of the 30 cumulative day period unless stabilization is waived by the person concerned. c. If HQDA determines that, to meet the operational needs of the Army, the unit to which the member is assigned (company, detachment, or similar size unit) must be deployed, relocated, transferred, or reassigned from the parent organization, the soldier will deploy with the unit and no grounds for a broken reenlistment commitment will exist.
6	Option processing procedures .....	Normal processing procedures prescribed by this regulation.
7	Special processing instructions for overseas commands .....	a. Processing requirements in overseas commands are the same as

**Table 4-2. Current Station Stabilization Option—Cont.**

<i>Line</i>	<i>Item</i>	<i>Comment</i>
		those within CONUS except as modified below.
		b. Authority to approve reenlistment for this option, when all or any portion of the guaranteed tour exceeds the normal oversea tour, is the prerogative of the appropriate oversea commander.
		c. If the soldier's DEROS will occur before completion of the 12-month guarantee, the oversea tour will be extended for a sufficient period to allow completion of the full 12-month guarantee period.
8	Statements for enlistment required .....	DA Form 3286, Parts I through IV, for all applicants.
9	Record entries and orders .....	a. Reenlistment orders will specify that the service member is reenlisting for the Current Station Stabilization Option under AR 601-280, table 4-2. b. Orders will include the reenlistment control number and approving authority for present station stabilization. c. DD Form 4-series will be prepared as directed in table 5-1.

**Table 4-3. Army Service School/Airborne Training Center/  
Airborne Training Reenlistment Option**

<i>Line</i>	<i>Item</i>	<i>Comment</i>
1	Name of option .....	Army Service School/Airborne Training Center/Airborne Training Reenlistment Option.
2	Description of option .....	Promises to qualified applicants: a. Attendance at the MOS-producing Army service school training center course of choice, except applicants for Armor specialist, who will be promised only a specific training course designator. b. Airborne training for those soldiers who already possess a PMOS listed in applicable DA circulars for award of Special Qualification Identifier (SQI) "P" and assignment to the 82d Airborne Division except as provided in lines 4k and 4l below.
3	Available to qualified applicants .....	a. Reenlisting for 3, 4, 5, or 6 years. b. In pay grade E6 and below regardless of the number of years serv-

**Table 4-3. Army Service School/Army Training Center/  
Airborne Training Reenlistment Option—Cont.**

<i>Line</i>	<i>Item</i>	<i>Comment</i>
		ice completed (see line 4f below).
		c. When: As specified in paragraph 4-8.
4	Prerequisites .....	<p>a. Meet basic eligibility criteria prescribed in chapter 2 without waiver for disqualification(s) except as provided in paragraph 4-2.</p> <p>b. Have a physical profile equal to or higher than (in every factor) the physical profile contained in AR 611-201 for the MOS desired.</p> <p>c. Meet, without exception, the prerequisites prescribed in AR 611-201 and DA Pam 351-4 for attendance at the school course of choice. Qualification for requested training may be verified from official school transcripts or by a statement, signed by the service member, certifying that they have the specific school courses required (see paras 4-2 and 2-13).</p> <p>d. Select a course that requires no special processing for application, such as would be required for Army language training, or nuclear power plant operator.</p> <p>e. In a pay grade that is not higher than that authorized in AR 611-201 for the three-character MOS in which to be trained (exclusive of entry level training if required before attendance at the school course selected).</p> <p>f. Soldiers must be qualified for retraining according to DA Cir 611-XX (Career Management of the Enlisted Force).</p> <p>g. If an NCO is applying for a course in which his NCO grade is not authorized, the soldier must sign a statement before reenlistment agreeing to accept specialist status upon successful completion of the school course.</p> <p>h. Have required security clearances before arrival at the service school.</p> <p>i. Meet any other special requirements for the school course selected.</p> <p>j. Applicants for airborne training must meet special requirements as prescribed in AR 614-200, chapter 6, and currently have, or request retraining in, an airborne-shortage MOS.</p>

**Table 4-3. Army Service School/Army Training Center/  
Airborne Training Reenlistment Option—Cont.**

*Line*

*Item*

*Comment*

*k.* Persons who have an MOS listed as overage, and desire airborne training, may request retraining in one of the MOSs listed in the appropriate DA Circular 611-XX. Soldiers desiring retraining into an MOS that is an airborne-shortage MOS but is overstrength worldwide, as shown in DA Cir 611-XX, in conjunction with assignment to an airborne unit, must complete a statement acknowledging the requirement to remain on jump status at least 24 months after training or be reclassified and reassigned according to the needs of the Army.

*l.* Persons desiring retraining in conjunction with assignment to an airborne unit must complete airborne training before attending the MOS producing school course.

5 Information for applicants .....

- Applicant will be—
- a.* Oriented on school courses in which he is interested. An explanation of the course purpose, scope, and prerequisites, as outlined in DA Pam 351-4, and a review of the MOS description (AR 611-201) for which the course trains will be included.
  - b.* Advised to indicate second and third choice school courses in the event course quotas are not available for the first choice.
  - c.* Assisted in selecting alternate courses if required.
  - d.* Advised that, if he is relieved from the school course for academic deficiency, disciplinary reasons, or failure to retain the required security clearance, he will be reassigned according to the needs of the Army and will be required to complete the term for which reenlisted.
  - e.* Informed that, if the school course selected is discontinued before, or during, attendance, or if he is later medically disqualified for the course selected, he will be given the chance to select another course for which he is qualified and for which quotas are available.
  - f.* Be informed that persons selecting an option for retraining that, upon successful completion, will result in designation of PMOS, will lose

**Table 4-3. Army Service School/Army Training Center/  
Airborne Training Reenlistment Option—Cont.**

<i>Line</i>	<i>Item</i>	<i>Comment</i>
		<p>their entitlement to the Selective Reenlistment Bonus unless otherwise specified in current bonus directives (AR 600-200, chap 9).</p> <p><i>g.</i> If an applicant becomes disqualified after reenlistment and before starting the course for which reenlisted, he will be reassigned according to the needs of the Army.</p> <p><i>h.</i> If an applicant fails to reenlist, a report of cancellation will be made to the office that authorized the assignment.</p> <p><i>i.</i> If a change in the applicant's grade or MOS occurs before the course start date, the applicant will be reported for confirmation or change of assignment.</p> <p><i>j.</i> Reenlistment will be accomplished and all required personnel records completed before the soldier departs the installation where he reenlisted. Personnel records will be transmitted according to AR 640-10.</p> <p><i>k.</i> Besides the above, applicants for airborne training will be informed of the following:</p> <ul style="list-style-type: none"> <li>(1) The provisions of AR 614-200, chapter 6.</li> <li>(2) Attendance at airborne training will be while in a TDY en route status.</li> <li>(3) Failure to complete airborne training will result in reassignment according to the needs of the Army.</li> <li>(4) Upon successful completion of airborne training, SQI "P" will be awarded. The soldier will be assigned to the 82d Airborne Division. Those persons reenlisting for retraining must also complete the course of training before assignment to the 82d.</li> </ul>
6	Option processing procedures .....	<p><i>a.</i> Requests for school course quotas will be made by RETAIN or by telephone to MILPERCEN, Reenlistment Control Branch.</p> <p><i>b.</i> Personnel data will be reported as provided in the applicable DA Cir 611-XX.</p> <p><i>c.</i> Applicant for airborne training must submit an application as prescribed in AR 614-200, chapter 6. Applications will be forwarded according to DA Cir 611-XX.</p>

**Table 4-3. Army Service School/Army Training Center/  
Airborne Training Reenlistment Option—Cont.**

<i>Line</i>	<i>Item</i>	<i>Comment</i>
		<i>d.</i> Upon approval of application for airborne training, reenlistment will be accomplished according to line 5j above.
7	Special processing instructions for oversea commands .....	<i>a.</i> Requests for school course quotas will be made by RETAIN or by telephone to MILPERCEN, Reenlistment Control Branch. <i>b.</i> See paragraphs 4-7c and 4-7d.
8	Statement for enlistment .....	DA Form 3286, Parts I through IV, for all applicants.
9	Record entries and orders .....	<i>a.</i> Reenlistment orders will include the additional information below: (1) Course number and title. (2) Class reporting date. (3) Reenlistment control number. (4) Reporting date to school (same as class reporting date). <i>b.</i> Order will assign reenlistees to the student detachment of the appropriate Army service school as follows: (1) Those reenlisted for attendance at a school course of 20 or more weeks' duration will be assigned to the school in a PCS status. (2) Those reenlisted for attendance at a school course of less than 20 weeks' duration will be assigned according to instructions from CG, MILPERCEN. Custodian of the personnel records will obtain ultimate unit of assignment from the appropriate career management branch, MILPERCEN, before issuance of orders directing movement. <i>c.</i> DD Form 4-series will be prepared as directed in table 5-1.

**Table 4-4. Oversea Area Reenlistment Option**

<i>Line</i>	<i>Item</i>	<i>Comment</i>
1	Name of option .....	Oversea Area Reenlistment Option.
2	Description of option .....	Promises to qualified applicants: <i>a.</i> Assignment to one of the following oversea areas of choice: (1) Korea. (2) Pacific area, long tour. (3) Pacific area, short tour. (4) Alaska.

Table 4-4. Oversea Area Reenlistment Option—Cont.

<i>Line</i>	<i>Item</i>	<i>Comment</i>
		<p>(5) Caribbean area.  (6) Europe.  (7) Hawaii.</p> <p>b. A guarantee of 12 months in long-tour areas or 12 months from date of arrival of dependents, whichever occurs later.</p>
3	Available to qualified applicants .....	<p>a. Reenlisting for 3, 4, 5, or 6 years.</p> <p>b. Who are in pay grade E6 or below regardless of number of years service completed.</p> <p>c. When: As specified in paragraph 4-8.</p>
4	Prerequisites .....	<p>a. Meet basic eligibility criteria prescribed in chapter 2 without waiver of disqualifications except as provided in paragraph 4-2.</p> <p>b. Qualify as a volunteer for overseas service according to AR 614-30.</p> <p>c. Be qualified in a PMOS for which an overseas requirement exists.</p>
5	Information to applicants .....	<p>a. If applicant is a non-US citizen, a favorable background investigation with recommendation for overseas assignment must be completed before overseas movement. Failure to receive this favorable investigation will negate the overseas option. The applicant will be assigned according to the needs of the Army and will be required to complete the term for which enlisted.</p> <p>b. Option is for initial assignment only. No guarantee can be made that the entire enlistment period or any specific portion thereof will be served in the assignment chosen except as provided in line 2 above.</p> <p>c. If grade or PMOS changes before movement, the applicant may be ineligible for the assignment for which reenlisted and may be assigned according to current qualifications and the needs of the Army.</p> <p>d. If all units in the guaranteed area to which the reenlistee could be assigned are inactivated before he completes 12 months in the area, he will be given his choice of reassignment if a vacancy in grade and PMOS exists. If this is not possible, reassignment will be made according to the needs of the Army.</p>

Table 4-4. Oversea Area Reenlistment Option—Cont.

Line	Item	Comment
6	Option processing procedures .....	<p data-bbox="869 347 1321 532">e. If the company, detachment, or similar unit to which assigned is relocated, transferred, or deployed outside the guaranteed area, the person will remain a part of the unit and will move with the unit.</p> <p data-bbox="869 537 1321 721">f. Applicants are not guaranteed assignment to any specific unit within the area of choice. Any promises to the contrary, made orally or recorded in any reenlistment document, will be considered void.</p> <p data-bbox="869 751 1321 808">a. Requests for assignment instructions will be made by RETAIN.</p> <p data-bbox="869 813 1321 968">b. In the request for assignment instructions, report the personnel data required by AR 614-200, and the data required by the RETAIN Users Manual.</p> <p data-bbox="869 973 1321 1128">c. Processing required for oversea movement. The unit to which the soldier is assigned at the time of reenlistment is responsible for the following:</p> <p data-bbox="869 1133 1321 1227">(1) Preparation of replacements for oversea movement (POR) qualification.</p> <p data-bbox="869 1232 1321 1325">(2) Informing persons with dependents of the provisions of AR 55-46.</p> <p data-bbox="869 1330 1321 1448">(3) Processing persons who are not eligible for, or who do not desire, concurrent travel of dependents as follows:</p> <p data-bbox="869 1453 1321 1547">(a) Port call instructions will be requested according to AR 55-28, chapter 3.</p> <p data-bbox="869 1552 1321 1806">(b) Upon completion of POR processing and receipt of port call instructions, the person will be reassigned from the current unit to the appropriate US Army Oversea Replacement Station (USAOSRE-PLSTA) for further assignment to oversea command.</p> <p data-bbox="869 1811 1321 1904">(4) Processing persons who are eligible for, and desire, concurrent travel of dependents as follows:</p> <p data-bbox="869 1909 1321 2101">(a) Request for concurrent travel of dependents (unless precluded or suspended by separate DA directives) will be transmitted to the oversea commander according to AR 55-46.</p>

Table 4-4. Oversea Area Reenlistment Option—Cont.

<i>Line</i>	<i>Item</i>	<i>Comment</i>
		<p>(b) If request for concurrent travel is approved, the person will be reassigned from his current unit directly to the specific overseas organization and station. Processing will be according to AR 55-46. Port call will be requested according to AR 55-28, chapter 3.</p> <p>(c) If request for concurrent travel is not approved, the soldier will be processed according to (3) above.</p> <p>(d) Soldiers with concurrent travel approved will be double checked to insure that they will have sufficient time remaining on their enlistment when they arrive in the overseas command to complete the normal tour prescribed in AR 614-30. If required, extension of enlistment will be accomplished as authorized in chapter 3.</p> <p>d. Normal processing procedures prescribed by this regulation.</p> <p>e. Assignment instructions may be requested up to 7 months before anticipated date of reenlistment.</p> <p>f. If an applicant should fail to reenlist for an authorized assignment, a report of cancellation will be made to the office that authorized the assignment.</p> <p>g. If a change in the applicant's grade or PMOS occurs before reenlistment for an authorized assignment, the applicant will be reported for confirmation of assignment or reassignment.</p> <p>h. After reenlistment is accomplished, all required personnel records will be completed before the soldier departs the installation where he reenlisted. Personnel records will be transmitted according to AR 640-10.</p> <p>i. Applicants will be advised that they may not indicate on any reenlistment document that reenlistment is for any specific unit.</p>
7	Special processing instructions for overseas commands .....	Processing requirements in an overseas command are the same as those in CONUS except as provided in paragraphs 4-7c and 4-7d.
8	Statements for enlistment required .....	DA Form 3286, Parts I through IV, for all applicants.

**Table 4-4. Oversea Area Reenlistment Option—Cont.**

<i>Line</i>	<i>Item</i>	<i>Comment</i>
9	Record entries and orders .....	Orders and records of applicants reenlisting for this option will contain the entries below: <i>a.</i> Applicant is a reenlistee for the Oversea Area of Choice Reenlistment Option under the provisions of AR 601-280, table 4-4. Additional data will be included as follows: (1) Reenlistment control number. (2) Date of authorization. <i>b.</i> DD Form 4 will be prepared according to table 5-1.

**Table 4-5. CONUS Station-of-Choice Reenlistment Option**

<i>Line</i>	<i>Item</i>	<i>Comment</i>
1	Name of option .....	CONUS Station-of-Choice Reenlistment Option.
2	Description of option .....	This option guarantees assignment for at least 12 months at the CONUS station of choice except as provided in line 5 below. For a list of CONUS stations, refer to AR 680-29, appendix C.
3	Available to qualified applicants .....	<i>a.</i> Reenlisting for 3, 4, 5, or 6 years. <i>b.</i> In pay grade E6 and below regardless of the number of years service completed. <i>c.</i> Who are in an overseas area. <i>d.</i> When: As specified in paragraph 4-8.
4	Prerequisites .....	<i>a.</i> Meet basic eligibility criteria prescribed in chapter 2 without waiver of disqualifications except as provided in paragraph 4-2. <i>b.</i> Be qualified in a PMOS for which a requirement exists at the CONUS station for which applying. <i>c.</i> Have no assignment limitations that would prevent assignment to the station of choice. <i>d.</i> Personnel with 4 or less years' service for pay, and all initial term soldiers, may be discharged under AR 635-200 for immediate reenlistment. However, the soldier may not depart the overseas command before the day that would have been his ETS or date of normal tour completion (NTC), whichever is earlier. <i>e.</i> Personnel, other than initial termers, with more than 4 years'

Table 4-5. CONUS Station-of-Choice Reenlistment Option—Cont.

<i>Line</i>	<i>Item</i>	<i>Comment</i>
5	Information for applicants .....	<p>service for pay, must complete the normal overseas tour before departing the overseas command.</p> <p><i>a.</i> The period of stabilization will commence upon arrival at the new duty station. If the soldier is subsequently placed on TDY in excess of 30 cumulative days, the period of stabilization will be extended by that number of days in excess of the cumulative 30-day period unless stabilization is waived by the soldier concerned.</p> <p><i>b.</i> If HQDA determines that, to meet the operational needs of the Army, the unit, be it a company or detachment, must be deployed, relocated, transferred, or reassigned from the installation of choice, the reenlistee will deploy with the unit. There will be no grounds for a broken reenlistment commitment.</p> <p><i>c.</i> If grade or PMOS change occurs prior to reassignment, applicant may be ineligible for the assignment for which reenlisting and may be assigned according to current qualifications and the needs of the Army.</p> <p><i>d.</i> For persons reenlisting for a guaranteed assignment, the following applies as appropriate:</p> <p>(1) If the guaranteed station of choice is inactivated and transfer of members is necessary before completion of the 12-month period of stabilization, persons will be given their choice of assignment to any other station in the major command to which assigned if a vacancy in grade and PMOS exists. If this is not possible, reassignment will be according to the needs of the Army.</p> <p>(2) If the guaranteed station is redesignated, relocated, transferred, or deployed, the member will remain assigned to the station and will be moved as part of the station.</p> <p><i>e.</i> Applicants will be advised that no promises can be made that assignment will be to a specific unit within the station. Any promises, either oral or in writing, indicating a specific unit, will be considered void.</p>

**Table 4-5. CONUS Station-of-Choice Reenlistment Option—Cont.**

<i>Line</i>	<i>Item</i>	<i>Comment</i>
6	Option processing procedures .....	<p>a. Normal processing procedures prescribed by this regulation.</p> <p>b. If an applicant should fail to reenlist for an authorized assignment, a report of cancellation will be made to the office that authorized the assignment. Report will be filed not later than the date of the person's discharge.</p> <p>c. If a change in the person's grade or PMOS occurs before reenlistment, the applicant will be reported for confirmation or change of assignment.</p> <p>d. Reenlistment will be accomplished and all required personnel records completed before the soldier departs the installation where he reenlisted. Personnel records will be transmitted according to AR 640-10.</p>
7	Statements for enlistment required .....	DA Form 3286, Parts I through IV, for all applicants.
8	Record entries and orders .....	<p>a. Reenlistment orders will specify that applicant is a reenlistee for the CONUS Station-of-Choice Reenlistment Option under provisions of AR 601-280, table 4-5, and will include additional information below:</p> <p>(1) Reenlistment control number.</p> <p>(2) Assignment authority and date of authorization.</p> <p>(3) CONUS station to which assigned.</p> <p>b. DD Form 4-series will be prepared as directed in table 5-1.</p>

**Table 4-6. US Army Intelligence and Security Command (INSCOM), and Electronic Warfare/Cryptologic (EW/Crypto) Units and Training Activities Reenlistment Option**

<i>Line</i>	<i>Item</i>	<i>Comment</i>
1	Name of option .....	INSCOM Reenlistment Option.
2	Description of option .....	<p>Promises to qualified applicants:</p> <p>a. School training in any MOS listed in table 4-6A for which a vacancy exists and a school training seat is available, and upon successful completion of the course, assignment to an INSCOM or EW/Crypto unit with a period of 16 months' stabilization.</p> <p><i>Note:</i> Specific unit of assignment is not guaranteed.</p>

**Table 4-6. US Army Intelligence and Security Command (INSCOM), and Electronic Warfare/Cryptologic (EW/Crypto) Units and Training Activities Reenlistment Option—Cont.**

<i>Line</i>	<i>Item</i>	<i>Comment</i>
		<p><i>b.</i> Soldiers already holding a PMOS listed in table 4-6a may select initial duty assignment to an INSCOM or EW/Crypto unit in CONUS with a 16-month period of stabilization, or an INSCOM or EW/Crypto unit in an oversea area.</p> <p><i>Note:</i> Specific unit of assignment is not guaranteed.</p>
3	Available to qualified applicants .....	<p><i>a.</i> Reenlisting for 3, 4, 5, or 6 years.</p> <p><i>b.</i> In pay grade E6 and below regardless of the number of years service completed.</p> <p><i>c.</i> Personnel who have a PMOS listed in table 4-6a may qualify for reenlistment under this option only if—</p> <p style="padding-left: 20px;">(1) They are serving in an oversea area and desire a CONUS station or another oversea area.</p> <p style="padding-left: 20px;">(2) They are serving in CONUS and desire an oversea area or a 12-month period of stabilization at their present installation.</p> <p><i>c.</i> When: According to paragraph 4-8.</p>
4	Prerequisites .....	<p><i>a.</i> Meet basic eligibility criteria prescribed in chapter 2 without waiver of disqualification except as provided in paragraph 4-2.</p> <p><i>b.</i> Qualify as a volunteer for oversea service under AR 614-30 if the oversea area of choice is selected under this option.</p> <p><i>c.</i> Meet the prerequisites for attendance at the school course of choice as prescribed in AR 611-201 and DA Pam 351-4. No waivers will be considered.</p> <p><i>d.</i> Be of excellent character, discretion, and unquestioned loyalty to the United States.</p> <p><i>e.</i> Meet citizenship requirements as follows:</p> <p style="padding-left: 20px;">(1) Applicant and spouse must be US citizens. If the applicant or spouse is a US citizen by naturalization, approval procedures in line 6b below apply.</p> <p style="padding-left: 20px;">(2) The immediate family of the applicant and spouse should be US citizens. For this option, immediate</p>

**Table 4-6. US Army Intelligence and Security Command (INSCOM), and Electronic Warfare/Cryptologic (EW/Crypto) Units and Training Activities Reenlistment Option—Cont.**

<i>Line</i>	<i>Item</i>	<i>Comment</i>
		<p>family is described as parents, brothers, sisters, and offspring. If members of the immediate family are not US citizens, approval procedures in line 6b below apply.</p> <p>(3) No member of the immediate family of the applicant or spouse, and no person to whom the applicant or spouse may reasonably be considered to be bound by ties of affection, kinship, or obligation, may be a resident of a foreign country having basic or critical national interests opposed to those of the United States. If the applicant or spouse have relatives or alien friends residing in foreign countries, approval procedures in line 6b below apply.</p> <p>f. Receive prior approval for reenlistment from CG, MILPERCEN (RETAIN or Reenlistment Control Branch).</p>
5	Information for applicants .....	<p>a. Under this option the person will be advised that they may apply for reenlistment with assignment to either a INSCOM or EW/Crypto activity.</p> <p>b. The training or duty to which the person will be assigned will depend on personal qualifications and the needs of INSCOM or EW/Crypto activities. It will be determined by CG, MILPERCEN.</p> <p>c. If the applicant fails to meet required standards for retention with INSCOM or EW/Crypto (this includes failure to obtain and retain a final SCI access clearance) either during training or duty assignment, he will be advised that his reenlistment commitment has been voided. He will be relieved from INSCOM or EW/Crypto activities, reassigned according to the needs of the Army, and required to complete the term for which reenlisted.</p> <p>d. Applicant's financial situation and financial responsibilities must be such that it is highly unlikely that he would yield to temptations arising from financial difficulties.</p> <p>e. Foreign interests, foreign holdings, or continued personal indebtedness are considered to be possible causes of security risk.</p>

**Table 4-6. US Army Intelligence and Security Command (INSCOM), and Electronic Warfare/Cryptologic (EW/Crypto) Units and Training Activities Reenlistment Option—Cont.**

<i>Line</i>	<i>Item</i>	<i>Comment</i>
		<p><i>f.</i> From a security standpoint, personal habits and traits of character must be beyond question.</p> <p><i>g.</i> A person with the habits or characteristics below is considered to be an unsatisfactory security risk:</p> <ul style="list-style-type: none"> <li>(1) A heavy drinker.</li> <li>(2) A drug addict.</li> <li>(3) A gambler.</li> <li>(4) One who is unduly susceptible to persuasion.</li> <li>(5) One who is emotionally unstable.</li> <li>(6) One who has other habits or traits of character that may prompt indiscreet disclosures.</li> </ul> <p><i>h.</i> Applicant must be found eligible for proper security clearances by CG, MILPERCEN, and qualify for retention of such clearances.</p> <p><i>i.</i> Assignment restrictions of paragraph 4-3 apply.</p>
6	Option processing procedures .....	<p><i>a.</i> Preliminary determination of eligibility.</p> <p>(1) Upon receipt of an application for reenlistment for USAINSCOM or EW/Crypto, the Retention NCO will refer the applicant to the servicing installation security officer who will determine if the applicant meets prerequisites to apply for this option. The security officer will determine preliminary acceptance for this option using criteria of AR 614-200 as an interview guideline. The security officer will accomplish a local files check and a review of the MPRJ to determine if evidence of an Entrance National Agency Check (ENTNAC) or National Agency Check (NAC) is available, and to determine the status of the check (favorable or unfavorable). When derogatory information is found or specially compartmented information (SCI) is involved, derogatory information will be investigated and reconciled before the oath of enlistment is administered. If the applicant is found qualified, the security officer will provide a statement of preliminary acceptance to the Retention NCO. Applicants currently having a special background investigation (SBI) security clearance need not in-</p>

**Table 4-6. US Army Intelligence and Security Command  
(INSCOM), and Electronic Warfare/Cryptologic (EW/Crypto) Units  
and Training Activities Reenlistment Option—Cont.**

<i>Line</i>	<i>Item</i>	<i>Comment</i>
		clude security paperwork during processing.
		(2) If the applicant has a disqualification that is waivable by the CG, MILPERCEN, the disqualification will be noted on documents provided to the Central Control Facility (CCF.)
		(3) If special approval procedures are required for citizenship status, this fact will be noted on documents given to the CCF.
		(4) The Retention NCO will inform the applicant of all provisions of line 5 above. If, after completion of this interview, the applicant still desires to apply for this option, and it appears that the applicant is qualified for reenlistment, the Retention NCO will process the reenlistment through normal reenlistment channels.
		b. Action after approval for reenlistment is obtained.
		(1) Installation security officer will assist the person in preparing the documents required for final security processing.
		(2) The completed forms will be reviewed for accuracy. They will be forwarded by the installation security officer directly to the Defense Investigative Service using DD Form 1879 (Request for Personnel Security Investigations) according to the applicable DA Cir 604-XX. A reproduced copy of DD Form 398 (Statement of Personal History), and DD Form 1584 (Department of Defense National Agency Check Request) will be forwarded to MILPERCEN (appropriate career branch office symbol), 2461 Eisenhower Avenue, Alexandria, VA 22331. A letter of transmittal indicating the soldier is a reenlistee for the INSCOM, EW/Crypto reenlistment option will be used.
		(3) Upon reenlistment, applicants will be sent directly from the place of reenlistment to the INSCOM or EW/Crypto unit to which assigned according to instructions issued by CG MILPERCEN.
		(4) Reenlistment will be accomplished and all required personnel records completed before the soldier

**Table 4-6. US Army Intelligence and Security Command  
(INSCOM), and Electronic Warfare/Cryptologic (EW/Crypto) Units  
and Training Activities Reenlistment Option—Cont.**

<i>Line</i>	<i>Item</i>	<i>Comment</i>
		leaves the installation where he reenlisted.
		(5) If the applicant should fail to reenlist for an authorized assignment, a report of cancellation will be made to the office that authorized the assignment.
		(6) If a change in the applicants grade or PMOS occurs before reenlistment for the authorized assignment, the person will be reported for confirmation or change of assignment.
		(7) Personnel records will be transmitted according to AR 640-10.
7	Special processing instructions for oversea commands .....	Processing requirements in oversea commands are the same as those in CONUS except as provided in paragraphs 4-7c and 4-7d.
8	Statements for enlistment required .....	DA Form 3286, Parts I through IV, for all applicants.
9	Record entries and orders .....	Orders and records of soldiers reenlisting for this option will contain the entries below: a. Reenlistment orders will specify that the applicant is a reenlistee for the INSCOM, EW/Crypto Reenlistment Option under AR 601-280, table 4-6. They will include the special information shown below: (1) INSCOM or EW/Crypto activity to which assigned. (2) Authority for assignment and acceptance by CG, MILPERCEN. b. Two copies of orders on persons reenlisting for this option will be forwarded to the proper career branch at MILPERCEN, 2461 Eisenhower Avenue, Alexandria, VA 22331. c. DD Form 4-series will be prepared as directed in table 5-1.

**Table 4-6A. MOS for Training and Assignment Under the INSCOM Reenlistment Option**

<i>Line</i>	<i>CMF/MOS</i>
1	28—Aviation Communications-Electronics System Maintenance—35K, 35L, 35R
2	29—Communications-Electronics Maintenance—31E, 31J, 31S, 31T, 32F, 32G, 35B
3	31—Communications-Electronics Operations—05F, 32D, 36D, 36K, 72E
4	33—EW/Intercept Systems Maintenance—33S
5	51—General Engineering—81B
6	63—Mechanical Maintenance—52D, 63B
7	64—Transportation—64C, 71N, 71P
8	67—Aircraft Maintenance—67G, 67N, 68B, 68F, 68G, 68H
9	71—Administration—All MOSs except 71C, 71E, OOU
10	74—Automatic Data Processing—34F, 74D, 74F
11	76—Supply—76P, 76Y
12	84—Public Affairs and Audiovisual—81E, 81F, 84B
13	94—Food Service—94B
14	95—Law Enforcement—95B
15	96—Military Intelligence—All MOSs
16	98—EW/Cryptologic Operations—All MOSs

**Table 4-7. Combat Arms Unit of Choice Reenlistment Option**

<i>Line</i>	<i>Item</i>	<i>Comment</i>
1	Name of option .....	Combat Arms Unit of Choice Reenlistment Option.
2	Description of option .....	<p>Promises qualified applicants assignment to one of the units of choice below:</p> <p><i>a. CONUS. Guarantees 12-month stabilization at the unit of choice:</i></p> <p>(1) 1st Inf Div, Ft. Riley, KS.                      (2) 4th Inf Div, Ft. Carson, CO.                      (3) 197th Inf Bde, Ft. Benning, GA.                      (4) 82d Abn Div, Ft. Bragg, NC.                      (5) XVIII Abn Corps Arty, Ft. Bragg, NC.                      (6) 1st Cav Div, Ft. Hood, TX.                      (7) 2d Armd Div, Ft. Hood, TX.                      (8) 3d Armd Cav Regt, Ft. Bliss, TX.                      (9) 194th Armd Bde, Ft. Knox, KY.                      (10) 101st Air Aslt Div, Ft. Campbell, KY.                      (11) III Corps Arty, Ft. Sill, OK.                      (12) United States Army Combat Development Experimentation Command (USACDC).                      (13) 9th Inf Div, Ft. Lewis, WA.                      (14) 5th Inf Div(-), Ft. Polk, LA.                      (15) 7th Inf Div(-), Ft. Ord, CA.                      (16) 24th Inf Div(-), Ft. Stewart, GA.                      (17) 5th Spec Forces Gp, Ft. Bragg, NC.</p>

**Table 4-7. Combat Arms Unit of Choice Reenlistment Option—Cont.**

<i>Line</i>	<i>Item</i>	<i>Comment</i>
		(18) 7th Spec Forces Gp, Ft. Bragg, NC.
		(19) 10th Spec Forces Gp, Ft. Devens, MA.
		b. <i>USAREUR</i> . Guarantees assignment for at least 16 months in the unit of choice.
		(1) 3d Armd Div.
		(2) 1st Armd Div.
		(3) 3d Inf Div.
		(4) 8th Inf Div.
		(5) 2nd Armd Cav Regt.
		(6) 11th Armd Cav Regt.
		(7) 3d Bde, 1st Inf Div.
		(8) 32d AADCOM
		(9) 2d Armd Div (Fwd).
		(10) 1st Cav Div (Fwd).
		(11) 4th Inf Div (Fwd).
		(12) 1st Bn, 509th Combat Team.
		c. <i>Korea</i> . Guarantees assignment for normal tour length in the 2d Inf Div.
		d. <i>Alaska</i> . Guarantees assignment for at least 16 months in the 172d Inf Bde, Alaska.
		e. <i>Panama</i> . Guarantees assignment for at least 16 months in the 193d Inf Bde, Panama.
		f. <i>Hawaii</i> . Guarantees assignment for at least 16 months in the 25th Inf Div.
3	Available to qualified applicants .....	a. Reenlisting for 3, 4, 5, or 6 years who are in pay grade E6 or below regardless of the number of years service completed.
		b. Who are—
		(1) Serving in an oversea area.
		(2) Serving in CONUS and desire a period of stabilization in the unit to which assigned.
		(3) Serving in CONUS in a unit not listed in line 2a, and who desire assignment to a combat arms unit at the station where they are currently assigned.
		(4) In CONUS and desire to reenlist for a unit in an oversea area.
		c. When: As specified in paragraph 4-8.
4	Prerequisites .....	a. Meet basic eligibility criteria prescribed in chapter 2 without waiver of disqualifications except as provided in paragraph 4-2.

**Table 4-7. Combat Arms Unit of Choice Reenlistment Option—Cont.**

<i>Line</i>	<i>Item</i>	<i>Comment</i>
		<p><i>b.</i> Possess a PMOS for which a requirement exists in the unit of choice, or</p> <p><i>c.</i> Qualify for training in CMF 11 (Infantry), 13 (Artillery), or 19 (Armor). If currently serving in CONUS, and qualified for retraining, movement to an oversea area with training for a new PMOS enroute is authorized.</p> <p><i>d.</i> Be airborne qualified or accepted for airborne training under AR 614-200, chapter 6, if the unit of choice is the 82d Airborne Division.</p>
5	Information for applicants .....	<p><i>a.</i> Qualified applicants presently assigned to one of the units of choice may reenlist under this option for continued assignment to the same unit.</p> <p><i>b.</i> No promises can be made that the entire enlistment period, or any portion beyond the guaranteed period of stabilization, will be served in the unit of choice.</p> <p><i>c.</i> If grade or PMOS changes before reassignment, the reenlistee may be ineligible for the assignment for which enlisted, and will be assigned according to the needs of the Army.</p> <p><i>d.</i> The provisions below apply as appropriate:</p> <p>(1) If the guaranteed station, area, or unit of choice is inactivated, and transfer of members is necessary, persons will be given their choice of assignment to any other station or area within the major command to which assigned if a vacancy in PMOS and grade exists. If this is not possible, the soldier will be reassigned according to the needs of the Army.</p> <p>(2) If the guaranteed station, area, or unit of choice is redesignated, relocated, transferred, or deployed, the soldier will remain a part of the unit. He will be moved with the unit if necessary.</p>
6	Option processing procedures .....	<p><i>a.</i> Normal processing procedures prescribed by this regulation.</p> <p><i>b.</i> Requests for assignment instructions under this option will be made by RETAIN. If retraining is desired as a part of this option, requests cannot be processed by RETAIN. These</p>

Table 4-7. Combat Arms Unit of Choice Reenlistment Option—Cont.

<i>Line</i>	<i>Item</i>	<i>Comment</i>
		<p>requests will be processed telephonically to MILPERCEN, Reenlistment Control Branch.</p> <p>c. If applicant should fail to reenlist for an authorized assignment, a report of cancellation will be made to the office that authorized the assignment.</p> <p>d. If a change in the applicants grade or PMOS occurs before reenlistment for the assignment, the applicant will be reported for confirmation or change of assignment.</p> <p>e. Reenlistment will be accomplished and all required personnel records completed before the soldier leaves the installation where he reenlisted. Personnel records will be transmitted according to AR 640-10.</p> <p>f. When requesting assignment instructions, report all information required by AR 614-200 and the data required by the RETAIN Users Manual.</p> <p>(1) Unit of choice (three choices in order of preference) for all persons except those desiring to remain at their present installation or unit.</p> <p>(2) Applicants eligibility for concurrent travel of dependents if applicable.</p> <p>(3) Physical profile code.</p> <p>(4) If applicant is a non-CONUS resident, indicate the area of residence.</p> <p>h. Processing required for oversea movement. The unit to which the soldier is assigned at the time of reenlistment is responsible for the following:</p> <p>(1) POR qualification under AR 612-2.</p> <p>(2) Informing persons with dependents of the provisions of AR 55-46.</p> <p>(3) Processing persons who are not eligible for, or who do not desire, concurrent travel of dependents as follows:</p> <p>(a) Port call instructions will be requested according to AR 55-28, chapter 3.</p> <p>(b) Upon receipt of port call instructions and completion of POR processing, the person will be reas-</p>

**Table 4-7. Combat Arms Unit of Choice Reenlistment Option—Cont.**

<i>Line</i>	<i>Item</i>	<i>Comment</i>
		signed from his current unit to the appropriate USAOSREPLSTA for further assignment to the oversea command.
		(4) Processing of persons who are eligible for, and who desire to request, concurrent travel of dependents as follows:
		(a) Request for concurrent travel of dependents (unless precluded or suspended by separate DA directives or orders) will be transmitted to the oversea commander according to AR 55-46.
		(b) If request for concurrent travel is approved, the person will be reassigned from his unit directly to the oversea organization and station. Processing will be according to AR 55-46. Port call will be according to AR 55-28, chapter 3.
		(c) If request for concurrent travel is not approved, the person will be processed as outlined in (3) above.
		(d) Soldiers with concurrent travel approved will be double checked to insure that they will have sufficient time remaining on their enlistment when they arrive in the oversea command to complete the normal tour prescribed in AR 614-30. If required, extension of enlistment will be accomplished as authorized in chapter 3.
7	Special processing instructions for oversea commands .....	<p>a. Processing requirements in oversea commands are the same as those in CONUS except as provided in paragraphs 4-7c and 4-7d.</p> <p>b. Soldiers in oversea commands who reenlist for continued service in units listed in lines 2b, 2d, 2e, and 2f above, will be stabilized for a period of 16 months from the date of reenlistment.</p> <p>c. Authority to approve the 16-month stabilization, when all or any part of the guaranteed tour exceeds the normal oversea tour, is the prerogative of the proper oversea commander.</p> <p>d. If the soldier's date of estimated return from overseas (DEROS) will occur before completion of the 16-month guarantee, the oversea</p>

**Table 4-7. Combat Arms Unit of Choice Reenlistment Option—Cont.**

<i>Line</i>	<i>Item</i>	<i>Comment</i>
		tour will be extended for a sufficient period to allow completion of the full 16-month guarantee period.
8	Statements for enlistment required .....	DA Form 3286, Parts I through IV, for all applicants.
9	Record entries and orders .....	<p>a. Reenlistment orders will specify that the applicant is reenlisting for the Combat Arms Unit of Choice Reenlistment Option under AR 601-280, table 4-7. Additional information below will be included:</p> <p>(1) Reenlistment control number.</p> <p>(2) Date of authorization.</p> <p>(3) Unit or area to which assigned.</p> <p>b. DD Form 4-series will be prepared as directed in table 5-1.</p>

**Table 4-8. US Army Communications Command (USACC) Reenlistment Option**

<i>Line</i>	<i>Item</i>	<i>Comment</i>
1	Name of option .....	US Army Communications Command (USACC) Reenlistment Option.
2	Description of option .....	<p>Promises to qualified applicants:</p> <p>a. School training in any MOS for which a vacancy exists and a school training space is available. Upon successful completion of the course, assignment to a USACC unit with a 12- or 16-month stabilization.</p> <p>b. Initial duty assignment to a USACC unit in CONUS with a 12-month period of stabilization, or in an oversea command with a 16-month period of stabilization (see line 5g below).</p>
3	Available to qualified applicants .....	<p>a. Reenlisting for 3, 4, 5, or 6 years who are in pay grades E6 or below regardless of the number of years of service completed (see line 5h below).</p> <p>b. Serving in an oversea area and who desire assignment to another oversea area or a CONUS installation.</p> <p>c. Serving in CONUS who desire an oversea area or a 12-month period of stabilization at the installation where currently assigned.</p> <p>d. When: As specified in paragraph 4-8.</p>

**Table 4-8. US Army Communications Command  
(USACC) Reenlistment Option—Cont.**

<i>Line</i>	<i>Item</i>	<i>Comment</i>
4	Prerequisites .....	<p><i>a.</i> Meet basic eligibility criteria prescribed in chapter 2 without waiver of disqualifications except as provided in paragraph 4-2.</p> <p><i>b.</i> Meet, without exception, the prerequisites set forth in AR 611-201 and DA Pam 351-4 if an MOS school course is selected under this option.</p> <p><i>c.</i> Qualify as a volunteer for oversea service under AR 614-30 if the oversea area of choice is selected under this option.</p> <p><i>d.</i> Be of excellent character, discretion, and unquestioned loyalty to the United States.</p>
5	Information for applicants .....	<p><i>a.</i> If grade or MOS changes before reassignment, applicant may be ineligible for the assignment and will be reassigned according to the needs of the Army.</p> <p><i>b.</i> Applicant must successfully complete MOS training or possess a PMOS available in USACC.</p> <p><i>c.</i> Applicant may select training in a PMOS available in USACC or they may select assignment to a USACC unit (assignment restrictions of lines 3<i>b</i>, and 3<i>c</i> above, apply). If the applicant selects the training, the Army will select the area of assignment. If the applicant selects the area of assignment, the Army will select the MOS in which the applicant will be trained if training is required.</p> <p><i>d.</i> Reenlistment for the assignment option will require successful completion of training in a PMOS available in USACC unless the applicant is, at the time of reenlistment, already qualified in one of these MOSs.</p> <p><i>e.</i> If relieved from any MOS school course for any academic, disciplinary, or other reason, or for failure to obtain and maintain required security clearances, applicants will be reassigned according to the needs of the Army, and will complete the term for which they reenlisted.</p> <p><i>f.</i> For persons reenlisting with a guaranteed assignment, the following applies, as appropriate</p> <p>(1) If the guaranteed station, area, or unit of choice is inactivated and the transfer of members is re-</p>

**Table 4-8. US Army Communications Command  
(USACC) Reenlistment Option—Cont.**

<i>Line</i>	<i>Item</i>	<i>Comment</i>
		<p>quired, reenlistees will be given their choice of reassignment to any other station or area in the major command to which assigned, provided a vacancy in grade and MOS exists. If this is not possible, reassignment will be according to the needs of the Army.</p> <p>(2) If the guaranteed station, area, or unit of choice is redesignated, relocated, transferred, or deployed, the member will remain a part of the unit and will move with the unit if required.</p> <p><i>g.</i> When an oversea area of choice is selected for assignment, and the normal tour is less than 16 months, the period of stabilization will be the normal tour length for the area.</p> <p><i>h.</i> The MOS training portion of this option requires a minimum 4-year reenlistment period.</p>
6	Option processing procedures .....	<p><i>a.</i> Applicant interview.</p> <p>(1) The Retention NCO will interview the applicant to determine eligibility for this reenlistment option.</p> <p>(2) During the interview the Retention NCO will determine or verify the following items of personnel data that will be used in obtaining authority for reenlistment.</p> <p>(<i>a</i>) Name</p> <p>(<i>b</i>) Grade.</p> <p>(<i>c</i>) SSAN.</p> <p>(<i>d</i>) PMOS.</p> <p>(<i>e</i>) SMOS.</p> <p>(<i>f</i>) Physical profile serial and code.</p> <p>(<i>g</i>) Period of reenlistment.</p> <p>(<i>h</i>) Tentative reenlistment date.</p> <p>(<i>i</i>) Marital status.</p> <p>(<i>j</i>) Appropriate aptitude area score in accordance with DA Pam 351-4.</p> <p>(<i>k</i>) Citizenship (native or naturalized).</p> <p>(<i>l</i>) Security clearance.</p> <p>(<i>m</i>) Prior communications training, if any.</p> <p>(<i>n</i>) School course or assignment of choice.</p> <p><i>b.</i> Authority for reenlistment will be obtained telephonically from CG,</p>

**Table 4-8. US Army Communications Command (USACC) Reenlistment Option—Cont.**

<i>Line</i>	<i>Item</i>	<i>Comment</i>
		<p><b>MILPERCEN, Reenlistment Control Branch.</b></p> <p>c. If an applicant should fail to reenlist for an authorized assignment, a report of cancellation will be made to the office that authorized the assignment.</p> <p>d. If a change in the applicant's grade or PMOS occurs before reenlistment for an authorized assignment, applicant will be reported for confirmation or change of assignment.</p> <p>e. Reenlistment will be accomplished and all required personnel records completed before the applicant leaves the installation where he reenlisted. Personnel records will be transmitted according to AR 640-10.</p>
7	Special processing instructions for overseas commands .....	Processing requirements in overseas commands are the same as those in CONUS except as provided in paragraphs 4-7c and 4-7d.
8	Statements for enlistment required .....	DA Form 3286, Parts I through IV, for all applicants.
9	Record entries and orders .....	<p>a. Reenlistment orders will specify that the applicant is a reenlistee for the USACC Reenlistment Option under AR 601-280, table 4-8. The information below will be included:</p> <p>(1) If selecting school training:</p> <p>(a) Course number and title.</p> <p>(b) Class reporting date.</p> <p>(c) Reenlistment control number.</p> <p>(d) Reporting date to school (same as class reporting date).</p> <p>(2) If selecting initial assignment:</p> <p>(a) Reenlistment control number (RCN).</p> <p>(b) Date of authorization.</p> <p>(c) Initial assignment.</p> <p>b. DD Form 4-series will be prepared as directed in table 5-1.</p>

**Table 4-9. Language School Reenlistment Option**

<i>Line</i>	<i>Item</i>	<i>Comment</i>
1	Name of option .....	Language School Reenlistment Option.
2	Description of option .....	Promises attendance at a Defense

**Table 4-9. Language School Reenlistment Option—Cont.**

<i>Line</i>	<i>Item</i>	<i>Comment</i>
		Language Institute facility to learn a foreign language if—
		<i>a.</i> The language chosen is consistent with Army needs.
		<i>b.</i> There is a school training seat available when required.
3	Available to qualified applicants .....	<i>a.</i> Reenlisting for 3, 4, 5, or 6 years who are in grade E6 or below regardless of the number of years of service completed.
		<i>b.</i> When: As specified in paragraph 4-8.
4	Prerequisites .....	<i>a.</i> Meet basic eligibility criteria prescribed in chapter 2 without waiver of disqualifications except as provided in paragraph 4-2.
		<i>b.</i> Have a grade and PMOS for which there is a language requirement.
		<i>c.</i> Be a high school graduate or equivalent.
		<i>d.</i> Be a US citizen. If married, spouse must also be a US citizen.
		<i>e.</i> Have no speech impediment.
		<i>f.</i> Have a minimum hearing acuity of 15 decibels at 500, 1000, and 2000 cycles per second or 30 decibels at 4,000 and 9,000 cycles per second.
		<i>g.</i> Have a physical profile serial of "1" in the "S" factor.
		<i>h.</i> Have a SECRET security clearance.
		<i>i.</i> Have a DLAB converted score of 89 or higher.
5	Information for applicants .....	<i>a.</i> Relief from the school course for academic deficiency, disciplinary reasons, or failure to retain the required security clearance, will result in reassignment according to the needs of the Army. The soldier will be required to complete the term for which enlisted.
		<i>b.</i> Although the Army makes every effort toward maximum use of language qualified personnel, assignment of persons to areas where their linguistic abilities can be used cannot be guaranteed. Language school graduates may be assigned duties in any country or area.
		<i>c.</i> If grade or PMOS changes before reassignment, applicant may be ineligible for the assignment for which

Table 4-9. Language School Reenlistment Option—Cont.

<i>Line</i>	<i>Item</i>	<i>Comment</i>
6	Option processing procedures .....	<p>reenlisted and may be assigned according to current qualifications and the needs of the Army.</p> <p>a. Normal processing procedures prescribed in chapter 2.</p> <p>b. Assignment instructions will be requested as prescribed in paragraph 4-7c.</p> <p>c. If an applicant does not reenlist for an authorized assignment, a report of cancellation will be made to the office that authorized the assignment.</p> <p>d. If a change in the applicants grade or PMOS occurs before reenlistment for an authorized assignment, the applicant will be reported for confirmation or change of assignment.</p> <p>e. Reenlistment will be accomplished and all required personnel records completed before the applicant leaves the installation where he reenlisted. Personnel records will be transmitted according to AR 640-10.</p> <p>f. Requests for assignment will be made by telephone to Cdr, MILPERCEN, Reenlistment Control Branch.</p> <p>g. Requests for assignment will include the personnel data below:</p> <ol style="list-style-type: none"> <li>(1) Name.</li> <li>(2) Grade.</li> <li>(3) PMOS.</li> <li>(4) Pay entry base date (PEBD).</li> <li>(5) Basic active service date (BASD).</li> <li>(6) ETS.</li> <li>(7) Language choices.</li> <li>(8) SSN.</li> <li>(9) Physical profile.</li> <li>(10) Defense Language Aptitude Battery (DLAB) converted score.</li> <li>(11) Security clearance.</li> <li>(12) Tentative reenlistment date.</li> <li>(13) Amount of reenlistment leave desired.</li> </ol>
7	Special processing instructions for overseas commands .....	Processing requirements in overseas commands are the same as those in CONUS except as provided in paragraphs 4-7c and 4-7d.
8	Statements for enlistment required .....	DA Form 3286, Parts I through IV, for all applicants.

**Table 4-9. Language School Reenlistment Option—Cont.**

<i>Line</i>	<i>Item</i>	<i>Comment</i>
9	Record entries and orders .....	<p><i>a.</i> Reenlistment orders will specify that the reenlistee is reenlisting for the Language School Reenlistment Option under AR 601-280, table 4-9. The information below will be included:</p> <p>(1) Course number and language.                      (2) Class reporting date.                      (3) Orders will assign the reenlistee to the proper Defense Language Institute facility in a PCS status.</p> <p><i>b.</i> DD Form 4-series will be prepared as directed in table 5-1.</p>

**Table 4-10. US Army Berlin Brigade Reenlistment Option**

<i>Line</i>	<i>Item</i>	<i>Comment</i>
1	Name of option .....	US Army Berlin Brigade Reenlistment Option.
2	Description of option .....	Promises assignment to the Berlin Brigade, US Army Berlin, for at least 16 months.
3	Available to qualified applicants .....	<p><i>a.</i> Reenlisting for 3, 4, 5, or 6 years in pay grade of E6 or below regardless of the number of years service completed.</p> <p><i>b.</i> When: As specified in paragraph 4-8.</p>
4	Prerequisites .....	<p><i>a.</i> Meet basic eligibility criteria prescribed in chapter 2 without waiver of disqualification except as provided in paragraph 4-2.</p> <p><i>b.</i> Meet prerequisites for assignment to US Army Berlin Brigade as outlined in AR 614-200, chapter 8. No waivers considered.</p>
5	Information for applicants .....	<p><i>a.</i> No promises can be made that the entire enlistment period, or any definite portion thereof beyond the guaranteed period of stabilization, will be served in the assignment chosen.</p> <p><i>b.</i> If grade or PMOS changes before reassignment, the reenlistee may be ineligible for the option, and may be assigned according to the needs of the Army.</p> <p><i>c.</i> Any person who fails to maintain the standards prescribed for assign-</p>

Table 4-9. Language School Reenlistment Option—Cont.

<i>Line</i>	<i>Item</i>	<i>Comment</i>
		<p>ment to the US Army Berlin Brigade will be reassigned according to the needs of the Army and will be required to serve the full term for which they reenlisted.</p> <p><i>d.</i> If the unit is relocated, transferred, or deployed within USAREUR, to CONUS, or to another oversea area, persons will remain with the unit for the time specified in the option or for the time specified by Army policy in effect at that time.</p> <p><i>e.</i> If the unit is inactivated and the transfer of its members to other units is required, persons will be given their choice of reassignment within the major command provided a vacancy in PMOS and grade exists. If this is not possible, the person will be reassigned according to the needs of the Army.</p>
6	Option processing procedures .....	<p><i>a.</i> Normal processing procedures prescribed in chapter 2.</p> <p><i>b.</i> Assignment instructions will be obtained as prescribed in paragraph 4-7c.</p> <p><i>c.</i> If an applicant should fail to reenlist for an authorized assignment, a report of cancellation will be made to the office that authorized the assignment.</p> <p><i>d.</i> If a change in the applicant's PMOS or grade should occur before reenlistment, the applicant will be reported for confirmation or change of assignment.</p> <p><i>e.</i> Reenlistment will be accomplished and all personnel records completed before the soldier leaves the installation where he reenlisted. Personnel records will be transmitted according to AR 640-10.</p> <p><i>f.</i> Obtaining assignment instructions:</p> <p>(1) Requests for assignment instructions under this option will be made by RETAIN.</p> <p>(2) Requests for assignment instructions will include the personnel data required by AR 614-200, and the RETAIN Users Manual.</p> <p><i>g.</i> Processing requirement for oversea movement. The unit to which</p>

**Table 4-10. US Army Berlin Brigade Reenlistment Option—Cont.**

<i>Line</i>	<i>Item</i>	<i>Comment</i>
		<p>the person is assigned at the time of reenlistment is responsible for the following:</p> <p>(1) POR qualification under AR 612-2.</p> <p>(2) Informing persons with dependents of the provisions of AR 55-46.</p> <p>(3) Processing persons who are not eligible for, or who do not desire, concurrent travel of dependents as follows:</p> <p style="padding-left: 2em;">(a) Port call instructions will be requested according to AR 55-28, chapter 3.</p> <p style="padding-left: 2em;">(b) Upon receipt of port call instructions and completion of POR processing, the person will be reassigned to the proper USAOSREPLSTA for further assignment to the unit selected.</p> <p>(4) Processing of persons who are eligible for, and who desire to request, concurrent travel of dependents as follows:</p> <p style="padding-left: 2em;">(a) Request for concurrent travel of dependents (unless precluded or suspended by separate DA directives or orders) will be transmitted to the oversea commander according to AR 55-46.</p> <p style="padding-left: 2em;">(b) If request for concurrent travel is approved, the person will be reassigned from his unit directly to the oversea organization and station. Processing will be according to AR 55-46. Port call will be according to AR 55-28, chapter 3.</p> <p style="padding-left: 2em;">(c) If request for concurrent travel is not approved, the person will be processed as outlined in (3) above.</p> <p style="padding-left: 2em;">(d) Soldiers with concurrent travel approved will be double checked to insure that they will have sufficient time remaining on their enlistment when they arrive in the oversea command to complete the normal tour prescribed in AR 614-30. If required, extension of reenlistment will be accomplished as authorized in chapter 3.</p>
7	<p>Special processing instructions for oversea commands .....</p>	<p>Processing requirements in oversea commands are the same as those in</p>

Table 4-10. US Army Berlin Brigade Reenlistment Option—Cont.

<i>Line</i>	<i>Item</i>	<i>Comment</i>
		CONUS except as provided in paragraphs 4-7c and 4-7d.
8	Statements for enlistment required .....	DA Form 3286, Parts I through IV, for all applicants.
9	Record entries and orders .....	<p>a. Reenlistment orders will specify applicant is a reenlistee for the US Army Berlin Brigade Reenlistment Option under AR 601-280, table 4-10.</p> <p>b. DD Form 4-series will be completed as directed in table 5-1.</p>

Table 4-11. US Army 3d Infantry Reenlistment Option

<i>Line</i>	<i>Item</i>	<i>Comment</i>
1	Name of option .....	US Army 3d Infantry Reenlistment Option.
2	Description of option .....	Guarantees assignment, provided prerequisites are met, to the 1st Battalion (Reinf), 3d Infantry (The Old Guard) or the 3d Infantry Fife and Drum Corps for a period up to 3 years.
3	Available to qualified applicants .....	<p>a. Reenlisting for 3, 4, 5, or 6 years who are in grade E6 and below regardless of the number of years of service completed.</p> <p>b. Assigned to an oversea command.</p> <p>c. Currently assigned to the 3d Infantry and desire a 12-month period of stabilization. Stabilization will begin on the date of reenlistment.</p> <p>d. When: As specified in paragraph 4-8.</p>
4	Prerequisites .....	<p>a. Meet basic eligibility criteria prescribed in chapter 2 without waiver of disqualification except as provided in paragraph 4-2.</p> <p>b. Meet selection criteria outlined in AR 614-200, chapter 8.</p> <p>c. Receive approval for reenlistment from commander, 3d Infantry, or his authorized representative.</p>
5	Information for applicants .....	<p>a. No promises can be made that the entire reenlistment period will be spent in the assignment chosen, except as provided in this table.</p> <p>b. If grade or PMOS changes before reassignment, the applicant may</p>

Table 4-11. US Army 3d Infantry Reenlistment Option—Cont.

<i>Line</i>	<i>Item</i>	<i>Comment</i>
		<p>be ineligible for the assignment, and may be reassigned according to the needs of the Army.</p> <p><i>c.</i> If the guaranteed unit is inactivated, and transfer of members is required, individuals will be given their choice of reassignment to any other station or area within the major command to which assigned provided a vacancy for grade and PMOS exists. If this is not possible, reassignment will be according to the needs of the Army.</p> <p><i>d.</i> If the unit is redesignated, relocated, transferred, or deployed, the member will remain part of the unit and be assigned accordingly.</p> <p><i>e.</i> As a member of the Old Guard, persons must—</p> <ol style="list-style-type: none"> <li>(1) Be able to stand for long periods of time.</li> <li>(2) Maintain the highest level of— <ol style="list-style-type: none"> <li>(<i>a.</i>) Personal conduct.</li> <li>(<i>b.</i>) Personal appearance.</li> <li>(<i>c.</i>) Pride, as a member of the Old Guard.</li> </ol> </li> </ol> <p><i>f.</i> An individual who, for any reason, does not remain qualified for assignment to the Old Guard will be told that the reenlistment commitment is void. Reassignment will be according to the needs of the Army, and reenlistee will serve the complete term for which reenlisted.</p>
6	Option processing procedures .....	<p><i>a.</i> The Retention NCO will review all available documents and interview the applicant to establish eligibility for reenlistment for this option.</p> <p><i>b.</i> If, after completion of the interview, the applicant still desires to reenlist for this option, and it appears that he is qualified, the Retention NCO will contact the reenlistment office of the Old Guard.</p> <p><i>c.</i> Copies of the following documents will be forwarded to the Commander, 3d Infantry (The Old Guard), ATTN: ANOG-REC, Fort Myer, VA 22211.</p> <ol style="list-style-type: none"> <li>(1) Application (DA Form 2496)</li> <li>(2) DA Form 2 and DA Form 2-1.</li> <li>(3) DD Form 398.</li> <li>(4) SF 88 and SF 93.</li> </ol>

**Table 4-11. US Army 3d Infantry Reenlistment Option—Cont.**

<i>Line</i>	<i>Item</i>	<i>Comment</i>
		<p><i>d.</i> The Commander, 3d Infantry, or his representative, will determine whether the applicant is acceptable for reenlistment for the Old Guard, and will notify the Retention NCO. If accepted, assignment instructions will be provided.</p> <p><i>e.</i> Assignment instructions will be requested as provided in paragraph 4-7c.</p> <p><i>f.</i> If an applicant should fail to reenlist for an authorized assignment, a report of cancellation will be submitted to the office that authorized the assignment.</p> <p><i>g.</i> If a change in the applicant's grade or PMOS occurs before reenlistment, the applicant will be reported for confirmation, or change of assignment.</p> <p><i>h.</i> Reenlistment will be accomplished and all required personnel records completed before the soldier leaves the installation where he reenlisted. Personnel records will be transmitted according to AR 640-10.</p>
7	Special processing instructions for oversea commands .....	Processing instructions in oversea commands are the same as in CONUS except as provided in paragraphs 4-7c and 4-7d.
8	Statements for enlistment required .....	DA Form 3286, Parts I through IV, for all applicants.
9	Record entries and orders .....	<p><i>a.</i> Reenlistment orders will specify that the applicant is reenlisting for the US Army 3d Infantry Reenlistment Option under AR 601-280, table 4-11.</p> <p><i>b.</i> DD Form 4-series will be prepared as directed in table 5-1.</p>

**Table 4-12. US Army CONUS-to-CONUS Station of Choice Reenlistment Option**

<i>Line</i>	<i>Item</i>	<i>Comment</i>
1	Name of option .....	US Army CONUS-to-CONUS Station of Choice Reenlistment Option.
2	Description of option .....	This option guarantees assignment for at least 12 months at the CONUS station of choice provided a validated vacancy exists in current grade and

**Table 4-12. US Army CONUS-to-CONUS Station of Choice  
Reenlistment Option—Cont.**

<i>Line</i>	<i>Item</i>	<i>Comment</i>
		PMOS. For a listing of authorized CONUS stations and proper reenlistment option codes, see AR 680-29, appendix C.
3	Available to qualified applicants .....	<p>a. Who are reenlisting for 3, 4, 5, or 6 years.</p> <p>b. Who are currently assigned in CONUS.</p> <p>c. Who are serving on their initial period of active Federal service.</p> <p>d. When: As prescribed in paragraph 4-8.</p>
4	Prerequisites .....	<p>a. Meet basic eligibility criteria of chapter 2 without waiver of disqualifications except as provided in paragraph 4-2.</p> <p>b. Have PMOS and grade for which a validated requirement exists at the CONUS station for which applying.</p> <p>c. Have no assignment limitations that preclude assignment to the station of choice.</p>
5	Information for applicants .....	<p>a. If grade or PMOS change before reassignment, applicant may be assigned according to current qualifications and the needs of the Army.</p> <p>b. The period of stabilization will start on the date of arrival at the new station. If the soldier is later placed on TDY in excess of more than 30 cumulative days, the period of stabilization will be extended by the number of days in excess of 30, unless stabilization is waived by the soldier.</p> <p>c. If HQDA determines that, to meet the operational needs of the Army, the unit to which the soldier is assigned, be it a company or detachment, must be deployed, relocated, transferred, or reassigned from the parent organization, the soldier will deploy with the unit and no grounds for a broken reenlistment commitment will exist.</p> <p>d. If the guaranteed station of choice is inactivated, and transfer of members is required, soldiers will be given their choice of reassignment to any area or station in the major command to which assigned if a vacancy for grade and PMOS exists. If this is not possible, reassignment will be according to the needs of the Army.</p>

**Table 4-12. US Army CONUS-to-CONUS Station of Choice  
Reenlistment Option—Cont.**

<i>Line</i>	<i>Item</i>	<i>Comment</i>
		<p>e. If the station should be redesignated, the soldier will remain assigned to the redesignated station.</p> <p>f. Applicants will be advised that any promise of assignment to a specific unit at the station of choice, whether oral or in writing, will be considered void.</p>
6	Option processing procedures .....	<p>a. Normal processing procedures prescribed by this regulation.</p> <p>b. If an applicant should fail to reenlist for an authorized assignment, a report of cancellation will be made to the office that authorized the assignment.</p> <p>c. If a change in the applicant's grade or PMOS occurs before reenlistment for an authorized assignment, the applicant will be reported for confirmation, or change of assignment.</p> <p>d. Reenlistment will be accomplished and all required personnel records completed before the soldier leaves the installation where he reenlisted. Personnel records will be transmitted according to AR 640-10.</p> <p>e. Requests for assignment will be made on the RETAIN system. Use of the RETAIN Wait File is not authorized when requesting assignment under this option.</p>
7	Special processing instructions for overseas commands .....	This option is not available to persons serving overseas. Persons serving overseas may request a CONUS station of choice under option table 4-5.
8	Statements for enlistment required .....	DA Form 3286, Parts I through IV, for all applicants.
9	Record entries and orders .....	<p>a. Reenlistment orders will specify that the applicant is a reenlistee for the CONUS-to-CONUS Station of Choice Reenlistment Option under AR 601-280, table 4-12. The additional information shown below will be included:</p> <p>(1) Reenlistment control number.</p> <p>(2) Date of authorization.</p> <p>(3) CONUS station to which assigned.</p> <p>b. DD Form 4-series will be prepared as directed in table 5-1.</p>

Table 4-13. Regiment of Choice Reenlistment Option

<i>Line</i>	<i>Item</i>	<i>Comment</i>
1	Name of options .....	Regiment of Choice Reenlistment Option
2	Description of option .....	<p>Promises qualified applicants affiliation with the regiment of their choice for the total term of the enlistment except as provided in lines 5a and 5b below.</p> <p>Promises initial assignment to a unit of the regiment of choice.</p> <p><i>Note:</i> A listing of available regiments and the earliest allowable dates of assignment are in appendix E.</p>
3	Available to qualified applicants .....	<p>a. Reenlisting for 3, 4, 5, or 6 years who are in grade E7 or below.</p> <p>b. Who are serving in one of the regiments listed in appendix E and desire to stay with that regiment or—</p> <p>c. Who are not serving in a regiment listed in appendix E, but desire assignment to one of these regiments or—</p> <p>d. Who are serving in one of the regiments listed in appendix E and desire assignment to another of the regiments listed.</p> <p>e. When: As specified in paragraph 4-8.</p>
4	Prerequisites .....	<p>a. Meet basic eligibility criteria prescribed in chapter 2 without waiver of disqualification except as provided in paragraph 4-2.</p> <p>b. Be in a grade and PMOS for which there is a requirement in the unit of choice, or—</p> <p>c. Qualify for training in Career Management Field (CMF) 11-Infantry; 13-Artillery; or 19-Armor. Required training will be conducted en route to the new assignment.</p>
5	Information for applicants .....	<p>a. Affiliation with the regiment will be for the entire length of the reenlistment contract except:</p> <p>(1) If the guaranteed regimental unit of assignment is inactivated and transfer of members is required, individuals will be given their choice of assignment to any other regimental unit provided a vacancy in PMOS and grade exists. If this is not possible, reassignment will be according to current qualifications and the needs of the Army.</p> <p>(2) If the guaranteed regimental unit is redesignated, relocated, trans-</p>

**Table 4-13. Regiment of Choice Reenlistment Option—Cont.**

<i>Line</i>	<i>Item</i>	<i>Comment</i>
		ferred, or deployed, the member will remain assigned to the unit and will be moved as appropriate.
		(3) If the reenlistee becomes ineligible for duty in his current PMOS, he will be reassigned according to the needs of the Army and no breach of contract will exist.
		(4) Should the reenlistee become ineligible for service in the regimental unit as a result of promotion, the Army will attempt to reassign him to another regiment of his choice. However, if this is not possible, reassignment will be made according to current qualifications and the needs of the Army and no breach of contract will exist.
		b. If grade or PMOS changes before reassignment, the applicant may be ineligible for the assignment for which reenlisted. In this case, the Army will attempt to reassign him to another regiment of his choice. If this is not possible, reassignment will be according to the needs of the Army.
		c. If the soldier is selected for special duty assignment such as recruiting or drill sergeant duty, or for special schooling, he will remain a part of the regiment of choice. Upon completion of assignment or schooling, he will return to a location where his regiment is currently serving.
		d. Soldiers assigned to a COHORT company within a regiment who want to reenlist for assignment out of the regiment, may not leave their unit until it has completed its normal life cycle (see para 4-5).
6	Option processing procedures .....	<p>a. Normal processing procedures prescribed by this regulation.</p> <p>b. Requests for assignment instructions under this option will be made by telephone to MILPERCEN, Reenlistment Control Branch.</p> <p>c. If an applicant should fail to reenlist for an authorized assignment, a report of cancellation will be made to the office that authorized the assignment.</p> <p>d. If a change in the applicants grade or PMOS occurs before reenlistment for an authorized assignment, the applicant will be reported</p>

**Table 4-13. Regiment of Choice Reenlistment Option—Cont.**

<i>Line</i>	<i>Item</i>	<i>Comment</i>
		for confirmation or change of assignment.
		<i>e.</i> Reenlistment will be accomplished and all required personnel records completed before the applicant leaves the installation where he reenlisted. Personnel records will be transmitted according to AR 640-10.
		<i>f.</i> Requests for assignment instructions will include personnel data required by AR 614-200 and the additional information shown below:
		(1) Regiment of choice (three choices in order of preference).
		(2) Physical profile serial and code.
		(3) If applicant is a non-CONUS resident, indicate the area of residence.
7	Special processing requirements for overseas commands.....	Processing requirements in overseas commands are the same as those in CONUS except as shown below: <i>a.</i> Assignment instructions will be requested up to 7 months before reenlistment. <i>b.</i> Applicants with 4 or less years service for pay, and all initial-term soldiers, are authorized discharge under AR 635-200 for the purpose of immediate reenlistment. However, departure from the unit where serving will be restricted as shown in line 5 <i>d</i> above and in paragraph 4-5.
8	Statements for enlistment required .....	DA Form 3286, Parts I through IV, for all applicants.
9	Record entries and orders .....	<i>a.</i> Reenlistment orders will specify that the applicant is a reenlistee for the Regiment of Choice Reenlistment Option under AR 601-280, table 4-13. Additional information below will be included. (1) Reenlistment control number. (2) Date of authorization. (3) Regiment and location to which assigned. <i>b.</i> DD Form 4-series will be prepared as directed in table 5-1.

## CHAPTER 5

### FORMS, RECORDS, AND REPORTS

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#### Section I. INTRODUCTION

**5-1. Scope.** This chapter provides instructions to prepare and dispose of various forms, records, and reports related to the Reenlistment Program. The need for accuracy and completeness in preparing these documents cannot be overemphasized. AR 340-21 contains policies and procedures that implement those parts of the Privacy Act of 1974 (5 USC 522a) concerning forms (or formats) used by the Army to get personal information from individuals. These policies and procedures must be strictly followed.

**5-2. Verification of entries.** *a.* Entries on documents for reenlistment or extension must be compared to insure that there is no contradiction in areas that should be identical on a number of various forms. When a discrepancy is noted, the applicant will be told. The discrepancy will be corrected before going ahead with the reenlistment or extension.

*b.* The correctness of entries will be firmly established. The applicant and the reenlisting officer will initial any necessary corrections.

*c.* Although MILPO and finance personnel are primarily responsible for proper establishment of the basic active service date (BASD) and pay entry base date (PEBD) for all soldiers, it is essential that these dates be accurately established and confirmed at the time of each enlistment or reenlistment. Failure to confirm these dates may result in improper assignments, payments of reenlistment bonuses, and entitlements to military benefits. Therefore, reenlistment personnel will use available records to recompute and confirm the BASD and PEBD of all soldiers requesting reenlistment. Any discrepan-

cies will be resolved with the proper MILPO and finance personnel before the reenlistment is accomplished.

**5-3. Listing of forms and records.** The forms and records used in the reenlistment or extension process are listed below. Because of the complexity of the DD Form 4 series (Enlistment/Reenlistment Agreement—Armed Forces of the United States), it is addressed separately in section III.

*a.* DA Form 1315 (Reenlistment Data) (fig 5-1).

*b.* DA Form 1695 (Oath of Extension of Enlistment) (fig 5-2).

*c.* DA Form 1696-R (Enlistment/Reenlistment Qualifying Application (Specially Recruited Personnel)). A reproducible copy of this form is located at the back of this regulation.

*d.* DA Form 3072 (Request for Waiver of Disqualification for Enlistment/Reenlistment in the Regular Army for In-Service Personnel) (fig 5-3)

*e.* DA Form 3286 (Statements for Enlistment) (Parts I through IV) (fig 5-4).

*f.* DA Form 3339-R (Request for Extension of Current Period of Active Duty). A reproducible copy of this form is located at the back of this regulation.

*g.* DA Form 3340 (Request for Regular Army Reenlistment or Extension) (fig 5-5).

*h.* DA Form 4126-R (Bar to Reenlistment Certificate). A reproducible copy of this form is located at the back of this regulation.

*i.* DA Form 4789 (Statement of Entitlement to Selective Reenlistment Bonus) (fig 5-6).

#### Section II. PREPARATION AND DISPOSITION INSTRUCTIONS

**5-4. DA Form 1315 (Reenlistment Data).** The purpose, use, maintenance, and disposition of this form are addressed below:

*a. Purpose and use.*

(1) The commander uses DA Form 1315 to implement prescribed counseling procedures. Each interview will be recorded on the reverse of the form. When there is not enough space on

the form to record interviews required by this regulation, or by field commanders, remarks will be entered on an additional 5- by 8-inch card and attached to the DA Form 1315.

(2) Remarks such as "will not reenlist" or "does not like the Army" will not be used. Instead, remarks will be specific. For example, if a person has a civilian job waiting, the remark might read "Will return to civilian employment—will work for Manino Construction Co., Deridder, LA." For soldiers returning to school, the remarks should show the name and location of the school such as "Will attend Hawley School of General Studies, Colorado Springs, CO." (see fig 5-1).

*b. Initiation.*

(1) The initial DA Form 1315 for all persons in grade E6 and below (except those E6s on the DA promotion list for E7) will be prepared at the first permanent duty station. The MILPO receiving or having custody of the soldier's personnel records will complete the following items: Name and social security number, grade, ETS, unit, MOS data, BASD, PEBD, DEROS/DROS, date of birth, citizenship, education, SQT results, and aptitude area scores. All entries on the front, and the job performance interview on the back, of the DA Form 1315 will be recorded in pencil. All other entries will be recorded in pen and ink or by typewriter.

(2) Entries on the DA Form 1315 will be legibly recorded.

(3) After completion of the above items, the MILPO will forward the DA Form 1315 to the commander of the soldier concerned within 15 days from the date of assignment.

(4) DA Forms 1315 are available through normal AG publications supply channels.

*c. Maintenance.*

(1) The DA Form 1315 will be maintained in the company or battery or troop to which the soldier is assigned. The results of interviews and counseling sessions will be recorded on the form. If desired, additional interviews may be conducted with results recorded on a standard 5- by 8-inch card and attached to the DA Form 1315. Before the person's reassignment or separation, the commander will verify the reenlistment status portion of the DA Form 1315 and the in-

service reenlistment eligibility code according to AR 680-29, chapter 1.

(2) Upon transfer or reassignment of soldiers in grade E4, the unit commander will annotate the DA Form 1315 to show eligibility and recommendation for promotion to grade E5. Format for this entry is shown in figure 5-1.

(3) DA Forms 1315 will be filed by ETS. DA Forms 1315 for newly assigned soldiers will be filed in the suspense section of the file until the 60- to 90-day job performance interview has been performed.

(4) For soldiers who reenlist, the 60- to 90-day interview and the date of assignment will be transcribed to the next DA Form 1315 by the unit reenlistment NCO.

(5) Remaking of DA Form 1315 is discouraged. No DA Form 1315 will be remade without the prior approval of the primary duty Retention NCO serving the unit concerned. It may be determined that the card must be remade because of incorrect entries that cannot be corrected or because of mutilation of the card. If so, all interview remarks will be transcribed to the new card showing date of actual accomplishment and initials of the person who conducted the interview as shown on the old card. After the card has been remade and all entries transcribed, the remark "CARD REMADE—ENTRIES TRANSCRIBED," will be entered at the top right-hand corner on the back of the new DA Form 1315. The current unit commander will date and initial this remark. The old DA Form 1315 will be retained in the unit reenlistment office until ETS or PCS of the soldier concerned.

(6) When new, updated, or revised DA Forms 1315 are distributed for field implementation, old forms will continue to be used until the available supplies are exhausted. Remake of DA Forms 1315 to use revised forms is prohibited unless specifically directed by HQDA.

(7) In-service reenlistment eligibility codes will be entered on the DA Form 1315 and the proper transaction processed under the Standard Installation/Division Personnel System (SIDPERS). The unit of assignment is responsible for this input and any later changes. These data will be checked for accuracy, and changed as necessary, during each reenlistment inter-

view. Entry codes will be according to AR 680-29, chapter 1. Two or more ineligibility codes may apply to a person, one of which is a locally or HQDA-imposed bar to reenlistment. If so, the bar to reenlistment code will take precedence.

*d. Disposition.*

(1) The soldier may be transferred or reassigned before his term of service expires. If so, the DA Form 1315 will be forwarded as a part of his personnel records according to AR 640-10.

(2) When a favorable reenlistment decision is obtained, the DA Form 1315 will be retained until the reenlistment has been accomplished. After reenlistment, the MILPO will prepare a new DA Form 1315 according to *b*(1) above, and forward the card to the unit commander. Upon receipt of the new DA Form 1315, interview remarks will be transcribed according to *c*(4) above and the old card will be destroyed.

(3) Upon separation from the service, the DA Form 1315 will become a part of, and will be forwarded with, the person's personnel records.

**5-5. DA Form 1695 (Oath of Extension of Enlistment).** *a.* This form is prepared in five copies for a member of the Regular Army or the USAR who wishes to extend their current enlistment contract. For USAR persons, the DA Form 1695 will be properly modified. When an extension is for a number of days (or months and days) as prescribed in AR 635-200, chapter 12, the DA Form 1695 will be modified as required. In all cases, the blocks concerning cashing of accrued leave will be left blank.

*b.* ETS extensions of more than 12 months require an extension control number (ECN), which is acquired through the RETAIN system. The ECN will be entered in the upper right hand corner of the DA Form 1695.

*c.* The new ETS will be entered below the words "Subscribed and sworn . . ." at the bottom of the DA Form 1695, and the DA Form 2 of the service member will be updated to show the adjusted ETS.

*d.* Distribution of the DA Form 1695 will be as follows:

(1) *Original.* Forward to the MILPO to allow updating of records and send to Cdr, US

Army Enlisted Records Center, ATTN: PCRE-F, Ft. Benjamin Harrison, IN 46216.

(2) *Duplicate copy.* Attach to the proper copy of the DD Form 4 series that is filed in the service member's MPRJ.

(3) *Triplicate copy.* Forward to the servicing finance and accounting office.

(4) *Fourth copy.* File in reenlistment office and retain for 12 months.

(5) *Fifth copy.* Service member's copy.

*e.* An error on the DA Form 1695 does not invalidate the form. The original intent of the form must be upheld. When typographical errors are discovered in the form, the servicing MILPO will prepare a corrected DA Form 1695. "CORRECTED COPY—SUPERSEDES DA FORM 1695 EXECUTED ON (date of the incorrect form)" will be typed above the date line in the space for the use of the administrative officer. Copies of the corrected form will be distributed according to *d* above.

*f.* Service members should be advised that, if they are extending their enlistment for the first time, and if they are otherwise qualified (DODPM, chapter 4), they may be eligible to cash in accrued leave in connection with the extension. Soldiers may wish to try to cash in accrued leave. If so, they should be advised to contact the servicing finance and accounting office (FAO) approximately 1 week before the date the extension takes effect.

**5-6. DA Form 1696-R (Enlistment/Reenlistment Qualifying Application (Specially Recruited Personnel)).** This form is used when requesting grade determination for enlisted members of Reserve Components, or former commissioned or warrant officers reverting to enlisted status. It will be prepared in triplicate and submitted to the commander, USAEEA, as an inclosure to the formal request for grade determination.

**5-7. DA Form 3072 (Request for Waiver of Disqualification for Enlistment/Reenlistment in the Regular Army for In-Service Personnel).** Instructions concerning this form are contained in chapter 2. DA Form 3072 is always accompanied by DA Form 3340. When used, the

DA Form 3072, with inclosures, will become part of, and will be filed with, the DD Form 4 series or DA Form 1695. (See table 5-1.)

**5-8. DA Form 3286 (Statements for Enlistment) (Parts I through IV).** Statements for enlistment are an integral part of the reenlistment contract. They will be distributed or filed with the proper copies of the DD Form 4 series. Unless otherwise prescribed for a specific option, these statements will be prepared and signed in duplicate. The statements are designed to preclude the possibility of erroneous reenlistments, broken reenlistment commitments, and misunderstandings concerning entitlements, assignments, and other matters relating to the reenlistment contract. The form consists of four parts and is available through normal AG publications supply channels.

*a. Part I—General Statement of Understanding.* Care must be taken to insure that the applicant has read and understands the provisions of line 1, Part I.

*b. Part II—In-Service Reenlistment Options.* Part II consists of a statement of understanding pertaining to the specific option for which the applicant is reenlisting. It outlines the conditions of the commitment being made. It includes a precise statement of the promises made to the applicant by the Army and its representatives, and a detailed statement of the requirements that the person must fulfill for the commitment to be honored. No promises may be entered on this form that are not contained in the appropriate reenlistment option table.

*c. Part III—Statement of Law Violations and Previous Conditions.*

(1) This part will be completed by all applicants who enlist or reenlist in the Regular Army. Questions concerning convictions will be answered to include convictions by either a civil or military court. Article(s) 15 are administrative actions and will not be listed as convictions. The information is used to determine the applicants eligibility for reenlistment and will not be used for any other purpose. This will be explained to the applicant before he signs the form.

(2) The applicant must provide the information requested regardless of any information he

may have received that he is not required to reveal the information in order to reenlist. This must be explained to prevent confusion of applicants who have "Expunged Records."

*d. Part IV—Dependency Statement.* This part will be completed by all applicants to prevent misunderstandings concerning assignment because of marital status or responsibility for dependents.

**5-9. DA Form 3339-R (Request for Extension of Current Period of Active Duty).** *a.* This form is used by RC persons to request extensions of their period of active duty.

*b.* Applications will be submitted through command channels to the commander having authority to approve the extension. When approved, the applicant will be notified in writing of the approval. A copy of the request and the approval will be made a part of the applicant's personnel records.

**5-10. DA Form 3340 (Request for Regular Army Reenlistment or Extension).** *a.* A member currently serving in the Regular Army who wants to reenlist in the Regular Army or to extend a current RA enlistment will submit a DA Form 3340 to their immediate commander. The unit commander will make a proper determination concerning the person's desirability for continued RA service. If the commander approves the request, proper processing will begin.

*b.* The statements below will be entered in the remarks section of the DA Form 3340.

(1) "SM meets height and weight requirements of AR 600-9 and is physically capable of performing the duties of his PMOS."

(2) "Service member does/does not (as appropriate) desire to cash in accrued leave."

(3) "Certified as qualified for continued service" (if required under paragraph 2-24).

*c.* The DA Form 3340 will be prepared in three copies and distributed as follows:

(1) *Original.* Attach to the original copy of the DD Form 4 series or DA Form 1695, as appropriate.

(2) *Duplicate copy.* Attach to the duplicate copy of the DD Form 4 series or DA Form 1695, as appropriate.

(3) *Triplicate copy.* Retain in the files of the reenlistment office for a period of 1 year.

d. In all cases, the DA Form 3340 will become a part of and will be filed with the DD Form 4 series or DA Form 1695. (See table 5-1.)

e. An approved DA Form 3340 will remain valid for a period of 6 months; however, the DA Form 3340 will become invalid when—

(1) The soldier reenlists for the option desired, or

(2) The soldier separates from the service without having reenlisted, or

(3) The soldier becomes ineligible for reenlistment, or

(4) A change of unit commanders occurs. The incoming unit commander will either revalidate the DA Form 3340 or initiate a bar to reenlistment under chapter 6.

5-11. DA Form 4126-R (Bar to Reenlistment Certificate). a. Instructions pertaining to preparation and distribution of DA Form 4126-R are contained in chapter 6.

b. Items 7 and 8 of the DA Form 4126-R will be annotated "NA."

5-12. DA Form 4789 (Statement of Entitlement to Selective Reenlistment Bonus). Instructions concerning this form are contained in AR 600-200, chapter 9.

a. This form explains the conditions under which continued entitlement to unpaid installments may be terminated, and unearned portions of advance or lump sum bonus payments recouped.

b. When used, this form will be an annex to the DD Form 4 series and will be filed and distributed accordingly. (See table 5-1.)

### Section III. PREPARATION, COMPLETION, AND DISTRIBUTION OF DD FORM 4 SERIES

5-13. General. a. Before an applicant signs the enlistment contract, the oath of enlistment will be administered and the enlisting officer will be sure that the soldier understands—

(1) The exact terms of training and initial assignment.

(2) The liability and consequences of false representations made in any statements connected with the reenlistment.

(3) That all entries for court convictions must be entered in DA Form 3286, Part III, even though the conviction may have been expunged, pardoned, or otherwise "wiped out" by the court.

b. The enlisting officer will insure that no promises have been made to the applicant that cannot be supported by proper regulations. It may be found that there are misunderstandings on the full reenlistment commitment of the soldier. If so, these misunderstandings will be eliminated before reenlistment. The oath of enlistment or reenlistment will be administered according to appendix D.

5-14. DD Form 4 series (Enlistment or Reenlistment Document—Armed Forces of the United States). a. *Preparation Instructions.*

Black ink, typewriter, or automatic writing machine equipment will be used to prepare the reenlistment contract. Abbreviations may be used only if authorized by AR 310-50. The utmost care will be used in preparing the form to eliminate the need for later correction. The applicant and reenlisting officer will initial any erasures or corrections. Only DD Form 4/1 through 4/3 will be used for immediate reenlistment.

(1) Authority to correct minor administrative or typographical errors discovered after distribution of the DD Form 4 series is delegated to the immediate commander or his designee. Corrections will be made through use of the DA Form 4187 (Personnel Action). A copy of the DA Form 4187 with a copy of the corrected DD Form 4 series and substantiating documents will be forwarded to Cdr, US Army Enlisted Records and Evaluation Center, ATTN: PCRE-RR, Fort Benjamin Harrison, IN 46216. Correction of the term of reenlistment is not authorized under this provision.

(2) Authority to act on claims of erroneous entries on reenlistment documents, which is not delegated elsewhere in this regulation or in AR 600-2, is delegated to the Cdr, USAEREC, Fort Benjamin Harrison, IN. Requests relating

to the claim of erroneous entries must include a statement by the person and copies of any substantiating documents that will assist in making a decision.

(3) It may be discovered that an error has been made in processing a reenlistment so that the term of reenlistment shown on the DD Form 4 series is for a longer term than intended. If so, and if the soldier was not paid a reenlistment bonus in connection with the reenlistment, the unit commander will submit a request for correction through command channels to CG, MILPERCEN, ATTN: DAPC-EPA-A. The request will contain the information below:

(a) A sworn statement by the service member and other persons involved in the reenlistment. The statement will give the circumstances causing the error.

(b) Copies of the DD Form 4 series and supporting documents.

(c) A statement from the service member that he agrees to correction of the term of reenlistment shown on the DD Form 4 series.

(4) When the CG, MILPERCEN determines that an error has been made (the term of reenlistment was not that intended by the service member and the Army), he will direct change of the term of reenlistment to show the correct period. The DD Form 4 series will not be amended by "pen and ink" correction. Instead, a memorandum will be added to the soldier's file showing the correct term.

*Note:* The DD Form 4 series must be preserved in its original state should it ever be needed in a legal proceeding.

(5) If a term of reenlistment not involving payment of an enlistment or reenlistment bonus is to be lengthened, this will be accomplished through use of an extension of enlistment (DA Form 1695).

(6) The term of a reenlistment involving payment of an enlistment or reenlistment bonus may be changed only by the ABCMR.

*b. Completion of DD Form 4 series for members immediately reenlisting.* For members who immediately reenlist, a new DD Form 4 series

will be completed according to table 5-1. The words "IMMEDIATE REENLISTMENT" will be entered in capital letters in the upper left-hand corner of the new enlistment agreement.

*c. Date of reenlistment.* Except as indicated below, the date of reenlistment is the date on which the oath of reenlistment is administered. This date must be shown on the reenlistment contract above the signature of the officer who administers the oath.

(1) No reenlistment or extension will be antedated without the prior approval of CG, MILPERCEN. When reenlistment of a person in the RA is delayed through no fault of the person, but for the convenience of the Government, and it appears that there is basis for a claim to have a prior date recorded as the date of reenlistment, a full report of the facts, with recommendations, will be made the Cdr, MILPERCEN, ATTN: DAPC-EPA-A, Alexandria, VA 22331.

(2) Under no circumstances will a reenlistment or extension be postdated.

*d. Disposition instructions.* Disposition of the reenlistment agreement and accompanying documents will be made as follows:

(1) *Original.* The original copy of the DD Form 4 series will be attached to the DA Form 3728 (SIDPERS Input and Control Data—Personnel Change (Expanded)) and submitted according to procedures in paragraph 5-22. After processing of the original, it will be forwarded to the MILPO for later submission to the Cdr, USAEREC, Fort Benjamin Harrison, IN.

(2) *Duplicate copy.* The duplicate copy of the DD Form 4 series, together with all annexes and related documents, will be submitted directly to the servicing MILPO for posting in the service member's MPRJ.

(3) *Triplicate copy.* The triplicate copy will be attached to the proper copy of the DA Form 3340, and retained in the reenlistment office for 1 year.

(4) *Quadruplicate copy.* The quadruplicate copy will be disposed of according to instructions issued by the proper major commander.

## Section IV. FORMS FOR PROCESSING UNFULFILLED OR ERRONEOUS REENLISTMENT COMMITMENTS

**5-15. Submission of claims.** A soldier who believes his reenlistment commitment has been breached may submit a claim using DA Form 2496 (Disposition Form). The claim must be submitted within a reasonable time (normally 30 days). The time period starts from the date he is informed that his commitment will not be honored, or from the date he discovers, or should discover through normal efforts, that his commitment has been breached.

**5-16. Processing claims.** *a.* The installation commander will report a soldier who has a reenlistment commitment that cannot be fulfilled by reassignment within the MACOM, as being immediately available for assignment. (See AR 614-200, table 1-1.)

*b.* It may appear that a soldier was reenlisted for an option and did not meet the prerequisites. If so, forward the claim to CG, MILPERCEN for resolution. In these cases, help the claimant prepare a DA Form 2496 for either an erroneous or unfulfilled reenlistment commitment. This application will contain the desired actions to correct the breach. Forward the original and one copy, with the inclosures below, through channels to CG, MILPERCEN, Appeals Branch, Alexandria, VA 22331.

(1) DD Form 4 series (Enlistment-Reenlistment Document—Armed Forces of the United States).

(2) DA Form 3286 (Statements for Enlistment).

(3) DA Form 2 (Personnel Qualification Record—Part I) and DA Form 2-1 (Personnel Qualification Record—Part II).

(4) SF 88 (Report of Medical Examination) and SF 93 (Report of Medical History) if appropriate.

(5) A statement of reenlistment option waiver, or a statement that the MPRJ does not contain an option waiver.

(6) A statement that the soldier was interviewed by a retention NCO and that the options for an unfulfilled reenlistment commitment were explained.

(7) Other documents or statements relating to the case.

(8) DA Form 209 (Delay, Referral, or Follow-Up Notice).

*c.* A soldier who believes his contract was breached when a reenlistment bonus is involved may apply to the Army Board for Correction of Military Records (ABCMR) using a DD Form 149 (Application for Correction of Military or Naval Record Under the Provisions of Title 10, US Code, Sec 1552) instead of DA Form 2496. (See AR 15-185.)

*d.* When soldiers do not desire another option, they may request separation according to AR 635-200, chapter 7.

**5-17. Erroneous reenlistment or extensions.** A soldier's reenlistment or extension may be found erroneous because of lack of qualifications for reenlistment. If so, action will be taken according to AR 635-200, chapter 7.

**5-18. Claims relating to erroneous home of record or other items on the reenlistment document.** For these claims, this regulation, paragraph 5-14, will apply.

## Section V. REPORTS AND OBJECTIVES

**5-19. Reenlistment objectives.** *a.* Reenlistment objectives are provided to the MACOMs by HQDA. Objectives are placed on three categories of personnel:

(1) Initial-term soldiers.

(2) Second and subsequent term soldiers

with less than 10 years' active Federal service at ETS (Mid-term soldiers).

(3) Second or subsequent term soldiers with more than 10 years' active Federal service at ETS (career soldiers).

*b.* Each major command's reenlistment goals

are its fair share of the Army objective as computed and disseminated by HQDA.

**5-20. Reenlistment accomplishments.** Reenlistments are credited to the major command to which the soldier is assigned at the time of reenlistment. The measure of success is the degree to which each of the above objectives is attained. Overachievement of objectives is discouraged. Rather, emphasis should be placed on retaining the best qualified soldiers consistent with achieving assigned objectives. Data on accomplishments are extracted from the RETAIN system and the DCSPER 398 Report (Roster of Immediate Reenlistments), Part III.

**5-21. Monthly Reenlistment Roster (DCSPER 398 Report).** This report provides MACOM reenlistment offices with the names of all reenlistees processed through SIDPERS by MILPERCEN, and credited to the MACOM by HQDA. Reenlistment offices will compare the names of reenlistees contained in these rosters and inform HQDA (DAPE-MPD-RT) of any discrepancies. These discrepancies must be reconciled at the earliest possible date.

**5-22. Report of immediate reenlistments and extensions of enlistment.** Immediate reenlistment information must be reported in a timely manner since many decisions that have a long-range budgetary and manpower impact are based on these data. To insure that all reenlistments are submitted and processed correctly as an immediate reenlistment transaction in the SIDPERS, reenlistment offices will—

- a. Be assigned an originator code by the SIDPERS Interface Branch (SIB).
- b. Fill out the Mark Sense DA Form 3728 ac-

ording to procedure 2-72, DA Pam 600-8-2 (formerly SIDPERS Users Manual, vol 2). MILPO records personnel will be advised that SIDPERS transactions have been submitted.

c. Submit properly prepared DA Forms 3728 to the SIB not later than the first workday after the reenlistment is accomplished except as modified in paragraph 5-23.

d. Obtain from the SIB a copy of each Personnel Transaction Roster, Originator (PTRO) that contains data on a reenlistment transaction.

e. Insure that all names of soldiers reenlisted appear on Section I (Transactions Processed) of the PTRO.

f. Make corrections on errors listed in Section II (Transactions not Processed) of the PTRO, on the proper suspense cards according to instructions contained in DA Pam 600-8-2, chapter 3. Submit corrected cards to the SIB not later than the first workday after receipt.

g. Maintain a log of these actions.

h. At the discretion of the MACOMs, subordinate commands may be required to submit documents to show that reenlistments have been entered into SIDPERS.

i. Retention NCOs will insure that MILPO personnel are immediately advised of all reenlistments. This action is needed to insure completion of all required personnel actions in a timely manner.

**5-23. Reenlistment of a member away from home station.** For personnel who reenlist away from their home stations, all applicable reenlistment documents should be sent to the reenlistment office that would normally process the reenlistment (home station). This will aid in the rapid processing of the reenlistment transaction and related SIDPERS input.

**Table 5-1. Instructions for Completing DD Form 4 Series Upon Immediate Reenlistment in the Regular Army**

The instructions provided below are for use in preparing the DD Form 4 series dated 1 Jun 78. Modifying instructions for use in preparing the DD Form 4 series dated 1 Jun 81 are in reference notes at the end of this table.

<i>Item</i>	<i>Title</i>	<i>Instructions for Completion</i>
1	Name .....	Enter in capital letters, full last name, first name, middle name, and

**Table 5-1. Instructions for Completing DD Form 4 Series  
Upon Immediate Reenlistment in the Regular Army—Cont.**

<i>Item</i>	<i>Title</i>	<i>Instructions for Completion</i>
		any suffix such as Jr., Sr., III, etc., as applicable.
2	Social security number .....	Enter the person's SSN as shown on the social security card; separate divisions with a hyphen (e.g., 123-45-6789).
3	Date of enlistment/reenlistment .....	Enter day, month, and year (e.g., 1 Oct 81).
4	Grade .....	Enter the grade title and pay grade the person is reenlisting in (e.g., SP4 E4, SGT E5, etc.).
5	Home of record .....	Enter the city and State the individual claims as a permanent home of record. The term "Home of Record" means the place recorded as the home of the person when entered into the current tour of active duty. It is not necessarily the legal domicile as defined for income tax purposes.
6	Place of enlistment/reenlistment .....	Enter unit name and location of the military organization to which assigned at the time of reenlistment (e.g., Co A, USAARMC, Ft. Knox, KY).
7	Date of birth .....	Enter day, month, and year (e.g., 5 May 55).
8	Selective service number .....	Check the "Not Registered" block for all persons.
9	Previous military service .....	Enter, in the spaces provided, total active and total inactive military service completed at the time of reenlistment. Enter years, months, and days in two positions each, preceding numbers 1 to 9 with a zero (e.g., 01, 05, 12). If the applicant has no inactive military service, enter "00" for years, "00" for months, and "00" for days. Complete all blocks.
10	Branch of service .....	Enter the full name of the Army component in which the soldier is reenlisting (e.g., Army, Army Reserve).
	Date of enlistment/reenlistment .....	Enter day, month, and year (e.g., 1 Oct 81) (Note 1).
	Period of years .....	Enter the number of years for which reenlisting (e.g., 3, 4, 5, or 6).
	Pay grade .....	Enter the grade in which reenlisting as shown in item 4 (e.g., E4, E5, etc.).
	Annex(es) .....	All forms defining the promises being

**Table 5-1. Instructions for Completing DD Form 4 Series Upon Immediate Reenlistment in the Regular Army—Cont.**

<i>Item</i>	<i>Title</i>	<i>Instructions for Completion</i>
		<p>made to the reenlistee regarding duty assignments, geographical areas, restrictions, and provisions will be annexes. In the space following the word "Annex(es)," enter the letter of the annex that will be attached to the DD Form 4 series (e.g., A, B, C, etc.). Assign each annex a separate letter; list all by letter. All forms such as the DA Form 3286, DA Form 3072, DA Form 3340, and DA Form 4789, as appropriate, will become annexes to the enlistment/reenlistment document.</p>
10A	Not applicable .....	Leave blank.
10B	Remarks .....	<p>Enter information on option selected, reenlistment control number (RCN), bonuses, waivers, and number of times reenlisted, in the order shown below. If more space is required, continue the remarks in available space on the back side of the form.</p> <p>a. Enter reenlistment option and code from AR 680-29, appendix C, to show the initial assignment or specific programs outlined in chapter 4 or other special reenlistment directives, and the reenlistment control number.</p> <p>b. The option shown in this item and the entry made by the applicant in DA Form 3286, Part II, will be the same as shown in the appropriate option table.</p> <p>c. Guidelines for specific entries:</p> <p>(1) If reenlisted for the Overseas Area or CONUS Station-of-Choice Reenlistment Options, enter the title of the option, specific area or station selected, and code. Example:</p> <p>(a) Overseas Area Reenlistment Option (Pacific Area, Long Tour) (E008).</p> <p>(b) CONUS Station of Choice Reenlistment Option (Ft. Carson, CO) (FOCO).</p> <p>(2) If reenlisted for the Combat Arms Unit of Choice Reenlistment Option, enter the title of the option, code, and unit selected. Example: Combat Arms Unit of Choice Reenlistment Option (2d Armd Div, Ft. Hood, TX) (Q02R).</p> <p>(3) If reenlisted for the Army Service School or INSCOM Reenlist-</p>

**Table 5-1. Instructions for Completing DD Form 4 Series  
Upon Immediate Reenlistment in the Regular Army—Cont.**

<i>Item</i>	<i>Title</i>	<i>Instructions for Completion</i>
		<p>ment Option, enter the title of the option, code, and specific MOS selected. In the case of a service school, give course, title, and number from which the MOS produced can be determined. Example:</p> <p>(a) Army Service School/Army Training Center/Airborne Training Reenlistment Option (Class 551-76P20 Stock Control and Accounting Specialist) (D76P).</p> <p>(b) INSCOM Reenlistment Option (MOS 32G) (I32G).</p> <p>(4) For all other options enter only the title and code of the option selected. Examples:</p> <p>(a) Regular Army Reenlistment Option (A000).</p> <p>(b) Current Station Stabilization Option (B000).</p> <p>(c) United States Army Berlin Brigade Reenlistment Option (U000).</p> <p>d. Reenlistment control number (RCN). Enter "RCN" and the number provided by MILPERCEN.</p> <p>e. Bonuses. Enter type of bonus entitlement (e.g., RRB (Regular Reenlistment Bonus) or SRB (Selective Reenlistment Bonus) as appropriate. If entitled to SRB enter multiplier, zone, and MOS (e.g., SRB 3A, MOS 12F). In addition, if the person is entitled to both the RRB and SRB, enter the statement "Individual elected payment of RRB instead of SRB" or "Individual elected payment of SRB instead of RRB" as appropriate.</p> <p>(1) If not eligible for bonus enter "No bonus entitlement."</p> <p>(2) See paragraphs 5-3i and 5-12 for required statement for SRB recipients.</p> <p>f. Waivers. Enter the type of waiver granted using the following abbreviations or the words "no waiver" as applicable. Indicate the approving authority.</p> <p>(1) W(A)...Waiver for AWOL or lost time. This code will be used for all waivers where the offense is AWOL or lost time even though an article 15 may have been administered.</p> <p>(2) W(C)...Waiver of weapons qualification criteria.</p>

**Table 5-1. Instructions for Completing DD Form 4 Series Upon Immediate Reenlistment in the Regular Army—Cont.**

<i>Item</i>	<i>Title</i>	<i>Instructions for Completion</i>
		(3) <i>W(E)</i> ...Waiver of physical readiness testing criteria.
		(4) <i>W(G)</i> ...Waiver of grade criteria.
		(5) <i>W(P)</i> ...Waiver of medical requirements other than physical readiness testing.
		(6) <i>W(W)</i> ...Waiver of article(s) 15 except when the article 15 was for AWOL or lost time. Article(s) 15 for AWOL or lost time will be processed as a waiver for AWOL and reported under waiver code (A) above.
		(7) <i>W(X)</i> ...Waiver other than as indicated above.
		<i>g.</i> Number of reenlistments. Enter the number of times the soldier has reenlisted to include the current reenlistment (e.g., 1st, 2d, 3d, etc., as appropriate).
		<i>h.</i> Election of SRB payment according to AR 600-200, table 9-1.
		<i>i.</i> This is an example of entries for item 10B:
		(1) CONUS Station of Choice (Ft. Lewis, WA (FOWL)) RCN 123456.
		(2) SRB 2A, MOS 11B. Individual elected payment of SRB instead of RRB.
		(3) <i>W(A)</i> Approved Hq, 2d Bn, 60th Arty.
		(4) 1st Reenlistment.
		(5) Individual elected 50 percent payment of SRB.
10C	.....	Reenlistee must initial in the blank space.
11 and 12	.....	Retention NCO will require the applicant to read these items, review them, and answer all questions.
13	.....	Not applicable.
14	Certification .....	Applicants will record any other promises that have been made and are not recorded in the attached annex(es). No promises may be entered which are not supported by the proper option table. If "None" is the proper answer, the applicant will "X" the block "None" and enter his initials.
14A	Name of enlistee/reenlistee .....	Enter full first, middle, and last name, and any suffix such as Jr., Sr., III, etc., as proper (Note 2).
14B	Signature and date .....	Individual will sign full name as

**Table 5-1. Instructions for Completing DD Form 4 Series  
Upon Immediate Reenlistment in the Regular Army—Cont.**

<i>Item</i>	<i>Title</i>	<i>Instructions for Completion</i>
		shown in item 14A. Date will be entered in day, month, and year format. Date may be typed, stamped, or handwritten ( <i>Note 3</i> ).
15	Service .....	Enter "Army."
15A	Name, organization, installation, and identification number of service representative. ....	Type the first, middle (or initial), and last name, grade, SSN, organization and installation of the NCO who is accepting the applicant for reenlistment (abbreviation of organization and installation are authorized). If the NCO is not a primary duty Retention NCO (PMOS OOR), enter the initial of the last name, and the last four digits of the SSN of the Retention NCO (PMOS OOR) who is responsible for the validity of the reenlistment (e.g., H-1218). In remote areas of the world where no Retention NCO is available, the remark "No Retention NCO available" will be entered.
15B	Signature and date .....	The NCO accepting the applicant for the Army will sign his name and enter the date signed in the day, month, and year format. Date may be handwritten, typed, or stamped ( <i>Note 4</i> ).
16	Name of enlistee/reenlistee .....	Immediately following "I" in the space provided, enter the enlistee's/reenlistee's full name (first, middle, last).
16A	Signature of the enlistee/reenlistee and date. ....	Same as item 14A.
16B	.....	Not applicable.
16C	.....	Enter day, month, and year as shown in item 10 ( <i>Note 5</i> ).
16D	Enlisting officer .....	Type the name, grade, and organization of the officer administering the oath of enlistment ( <i>Note 6</i> ).
16E	Signature of the enlisting officer .....	The officer identified in item 16D will sign in this block ( <i>Note 5</i> ).
16F	Name, grade, and organization of enlisting officer.	Type the name, grade, and organization of the officer who administered the oath of enlistment/reenlistment ( <i>Note 8</i> ).
16G	Signature of enlisting officer .....	The officer identified in item 16F will sign in this block ( <i>Note 8</i> ).

**Table 5-1. Instructions for Completing DD Form 4 Series  
Upon Immediate Reenlistment in the Regular Army—Cont.**

<i>Item</i>	<i>Title</i>	<i>Instructions for Completion</i>
16H	Date signed .....	Type or print the date the oath of enlistment or reenlistment is administered ( <i>Note 7</i> ).

*Note 1:* This block is not used on DD Form 4 series date 1 Jun 81.

*Note 2:* For DD Form 4 series date 1 Jun 81, this block is "NAME/SSN OF APPLICANT/REENLISTEE: . . . Enter full first, middle, and last name (and any suffix such as Jr., Sr., III, etc., as applicable) and the person's SSN as it is shown in item 2.

*Note 3:* On DD Form 4 series dated 1 Jun 81, this block is "SIGNATURE" . . . Individual will sign his full name as shown in item 14A.

*Note 4:* On DD Form 4 series dated 1 Jun 81, this block is "SIGNATURE OF SERVICE REPRESENTATIVE" . . . The NCO accepting the soldier for the Army will sign his name. If the NCO does not have PMOS OOR, the initial of the last name, and last four digits of the SSN (e.g. H-1218) of the Retention NCO responsible for the validity of the reenlistment will be entered in this block. In remote areas of the world where there is no Retention NCO (PMOS OOR), the remark "No Retention NCO available" will be entered.

*Note 5:* On DD Form 4 series, dated 1 Jun 81, this block is "Not Applicable."

*Note 6:* On DD Form 4E" . . . Same as item 14B.

*Note 7:* Applicable *only* to DD Form 4 dated 1 Jun 81.

*Note 8:* Rescinded on DD Form 4 dated 1 Jun 81.

**TENTPEG, SWINDLEY R**

NAME (Last, first, MI) AND SOCIAL SECURITY NUMBER <b>123-45-6789</b>		GRADE (Temp) <b>SP4</b>	ETS (Temp) <b>8 Dec 81</b>	UNIT (Temp) <b>A 2/78</b>	DATE ASSIGNED (Temp) <b>4 JAN 80</b>
MOS DATA (Temp)	PRIMARY - SQT SCORE		SECONDARY - SQT SCORE		DUTY SECTION (Temp)
	ISR <b>72</b>	DATE TESTED <b>AM 6 80</b>	ISR	DATE TESTED	
	USAREC FORM 10a <b>21%</b>	MOS <b>11B</b>	USAREC FORM 10a	MOS	
GASD <b>9 DEC 78</b>	SPED <b>8 SEP 78</b>	DEROS/DROS (Temp)	DATE OF BIRTH <b>14 Jul 60</b>	CITIZENSHIP <b>US</b>	
EDUCATION			REENLISTMENT STATUS (Temp)		
CIVILIAN EDUCATION LEVEL (Temp) <b>12</b>	HSG/GED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	OTHER	<input checked="" type="checkbox"/> ELIGIBLE <input checked="" type="checkbox"/> RECOMMENDED <input type="checkbox"/> ELIGIBLE BUT NOT RECOMMENDED. BAR TO REENLISTMENT UNDER PROVISIONS OF AR 601-200 SUBMITTED: (Date)		
MILITARY	COURSE TITLE		WEEKS	YEAR	REASON:
APTITUDE AREA SCORES			<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <span style="float:right">DATE OF FINAL ACTION</span>		
GT <b>118</b>	SC <b>107</b>	RETEST	<input type="checkbox"/> NOT ELIGIBLE: WAIVER REQUIRED REASON:		
GM <b>110</b>	CO <b>111</b>		<input type="checkbox"/> NOT ELIGIBLE: WAIVER NOT AUTHORIZED. SEE PARA 2-23 or 2-24, AR 601-200. REASON:		
EL <b>106</b>	FA <b>101</b>				
CL <b>99</b>	OF <b>100</b>				
MM <b>105</b>	ST <b>95</b>				

DA FORM 1315 JUL 81

EDITION OF 1 JUL 78 IS OBSOLETE.

**REENLISTMENT DATA**

For use of this form, see AR 601-200; the proponent agency is DCSPER.

PERFORMANCE AND INTERVIEW		
INTERVIEW BY	DATE	REMARKS
UNIT COMMANDER (prior to 120 days upon arrival) <b>60-90 DAY</b>	<b>18 MAR 80</b>	<b>SM is DOING WELL. SEEMS to like unit. Told him he should try to pick up some college in his spare time. GBM</b>
PRIMARY REENLISTMENT NCO (24 months service) <b>21 Month</b>	<b>16 Sep 80</b>	<b>Told SM he was in a good field for promotion AND CAREER PROGRESSION. EXPLAINED PROMOTION POINT SYSTEM. JTA</b>
UNIT COMMANDER (8-10 months prior to ETS)	<b>22 MAR 81</b>	<b>SP TENTPEG SAYS he likes the Army but plans to ETS AND go to work for Mosley DATA program company in Houston, TX. Will start at \$25,000 GBM</b>
UNIT REENLISTMENT NCO (3-4 months prior to ETS)	<b>15 Aug 81</b>	<b>Civilian job fell through. Will REENLIST PDA. QKG</b>
IN-SERVICE RECRUITER (ISR) (60 days prior to ETS)		
PROMOTION STATUS (E-4-E-5) <input type="checkbox"/> ELIGIBLE TO GRADE _____ <input type="checkbox"/> RECOMMENDED <input type="checkbox"/> NOT RECOMMENDED		IF NOT RECOMMENDED, STATE REASON  <b>This block may be used for 6-7 month interview. IF REQUIRED, USE EXTRA CARD</b>

Reverse of DA Form 1315

U.S. Government Printing Office: 1981-041-646/0091

Figure 5-1. Sample of a completed DA Form 1315

EGN: 123456

<b>OATH OF EXTENSION OF ENLISTMENT</b>	
<i>For use of this form, see AR 601-280; the proponent agency is Office of the Deputy Chief of Staff for Personnel.</i>	
<b>NAME (Last, First, Middle)</b> TENTPEG, SWINDLEY ROMEO	<b>SOCIAL SECURITY NUMBER</b> 123-45-6789
<b>ORGANIZATION</b> Company A, 2d Battalion, 78th Infantry	
<p>I, a member of the Regular Army, do hereby acknowledge this <u>18th</u> day of <u>January</u> <u>1983</u>, to have voluntarily extended my <u>3 years</u> <small>(Enter term of original enlistment)</small> enlistment of the <u>19th</u> day of <u>March</u> <u>1980</u>, as a soldier in the Regular Army of the United States to a period of <u>3</u> years <u>3</u> months from the last mentioned date. Period of this extension is <u>3</u> months. My request for extension UP paragraph <u>3-3b</u> <small>(appropriate paragraph)</small>, Chapter 3, AR 601-280 is <u>for promotion to grade E-5</u> <small>(specify reason)</small></p> <p><input type="checkbox"/> I elect to carry accrued leave forward.      <input type="checkbox"/> I request lump sum payment of accrued leave.</p> <p style="text-align: center;"><u>Swindley Romeo Tentpeg</u> <span style="float: right;"><u>SP4</u></span> <small>(Signature) <span style="float: right;">(Grade)</span></small></p>	
<b>FOR USE OF THE ADMINISTERING OFFICER</b>	
<p>Subscribed and sworn to before me this <u>18th</u> day of <u>January</u> <u>1983</u></p> <p>New ETS: 18 Jun 83</p>	
<b>TYPED NAME, GRADE AND BRANCH OF OFFICER</b> IMA N. MAJOR, MAJ, INF	<b>SIGNATURE</b> <u>Ima N. Major</u>

**DA FORM 1695**  
1 APR 75

PREVIOUS EDITION IS OBSOLETE.

Figure 5-2. Sample of a completed DA Form 1695

REQUEST FOR WAIVER OF DISQUALIFICATION FOR ENLISTMENT/REENLISTMENT IN THE REGULAR ARMY FOR IN-SERVICE PERSONNEL For use of this form see AR 601-280 the proponent agency is DCSPER. (USE REMARKS SECTION FOR EXPANSION OF ITEMS IF NECESSARY)						DATE					
TO: (Include ZIP Code) Commander Co A, 2/78 Infantry Fort Swampy, VA						18 Jun 83					
FROM: (Include ZIP Code) SP4 Swindley R. Tentpeg  Co A, 2/78 Infantry Ft. Swampy, VA			DISQUALIFICATION PARAGRAPH 2-15AR 601-280 TYPE Physical Fitness Test								
1. LAST NAME - FIRST NAME - MIDDLE INITIAL  Tentpeg, Swindley R.			2. TITLE AND PAY GRADE  SP4 E-4	3. SERVICE NO.  123-45-6789							
4. PHYSICAL STATUS											
HEIGHT 70 inches		WEIGHT 165 lbs		BRIEF SUMMARY OF ASSIGNMENT LIMITATIONS							
P	U	L	H				E	S	SUFFIX	CODE	DATE
1	1	3	1				1	1		G	15Dec82
5. MOS DATA			6. RECORD OF LETTERS OF INDEBTEDNESS								
PMOS	SCORE	DATE	NUMBER	AMOUNT	DISPOSITION						
11B	18%	Aug 80		None							
SMOS	SCORE	DATE									
7. TIME LOST DURING CURRENT SERVICE											
DATES (From/to)	NO. OF DAYS	REASON									
None											
8. ARTICLE 15/COURTS-MARTIAL DURING CURRENT SERVICE											
TYPE	OFFENSE	DATE OF CONVICTION	SENTENCE								
None											
9. REMARKS											
Request waiver of PT requirement due to limiting physical profile.											
DATE	SIGNATURE OF APPLICANT										
18 Jan 83											
10. EVALUATION AND RECOMMENDATION OF COMMANDING OFFICER WITH REASONS AND JUSTIFICATIONS											
SP4 Tentpeg is an outstanding soldier. Although his profile states that he is unable to complete the 2 mile run portion of the APRT, he is a consistent leader of his peers. SM is being processed for reclassification into an MOS compatible with his profile. Strongly recommend approval of this waiver.											
LIST OF INCLOSURES (Double column, if necessary)											
2	INCLOSURES copy of physical exam report DA Form 3340										
TYPED NAME AND GRADE OF COMMANDING OFFICER				SIGNATURE							
IMA N. MAJOR, MAJ, Inf, Commanding											

STATEMENTS FOR ENLISTMENT  
(PARTS I THROUGH IV)

For use of this form, see AR 601-280; the proponent agency is DCSPER.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

- AUTHORITY: Sections 504, 506, 508, and 510, Title 10, USC.
- PRINCIPAL PURPOSE: To determine eligibility for reenlistment.
- ROUTINE USES: Information may be referred to appropriate authorities if disciplinary action or discharge for fraudulent enlistment/reenlistment is appropriate.
- DISCLOSURE: Disclosure of personal information is voluntary, however, failure to furnish information requested may result in denial of reenlistment in the US Army.

PART I - GENERAL STATEMENT OF UNDERSTANDING

TO BE COMPLETED BY ALL APPLICANTS FOR REENLISTMENT IN THE REGULAR ARMY

1. ACKNOWLEDGEMENT: In connection with my reenlistment in the Regular Army, I hereby acknowledge that:
- a. All promises made to me are contained in Item 10 of DD Form 4, my reenlistment agreement and Part II of this statement.
  - b. I have not been guaranteed Technical School Training unless the title of the school course has been entered in Item 10, DD Form 4.
  - c. Should I make any material omission or misstatement of fact in connection with any of my enlistment documents, (1) I may be subject to early separation from this enlistment, or (2) I will complete, if permitted, the period for which I enlisted in any assignment deemed appropriate in accordance with the needs of the Army.
  - d. Should I choose an option which requires a security clearance and I am not granted such clearance after I have enlisted, or my granted clearance is revoked after I have enlisted, I agree to accept any assignment in accordance with the needs of the Army and I will complete the period for which I enlisted.
  - e. Law violations for which I have been convicted or have had adverse adjudications as a juvenile or youthful offender may be cause for denial of security clearance.
  - f. My choice of initial enlistment option shown in item 10 of my DD Form 4 does not constitute any guarantee that a substantial part of my enlistment will be served in the option, and the needs of the service may result in my transfer at any time (other than as may be provided by the specific option selected) to any other assignment within the continental United States or to an overseas command. I am aware that due to the needs of the Army I may be subject to involuntary retraining and/or reclassification.
  - g. Should my enlistment involve a commitment for specialized training or a selective assignment, conduct on my part occurring after my enlistment which results in disciplinary action may be just cause for my transfer to any other assignment within the continental United States or to an overseas command.
  - h. My acceptance for enlistment carries no promise whatsoever relative to furnishing transportation for dependents to overseas commands or to the furnishing of family quarters either in overseas commands or in the continental United States.
  - i. If, after my enlistment for a specific option, I should fail to meet required qualifications which cannot be determined prior to my enlistment, I understand that I will not be offered another enlistment option, but will be trained and assigned in accordance with the needs of the Army and will be required to complete the term of service for which I enlisted.
  - j. If, after my enlistment in the Regular Army, I should waive my initial enlistment option as listed in item 10, DD Form 4, and in Part II of my statement for enlistment for any reason whatsoever, this initial option will not be reinstated at a later date.
  - k. I am not consciously opposed, by reason of religious training or belief, to bearing arms or to participation, or training for war in any form.
  - l. I am aware that in the event of armed conflict involving the United States, the Secretary of the Army may declare null and void any portion of my enlistment option pertaining to training, assignment, or duty, if he determines such action to be necessary.

PART II - IN-SERVICE REENLISTMENT OPTION

TO BE COMPLETED BY APPLICANT REENLISTING FOR A SPECIFIC OPTION

2. In connection with my reenlistment in the Regular Army for the REGULAR ARMY Reenlistment Option, I hereby acknowledge that provided I meet required prerequisites I will be assigned as follows:  
IN ACCORDANCE WITH THE NEEDS OF THE ARMY
3. I have read and understand the provisions of Lines 2, 3, 4, and 5 of the option table for which I am reenlisting. Furthermore, to avoid misunderstandings, I have recorded below in my own words and handwriting all spoken and written promises that have been made to me in connection with my enlistment in the Regular Army (at end of statement, applicant will print the word "END"). NONE. END SRT
4. If reenlisting for the CONUS Station of Choice Reenlistment Option, I understand that my 12 months stabilization will commence on date of reenlistment or upon arrival at new station, whichever is later. I further understand that if I am subsequently placed on TDY in excess of 30 days, my stabilization will be extended by the number of days in excess of the initial 30-day period, unless I voluntarily waive my stabilization. It is also understood that if HQDA determines that in order to meet the operational needs of the Army, the unit or subordinate element must be deployed from the parent organization, I must deploy with the unit and no grounds for a broken reenlistment commitment will exist.
5. In the event my enlistment commitment cannot be fulfilled, the alternatives available to me will be as provided in Chapter 5, AR 635-200, as of the date of my claim of unfulfilled enlistment commitment or erroneous enlistment is submitted. I understand that I will have a period of thirty (30) days to elect an alternative or to request other training or assignment from the

date I am advised that my selected option cannot be fulfilled or, where not formally advised, from the date I discover or should have discovered the grounds for submitting a claim. This period may be extended by the general court-martial convening authority when necessary to determine the availability of my selected alternative. If I make no election within that period, my claim will be deemed to have been waived. I may withdraw any request for training or reassignment prior to approval and elect another alternative, but not thereafter.

**PART III - STATEMENT OF LAW VIOLATIONS AND PREVIOUS CONDITIONS**

6. Complete the statement in *a* below and answer questions *b* through *f* as appropriate, by placing a checkmark under the "YES" or "NO" column. In-service personnel immediately enlisting will list those violations occurring during current term of service, except for offenses not previously revealed.

*a.* I have read, or have had explained to me, paragraphs 2-4 and 7-4, AR 604-10, which set forth the criteria (reasons) for discharge and types of discharge, and certify that I  have  have not (check one) engaged in disloyal or subversive activities as defined herein.

*b.* Have you ever been rejected for enlistment or induction in any of the Armed Forces to include failure of the mental examinations administered by any AFEES, or been discharged from previous service under other than honorable conditions, under Personnel Security Regulations, or by reason of unsuitability, or undesirable habits or traits of character, or for medical reasons?

*c.* Have you ever been arrested, cited, charged or held by Federal, State, County, City or other law enforcement authorities or by Juvenile Court of Juvenile Probation Officials for any violation of any Federal Law, State Law, County or Municipal Law, Regulation or Ordinance?

*d.* Have you ever been convicted of a felony or any other offense, or adjudicated a youthful or juvenile delinquent?

*e.* Have you ever been imprisoned under sentence of any court?

*f.* Are you now or have you ever been on parole, probation supervision, under suspended sentence, or are you awaiting final action of charges against you?

YES	NO
	X
	X
	X
	X
	X

7. In the space below, give full details for any of the above questions to which you answered "YES". (If additional space is required, continue on a separate sheet of paper and attach securely to this form.)

REF ITEM	OFFENSE(S)	DATE AND PLACE	DISPOSITION
	NONE		

8. UNDERSTANDING: I understand that should I intentionally conceal or misrepresent any information regarding my record of arrests or convictions or juvenile court adjudications, I may later be subject to disciplinary action under the Uniform Code of Military Justice (UCMJ) and/or discharged from the Service under other than honorable conditions.

**PART IV - DEPENDENCY STATEMENT**

TO BE COMPLETED BY ALL APPLICANTS

9. Relationship and age of all persons who are dependent upon me for support are recorded below (If none, so state):

RELATIONSHIP	AGE	RELATIONSHIP	AGE
NONE			

10. UNDERSTANDING: I understand that if I am selected for enlistment in the Regular Army, I will be expected to accept such assignments as are in the best interest of the Service regardless of marital status and/or responsibility for dependents; and that it is my responsibility to make appropriate arrangements for the care of my dependents should I be required to perform duty in an area where dependents are not authorized.

11. I have read and understand the meaning of all statements contained in Parts I through IV of this form and agree to all conditions set forth therein. I certify that all answers to questions, statements and entries on this form are true, correct and complete, and that the Recruiter/Career Counselor has informed me that should I intentionally conceal any information required above, I may later be subject to disciplinary action or discharge upon its discovery.

DATE 18 JAN 83	SIGNATURE OF APPLICANT Swinnelley Roman Tentpeg	SIGNATURE AND TITLE OF WITNESS Ina G. Counselor.
-------------------	--	---

Figure 5-4. Sample of a completed DA Form 3286—Continued

<b>REQUEST FOR REGULAR ARMY REENLISTMENT OR EXTENSION</b> <small>For use of this form, see AR 601-280; the proponent agency is the Deputy Chief of Staff for Personnel.</small>		
<b>TO:</b> Commander, Co A 2/78th Infantry Ft. Swampy, VA	<b>FROM:</b> SP4 Swindley R. Tentpeg 123-45-6789 Co A, 2/78th Infantry Ft. Swampy, VA	
<b>1. REQUEST THAT I BE AUTHORIZED TO (Complete as appropriate):</b> a. REENLIST IN THE REGULAR ARMY FOR A PERIOD OF <u>6</u> YEARS. b. EXTEND MY CURRENT REGULAR ARMY ENLISTMENT FOR A PERIOD OF _____ MONTHS, THEREBY INCREASING THE TERM OF MY CURRENT ENLISTMENT TO A TOTAL PERIOD OF _____ YEARS AND _____ MONTHS.		
<b>2. I DESIRE THE ABOVE ACTION FOR THE REASON(S) LISTED BELOW (If applying for a specific option authorized by Chapter 4, so state).</b> Reenlist for the Regular Army Reenlistment Option		
<b>3. PERTINENT PERSONNEL DATA FOLLOWS:</b> a. DATE OF ENTRY ON CURRENT PERIOD OF ACTIVE DUTY: <u>18 March 1980</u> b. CURRENT TERM OF SERVICE: <u>3 years with 3 month extension</u> c. CURRENT ETS: <u>17 Jun 1983</u> d. CURRENT STATUS (RA, AUS, USAR, NGUS): <u>RA</u> e. PMOS: <u>11B10</u> f. AMOS: _____ g. NUMBER OF DEPENDENTS: <u>1</u>		
<b>4. TO THE BEST OF MY KNOWLEDGE I <input checked="" type="checkbox"/> DO <input type="checkbox"/> DO NOT REQUIRE A WAIVER TO AUTHORIZE THIS ACTION. (If waiver is required, specify disqualification.):</b> <p style="text-align: center;">Physical Readiness Testing</p>		
<b>DATE</b> 18 Jan 83	<b>SIGNATURE OF APPLICANT</b> 	
<b>5. COMMANDER'S RECOMMENDATION:</b> a. <input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL b. REMARKS SM meets height and weight standards of AR 600-9 and is capable of performing duties in his PMOS. SM has been found fit for retention by a PEB. SM does not desire to cash in accrued leave. Certified as qualified for continued service.		
<b>DATE</b> 18 Jan 83	<b>TYPED NAME AND GRADE OF COMMANDING OFFICER</b> IMA N. MAJOR, MAJ, IN	<b>SIGNATURE</b> 

**DA FORM 3340**  
1 APR 78

PREVIOUS EDITION IS OBSOLETE.

U. S. Government Printing Office: 1979-280-002/0132

**STATEMENT OF ENTITLEMENT TO SELECTIVE REENLISTMENT BONUS**

For use of this form, see AR 600-200; the proponent agency is MILPERCEN.

**DATA REQUIRED BY THE PRIVACY ACT OF 1974**

**AUTHORITY:** Section 308 of Title 37, US Code, as amended by Public Law 93-277, Armed Forces Enlisted Personnel Bonus Revision Act of 1974, 10 May 1974, Public Law 95-57, 29 June 1977, and Public Law 95-485, 20 October 1978.

**PRINCIPAL PURPOSE:** To explain the conditions under which continued entitlement to unpaid installments of the bonus may be terminated and unearned portion of advanced bonus payments recouped.

**ROUTINE USES:** Information may be referred to appropriate authorities if individual becomes subject to termination and/or recoupment of bonus.

**DISCLOSURE:** Disclosure of personal information is voluntary. However, failure to furnish information requested may result in denial of reenlistment in the Army.

I Swindley Romeo Tentpeg 123-45-6789  
(Full name) (SSN)

understand that I am getting a selective reenlistment bonus in return for my (reenlistment) ~~(extension)~~  
~~(of entitlement)~~ in MOS 11B for a period of 6 years  
( months) ( years)

I agree to complete this period of service.

I have been advised and understand that if I do not complete the full period of service, or if I do not remain technically qualified in MOS 11B, I will not get any more installments of the bonus, and I will have to pay back as much of the bonus as I already received for the unexpired part of the period of obligated service.

I understand that I will be considered *NOT* technically qualified in MOS 11B when I am no longer classified in that MOS and my current and future assignment in that MOS is precluded for any of the following reasons within my control:

- a. I refuse to perform certain duties which I volunteered for in writing prior to my accepting the bonus and which are required for effective performance in the MOS;
- b. Disciplinary action taken under UCMJ or civil court conviction disqualifies me for future performance in the MOS;
- c. My own misconduct causes injury, illness, or some other condition which interferes with effective performance in the MOS;
- d. Withdrawal of the minimum security clearance, loss of qualification under the Personnel Reliability Program (PRP), or loss of any other mandatory qualification required for effective performance in the MOS.

SIGNATURE OF BONUS RECIPIENT

*Swindley Romeo Tentpeg*

Swindley Romeo Tentpeg, SP4

SIGNATURE OF REENLISTMENT OFFICER

*Ima N. Major*

IMA N. MAJOR, MAJ IN

DATE	TIME	STATION
18 Jan 83	1000 hrs	Ft Swampy, VA

U.S. Government Printing Office: 1982-261-046/8217

DA FORM 4789  
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Figure 5-6. Sample of a completed DA Form 4789

## CHAPTER 6

### BAR TO REENLISTMENT PROCEDURES

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**6-1. General.** *a.* This chapter prescribes procedures to deny reenlistment to soldiers whose immediate separation under administrative procedures is not warranted, but whose reentry into, or service beyond ETS with, the Active Army is not in the best interest of the military service. Policies and procedures prescribed herein apply to the field commander's bars to reenlistment. Soldiers may not be reenlisted without the recommendation of the unit commander. However, if a commander wishes to disapprove a request for reenlistment or extension, when submitted on DA Form 3340 by a soldier who is fully qualified for reenlistment without waiver, he must concurrently submit a bar to reenlistment unless the person requires a waiver of reenlistment disqualification according to chapter 2. Request for waiver of reenlistment disqualification may be disapproved under paragraph 2-28. Personnel, if otherwise qualified, may not be denied reenlistment arbitrarily.

*b.* The HQDA bar to reenlistment that results from the Qualitative Screening feature of the Qualitative Management Program (QMP) is discussed in AR 600-200, chapter 4, section III.

**6-2. Standards for reenlistment.** *a.* Only personnel of high moral character, personal competence, and demonstrated adaptability to the requirements of the professional soldier's moral code will be reenlisted in the Regular Army. All soldiers should be evaluated under the "whole person" concept as set out in paragraph 2-6. Persons who cannot, or do not, measure up to such standards, but whose separation under proper administrative procedures is not warranted at the present time, will be barred from further service under this chapter.

*b.* Imposition of a bar to reenlistment does not preclude administrative separation at a later date. The bar to reenlistment is intended to put the soldier on notice that—

(1) He is not a candidate for reenlistment.

(2) He may be a candidate for separation if the circumstances that led to the bar to reenlistment are not overcome.

**6-3. Guidelines for use of bar to reenlistment procedures.** *a.* Bar to reenlistment procedures will not be used instead of separation actions under proper regulations.

*b.* A bar to reenlistment will not be initiated solely because a soldier refuses to reenlist.

*c.* Bar to reenlistment procedures will not be used instead of trial by court-martial, nonjudicial punishment, or other administrative action.

*d.* The fact that disciplinary or administrative action not resulting in separation has been previously taken does not preclude initiation of bar to reenlistment procedures if such action is thought proper.

*e.* The fact that a person may be issued an honorable or general discharge for the current period of service does not prevent initiation of bar to reenlistment procedures to deny the person later service in the Regular Army.

*f.* The fact that a person may have served honorably for a number of years is considered in the evaluation of his service; however, it does not prohibit the initiation of bar to reenlistment procedures if such action is otherwise appropriate.

**6-4. Criteria.** Commanders must be especially alert to the need to evaluate the advisability and desirability of affording continued military service to soldiers of the following, or similar, calibers:

*a. Untrainable personnel.* These persons will be identified as soon as possible with a view toward eliminating them from the service. When discharge under administrative procedures is not warranted, action will be taken under this regulation to bar the person from further service with the Regular Army. These persons are often identified by failure to perform the basic tasks required of their PMOS, failure to achieve individual weapons qualification, failure of the Army's Physical Readiness Test, evaluation results by the Army Education Activity, or failure of the SQT. Frequently, soldiers will meet the minimum standards for their present grade but

obviously lack the potential to become the supervisor or senior technician of the future.

*b. Unsuitable personnel.* When possible, these persons will be identified early in their military service with a view toward elimination from the service. When administrative discharge is not warranted, action will be taken under this chapter to bar the soldier from further service with the Regular Army.

*c. Sole parents.* Commanders will initiate bar to reenlistment proceedings against members described below who have been counseled according to AR 600-20, chapter 5, and who do not have on file within 6 months after counseling, an approved dependent care plan as described in AR 600-20, chapter 5.

- (1) A member who—
  - (a) Is single, or
  - (b) Is widowed, or
  - (c) Is divorced, or
  - (d) Is legally separated, or
  - (e) Is residing without his or her spouse,

or

(f) Has a spouse who is incapable of self-care; and who has custody of one or more minor dependents or one or more adult dependents unable to care for themselves (e.g., handicapped or infirm).

(2) A member who has a military spouse and they have minor dependents or adult dependents unable to care for themselves.

*d. Individuals against whom bar to reenlistment proceedings are initiated.* Soldiers against whom bars to reenlistment are initiated often have records that disclose the recurrence of one or a combination of the following:

- (1) Late to formations, details, or assigned duties.
- (2) AWOL for 1- to 24-hour periods.
- (3) Losses of clothing and equipment.
- (4) Substandard personal appearance.
- (5) Substandard personal hygiene.
- (6) Continuous indebtedness, reluctance to repay, or late payments.
- (7) Recurrent article 15 punishments.
- (8) Frequent traffic violations.
- (9) "Rides" sick call without medical justification.
- (10) Late returning from pass or leave.

(11) Cannot follow orders; shirks; takes too much time; is recalcitrant.

(12) Cannot train for a job; apathetic; disinterested.

(13) Cannot adapt to military life; uncooperative; involved in frequent difficulties with fellow soldiers.

(14) Failure to manage personal, marital, or family affairs. This includes failure to respond to duty requirements because of parenthood or custody of dependents (minor or adult).

(15) Causes trouble in the civilian community.

(16) Involved in immoral acts.

(17) Personal behavior brings discredit upon his unit or the Army.

(18) Failure to achieve individual weapons qualification.

(19) Failure to pass the Army's Physical Readiness Test.

**6-5. Procedures.** A person's unfitness or unsuitability may show up soon after entry into the military service, or it may not develop or become apparent until after many years of service.

*a.* The fact that persons performing in a substandard manner may have been permitted to remain on active duty for a number of years should not stop a current commander from taking action under this regulation or other proper directives if he thinks such action is justified.

(1) Normally, a bar to reenlistment procedure should not be initiated against a person who has been assigned to a unit for less than 90 days. When a bar to reenlistment is initiated during this time, the commander's certificate will contain an explanation on the timing of the action.

(2) A bar to reenlistment procedure should not be based on generalities, approximate dates, vague places or times. It should be based on specific incidents substantiated by official remarks made at the time of each occurrence. The individual should be counseled on each occurrence and told that all instances are made matter of official record when acts considered unworthy of the US Army are performed.

(3) A bar to reenlistment is initiated without regard to a person's ETS or his reenlistment intent.

(4) Normally, a bar to reenlistment will not be initiated against an individual during the last 30 days before ETS or his departure from the unit to which currently assigned. When a bar to reenlistment is initiated during this period, the commanders certificate will contain an explanation of why the action was not taken at an earlier date.

b. Any commander in the soldier's chain of command may initiate a bar to reenlistment. Normally this action will be initiated by the company, battery, troop or detachment level commander. A senior commander in the chain who believes that bar action is warranted will personally initiate a bar by initiating DA Form 4126-R (Bar to Reenlistment Certificate), signed in duplicate. On this form he will summarize the basis for his intent to initiate bar to reenlistment procedures. This will include the number and dates of courts-martial, incidents of punishment under article 15, and all other factual and relevant data supporting his recommendation.

(1) Total active service will be computed as of the date of expiration of term of service (ETS), and not the date the bar is prepared.

(2) Conduct and efficiency blocks will be marked "NA."

(3) DA Form 4126-R will be reproduced locally on 8½- by 11-inch paper. A reproducible copy of this form is located at the back of this regulation.

(4) The commander will refer the certificate to the enlisted person concerned for a statement on his own behalf, if desired, as required by AR 600-37, chapter 2. The soldier will be given a copy of the DA Form 4126-R. He will be allowed a period of 15 days to prepare his comment and to allow collection of any document or pertinent materials. An extension of this period may be granted by the commander initiating the bar action on a case-by-case basis.

(5) DA Form 4126-R, section I, will be from the initiating commander, through the service member ((4) above), to the next commander in the normal chain of command.

(6) DA Form 4126-R, section III, will not be used since each commander in the chain of

command must personally indorse the certificate (see c below).

c. Upon receipt of the person's comment, the certificate will be indorsed personally by each commander (or acting commander) in the chain of command. It will be approved by the proper authority shown in d(1), d(2), or d(3) below. A copy of DA Form 2 and DA Form 2-1 will accompany the certificate. Any commander in the chain of command who does not believe the bar action is warranted will disapprove the action and return it to the initiating commander. Further, any commander may elevate the authority to disapprove a bar to reenlistment to his own, or any appropriate subordinate commander (see para 2-28g for example). The bar to reenlistment will not be forwarded to a higher authority for consideration without a recommendation for approval. The commander who initiates the bar certificate may not take final action on the bar. If the initiating authority would normally be the approving authority, the certificate will be forwarded to the next higher approval authority for final action.

d. A bar to reenlistment may not be approved after the soldier has separated from active duty. Nor may a bar be entered in a soldier's records after he has separated from active duty. Further, soldiers may not be retained involuntarily past their normal separation to approve a bar to reenlistment.

(1) For soldiers with less than 10 years' active Federal service at ETS, the bar will be personally approved or disapproved by the first commander, grade O-5 or above, in the soldier's normal chain of command, or the commander exercising Special Court Martial Convening Authority (SPCMCA), whichever is in the most direct line to the soldier (unless this is the same commander who initiated the action). Personal signature of the approving or disapproving authority is required.

(2) For soldiers with 10 to 18 years of active Federal service at ETS, those with more than 20 years of active Federal service at ETS, and those where action is taken to extend the soldier to complete 20 years of active Federal service, the approval or disapproval authority is the first general officer in the soldier's normal chain of

command, or the commander exercising General Court Martial Convening Authority (GCMCA), whichever is in the most direct line to the soldier. The personal signature of the approving or disapproving authority is required.

(3) Bar to reenlistment procedures against persons having 18 but less than 20 years of active Federal service at ETS, and who are not extended to attain retirement eligibility according to (2) above, will be approved only by HQDA. Such requests for bars to reenlistment will be forwarded to Cdr, US Army Enlistment Eligibility Activity, 9700 Page Boulevard, St. Louis, MO 63132. They will contain a statement that it is the intent of the commander(s) concerned to deny the soldier the opportunity to attain retirement eligibility. Unless specifically directed by the proper commander, bars to reenlistment will not be forwarded through Corps, MACOM, or similar commanders en route to USAEEA.

(4) Final approval authority for any bar to reenlistment must be at least one approval level higher than the initiated authority. (A bar initiated by any commander above the company or battery or troop level must be approved at the general officer or GCMCA level, or at USAEEA as proper.)

*e.* When the bar has been approved, the soldier's unit commander will use a counseling statement to inform the soldier that the bar has been approved and that he has the right of appeal. Soldiers desiring to submit an appeal who are otherwise qualified under the criteria of chapter 2, including those with approved waivers, will not be involuntarily separated while an appeal is pending. Should the soldier desire to submit an appeal, but refuse retention to allow processing of the appeal, he will be informed that the bar will remain in effect. From the time he is informed that the bar was approved, the soldier will be allowed 15 days to submit an appeal. On a case-by-case basis, an extension of this period may be granted by the commander initiating the bar procedure. Appeals will be endorsed personally by each commander (or acting commander) in the chain of command, and approved or disapproved by proper authorities shown in (1) or (2) below.

(1) For soldiers with less than 10 years of active Federal service at ETS, the approval or

disapproval authority is the first general officer in the soldier's normal chain of command, or the commander exercising GCMCA, whichever is in the most direct line to the soldier. The personal signature of the approving or disapproving authority is required.

(2) For soldiers with more than 10 years of active Federal service at ETS, the approval or disapproval authority is the Cdr, USAEEA. Unless specifically directed by the proper commander, appeals will not be forwarded through Corps, MACOM, or similar commanders en route to USAEEA.

(3) Bars to reenlistment approved by the Cdr, USAEEA under this regulation, paragraph 6-5*d*, may not be appealed.

*f.* Persons who believe that they will be unable to overcome a bar to reenlistment may apply for immediate discharge. Requests will be processed according to AR 635-200, chapter 16. Approved requests for discharge are final. DD Form 214 (Report of Separation) will be coded RE-4.

*g.* If all appropriate commanders concur, soldiers who will have less than 12 months to ETS from the date a bar is approved, may be extended for rehabilitative purposes up to, but not beyond, 12 months from the bar approval date. If the soldier does not meet reenlistment criteria of chapter 2, required waivers must be approved by the proper authority before the extension is accomplished. As an exception to this regulation, paragraph 3-3*b*, the final approval authority for these extensions is the bar approval authority. The reason cited will be "In the best interest of the Army." This extension action may be taken when the bar is initiated, or at a later date.

*h.* When a certificate has been approved by the proper authority, the custodian of the person's personnel records will place a signed copy in the soldier's MPRJ where it will remain a permanent part of the file. The remark "not recommended for further service" will be entered on the person's DA Form 2-1 according to AR 640-2-1. The DA Form 1315 and the DA Form 2 will have the proper in-service ineligibility code entered as shown in AR 680-29, chapter 1.

*i.* After placing an approved certificate in the soldier's 201 file, the company, detachment, or

comparable commander of the unit to which the soldier is assigned, or attached for duty and administration, will continue documented evaluation of the soldier. Approved bars to reenlistment will be reviewed by the proper unit commander at least each 6 months after the date of approval, and 30 days before the person's scheduled departure from the unit or separation from the service. (See DA Pam 600-8.)

(1) If, upon review, the commander feels the bar to reenlistment should remain in effect, he will notify the custodian of the soldier's personnel records who will enter the remark below on the soldier's DA Form 2-1: "Bar to reenlistment reviewed; not recommended for removal, (date)." The commander will make the same remark on the DA Form 1315. When removal of the bar is not recommended, the soldier should be considered for elimination under proper administrative procedures.

(2) A recommendation to remove a bar to reenlistment may be submitted, in writing, at any time by the soldier's unit commander if he feels the soldier has proven that he is worthy of retention in the Army.

(3) Any commander in the chain of command who does not feel that the bar should be removed will disapprove the request and return it to the initiating unit without further action.

(4) Approval to withdraw the certificate will be the same authority who would approve a bar for a soldier with the same years of service or, if the soldier has moved to another jurisdiction, the comparable commander in that jurisdiction.

(5) Commanders having authority to remove a bar may take one of the actions below:

(a) Approve total withdrawal of the bar to reenlistment to allow the soldier to reenlist if otherwise qualified. The approved recommendation withdrawing the bar to reenlistment will be placed in the person's MPRJ as a permanent part of the file. The bar to reenlistment certificate will be removed and destroyed. The remark "Not recommended for further service" on the DA Form 2-1 will be totally obliterated.

(b) Approve suspension of the bar to reenlistment to allow the soldier to extend his current enlistment. Bars suspended for extension only will contain a statement in the approving commander's indorsement stating that "the bar

to reenlistment is suspended for the purpose of extension only. The period of extension will not exceed (*enter period considered proper*) months. Contingent upon satisfactory performance during the period of the extension, and if otherwise qualified, the soldier may be reenlisted upon completion of the extension without further action. If the soldier fails to perform satisfactorily during the period of the extension, he will be separated with the bar to reenlistment in effect." (See paras 2-29b, and 3-3a.) When a soldier is extended under the provisions of this paragraph the bar to reenlistment will remain a part of the MPRJ throughout the period of the extension. If the soldier does perform satisfactorily, is recommended for reenlistment by the unit commander, and is qualified for enlistment, the bar to reenlistment certificate will be removed from the MPRJ as prescribed in (a) above.

(6) Upon completion of the reviews prescribed above, the unit commander will inform the soldier that the bar to reenlistment was reviewed, and what action was taken. At any time the bar to reenlistment is reviewed and not recommended for removal, the soldier should be reevaluated for possible separation under proper administrative procedures.

j. The DD Form 214 (Report of Separation from Active Duty) of otherwise qualified persons who are separated with a bar to reenlistment in effect are coded RE-3 even though an honorable discharge may be issued. If the person is separated with more than 18 years' active Federal service, he will be coded RE-4. RE codes will be entered on proper copies of the DD Form 214 according to AR 635-5.

(1) Commanders of transfer activities will examine the DA Form 2-1 of each person undergoing transfer processing. When the remark described in h above appears, the commander will enter in item 18, DD Form 214, "Paragraph 2-20, AR 601-280 applies; AR 600-37 complied with." All entries on the DD Form 214 will be according to AR 635-5.

(2) When the remark has been deleted from the DA Form 2-1, the records will be examined to determine if there is proper authorization to make the deletion. If the deletion is not properly substantiated, the remark will be reentered.

(3) If the deletion is properly substantiated, separation will be accomplished and no entry will be made on the DD Form 214.

## CHAPTER 7

## SELECTION, TRAINING, ASSIGNMENT, AND USE OF REENLISTMENT PERSONNEL AND AWARDS FOR THEIR SERVICE

**7-1. Officer personnel selected for full-time reenlistment duty.** *a.* Officer personnel selected for full-time reenlistment duties will—

(1) Be an officer in the grade of captain or above.

(2) Be assigned to the branch of service that is most prevalent in the unit or station to which assigned.

(3) Have at least 1 year of command experience.

*b.* Full-time reenlistment officers should be required to attend reenlistment officer training conducted at the Soldier Support Center, Fort Benjamin Harrison, IN.

*c.* Full-time reenlistment officers will normally not be used for additional duties requiring time that would detract from their primary reenlistment responsibilities.

*d.* The actions below are recommended for selection and use of full-time reenlistment officers:

(1) Officers selected should have at least 18 months' retainability in the position. This is essential to allow the officer to acquire the degree of knowledge and expertise needed to assist the commander in conducting an effective reenlistment program.

(2) Full-time reenlistment officers are recommended for appointment as a member of the commander's special staff. This open staff relationship is beneficial in cases in which problem areas impacting on the reenlistment effort require one-on-one briefings or solutions.

**7-2. Enlisted personnel selected for full-time reenlistment duties.** Persons currently assigned to full-time reenlistment duties who are performing satisfactorily will not be reassigned solely for failure to meet prerequisites for the job. Commanders will continually evaluate the performance of each full time reenlistment NCO and Retention NCO to determine whether the person should continue to be retained on such duty.

*a.* Commanders will withdraw MOS OOR from those Retention NCOs who fail to maintain the high standards prescribed in table 7-2, and reclassify in accordance with AR 600-200. Prerequisites for full-time Retention NCOs and matters relating to their assignment and use are also discussed in table 7-2, and paragraphs 1-8 and 7-5.

*b.* Soldiers in PMOS OOR who are serving as retention NCOs for the first time after having served successfully as US Army recruiters will be allowed a 1-year period of probation. During this time, if it is apparent that, although they have made a diligent effort, they are unable to perform successfully as a Retention NCO, they may be released from MOS OOR without prejudice or adverse effect.

**7-3. Personnel selected for reenlistment NCO as additional duty.** When possible, persons who have had previous successful experience in reenlistment should be assigned as the additional duty reenlistment NCO. Persons assigned these duties should possess the same general qualifications as those required for duty on a full-time basis. First sergeants and initial-term soldiers will not be appointed as reenlistment NCOs. Persons selected should have at least 12 months' retainability.

**7-4. Processing of persons in PMOS OOR who are scheduled for return from oversea commands.** Personnel returning from oversea commands who have PMOS OOR and who do not desire assignment to Recruiter or Retention NCO duties in the continental United States (CONUS) will be reclassified into another MOS according to AR 600-200, chapter 2, section VIII. They will also be reported on the Assignment of Oversea Returnees (AOR) list. Soldiers serving in oversea commands who have PMOS OOR and desire full-time duty as recruiters or Retention

NCOs in CONUS will submit a preference statement according to AR 614-200 and DA Pam 600-8 through the servicing military personnel office (MILPO). Preference statements or DA

Form 4187 (Personnel Action) will be submitted no later than 7 months before completion of the oversea tour. Choice of duty and geographic area will be indicated.

**Table 7-1. Selection of enlisted personnel for full-time or part-time reenlistment NCO duty (non-PMOS OOR)**

<i>Line</i>	<i>Item</i>	<i>Comment</i>
1	Selection .....	<p>Persons selected for non-PMOS OOR reenlistment duties should meet, as far as possible, the prerequisites below:</p> <ul style="list-style-type: none"> <li>a. Have a minimum of 6 years' active Federal military service.</li> <li>b. Be a noncommissioned officer grade E6 or above if selected for full-time duty, and a noncommissioned officer or specialist grade E5 or above if selected for part-time duty.</li> <li>c. Score 110 or higher in aptitude area General Technical (GT) or Skilled Technical (ST).</li> <li>d. Hold a high school diploma or a General Education Development (GED) certificate.</li> <li>e. Meet height and weight standards of AR 600-9 without exception.</li> <li>f. Have at least 12 months remaining to ETS.</li> <li>g. Have had no disciplinary action during the current or previous enlistment. Any record of a felony, poor management of personal or family affairs, poor credit standing, a morals offense, or a history of repeated traffic or law violations should preclude assignment to reenlistment NCO duty.</li> <li>h. Not currently be on a reenlistment for which a VRB or SRB was paid if selected for full-time duty.</li> <li>i. Have a history of demonstrated personal integrity and effective military leadership.</li> <li>j. Be ages 23 to 35 inclusive.</li> <li>k. Have past experience in personnel management, interviewing, classification, or sales.</li> <li>l. Have served in a combat organization.</li> <li>m. Have credit for at least one oversea tour.</li> </ul>
2	Relief .....	In the interest of the Army, it is imperative that soldiers serving as reenlistment NCOs be above reproach in

**Table 7-1. Selection of enlisted personnel for full-time or part-time reenlistment NCO duty (non-PMOS OOR)—Cont.**

<i>Line</i>	<i>Item</i>	<i>Comment</i>
		both personal and military conduct. Therefore, soldiers in the following categories will be relieved from duty. Those who—
		a. Fail to maintain standards of personal and professional conduct that reflect favorable upon the soldier and the Army.
		b. Intentionally violate or negligently ignore any prescribed regulation to obtain a reenlistment.
		c. Fail to advise a commander of the consequences of reenlistment, or extension of enlistment, of any soldier who is not properly qualified for reenlistment or extension.
		d. Fail to maintain height and weight standards of AR 600-9.
		e. Are convicted in civil or military court of any offense that indicates a questionable moral character.
		f. Have check-cashing privileges revoked.
		g. Are ineligible for immediate reenlistment because of AWOL, lost time, or court martial conviction.
		h. Are denied further service by DA Qualitative Review Board (AR 600-200, chap 4).
		i. Sign a Declination of Continued Service Statement (AR 601-280, chap 3).

**Table 7-2. Processing of personnel desiring full-time Retention NCO duty (PMOS OOR)**

<i>Line</i>	<i>Item</i>	<i>Comment</i>
1	Application .....	All personnel wishing to serve in PMOS OOR (Recruiter/Retention NCO) must meet the qualifications of and be accepted under AR 601-1. All persons entering MOS OOR after 1 October 1982 and serving as Retention NCOs will have first served successfully as an Army Recruiter.
2	Utilization .....	Commanders at all levels will insure that persons assigned full-time reenlistment duties in PMOS OOR are used only for that purpose. (See para 7-5.)
3	Relief .....	In the interest of the Army, it is imperative that soldiers possessing

**Table 7-2. Processing of personnel desiring full-time Retention  
NCO duty (PMOS OOR)—Cont.**

<i>Line</i>	<i>Item</i>	<i>Comment</i>
		<p>PMOS OOR be above reproach in both personal and military conduct. Therefore, soldiers to whom the conditions of table 7-1, line 2, this regulation apply, will be relieved from duty and reclassified out of PMOS OOR under proper regulations. Effective 1 October 1982, soldiers who have entered the reenlistment field from recruiting duty, and have not served as a Retention NCO in the past, will be given a 1-year "intern" period. At any time during this period, any person who is unable to perform satisfactorily as a Retention NCO, although making a valid effort, will be released from retention duties without prejudice, and will be reclassified under AR 600-200. This action may be at the request of the soldier by direction of the commander concerned. This action will not be used in place of relief for misconduct if that action is proper.</p>

**7-5. Duties and responsibilities.** *a.* At every company, battery, detachment, or similar size unit, an NCO will be assigned reenlistment duties as an additional duty (see para 7-3). The first primary duty Retention NCO in the chain of command will advise additional duty reenlistment NCOs of their responsibilities.

*b.* Retention NCOs will not be used for administrative preparation of separation and reenlistment forms.

*c.* Persons assigned reenlistment duties at the company or similar unit level will also serve as the Reserve Components Options NCO. Procedural duties in this capacity will include, but not necessarily be limited to—

(1) Providing a duplicate copy of the DA Form 1315 to the ARNG or USAR In-Service Recruiter (ISR) for all soldiers indicating that they will decline immediate reenlistment. The card will be prepared and forwarded not later than 60 days before ETS. It will contain all entries to include interview remarks. Electronically reproduced copies are acceptable. In oversea commands and other areas in which

ISRs are not physically located at the installation, duplicate DA Forms 1315 will be forwarded to the supporting ISR by mail, messenger, or similar method.

(2) Coordinating with the servicing ISR in scheduling RC interviews for all qualified service members declining reenlistment. Interviews will be conducted 30 to 60 days before ETS. In oversea commands and other areas where an ISR is not physically located at the installation, but is capable of providing support to the installation, the ISR, when notified by the reenlistment NCO or commander, will conduct the interview required by this paragraph and paragraph c-5. To reach the greatest number of soldiers, group interviews are acceptable. Service members will not be required to travel to the interview location.

(3) Insuring that RC interview data are recorded on the DA Form 1315.

*d.* At installations where no ISR support is available, reenlistment personnel at all levels of command will become familiar with the options, benefits, and obligations related to RC partici-

pation so that proper counseling can be performed.

*e.* Commanders of battalions and comparable size units not authorized a Retention NCO (MOS OOR) will appoint an NCO, in writing, as a battalion reenlistment NCO. This soldier will perform the same duties as a Retention NCO (PMOS OOR). Although this person is expected to serve as a full-time reenlistment NCO, commanders will insure that he is given enough time to maintain proficiency in his PMOS and considered for promotion with his contemporaries. Only the most qualified and highly motivated personnel will be selected for reenlistment NCO duties.

*f.* Retention NCOs and full-time Reenlistment NCOs appointed under *e* above are expected to exert maximum effort to their reenlistment duties. These NCOs will not normally be assigned duties such as First Sergeant, Platoon Sergeant, Squad Leader, Staff Duty NCO, Charge of Quarters, Sergeant of the Guard, or similar duties. However, this restriction will not normally apply to such duties as area housing coordinator, building or stairwell coordinator, and other duties in support of the military community.

*g.* Additional information on the duties and responsibilities of Reenlistment NCOs and Retention NCOs is found in paragraph 1-9*g* and *h*.

**7-6. Secretary of the Army's Retention NCO of the Year Award.** The Secretary of the Army's Retention NCO of the Year Award recognizes the most outstanding Retention NCO for achievements in support of the reenlistment effort and outstanding personal qualities.

*a. Eligibility.* Any Retention NCO may be nominated who has performed duties in PMOS OOR for at least 6 months during the fiscal year for which the award is being considered.

*b. Criteria for selection.* Eligible Retention NCOs will be nominated according to the criteria below. HQDA may revise these criteria as necessary to support the Army Reenlistment Program.

(1) The success of the NCO's commander(s) in managing his reenlistment program within guidelines established by HQDA and the proper MACOM.

(2) The NCO's demonstration of outstanding

personal qualities and traits required to be a successful NCO and US Army Retention NCO.

(3) The NCO's individual innovations in counseling soldiers.

(4) The NCO's knowledge of the Army's Reenlistment, Personnel Competency Enhancement, and Force Alignment Programs.

(5) The NCO's compliance with height and weight standards of AR 600-9.

*c. Procedure for selection.* Commanders of MACOMs and Army field commanders listed in AR 10-5 will nominate the most outstanding Retention NCO of their respective commands by 1 December yearly. These nominations will be forwarded with proper recommendations to HQDA (DAPE-MPD-RT), WASH DC 20310. The nominees will appear before a board of officers and noncommissioned officers from HQDA. The selected nominee will then be recommended by this board to the DCSPER for approval.

*d. Submission of nominations.* Nominations for the Secretary of the Army's Retention NCO of the Year Award will include—

(1) Nominees name, grade, social security number, date of birth, names of wife and children, organization or installation to which assigned, and date of assignment.

(2) A brief narrative biography—not to exceed one double-spaced, typewritten page.

(3) A brief description of duties; actions taken to support commanders in achieving their objectives, and other related areas—not to exceed one double-spaced, typewritten page.

(4) A recent, full-length, 8- by 10-inch photograph.

*e. Presentation of the award.* The award will be presented by the SA or his designated representative at a proper ceremony. In each instance, consideration will be given to inviting the wife and immediate family of the selectee according to Joint Travel Regulations.

**7-7. Department of the Army Reenlistment Award.** *a.* This award will be presented, on a fiscal year basis, to each MACOM that meets all criteria established by HQDA.

*b.* Achievement of established criteria will be based on data obtained from DCSPER automated reports.

**7-8. Career Counselor Badge. a. Eligibility.** The Career Counselor Badge is authorized for wear by all Retention NCOs holding PMOS OOR and serving in an authorized TOE or TDA position of OOR. However, wearing the Career Counselor Badge on the Army green shirt, or on any appendage attached to the Army green

shirt, is prohibited except in those areas specifically authorized under AR 670-1.

**b. Procurement.** The Career Counselor Badge may be requisitioned from the Defense Supply System. AR 672-5-1 contains information pertaining to the badge.

## APPENDIX A

### REFERENCES

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#### Section I. REQUIRED REFERENCES

A-1. No references are required to be maintained in support of this regulation.

A-2. MACOMs may direct specific regulations to be maintained in the reenlistment offices within their command if they wish to.

#### Section II. RELATED REGULATIONS

A-3. The publications shown below are related to the use of this regulation.

- a. AR 10-5 (Department of the Army).
- b. AR 15-185 (Army Board for Correction of Military Records).
- c. AR 37-100 (Account/Code Structure).
- d. AR 37-104-3 (Military Pay and Allowances Procedures: Joint Uniform Military Pay System Army (JUMPS Army)).
- e. AR 40-501 (Standards of Medical Fitness).
- f. AR 55-28 (Port Call Procedures for Passenger Movements).
- g. AR 55-46 (Travel of Dependents and Accompanied Military and Civilian Personnel to, from, or between Oversea Areas).
- h. AR 135-91 (Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures).
- i. AR 135-210 (Order to Active Duty as Individuals During Peacetime).
- j. AR 310-10 (Military Orders).
- k. AR 310-50 (Catalog of Abbreviations and Brevity Codes).
- l. AR 340-21 (The Army Privacy Program).
- m. AR 350-4 (Qualification and Familiarization with Weapons and Weapons Systems).
- n. AR 350-15 (The Army Physical Fitness Program).
- o. AR 351-5 (Army Officer Candidate Schools).
- p. AR 600-4 (Remission or Cancellation of Indebtedness—Enlisted Members).
- q. AR 600-9 (The Army Weight Control Program).
- r. AR 600-20 (Army Command Policy and Procedures).
- s. AR 600-31 (Suspension of Favorable Personnel Actions for Military Personnel in National Security Cases and Other Investigations or Proceedings).
- t. AR 600-37 (Unfavorable Information).
- u. AR 600-43 (Conscientious Objection).
- v. AR 600-85 (Alcohol and Drug Abuse Prevention and Control Program).
- w. AR 600-200 (Enlisted Personnel Management System).
- x. AR 601-1 (Assignment of Enlisted Personnel to the US Army Recruiting Command).

- y.* AR 601-210 (Regular Army and Army Reserve Enlistment Program).
- z.* AR 604-10 (Army Personnel Security Program).
- aa.* AR 611-5 (Army Personnel Tests).
- ab.* AR 611-201 (Enlisted Career Management Fields and Military Occupational Specialties).
- ac.* AR 612-2 (Preparing Individual Replacements for Oversea Movement (POR)).
- ad.* AR 614-6 (Permanent Change of Station Policy).
- ae.* AR 614-30 (Oversea Service).
- af.* AR 614-200 (Selection of Enlisted Soldiers for Training and Assignment).
- ag.* AR 630-5 (Leaves, Passes, Permissive Temporary Duty, and Public Holidays).
- ah.* AR 635-5 (Separation Documents).
- ai.* AR 635-10 (Processing Personnel for Separation).
- aj.* AR 635-40 (Physical Evaluation for Retention, Retirement or Separation).
- ak.* AR 635-200 (Enlisted Personnel).
- al.* AR 640-2-1 (Personnel Qualification Records).
- am.* AR 640-10 (Individual Military Personnel Records).
- an.* AR 670-1 (Wear and Appearance of Army Uniforms and Insignia).
- ao.* AR 672-5-1 (Military Awards).
- ap.* AR 680-29 (Military Personnel, Organization, and Type of Transaction Codes).
- aq.* DA Circular in the 611-series (Career Management of the Enlisted Force).
- ar.* DA Pam 351-4 (US Army Formal Schools Catalog).
- as.* DA Pam 600-8-2 (Standard Installation/Division Personnel System (SIDPERS) Military Personnel Office Level Procedures).
- at.* DA Pam 601-5-9 (RETAIN Users Manual for Major Command Reenlistment Office).
- au.* All applicable publications and messages indicating current Selective Reenlistment Bonus (SRB) entitlements.
- av.* Current RETAIN messages.

## APPENDIX B

### STAFFING, FACILITIES, AND PUBLICITY SUPPORT

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**B-1. Staffing.** *a.* The basis for determining requirements for Retention NCO positions is shown in table B-1 for TDA units and AR 570-2 for TOE units. Action will be taken to obtain these personnel, when appropriate, according to AR 310-49. Primary duty Retention NCO position requirements (PMOS OOR) and authorizations for other than TOE units will be documented in the proper TDA.

*b.* AR 611-201 prescribes grades of Retention NCO personnel assigned on a primary duty basis.

**B-2. Facilities.** *a.* Reenlistment activities will be carried out in favorable surroundings. Locations in which interviewing, counseling, and related activities take place should insure—

**B-2. Facilities.** *a.* Reenlistment activities will be carried out in favorable surroundings. Locations in which interviewing, counseling, and related activities take place should insure—

(1) Privacy.

(2) An informal, friendly atmosphere.

(3) An effective display of reenlistment literature.

(4) Access to all necessary material, directives, and other sources of information needed for interviewing and counseling.

*b.* A reenlistment office should be centrally located and attractively furnished. When available, a separate building is desired. The reenlistment office will be identified by signs located throughout the area showing location and telephone extension. When possible, reenlistment offices should not be a part of, or occupy office space with, military personnel offices. It is desirable, however, to have the reenlistment office and personnel office close to each other.

**B-3. Publicity.** The Army Reenlistment Program will be supported by promotional materials developed and distributed by HQDA and USAREC. In addition to those items provided by the Army, each command should develop additional ideas to publicize reenlistment opportunities.

*a.* Reenlistment posters and displays will be featured in all locations frequented by enlisted personnel. Posters will be changed as needed and kept in good condition.

*b.* Reenlistment material will be made available at all times. Self-service displays will be maintained in unit areas.

*c.* Outside displays with all weather protection should be made where possible.

*d.* Reenlistment publicity materials are distributed and may be requisitioned as follows:

(1) When a reenlistment promotional item is printed or reprinted, it is

automatically distributed to all Reenlistment Publicity Item (RPI) account holders.

(2) Items stocked by AG publications centers may be requisitioned by submitting a RPI Requisition Card in one copy to Cdr, US Army Recruiting Command, ATTN: USRCASP-MD (RPI Requisitions), Fort Sheridan, IL 60037.

(3) The *All Volunteer* magazine will periodically publish a list of promotional items to support the Reenlistment Program. Instructions for the use of new promotional items will also be published.

e. Commands are encouraged to submit articles on reenlistment activities for publication in the *All Volunteer*. Articles will be addressed to the Cdr, US Army Recruiting Command, ATTN: USARCCS-PA (Volunteer), Fort Sheridan, IL 60037.

f. Suggestions for reenlistment advertising should be sent to the Cdr, US Army Recruiting Command, ATTN: USARCASP-PC, Fort Sheridan, IL 60037. An information copy will be sent to HQDA(DAPE-MPD-RT), WASH DC 20310.

g. A section of the unit bulletin board, or a separate board, will be properly labeled for the display of reenlistment material. The name, location, and telephone number of the unit reenlistment officer, unit reenlistment NCO, and primary duty Retention NCO serving the unit will be posted on the board. Copies of duty appointment orders will not be posted on this board.

**Table B-1. Personnel staffing guidance for TDA units for the Army Reenlistment Program<sup>1</sup>**

<i>Line</i>	<i>Command</i>	<i>Reenlistment officer</i>	<i>Retention NCO</i>
1	Headquarters of commands identified in the glossary .....	1	1-3
2	All other commands; e.g., logistical commands, depots, provisional commands, separate support commands, corps. <sup>2</sup> .....	1	1 <sup>3</sup>
3	Battalion and comparable-size units <sup>4</sup> .....		1
	Installation with enlisted strength over 1,000 <sup>2</sup> .....	1	1 <sup>3</sup>

<sup>1</sup>See AR 570-2 for TOE units.

<sup>2</sup>Exclusive of enlisted strength of units assigned or attached to the command that are authorized Retention NCO personnel on a full-time basis.

<sup>3</sup>Additional enlisted spaces authorized on the basis of one for each 1,000 enlisted strength or major fraction thereof.

<sup>4</sup>Includes permanent party personnel assigned to US Army service schools.

## APPENDIX C

### REENLISTMENT INTERVIEWS AND COUNSELING

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**C-1. Reenlistment orientation.** The maximum reenlistment effort will be made during the latter part of a soldier's term of service; however, reenlistment orientation must begin on the day the soldier reports to the unit. Counseling, with a view to promoting reenlistment, cannot be restricted to the last few months of a soldier's term of service, especially among first-term personnel. The scheduled reenlistment counseling procedure outlined in this appendix is considered to be the minimum acceptable effort. Counseling should not be limited to this schedule. In the interest of stability, economy of travel, and continuity of operations, major emphasis by commanders will be directed to encourage qualified soldiers to reenlist for their present assignments.

**C-2. Eligibility of applicants.** All persons connected with the processing of applicants for reenlistment in the Regular Army will give primary thought to the reenlistment of competent personnel. Eligibility will be determined on the basis of the soldier's ability to meet all requirements including processing of necessary waivers.

**C-3. Reenlistment interviews.** Full advantage should be taken of the opportunities that reenlistment interviews give to counsel and assist soldiers in all grades in making definite plans. These discussions should be related to the grade and length of service of the person being interviewed and will be designed primarily to influence favorably the soldier's reenlistment intent.

*a.* The primary duty Retention NCO must insure that all supervisors are trained in the effective and proper use of counseling sessions and statements, as well as in their role of assisting the commander in identifying soldiers who should not be reenlisted.

*b.* At the time of each interview, the in-service reenlistment eligibility code will be checked against the DA Form 1315 and updated as necessary according to AR 680-29, chapter 1.

*c.* Reenlistment interviews further provide a chance to extend encouragement, to eliminate old grievances, and to develop self-understanding and self-assurance.

*d.* Prior preparation is essential for a satisfactory interview and will include collection of background data on the soldier.

*e.* A person should not be required to report for an interview, but should be contacted to arrange for an interview. Soldiers should be interviewed separately, never in groups except as discussed in paragraph C-5 below.

*f.* Particular attention will be given to an applicant's ability to meet current educational requirements for options that may be desired. When a person does not meet current standards, he will be encouraged to take part in educational development programs to become qualified before his current term of service expires.

**C-4. Minimum interview requirements.** The interviews listed in table C-1 are the minimum required. Field commanders may authorize or require additional interviews as desired. Interviews will be conducted informally and under conditions that serve to create an atmosphere conducive to reenlistment. Interviews will be conducted during the soldier's normal duty hours.

**Table C-1. Minimum interview requirements**

<i>Time of interview</i>	<i>Type of interview</i>	<i>Interviewer</i>
60 to 90 days after assignment to unit (all personnel).	<b>Job performance.</b> Inform the soldier exactly where he stands. He should be told at this time of his good points, where he can improve, chances of promotion, and any other applicable information. It is also during this interview that one finds out something about his family and desires. If the soldier has not measured up to the standards, he should be told and informed of just what is expected of him. If his job performance or conduct warrant bar action, then inform him and take action to bar him from future service. <b>Reenlistment status:</b> Upon completion of the job performance interview, the reenlistment status portion of the DA Form 1315 will be completed for soldiers on whom a card is required to be maintained. <b>Ineligible personnel:</b> Inform the person of ineligibility to reenlist and advise specifically what action is necessary to become eligible. Soldiers ineligible for reenlistment, who have a waivable disqualification and are recommended for reenlistment, will receive all interviews.	Unit commander (in large units with the majority of troops not under the direct control of the unit commander (e.g., division AG companies or HQ garrison companies) authority to conduct this interview may be delegated to the commissioned section chief or staff officer responsible for the soldier concerned. Delegation of authority will be in writing. Authority may not be further delegated. Conduct of interviews will be closely monitored by unit commanders and reenlistment NCOs.
Upon completion of 21 months' active duty (first-term personnel).	<b>Career guidance interview:</b> Talk about the status of the soldier's MOS, the promotion cutoff score for his MOS, and his opportunity for promotion. Those soldiers in overage MOS should be encouraged to consider the advantages of a possible reclassification upon completion of 24 months' service. The advantages of the BEAR program for eligible soldiers should be reviewed in detail.	Reenlistment or Retention NCO (Bn level or equivalent).
8 to 10 months before ETS (all personnel). Results will be recorded on DA Form 1315 for persons in grade E6 and below.	If a person is undecided about reenlistment, this is the time to help him analyze his abilities, opportunities, limitations, and personal problems. All problems should be resolved at this time and a firm commitment to reenlist should be obtained. For those who do not measure up to standards, action should be taken to bar them from further service.	Unit commander (authority may be delegated as in 60- to-90-day job performance interview).
6 to 7 months before ETS (first-term soldiers only).	At this time, all options available and current benefits will be explained to the soldier. Firm commitment for reenlistment will be the goal. Should a firm commitment be obtained, action will be taken to accomplish necessary administrative procedures. For those who have not measured up to standards, action will be taken	Retention NCO (PMOS OOR).

**Table C-1. Minimum interview requirements—Cont.**

<i>Time of interview</i>	<i>Type of interview</i>	<i>Interviewer</i>
	by the unit commander to bar them from future service.	
3 to 4 months before ETS (all soldiers).	If the soldier has not made a firm reenlistment at this time, available options will be reviewed. Particular attention should be paid to those persons with 6 to 10 years of service who have indicated that they will not reenlist. All persons who indicate that they will not reenlist in the Active Army will be referred to the Reserve ISR for action.	Unit reenlistment NCO.

**C-5. Reserve components counseling.** *a.* A duplicate or electronically reproduced copy of the DA Form 1315 for all soldiers showing an intent to decline reenlistment will be provided to the available ARNG or USAR ISR not later than 60 days before ETS. Provisions of paragraph 7-5c(1) apply.

*b.* The unit reenlistment NCO will schedule all soldiers not intending to reenlist in the Active Army for an interview with the available ISR approximately 60 days before ETS. To provide counseling to the greatest number of soldiers, group interviews are acceptable. At installations not supported by an ISR, the unit reenlistment NCO and the unit commander will, to the greatest extent practicable, advise service members of—

(1) The advantages of RC membership.

(2) The soldier's remaining military service obligation (MOS), if applicable.

## APPENDIX D

ADMINISTRATION OF THE OATH OF REENLISTMENT

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**D-1. Orientation before administration of the oath of reenlistment.** Before administering the oath of reenlistment, or accomplishing an extension of enlistment, the Uniform Code of Military Justice (UCMJ), Article 83, will be explained completely to the applicant. The applicant must be fully aware of the consequences of any false statements contained in documents related to his action.

*a.* The applicant will be informed that anything in his records that might preclude reenlistment should be disclosed before the oath is administered.

*b.* The applicant will also be informed that—

(1) His fingerprints are on file with the Federal Bureau of Investigation (FBI).

(2) Should a criminal record be concealed, the record will be discovered later.

(3) He will be subject to trial by court-martial for fraudulent reenlistment.

*c.* The discharge certificate will not be presented to the member until after the enlistment or reenlistment has been accomplished.

**D-2. Administration of the oath of reenlistment.** *a.* A commissioned officer will administer the oath of enlistment. Suitable arrangements will be made to insure that the oath is administered in a dignified manner and in proper surroundings. The ceremony should be a personal one and meaningful to the person reenlisting. The US flag will be displayed prominently near the person administering the oath. The words "So help me God" may be omitted for those persons who desire to affirm rather than to swear to the oath. After the oath has been administered, the provisions of the UCMJ, Articles 85 and 86, will be explained to the soldier.

*b.* Reenlistment will be made an occasion of official ceremony. It will not be a sensational publicized event. Activities such as parachuting, climbing utility poles, and other similar acts are clearly not in keeping with the solemnity and seriousness associated with the oath of reenlistment. When appropriate, the member's spouse and other members of the immediate family should be invited to the ceremony. When possible, the officer administering the oath should be an officer of the soldier's choosing. Proper photographic coverage should be provided.

*c.* The reenlistment ceremony should be conducted in proper military uniform. Exceptions to this provision are authorized when—

(1) The applicant is a military intelligence agent, Criminal Investigation Division (CID) agent, or other soldier whose normal duty uniform is civilian attire.

(2) The reenlisting officer is a retired officer who prefers to wear civilian attire.

(3) Other cases when the wear of the military uniform is clearly not proper to the occasion or the persons involved.

*d.* The verbal administration of the oath of extension is not required. However, a commissioned officer must serve as the administering officer and personally witness the soldier's signature.

*e.* Enlisted soldiers on active duty who hold reserve commissioned status are not authorized to administer oaths of enlistment or extension.

## APPENDIX E

## REGIMENTAL UNITS OF CHOICE

E-1. Listed below are the units of choice that may be selected when reenlisting under the Regiment of Choice Reenlistment Option (table 4-13).

E-2. Information shown is the regimental identification, CONUS base, oversea area of assignment, and the earliest date that soldiers may be assigned to the regiment.

E-3. Soldiers may not reenlist for assignment to these units earlier than the dates indicated.

<i>Unit</i>	<i>CONUS Base</i>	<i>Oversea area</i>	<i>Earliest date of assignment</i>
327th Air Asslt	Ft Campbell, KY	Alaska	Jan 83
23d Infantry	Ft Lewis, WA	Korea	Jan 83
16th Mech Inf	Ft Riley, KS	Europe	Feb 83
37th Armor	Ft Riley, KS	Europe	Feb 83
5th Field Arty	Ft Riley, KS	Europe	Mar 83
9th Infantry	Ft Ord, CA	Korea	Apr 83
325th Abn	Ft Bragg, NC	Europe	Jul 83
8th Field Arty	Ft Bragg, NC	Hawaii/Korea	Oct 83
187th Air Asslt	Ft Campbell, KY	Panama	Oct 83
66th Armor	Ft Hood, TX	Europe	Oct 83
3d Field Arty	Ft Hood, TX	Europe	Oct 83
41st Mech Inf	Ft Hood, TX	Europe	Oct 83
6th Mech Inf	Ft Polk, LA	Europe	Apr 84
29th Field Arty	Ft Carson, CO	Europe	Apr 84
68th Armor	Ft Carson, CO	Europe	Apr 84
8th Mech Inf	Ft Carson, CO	Europe	Aug 84

## GLOSSARY

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### Section I. ABBREVIATIONS

ABCMR	.....	Army Board for Correction of Military Records
AC	.....	Active Component
ACB	.....	Army Classification Battery
ADAPCP	.....	Army Alcohol and Drug Abuse Prevention and Control
AEA	.....	assignment eligibility and availability
APRT	.....	Army Physical Readiness Test
ARNG	.....	Army National Guard
ARNGUS	.....	Army National Guard of the United States
ASVAB	.....	Armed Services Vocational Aptitude Battery
AUS	.....	Army of the United States
AWOL	.....	absent without leave
BASD	.....	basic active service date
BEAR	.....	Bonus Extension and Retraining
CAP	.....	Centralized Assignment Procedure
CCF	.....	Central Control Facility
cdr	.....	commander
CG	.....	commanding general
CID	.....	Criminal Investigation Division
CMF	.....	Career Management Field
COG	.....	convenience of the Government
CONUS	.....	Continental United States
DA	.....	Department of the Army
DCSPER	.....	Deputy Chief of Staff for Personnel
DEROS	.....	date of estimated return from overseas
DLAB	.....	Defense Language Aptitude Battery
DMPM	.....	Director of Military Personnel Management
DOD	.....	Department of Defense
DODPM	.....	Department of Defense Military Pay and Allowances Entitlements Manual
DROS	.....	date returned from overseas
EAD	.....	entry on active duty
EERWA	.....	Enlisted Efficiency Report Weighted Average
ENTNAC	.....	Entrance National Agency Check
EPTS	.....	Existed Prior to Service
ETS	.....	expiration term of service
EW	.....	electronic warfare
FBI	.....	Federal Bureau of Investigation
GCM	.....	General Court Martial
GCMCA	.....	General Court Martial Convening Authority
GED	.....	General Education Development
HQDA	.....	Headquarters, Department of the Army
INSCOM	.....	US Army Intelligence and Security Command
ISR	.....	(1) In-Service Recruiter (2) Individual Soldier's Report

MILPERCEN	US Army Military Personnel Center
MILPO	military personnel office
MOS	military occupational specialty
MPRJ	Military Personnel Records Jacket, US Army
MSO	military service obligation
NAC	National Agency Check
NCO	noncommissioned officer
NMS	New Manning System
ODCSOPS	Office, Deputy Chief of Staff for Operations
OMPF	Official Military Personnel File
PCS	permanent change of station
PEB	Physical Evaluation Board
PEBD	pay entry base date
PMOS	primary military occupational specialty
POI	program of instruction
POR	preparation of replacements for oversea movement
PT	physical training
PW	prisoner of war
QMP	Qualitative Management Program
RA	Regular Army
RC	Reserve Component
RCN	Reenlistment Control Number
RPI	Reenlistment Publicity Item
RRB	Regular Reenlistment Bonus
SA	Secretary of the Army
SBI	Special background investigation
SCI	Specially Compartmented Information
SCMA	Summary Court Martial Authority
SIDPERS	Standard Installation/Division Personnel System
SIMOS	Space Imbalance MOS (see MOS)
SM	service member
SSN	social security number
SPCMA	Special Court Martial Authority
SQI	Skill Qualification Identifier
SQT	Skill Qualification Test
SRB	Selective Reenlistment Bonus
STP	Separation Transfer Point
UCMJ	Uniform Code of Military Justice
US	United States
USACC	US Army Communications Command
USAEAA	US Army Enlistment Eligibility Activity
USAEREC	US Army Enlisted Records and Evaluation Center
USAOSREPLSTA	US Army Oversea Replacement Station
USAR	US Army Reserve
USARB	US Army Retraining Brigade
USAREC	US Army Recruiting Command
WACB	Women's Army Classification Battery
WASH	Washington

## Section II. TERMS

**Army.** The Regular Army, Army of the United States, Army National Guard of the United States, and the United States Army Reserve.

**Careerist.** *a.* A soldier who has more than 36 months of active Federal service. This definition is used only within HQDA and the Department of Defense (DOD) for statistical purposes. A careerist should not be confused with "second or subsequent term" as used in assignment of reenlistment objectives.

*b.* A category of reenlistment objective composed of soldiers on their second or subsequent enlistment who will have more than 10 years of active Federal service at ETS.

*Note:* Reenlistment objectives are assigned based on date of ETS. However, automated reenlistment credit is awarded based on date of reenlistment.

**First enlistment (also initial enlistment).** A voluntary enrollment in the Regular Army (RA) as an enlisted member for the first time by a person with no prior RA service or with prior service only in other branches of the Armed Forces.

**First term.** A term used only within HQDA and DOD for statistical purposes to indicate a person with 36 months or less of active Federal military service. This term is not the same and should not be interchanged with the term "initial term."

**Immediate reenlistment.** A voluntary enrollment in the RA as an enlisted member immediately upon separation from active military service in the Army. This term represents a concurrent action in which the separation document are not given to a person until the person has reenlisted in the RA.

**Initial term.** A person serving on an initial term of active Federal military service. Persons who have served on active duty solely under the Reserve Forces Act of 1955 (RFA-55) and the Reserve Enlistment Pro-

gram of 1963 (REP-63) are considered as initial termers. However, soldiers with prior active Federal military service as a member of one of the Armed Forces other than the Army are not considered initial termers.

**In-service personnel.** Persons currently serving on active duty in the Army.

**Major commanders.** As used in this regulation, the term "major commander" includes the following:

- a.* Commanding General, US Army Military District of Washington.
- b.* Commanding General, US Army Materiel Development and Readiness Command.
- c.* Commanding General, US Army Intelligence and Security Command.
- d.* Commanding General, US Army Communications Command.
- e.* Commander, Military Traffic Management Command.
- f.* Commander-in-Chief, US Army Europe and Seventh Army.
- g.* Oversea major Army commanders.
- h.* Heads of Department of the Army agencies.
- i.* Commanding General, US Army Criminal Investigation Command.
- j.* Commanding General, US Army Health Services Command.
- k.* Commanding General, US Army Training and Doctrine Command.
- l.* Commanding General, US Army Forces Command.
- m.* Commanders, US Army Intelligence agencies.
- n.* Commanding General, US Army Recruiting Command.
- o.* Commanding General, US Army, Japan.
- p.* Commanding General, US Army Western Command.
- q.* Commanding General, Eighth US Army.
- r.* Commanding General, US Army Element, Supreme Headquarters Allied Powers, Europe.

s. Superintendent, US Military Academy.

**Mid-termer.** A category of reenlistment objective assigned by HQDA to the major commands listed in the paragraph above. A "mid-termer" is a soldier on a second or subsequent period of active Federal military service who will have 10 or less years of active Federal military service at their ETS.

**Persons, applicants, personnel.** These terms, unless used in such a way as to apply to only one sex in general usage, are used in this regulation to mean both men and women.

**Prior service personnel.** In-service personnel with service before their current period of active duty.

**Reenlistee.** The person reenlisting. Generally used in the same context as "applicant."

**Reenlistment eligibility codes.** These are codes which are assigned to soldiers who do not immediately reenlist at the last duty station to which assigned. The purpose of these codes is to inform the US Army recruiter of the soldier's eligibility to reenter the service. They are also referred to as "reentry codes." A listing of these codes is found in AR 601-210.

**Reenlistment NCO.** A person assigned reenlistment duties on a full or part-time basis who does not possess PMOS OOR.

**Reenlistments.** Voluntary enrollments in the Regular Army.

**Retention NCO.** An NCO assigned to reenlistment duties who holds PMOS OOR.

**Second or subsequent termer.** A soldier who has reenlisted one or more times and is, therefore, on his second or subsequent term of active Federal military service. Soldiers who have prior service in another branch of the Armed Forces enter the Army as a "second or subsequent termer."

**Unsuitable personnel.** Persons who may exhibit their unsuitability through interests or habits that are detrimental to the maintenance of good order and discipline and who may have records of minor misconduct requiring repetitive corrective or disciplinary action.

**Untrainable personnel.** Persons who are found lacking in abilities and aptitudes to the extent that they require frequent or continued special instruction or supervision.

15 June 1983

AR 601-280

The proponent agency of this regulation is the Office of the Deputy Chief of Staff for Personnel. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DAPE-MPD-RT) WASH DC 20310.

By Order of the Secretary of the Army:

Official:

**ROBERT M. JOYCE**  
*Major General, United States Army*  
*The Adjutant General*

**E. C. MEYER**  
*General, United States Army*  
*Chief of Staff*

**DISTRIBUTION:**

To be distributed in accordance with DA Form 12-9A requirements for AR, Personnel Procurement.

*Active Army*—A (Block 0387)  
*ARNG* —B (Block 0388)  
*USAR* —B (Block 0388)

10. CIVILIAN EDUCATION				
LEVEL	NAME AND LOCATION OF SCHOOL	MAJOR OR SPECIALTY	DEGREE	YEAR
HIGH SCHOOL				
COLLEGE				
UNIVERSITY				
POST GRADUATE				
OTHER EDUCATION AND DESCRIPTION OF TRAINING WHICH QUALIFIES FOR ENLISTMENT/REENLISTMENT SPECIFIED				
11. CIVILIAN EMPLOYMENT SINCE DATE OF LAST SEPARATION FROM THE ARMED FORCES <i>(If additional space is required, use additional sheet of paper)</i>				
FROM (Date)	TO (Date)	EMPLOYER AND ADDRESS		
DESCRIPTION OF DUTIES AND RESPONSIBILITIES				
FROM (Date)	TO (Date)	EMPLOYER AND ADDRESS		
DESCRIPTION OF DUTIES AND RESPONSIBILITIES				
12. LIST OF SUPPORTING DOCUMENTS (Attached)				
13. STATEMENT OF APPLICANT  I, _____, DO HEREBY ACKNOWLEDGE THAT I HAVE EXAMINED IN DETAIL THE DATA AND INFORMATION PRESENTED HEREIN AND THAT THE SAME ARE TRUE, COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.				
SIGNATURE (First name - Middle name - Last name)				
14. RECOMMENDATIONS OF RECRUITING OFFICER TO INCLUDE MOS AND GRADE				
TYPED NAME, GRADE, AND ORGANIZATION OF RECRUITING OFFICER			SIGNATURE	

<b>REQUEST FOR EXTENSION OF CURRENT PERIOD OF ACTIVE DUTY</b> For use of this form, see AR 601-280; the proponent agency is ODCSPER.		DATE
<p>I _____  <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> <span>(Name)</span> <span>(SSN)</span> </div> </p> <p>have had explained to me the provisions of Section II, Chapter 3, AR 601-280 as pertains to my status (USAR or ARNGUS).</p> <p>I understand that:</p> <p>a. In the event this request for _____ extension is approved, I may not thereafter retract  <div style="display: flex; justify-content: center; width: 80%; margin: 0 auto;"> <span>(Number of months)</span> </div> my consent for additional active duty, if my period of extension has commenced.</p> <p>b. I must satisfactorily complete such requirements as may be indicated in the attached Part VI — Statement for Enlistment which I have signed as modified.</p> <p>c. My request for extension is _____  <div style="display: flex; justify-content: center; width: 80%; margin: 0 auto;"> <span>(Reasons listed in paragraph 3-4)</span> </div> </p>		
SIGNATURE		
NAME, GRADE AND SOCIAL SECURITY NUMBER <i>(Officer who explained the provisions of Section II, Chapter 3, AR 601-280)</i>	SIGNATURE	
STATION	DATE	
<p>1 Incl (if applicable)  Part VI - Statements for Enlistment</p>		

<b>BAR TO REENLISTMENT CERTIFICATE</b>				DATE	
For use of this form, see AR 601-280; the proponent agency is DCSPER.					
THRU: (Include ZIP Code)		TO: (Include ZIP Code)		FROM: (Include ZIP Code)	
<b>SECTION I - COMMANDER'S RECOMMENDATION</b>					
<p>Under the provisions of paragraph 1-35, AR 601-280, I recommend the individual named below be barred from reenlistment in the United States Army for reasons indicated in item(s) 9 through 12 as may be applicable. Prior to submission of this recommendation, individual was counseled by the undersigned about his undesirable traits which are the basis for this action. Individual concerned has been counseled and advised of the adverse consequences that may ensue from this or similar action.</p>					
1. NAME		2. SSN	3. GRADE	4. ETS	5. DEROS
6. TOTAL ACTIVE SERVICE YRS      MOS      DAYS			7. CONDUCT	8. EFFICIENCY	
9. RECORD OF COURT-MARTIAL CONVICTIONS (Indicate type, offense, sentence, date adj and app)					
10. RECORD OF NON-JUDICIAL PUNISHMENT (Art 15) (Indicate offense, sentence and date)					
11. RECORD OF NON-PAYMENT OF JUST DEBTS (Indicate dates of Letters of Indebtedness, Counseling, and Results)					
12. OTHER FACTUAL AND RELEVANT INDICATORS OF UNTRAINABILITY OR UNSUITABILITY (See para 1-34, AR 601-280)					
TYPED NAME, GRADE, BR OF COMMANDING OFFICER				SIGNATURE	

**SECTION II INDIVIDUAL'S REVIEW**

- 1. I have been furnished a copy of my Commanding Officer's recommendation (Sec I) to bar me from further reenlistment.
- 2. I have been counseled and advised of the basis for this action.
- 3. I  do  do not desire to submit a statement in my own behalf. *(If applicable, make statement - may be made on separate sheet and attached to this form.)*

TYPED NAME, GRADE, SSN AND DATE

SIGNATURE

**SECTION III - REVIEW AND RECOMMENDATION OF BATTALION OR NEXT HIGHER COMMAND**

THRU: *(Include ZIP Code)*

TO: *(Include ZIP Code)*

FROM: *(Include ZIP Code)*

I have reviewed Sections I and II and recommend that:

- The individual be barred from reenlistment.
- The individual not be barred from reenlistment.

TYPED NAME, GRADE AND BR OF OFFICER

SIGNATURE

**INSTRUCTIONS**

1. If more space for items is required, continue on separate sheet and attach.
2. After completion of Section I by the unit commander, the recommended Bar to Reenlistment will be referred to the individual being barred for a statement in his own behalf, as required by AR 600-37, and completion of Section II. The individual will be allowed a reasonable period of time for the preparation of his comment and collection of any documents and/or pertinent materials.
3. The battalion or equivalent level cdr will personally review Sec I & II and make appropriate recommendation in Sec III and then forward to the Bde/Gp/Regt Cdr for further indorsement to the approving headquarters.
4. Distribution after final approval: 1 copy to individual's MPRJ and 1 copy to the individual concerned.

**DECLINATION OF CONTINUED SERVICE STATEMENT**  
For use of this form, see AR 601-280; the proponent agency is DCSPER.

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Soldier's name) (SSN) (Grade) (Unit of assignment)

having incurred a service-remaining requirement under provisions of Chapter 3, AR 601-280 as a result of \_\_\_\_\_

and whose current ETS date is \_\_\_\_\_, has been advised that in order to comply with the operational commitment, he/she must have a minimum of \_\_\_\_\_ months remaining to ETS as of \_\_\_\_\_

**SECTION A - COUNSELING BY MILPO ADVISER**

He/she has been advised as to the options available to acquire sufficient remaining service to satisfy the commitment, but has refused to take necessary action to meet the length-of-service requirement.

Soldier has been advised that refusal to take action to comply with the operational commitment will have the following career effects:

- a. Placement in a nonpromotable status.
- b. Prohibited from enlisting for at least 93 days after separation.
- c. Awarded at separation, a reenlistment eligibility code of 3A, which requires waiver by Department of the Army before enlistment. If waiver is later approved, soldier will lose at least two grades from that held at discharge.
- d. Prohibit extension of enlistment.
- e. Prohibited from applying for Commissioned or Warrant Officer Program.

TYPED NAME, RANK, AND BRANCH OF OFFICER OR SENIOR NCO (E7 or above) ADVISER		ADVISER'S SIGNATURE	
PLACE WHERE SOLDIER WAS ADVISED	DATE	TIME	

**SECTION B - COUNSELING BY PRIMARY REENLISTMENT NCO**

The undersigned, a Reenlistment NCO (PMOS 79D), also counseled the above named soldier concerning the various options available to satisfy the service-remaining requirement, and on the effects of refusal to take action to meet the length-of-service requirement. Soldier has again refused to take action to comply with the operational commitment.

TYPED NAME, RANK AND ORGANIZATION OF REENLISTMENT NCO		REENLISTMENT NCO'S SIGNATURE	
PLACE WHERE SOLDIER WAS ADVISED	DATE	TIME	

**SECTION C - SOLDIER'S ACKNOWLEDGMENT OF COUNSELING**

I hereby acknowledge that I have been counseled by the above officials concerning action required by me to satisfy a length-of-service requirement incident to an operational commitment, and regarding my refusal to extend my enlistment or reenlist to comply with the commitment. I understand the effects my refusal will have on my Army career and on any future decision I might make concerning reenlistment or enlistment after separation.

SOLDIER'S SIGNATURE \_\_\_\_\_

Soldier refuses to sign acknowledgment of counseling received.

TYPED NAME, RANK, AND BRANCH OF WITNESS	WITNESS' SIGNATURE
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**SECTION D - COMMANDER'S REVIEW**

I have reviewed and discussed the above statement with the soldier and have determined that the soldier has been properly counseled. Soldier refuses to take action to acquire sufficient service to comply with the operational commitment.

TYPED NAME, RANK, AND BRANCH OF COMMANDER	COMMANDER'S SIGNATURE
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