

ARMY REGULATION }
No. 611-212 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
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PERSONNEL SELECTION AND CLASSIFICATION

IDENTIFICATION AND REPORTING OF ENLISTED PERSONNEL WITH SPECIAL QUALIFICATIONS AND APTITUDES

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1. Purpose. This regulation prescribes procedures for the identification and reporting of enlisted personnel possessing college degrees in selected specialties and individuals with rare and unusual qualifications or high aptitude area scores. Reports will be used to apply these individuals against existing Army personnel requirements after full consideration of the talents of the personnel reported.

2. Criteria. Enlisted personnel with a high aptitude potential as indicated by college training in selected specialties, rare and unusual qualifications or high aptitude area scores will be identified during the reception station interview in accordance with the following criteria:

a. *College graduates.* These are individuals who possess a baccalaureate or higher degree in one of the specialties listed below and who attain a minimum score of 115 in Aptitude Area GT:

Agronomy	Mathematics
Anatomy	Metallurgy
Astronomy, Astrophysics	Meteorology, Climatology
Bacteriology	Nuclear Reactor Technology
Biochemistry	Parasitology
Biological Science, General	Pharmacology (not including Pharmacy)
Biology, Microbiology	Physics
Biophysics	Physiology (Plant or Animal)
Chemistry	Statistics
Engineering (all fields)	
Entomology	
Food Technology	
Geology, Geophysics	

b. *Personnel with rare and unusual qualifications (RAU).* These are individuals who, during their civilian pursuits, have gained extensive experience and competence in an occupation closely

related to a military occupational specialty. Individuals identified under this provision will hold occupational skills infrequently encountered among the bulk of inducted personnel. Normally, these individuals will have been engaged in a technical, professional, or scientific field rather than an administrative, clerical, or business occupation; however, some unique personnel in these latter fields may appropriately be identified and reported under this provision. Precise standards cannot be given, but the following cases are presented as illustrative examples:

- (1) Individual, high school graduate, had since the age of twelve experimented as an intensive hobby with applications of rocket engines. He built an operational rocket sled as well as successful free-flight liquid-fuel rockets, designing and constructing the motor and fittings, sometimes using available parts and in other cases himself constructing or having machine shops construct parts to his specifications.
- (2) Individual, high school and 2-year technical (electrical) school graduate. Licensed amateur radio operator with own amateur transmitting and receiving equipment. Had done significant independent research on radio wave propagation with several professionally published papers to his credit in this field.
- (3) A commercial artist of highly unusual ability who had created a certain type of character in his drawings. The individ-

This regulation supersedes AR 611-212, 27 May 1959, including C 2, 20 October 1960.

nal became well known through his drawings which were a commercial as well as an outstanding popular success.

- (4) An individual with limited college training who had been employed for several years in progressively more complex and responsible phases of analysis of wind tunnel data. Although this individual lacked a college degree, he had progressed through extensive on-the-job training and experience to a level where he supervised graduate junior engineers in wind tunnel test planning and data analysis and operating personnel responsible for the operation of the wind tunnel during the conduct of certain tests. Because of limited breadth of experience and training, the individual was not qualified as an engineer but the exceptional training he had received in wind tunnel operations made him highly qualified as a senior technician in this area of engineering technology.

c. Personnel with high aptitude potential (HAP). These are individuals scoring 125 or higher in aptitude area IN or AE, and in every other aptitude area except Radio Code (RC).

3. Excepted personnel. The following personnel will not be identified under the provisions of this regulation:

a. Individuals with enlistment commitments unless the commitment is waived. Waiver of enlistment commitment will be filed in the soldier's Personnel Records Jacket (DA Form 201) in accordance with AR 640-10.

b. Applicants for officer candidate school and volunteers for special training or assignments such as airborne training, counter-intelligence investigation duties and service with a combat branch.

c. Individual on whom flagging action has been taken in accordance with AR 600-31. DA Form 1294 (Record of Personnel with Special Qualifications) will be accomplished in accordance with paragraph 4c with a notation in item 19 that the person is "Flagged—AR 600-31." DA Form 1294 on these individuals will be retained in the Personnel Records Jacket. Upon removal of the flagging action in accordance with AR 600-31, DA Form 1294 will be so noted and forwarded in accordance with paragraph 5b.

d. Individuals ordered to active duty for training for periods of 6 months or less under the provisions of the Reserve Forces Act of 1955, or for 4 months or more under the provisions of the Reserve Enlistment Program (REP-63).

4. Action by reception station. *a.* Individuals meeting the criteria set forth in paragraph 2 will be identified during the reception station interview prescribed in AR 612-10. Interviewers will consider letters and documents from educational institutions, former employers, or other sources as an aid in evaluating the individual's qualifications when such documents are readily available.

b. The DA Form 20 (Enlisted Qualification Record) for each individual identified in accordance with this regulation will be noted in item 31, "Training Recommended".

c. DA Form 1294 will be prepared in duplicate at the reception station for individuals identified under paragraphs 2 *a* and *b*. This form will not be prepared for individuals identified as high aptitude personnel (par. 2c). Each item on the form will be completed, the words "None" or "Not applicable" being used when appropriate. Entries will be made as follows:

- (1) *Item 1.* Enter the individual's name and service number. In this same block enter "Col grad" for individuals selected under paragraph 2a or "RAU" for individuals selected under paragraph 2b.
- (2) *Item 2.* Enter the day, month, and year that the individual entered active duty and the period for which enlisted, inducted, or ordered to active duty.
- (3) *Item 3.* This item will be completed at the training activity. Enter the day, month, year, and activity at which the individual is to complete basic combat training.
- (4) *Items 4 through 8.* These items will be completed from information on the Enlisted Qualification Record (DA Form 20) and other appropriate personnel records.
- (5) *Item 9.* This item will be completed from information on DA Form 20, scholastic records and from the soldier's statements. If the individual is a college graduate or has at least 60 semester hours

at the college level, include only education at the college level. Whenever record of academic credit is expressed in terms other than semester hours, conversion to semester hours will be made. In the column headed "Major" enter the specific area of study pursued by the individual; for example, automotive engineering, nuclear physics, electrical engineering (power), etc. In the column headed "Verification" enter "degree" or "transcript" if the individual presents either a degree or transcript to verify his education claimed. If the individual presents no documentary evidence of his education, enter the word "None." In the case of individuals with less than 60 semester hours of college level education, the individual's high school education will be recorded, as well as any significant education beyond high school, such as trade, vocational or business school.

- (6) *Item 10.* Enter the most important course the individual has studied. In "a" enter the most important courses or blocks of courses the individual took as part of his major requirement; in "b" enter courses pursued as part of a college minor or the elective courses on which the individual placed greatest emphasis.
- (7) *Items 11 and 12.* Enter information concerning the employment of the individual. Under "industry" enter appropriate industrial designation in accordance with usage in the Dictionary of Occupational Titles. When appropriate, DOT codes based on training only will be entered in these items. Item 11 should indicate the experience of the individual which is most pertinent to his highest qualifications. Item 12 should indicate the next highest qualifications. When experience was part time, it should be so indicated.
- (8) *Item 13.* Enter in this item any skills, abilities, or hobbies of the individual which appear to possess assignment significance and which are not elsewhere shown on the form. Entry will not be made for skills or abilities which are a

normal part of the individual's occupation; for example, it is assumed that an engineer can use a slide rule and various measuring devices pertinent to his field of engineering, but it would be worthy of mention if the same engineer were an accomplished glass blower or skier.

- (9) *Items 14 and 15.* These items will be completed from information on the DA Form 20.
- (10) *Item 16.* If the individual possesses a current security clearance, entry will be made in this item of clearance currently held. If request for security clearance has been initiated, an entry will be made in this item concerning the clearance requested (par. 5c).
- (11) *Items 17 and 18.* Information in these items will be obtained from the individual's DA Form 20. The block for "Native, derivative or naturalized citizen" will be checked if the individual is a United States citizen regardless of how the individual obtained citizenship. The block "Alien (Citizen of -----)" will be checked for persons who are not United States citizens, and the country of citizenship will be entered.
- (12) *Item 19.* This self-evaluation by the individual will be in narrative form and will cover basic factors of assignment significance. The following specific points will be covered:
- (a) *Educational background.* Information in this area helps in evaluating the application and success of the individual in his school environment. (Entry in this item is not required for personnel reported as RAU, unless appropriate.)
- (b) *Continuing interest.* Some individuals have little real interest in continuing in the specialty they studied while in school. Information of the individual's efforts to improve his standing in his professional field is helpful in evaluating interest and professional drive.
- (c) *Assignment interest.* The individual will express his assignment preference for entry in this item. Individuals

may be told that the Department of the Army will give full weight to their preference but that Army needs in varied fields versus available personnel must be the governing factor.

- (13) *Item 20.* The signature of the individual will be obtained in this item after information in preceding items (less item 3) has been obtained and recorded.
- (14) *Item 21.* The personnel officer will indicate his recommendation for assignment based upon his appraisal of the qualifications and characteristics of the individual.
- (15) *Item 22.* Additional information may be recorded in this item when space under other items is inadequate or when supplemental information of assignment value is appropriate. Any significant prior military experience will be entered in this item to include grade, MOS, and period of service. When information is a continuation of a preceding item, the item number will precede the statement in this item. This may also be used as a general remarks section to which the individual may contribute any information he believes will lead to a better understanding of his occupational qualifications.
- (16) *Item 23.* The station initiating the DA Form 1294 and the date of preparation will be entered, and the record will be signed or initialed by the officer responsible for the preparation and maintenance of the individual's personnel records.

d. The two copies of the DA Form 1294 will be forwarded to the training activity with the other personnel records of the individual.

5. Action by training activity. *a. Identification.* Qualified individuals not identified at the reception station will be identified at the training activity during the review and screening of personnel records required by AR 612-200. DA Form 1294 will be completed for such personnel when required in accordance with the instructions in paragraph 4b.

b. Reporting.

- (1) *General.* Individuals identified under this regulation will be reported on the AG 415 Report, in accordance with AR

611-259. Prior service personnel requiring less than 8 weeks' basic combat training will be reported under the provisions of AR 614-205 in sufficient detail to enable the Chief of Personnel Operations to select an assignment for the individual consistent with his qualifications. DA Form 1294 will be submitted promptly as a followup report for college graduates only (pars. 2a and 5b(2)), citing the report submitted under the provisions of AR 614-205. The transmittal of completed DA Form 1294 is exempt from reports control under the provisions of paragraph 39h, AR 335-15.

- (2) *College graduates and personnel with rare and unusual qualifications.*
 - (a) Item 3 of DA Form 1294 will be completed in accordance with paragraph 4c(3).
 - (b) The original copy of DA Form 1294 for these personnel will be submitted for these individuals. The duplicate copy will be filed in the permanent position of the individual's Personnel Records Jacket (DA Form 201). DA Form 1294 will be listed on DA Form 200 (Transmittal Record) as an additional inclosure. The DA Form 200 and DA Forms 1294 will be submitted to Chief of Personnel Operations, Department of the Army, ATTN: EPRDT-T, Washington, D.C., 20310, as prescribed by AR 611-259.
 - (c) The Chief of Personnel Operations, ATTN: EPADS-S will be notified of all individuals who, subsequent to the forwarding of DA Form 1294, submit applications for Army officer candidate courses, volunteer for special types of training or assignment indicated in paragraph 3b or who are recycled in training.
- (3) *High aptitude personnel.* DA Form 1294 is not required for these personnel. These individuals will be reported as earmarked personnel (HAP) on the AG 415 Report in accordance with AR 611-259.
- c. Personnel security investigations.* Assignment instructions issued by the Chief of Personnel

Operations will specify those individuals for whom a security clearance will be required. When assignment instructions specify a security clearance requirement, training activities will promptly initiate a request for security clearance in accordance with AR 604-5. If the individual is re-assigned or transferred prior to receipt of the report of investigation, paragraph 20e, AR 604-5 will apply.

6. Assignment. Assignment instructions on individuals reported under the provisions of this regulation will be issued by the Chief of Personnel Operations prior to the time the individual completes basic combat training. Some individuals

[EPD]

By Order of the Secretary of the Army:

Official:

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*Major General, United States Army,
The Adjutant General.*

EARLE G. WHEELER,
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