

PERSONNEL SELECTION AND CLASSIFICATION  
BASIC TRAINEES AVAILABLE FOR ADVANCED  
INDIVIDUAL TRAINING  
(Reports Control Symbol OPO-50)

CHANGE }  
No. 1 }

HEADQUARTERS  
DEPARTMENT OF THE ARMY  
WASHINGTON, D.C., 30 October 1964

AR 611-259, 23 September 1964, is changed as follows:

6. Coding instructions for Active Army trainees (male and female unless otherwise noted).

\* \* \* \* \*  
c. Citizenship status—column 25.

(1) Code as follows:

Code	Citizenship status	*	*	*	*	*
0	Not used.					
1	Native-born citizen of United States.					
2	Naturalized citizen of United States.					
*		*	*	*	*	*

[OPO]

By Order of the Secretary of the Army:

HAROLD K. JOHNSON,  
General, United States Army,  
Chief of Staff.

Official:

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

Distribution:

To be distributed in accordance with DA Form 12-9 requirements for Military Personnel Procedures, Enlisted:  
Active Army: A. NG: D. USAR: None.

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3/S AR 611-259, 1965

ARMY REGULATION  
No. 611-259

HEADQUARTERS  
DEPARTMENT OF THE ARMY  
WASHINGTON, D.C., 23 September 1964

PERSONNEL SELECTION AND CLASSIFICATION

BASIC TRAINEES AVAILABLE FOR ADVANCED INDIVIDUAL TRAINING

(Reports Control Symbol OPO-50)

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**1. Purpose.** The report (Basic Trainees Available for Advanced Individual Training) (RCS OPO-50) prescribed in this regulation provides Headquarters, Department of the Army with data necessary to effect the assignment into advanced individual training of personnel undergoing basic training. Trainees enlisted under the Reserve Enlistment Program (REP 63) (hereafter referred to as REP trainees) will also be included but reported separately, as hereinafter provided. Since the initial assignment to training and subsequent utilization of the Army's most valuable asset—The Soldier—may largely depend upon the information contained in this report, the importance of its accuracy cannot be overemphasized.

**2. Reporting agencies.** This report will be prepared by those training activities (par. 6w) which provide basic combat training (ATP 21-114), basic training (ATP 21-121) or modified basic training for conscientious objectors without prior service (ATP 8-111) for Headquarters, Department of the Army, replacement stream trainees (hereafter referred to as Active Army trainees) and Reserve Enlistment Program trainees.

**3. Format.** Report will be prepared as a deck of electrical accounting machine cards, coded and key punched as provided in this regulation.

**4. Frequency.** a. The report will be prepared as of 2400 hours Monday of the first week of basic training for both Active Army and REP trainees. Completed cards will be transceived to Headquarters, Department of the Army on Thursday of the first week of training in accordance with the following schedule. If for any reason a station cannot transceive at the scheduled time, the training center will notify the Office of Personnel Operations by telephone (OXford 56286, 54336, 53426) without delay. No deviation from the schedule will be permitted.

<i>Training center</i>	<i>Schedule</i>	<i>(D.C. Time)</i>
A. Fort Dix, N.J.....		0800-0950
B. Fort Gordon, Ga.....		0800-0959
C. Fort Jackson, S.C.....		0800-0950
D. Fort Knox, Ky.....		1000-1320
E. Fort Leonard Wood, Mo.....		1000-1259
F. Fort Polk, La.....		1000-1259
G. WAC Tng Cen, Fort McClellan, Ala.....		1200-1220
H. Med TC Fort Sam Houston, Tex.....		1230-1259
I. Fort Ord, Calif.....		1330-1620

This regulation supersedes AR 611-259, 23 August 1960 including C 1, 30 January 1961; DA message 65998, 3 March 1964 NOTAL; DA message 87106, 24 October 1963 NOTAL; DA message 81797, 3 October 1963 NOTAL; DA message 67846, 31 July 1963 NOTAL; DA message 332402, 21 March 1963 NOTAL; DA message 84186, 1963 NOTAL; DA message 330458, 1 March 1963 NOTAL; DA message 82373, 8 August 1962 NOTAL; DA message 80522, 31 July 1962 NOTAL; DA message 75450, 9 July 1962 NOTAL; DA message 82918, 5 October 1961 NOTAL; DA message 82341, 14 July 1961 NOTAL; DA message 82139, 9 June 1961 NOTAL; DA message 81788, 1 May 1961 NOTAL; DA message 82535, 15 August 1961 NOTAL; DA message 84409, 15 March 1962 NOTAL; DA message 83403, 5 March 1963 NOTAL; DA message 72634, 1 April 1964 NOTAL; and rescinds Reports Control Symbol AG-415, DA Form 2344-R, 1 August 1960, and DA Form 2345-R, 1 August 1960.

b. Return transceiving from Headquarters, Department of the Army to training centers will be accomplished on the following Wednesday utilizing the same time schedule.

5. Preparation instructions. a. A separate electrical accounting machine punched card will be prepared for each Active Army and REP trainee, using the appropriate codes prescribed in paragraphs 6 and 7. Extreme care will be exercised to assure the inclusion and correctness of all data. Unless specifically directed to omit certain entries and regardless of the data entered in any one column, all data pertaining to a trainee will be properly coded and entered in the appropriate column. This can be accomplished only if organizational controls are established and thorough interviewing procedures are applied.

b. Prior service personnel will be reported under the provisions of this regulation only when it has been determined by the training installation commander that they will require 8 weeks of basic training.

6. Coding instructions for Active Army trainees (male and female unless otherwise noted).

a. Name—columns 1-14. Code last name, space, first name, space, middle initial, space and Sr. or Jr., if applicable. Names prefixed with "Mac," "Mc," "De," etc., will be spaced when the first letter after the space is capitalized, except when preceded by an apostrophe. Example:

Name	Punched
McAfee	Mc Afee
Mcafee	Mcafee
O'Brien	O'Brien

A high (12) zone punch will be punched between compound names, i.e., Smith-Connally. When the surname, first name and middle initial require more than the assigned columns, such part of the surname and initials as is possible will be punched.

b. Service number—columns 15-24. Code service number of trainee including appropriate two-letter prefix. Example: RA 19 274 879; WA 03 891 428.

c. Citizenship status—column 25.

(1) Code as follows:

Code	Citizenship status
0	Not used.
1	Naturalized citizen of U.S.
2	Naturalized citizen of United States.
3	Alien.
4	Not used.
5	Derivative citizenship.

(2) Indicate by a high (12) zone punch if trainee has record of military or civilian conviction for other than minor traffic violation; or any enlistment waiver by The Adjutant General for a discharge other than honorable. Extreme care will be exercised in the verification and reporting of this data. When appropriate, trainee will be interviewed to ascertain that data to be reported is correct.

d. Column 26—not used.

e. Term of service—column 27.

(1) Code as follows:

Code	Term of service
0	Not used.
1	Not used.
2	Two-year term of service (selective service; 2-year Regular Army enlistees; NGUS and USAR 2-year active duty).
3	Three-year Regular Army enlistment.
4	Four-year Regular Army enlistment.
5	Five-year Regular Army enlistment.
6	Six-year Regular Army enlistment.

(2) Indicate with high (12) zone punch in column 27 if trainee was less than 18 years and 10 months of age at the time of enlistment, reenlistment or induction (not applicable to WAC trainees and conscientious objectors).

f. Physical profile—columns 28-33.

(1) Code complete physical profile under P-U-L-H-E-S, using the punchcard column which corresponds to the number under each physical profile factor. Use punchcard columns as follows:

Column	Physical profile factor
28	P
29	U
30	L
31	H
32	E
33	S

(2) Indicate with high (12) zone punch in column 28 if trainee is less than 5 feet 9 inches in height without shoes (not applicable to WAC trainees and conscientious objectors).

(3) Indicate with high (12) zone punch in column 32 if trainee does not have normal color perception.

- (4) Indicate with high (12) zone punch in column 33 if trainee was classified as conscientious objector by his local Selective Service Board only (not applicable to WAC trainees).

*g. Civilian education—column 34.* Code highest level of civilian education for which trainee is credited:

Code	Civilian education
0	Not used.
1	Nine years school or equivalent completed.
2	Ten years school or equivalent completed.
3	Eleven years school or equivalent completed.
4	Twelve years school or equivalent completed (high school graduate). In cases where less than 12 years is required for graduation, this code will be used to denote a high school graduate.
5	One year college or equivalent completed.
6	Two years college or equivalent completed.
7	Three years college or equivalent completed.
8	Four years college or equivalent completed (this code will be used to denote a college graduate).
9	Postgraduate training.

*h. Major college subject—columns 35-37.* Code major subject pursued in college, if applicable, using the code prescribed in AR 330-330.

*i. School subject—column 38.* Providing credit was obtained at high school level or higher and considering the following subjects only, code each trainee within the priority sequence listed below. The subject or a combination of subjects will be indicated even though a college subject may have been coded in columns 35-37 as prescribed in *h* above or a commitment is coded in columns 56-59 as prescribed in *p* below. Extreme care will be exercised in verifying this data as it is utilized in the selection of trainees to meet established prerequisites outlined in DA Pam 20-21, AR 611-215 or other Headquarters, Department of the Army directives pertaining to selection of personnel for MOS training and attendance at service school courses.

Priority	Code	Subject
1	1	Trigonometry and chemistry.
2	2	Trigonometry.
3	3	Geometry.
4	4	Algebra and chemistry.
5	5	Algebra and physics.
6	6	Algebra.
7	7	Chemistry.
8	8	General Science.
9	9	Electronics.

*j. Driver aptitude—column 39.* Code score achieved on Driver Aptitude Battery I as follows (not applicable to WAC trainees). Indicate with a high (12) zone punch if the individual has a valid state driver's license.

Code	Score
0	Not used.
1	130 and above.
2	120-129.
3	110-119.
4	100-109.
5	90-99.
6	80-89.
7	70-79.
8	60-69.
9	Below 60.

*k. Officer candidate test—column 40.* Code score achieved on officer candidate test (OCT I or II) (not applicable to WAC trainees).

Code	Score
0	Not used.
1	145 and above.
2	140-144.
3	135-139.
4	130-134.
5	125-129.
6	120-124.
7	115-119.
8	110-114.
9	Below 110.

*l. Basic training unit—column 41.* Each company or battery conducting basic training will be identified using the numerical codes 1 through 9 only for reporting purposes. This code will be identified in column 41 on the punchcard of each trainee who is receiving basic training in that company or battery and who is being reported for assignment. This code will be used to prepare assignment instructions alphabetically by individual within the unit in which training is being conducted, as an aid to those training installations reporting more than one company of trainees per week.

*m. Civilian qualifications—columns 42-45.*

- (1) After consideration of the trainee's education, occupation, or experience, code the MOS counterpart of the field which represents his best qualifications and include a fourth digit as shown below to indicate experience level.

<i>Code</i>	<i>Experience level</i>
0-----	Training only. Trainee should have further training prior to utilization. Comparable to an apprentice in civilian life.
1-----	Experience to a degree which renders further training unnecessary. Immediate utilization in an Army unit is recommended. Comparable to a journeyman in civilian life.

- (2) Trainees who have completed one or more years of training at a technical, trade or business school will be reported in the MOS counterpart of the field in which they received training. When the civilian occupation is in a different field from the training received at a technical, trade or business school, trainees will be reported in the MOS counterpart in which the highest level of experience was attained. If the highest level of experience is in the civilian occupation, reporting will be in accordance with (1) above. If the training received at a technical, trade or business school represents his best qualifications, include a fourth digit as shown below to indicate experience level.

<i>Code</i>	<i>Experience</i>
2-----	Training only. Trainee should have further training prior to utilization. Comparable to an apprentice in civilian life.
3-----	Experience to a degree which renders further training unnecessary. Immediate utilization in an Army unit is recommended. Comparable to a journeyman in civilian life.

- (3) MOS 034—Special Bandsman, MOS 540—Duty Soldier, and Scientific and Engineering MOS will not be coded in columns 42-45. MOS 921—Physical Therapy Specialist will not be used to identify personnel who were civilian practitioners of chiropractic.
- (4) If applicable, trainees identified by code 2, 4, 5 or 8 in column 72, will also be reported in these columns with an MOS counterpart.
- (5) Indicate by a high (12) zone punch in column 42 if MOS shown in columns 42-45 was achieved through prior service in the Armed Forces. In accordance with paragraph 5b, this will apply only to those prior service enlisted personnel

who will require 8 weeks of basic training even though they have maintained proficiency in a prior service MOS.

- (6) Indicate by a high (12) zone punch in column 45 each trainee who attains a typing speed of 35 or more net words per minute in a 5-minute test administered in accordance with AR 612-10. Typing ability will be reported without regard to other civilian qualifications.

*n. Language proficiency—columns 46-47.* Linguistic ability (other than English) will be indicated by using the language code prescribed in section IV, AR 611-201. A trainee will be considered proficient in a language and reported under the provisions of this regulation only after administration and successful accomplishment of appropriate language proficiency test as prescribed in AR 611-6. When a trainee professes competence in more than one foreign language, he will be tested in each language. The one in which he is considered most proficient as a result of these proficiency tests will be coded in columns 46-47 of the punchcard; other languages in which he has received minimum qualifying scores on the proficiency tests will be reported by message in accordance with t(2) below.

*o. Aptitude area scores—columns 48-55.*

- (1) Indicate the score achieved in each aptitude area in the following sequence:

<i>Column</i>	<i>Aptitude area</i>
48----	IN (Infantry) or OO.
49----	AE (Armor-Artillery-Engineer) or CO.
50----	EL (Electronics).
51----	GM (General Maintenance).
52----	MM (Motor Maintenance).
53----	CL (Clerical).
54----	GT (General Technical).
55----	RC (Radio Code).

- (2) Scores achieved in each aptitude area will be coded as follows:

<i>Code</i>	<i>Score range</i>
0-----	130 and above.
1-----	125-129.
2-----	120-124.
3-----	110-119.
4-----	105-109.
5-----	100-104.
6-----	95-99.
7-----	90-94.
8-----	85-89.
9-----	Below 80 or none.

- (3) It is mandatory that a score be coded for each aptitude area, without exception.

When a score achieved on the aptitude area is recorded in item 23 of DA Form 20 (Enlisted Qualification Record) as "None," code 9 will be punched in the appropriate column of the punchcard to indicate a score below 80.

- (4) Some trainees may be administered the AQB and/or ACB, or WACB tests. The highest score in each aptitude area will be recorded. For those trainees who have IN, AE, CO and CO aptitude area scores the highest of the IN-CO test scores will be recorded in column 48 and the highest of the AE-CO test scores will be recorded in column 49. For purposes of this report the CO score will not be substituted for the IN score and/or the CO score will not be substituted for the AE score.

*p. Enlistment commitments—columns 56-59.*

- (1) It is extremely important that all commitments are reported accurately to enable Department of the Army to fulfill its agreement with the enlistee. Orders issued by recruiting main stations for those enlistees who have commitments for a specific course will indicate course number, class reporting date, and date individual should commence basic training. Therefore, it is necessary the enlistee complete training and leave and report for the course as scheduled. Every precaution will be taken to assure that the following enlistment codes are understood by all operating personnel, and that the codes indicated on the punchcards are correct. Personnel selected for specific training and/or assignment in accordance with separate directives issued by Headquarters, Department of the Army will not be reported as enlistment commitments but will be reported by message in accordance with *t* below.
- (2) When the enlistment commitment is for a specific school the code will be identical with the actual MOS produced by the school course, to include a fourth digit. *Example:* A commitment for Course 11-R-282.1 will be coded on the punchcard as follows in the columns and codes indicated:

Column	Code
56-----	2
57-----	8
58-----	2
59-----	1

- (8) When the commitment is a dual one consisting of an Army Career Group and an oversea area (AR 601-210) of assignment upon completion of advanced individual training, the actual two-digit occupational area will be coded numerically in columns 57-58, preceded by a numerical code of 0 in column 56. That portion of the oversea area commitment will be reported in column 59 by an alphabetical code as follows:

Alphabetical code	Oversea area
E-----	USAREUR.
K-----	8th U.S. Army.
P-----	USA Pacific.
R-----	USA Ryukyu Islands.
A-----	USA Alaska.
C-----	USA Forces, Southern Command.

*Example:* A trainee who enlisted for Army Career Group 11 (Infantry) and USAREUR:

Column	Code
56-----	0
57-----	1
58-----	1
59-----	E

- (4) When the enlistment commitment is for a two-digit Army Career Group (AR 601-210) the actual two-digit occupational area designation will be coded in columns 57-58, preceded by "0" in column 56 and followed by "0" in column 59. *Example:* Commitment for Army Career Group 28 (Radar and TV repair) will be coded as follows:

Column	Code
56-----	0
57-----	2
58-----	8
59-----	0

- (5) When the enlistment commitment is a dual one consisting of a two-digit Army Career Group and the airborne option, the Army Career Group will be coded as prescribed in (4) above and the airborne option will be coded with a high (12) zone punch in column 57.

- (6) Enlistment commitment for the Intelligence Corps, U.S. Army (AR 601-242) will be coded as follows:

Column	Code
56.....	0
57.....	0
58.....	0
59.....	5

- (7) Enlistment commitment for the U.S. Army Security Agency (AR 601-243) will be coded as follows:

Column	Code
56.....	0
57.....	0
58.....	3
59.....	2

- (8) Enlistment commitment or approved volunteer for airborne training only without any other option will be coded as follows:

Column	Code
56.....	0
57.....	0
58.....	5
59.....	6

This code will be used also to identify those Regular Army unassigned enlistees or 2 years service obligated trainees who volunteer for airborne training subsequent to enlistment or induction. In this connection, any individual who has a commitment option for other than airborne and desires to volunteer for airborne training must waive in writing his original commitment at the time he is initially accepted for airborne training. The original commitment will be reported in accordance with *t* below and *not* in columns 56-59. Those who desire to waive their original commitment in favor of airborne training will be advised that if they become physically unqualified or withdraw their volunteer statement at a later date, no assurance can be given to reinstating the original option and that final determination for assignment to training will be in accordance with the needs of the Army.

- (9) Enlistees (AR 601-245) and trainees who are qualified and volunteer (in writing)

for Special Forces will be coded as follows:

Column	Code
56.....	0
57.....	0
58.....	5
59.....	5

In this connection, any trainee who has an enlistment commitment for other than Special Forces and desires to volunteer for Special Forces must waive in writing his original commitment at the time he is initially accepted for Special Forces training. The original commitment will be reported in accordance with *t* below and not in columns 56-59. Those who desire to waive their original commitment in favor of Special Forces will be advised that if they withdraw their volunteer statement or become unqualified for Special Forces duties at a later date, no assurance can be given to reinstating the original option and that final determination for assignment will be in accordance with the needs of the Army.

- (10) Enlistment commitment for the U.S. Army Air Defense Command (ARAD-COM) (AR 601-238) will be coded as follows:

Column	Code
56.....	0
57.....	0
58.....	5
59.....	8

Although AR 601-238 provides for an option of a metropolitan area of assignment, this area of choice or unit of assignment will not be reported. AR 601-238 provides for direct shipment of the enlistee to unit assignment upon completion of basic combat training without further assignment instructions from the Chief of Personnel Operations.

- (11) In addition to action required in *g*(2) and *u*(2) below, enlistment commitments for particular bands or band training (AR 601-228) will be appropriately coded as indicated in the following table:

Columns	Army bands, unassigned or separate bands	USA element, U.S. Naval Sch of Music	The U.S. Army Band	The U.S. Army Field Band	USA Military Academy Band	236th NOBAD Army Band
56-----	0	0	0	0	0	0
57-----	0	0	0	0	0	0
58-----	6	6	6	6	6	6
59-----	0	1	2	3	4	5

- (12) Enlistment commitment for an oversea area without any additional training option will be coded in columns 56-59 as follows:

Columns	U.S. Army Europe	Eighth U.S. Army	U.S. Army Hawaii	U.S. Army Ryukyu Islands	U.S. Army Alaska	U.S. Army Forces Southern Command
56-----	0	0	0	0	0	0
57-----	0	0	0	0	0	0
58-----	8	8	8	8	8	8
59-----	0	1	2	3	4	5

- (13) Enlistment commitment qualifications follow:

- (a) For an enlistment option where the prerequisite(s) cannot be determined at the Recruiting Main Station, a statement is required of the enlistee as indicated in paragraph 55, AR 601-210 or other pertinent regulations which authorize the enlistment option. A trainee who subsequently fails to meet the prerequisite(s) will be trained in accordance with the needs of the Army. For trainees in this category, the procedures outlined below as to selection of at least five additional types of training will be followed, and if training is available, trainees will be assigned to one of the selected five types of training. A waiver is not required. The reason(s) for disqualification will be made part of EM's permanent field 201 file. Regardless of action taken original commitment will be appropriately recorded in columns 56-59.
- (b) The records of each trainee with an enlistment commitment will be reviewed

to ascertain if he is fully qualified for the commitment. When it is determined that a trainee is unqualified for lack of one or more of the established prerequisites for the option for which he enlisted, he will be advised of this fact. The trainee will be counseled and encouraged to indicate at least five additional option alternates for which he is fully qualified and for which training is available. These option alternates will be reported in accordance with *t* below, and from these alternates, the Chief of Personnel Operations will notify the appropriate command of the final selection. Subsequent thereto, the trainee will be requested to waive, in writing, the original commitment. One signed copy of the waiver will be made a permanent part of the trainee's field 201 file, one signed copy will be forwarded to The Adjutant General, ATTN: AGPF, Department of the Army, for inclusion in EM's file maintained by The Adjutant General, and one signed copy will be forwarded to the recruiting main station where the trainee enlisted. In the event, however, the trainee does not desire to waive his original enlistment, the selection of five additional option alternates will not be made and the trainee will be advised that assignment to the training for which originally enlisted will be effected. Regardless of action taken original commitment will be appropriately recorded in columns 56-59.

- (14) Waivers executed under the provisions of this regulation will include but not be limited to the following:
- Statement by the enlistee over his signature that the action taken is voluntary on his part.
  - Specific reason(s) for waiving original option.
  - The alternate option selected by the trainee which was approved by Department of the Army.
  - Statement that the trainee understands that if he fails to meet any future quali-

fications for the alternate selection such as physical requirements, obtaining security clearances or maintaining satisfactory academic standards for school courses, he will be reassigned in accordance with the needs of the service without any further choice of assignment.

- (e) Signature, grade, service number, and organization of the person counseling the trainee to waive his option.
- (f) Any other facts or circumstances which are considered appropriate to other actions taken.

g. *Bandsmen—columns 60-65.*

- (1) Trainees who do not have an enlistment commitment and profess proficiency with a musical instrument will be auditioned as prescribed in AR 601-228. Those trainees recommended by the bandmaster will be reported in columns 60-65 using a six-digit code. The first three digits will denote the MOS of the instrument, in which proficient; the fourth and fifth digits of the code will denote the actual score achieved on the audition; the sixth digit will denote the Kala Wasser-Dykema (K-D) test score using code 1 to indicate an "A" score, code 2 to indicate a "B" score, code 3 to indicate a "C" score, and code 4 to indicate a "D" score. *Example:*

Column	Code
60 -----	0
61 -----	2
62 -----	8
63 -----	8
64 -----	7
65 -----	4

- (2) MOS 034 (Special Bandsman) will not be used for reporting trainees to Chief of Personnel Operations. The following codes will be used to identify musical instruments for which there is no MOS and the reporting procedure outlined in (1) above will apply:

Instrument	Code
Viola -----	149
Cello -----	249
Bass violin -----	349
Violin -----	449
Bells orchestra -----	549
Tympani -----	649

Trainees who do not have an enlistment commitment will be reported as proficient with instruments coded 149, 249, 349, or 449 only if they have achieved an audition score of 80 or higher. Trainees will be reported as proficient with instruments coded 549 or 649 only if they have achieved an audition score of 90 or higher.

r. *Recommended training—columns 66-68.*

- (1) This information is of utmost importance to Headquarters, Department of the Army in determining appropriate training for the soldier. This data should reflect the objective opinion of the interviewer after thorough consultation with the trainee and a review of his records. As guidance, the interviewer, in making his recommendations, will consider factors which will include but not be limited to the following:

- (a) Physical profile serial.
- (b) Aptitude area scores.
- (c) Education.
- (d) Civilian occupation and experience.
- (e) Hobbies and avocations.
- (f) Prior military experience.
- (g) Qualifications for training courses available and period of utilization upon completion of course. Individual should be trained in a field which will utilize his qualifications to the maximum extent consistent with the best interest of the service.

- (2) The training recommended will be coded as a three-digit MOS in columns 66-68. *Example:* A trainee recommended for training in MOS 630 (Automotive Maintenance Helper) will be coded as follows:

Column	Code
66 -----	6
67 -----	3
68 -----	0

- (3) Interviewers will not recommend training for which the trainee is not fully qualified.
- (4) The recommendation will reflect training that will be available when the trainee can be expected to report for advanced

individual training, except that trainees reported in columns 42-45 may be recommended for training in the reported MOS regardless of training availability. Data pertaining to available courses or training will be furnished each training activity quarterly by the Chief of Personnel Operations.

- (5) A recommended training MOS will be reported for each trainee except for those who enlist for assignment to INTC, ASA, or ARADCOM.
- (6) In the case of WAC trainees (1) through (5) above apply except that recommendation will be limited to those MOS listed in appendix IV, DA Pam 20-21 and section V, AR 611-201.

*s. Special reporting—column 72.* The following categories of trainees will be appropriately reported using the code indicated. Trainees with an enlistment commitment coded in columns 56-59 will not be reported with code 1, 2, 3, 4, or 5 in column 72.

- (1) Code 1—College graduates with a baccalaureate or higher degree in one of the specialties listed in AR 611-212. Additional reporting procedures for these trainees as prescribed in AR 611-212 are applicable. DA Form 1294 (Record of Personnel with Special Qualifications) will be forwarded not later than one day prior to transceiving of the OPO-50 Report.
- (2) Code 2—Trainees with High Aptitude Potential (HAP) who score 125 or higher in aptitude area IN or AE, and in every other aptitude area except Radio Code (RC), as prescribed in AR 611-212. DA Form 1294 will not be submitted for these trainees.
- (3) Code 3—Trainees with Rare and Unusual Occupations as described in AR 611-212. Additional reporting procedures for these trainees as prescribed in AR 611-212 are applicable. DA Form 1294 will be forwarded not later than one day prior to transceiving the OPO-50 Report.
- (4) Code 4—Physicians (AR 612-208).
- (5) Code 5—Dentists (AR 612-208).

- (6) Code 8—Trainees who fail to score 90 or higher in two or more aptitude areas, considering aptitude areas IN or CO, AE or CO, EL, GM, MM, CL, GT, and RC.
- (7) Codes 0, 6, 7, and 9 will not be used.

*t. Earmarked personnel—column 73.*

- (1) Trainees in the following categories will be reported using the appropriate code indicated:

Column 73	Categories
A-----	Airborne Volunteer.
B-----	ASA.
C-----	Twins.
D-----	Dog Handler.
E-----	Chaplain's Assistant.
F-----	OCS Enlistee.
G-----	WO Flight Training Enlistee.
H-----	Unqualified for enlistment commitment, declines to waive.
I-----	Unqualified for enlistment commitment, waives for other training.
J-----	IC.
K-----	DASA.
L-----	OACSI.
M-----	WO Flight Training Applicant.
N-----	MP's for 521st MP Co (Fort Knox, Ky. only).

- (2) Earmarked individuals not in one of the above categories will be reported by priority message to Chief of Personnel Operations ATTN: EPRDT-T one day prior to the OpO-50 Report transceiving date.

*u. Training preference—columns 74-76.*

- (1) The training preference expressed by the trainee is the only measure of motivation available to Headquarters, Department of the Army in selecting him for appropriate training. The same factors outlined in *p*(1) above will be utilized by the interviewer when assisting the trainee in stating his training preference. The trainee will be informed that Headquarters, Department of the Army, will consider such preference and the ultimate assignment to training will be consistent with MOS requirements, priorities, and minimization of travel.
- (2) The preference for training expressed by the trainee will be converted into a three-digit MOS and reported in that manner. *Example:* A trainee who desires training as a Light Vehicle Driver, MOS 640, will be coded as follows:

Column	Code
74-----	6
75-----	4
76-----	0

- (3) Through the medium of thorough interviewing and counseling the training recommended by the interviewer in accordance with *r* above should coincide with the training preference, at least within the same occupational area group, as expressed by the trainee; however, this is not mandatory, and the trainee will be permitted to express his own preference for advanced individual training, except that trainees reported in columns 42-45 may express their desire for training in the reported MOS regardless of training availability. When a trainee expresses preference for training in which he is unqualified, the interviewer will explain thoroughly why he cannot be afforded such training and that it is not in his best interests to report such preference to the Chief of Personnel Operations. He should, therefore, be counseled to express preference for training in which he is fully qualified.
- (4) In the case of WAC trainees, preference will be limited to those MOS listed in appendix IV, DA Pam 20-21 and section V, AR 611-201.
- (5) Trainees with an enlistment option for assignment to INTC, ASA, or ARAD COM will not state a training MOS preference.

*v. Entry on basic training, month and cycle—columns 77-78.*

- (1) The month during which the individual entered basic training will be coded in column 77, using numbers 1 through 9 to represent the months January through September respectively, an 11 zone punch to indicate October, and letters J and K to denote November and December respectively.
- (2) The week of the month in which the individual entered basic training will be coded in column 78, using 1 to indicate the first week of the month, 2 to indicate the second week, etc.

*w. Installation identification—column 80.* Each installation or organization conducting basic training is assigned an identification code as follows:

Column	Training activities
0-----	Not used.
1-----	USA WAC Center, Fort McClellan, Ala.
2-----	USATC, Infantry, Fort Jackson, S.C.
3-----	USATC, Infantry, Fort Dix, N.J.
4-----	USATC, Armor, Fort Knox, Ky.
5-----	USATC, Engineer, Fort Leonard Wood, Mo.
6-----	USA Med TC, Fort Sam Houston, Tex.
7-----	USATC, Infantry, Fort Ord, Calif.
8-----	USATC, Infantry, Fort Gordon, Ga.
9-----	USATC, Infantry, Fort Polk, La.

*x. Special coding—columns 70, 71 and 79.* Column 70 will be coded "B," column 71 will be coded high (12) zone punch, and column 79 will be coded "B" in all instances.

*y. For use by Headquarters, Department of the Army only—column 69.* Under no circumstances will column 69 be used by reporting installations or organizations.

**7. Coding instructions for REP trainees (not applicable to WAC trainees).** *a. Name—column 1-14.* Code last name, space, first name, space, middle initial, space, and Sr. or Jr., if applicable. Names prefixed with "Mac," "De," etc., will be spaced when the first letter after the space is capitalized, except when preceded by an apostrophe. *Example:*

Name	Punched
McAffee-----	Mc Affee
Mcaffee-----	Mcaffee
O'Brien-----	OBrien

A high (12) zone punch will be punched between compound names, i.e., Smith-Connally. When the surname, first name and middle initial require more than the assigned columns, such part of the surname and initials as is possible will be punched.

*b. Service number—columns 15-24.* Code service number of trainee including appropriate two-letter prefix.

*c. Recommended MOS—columns 25-36.*

- (1) *First recommended MOS—columns 25-28.* The four-digit MOS recommended as first priority by the trainee's Army National Guard or Army Reserve unit commander will be coded as indicated in the following example: A trainee with recommended MOS 111.1.

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Column	Code
25 -----	1
26 -----	1
27 -----	1
28 -----	1

- (2) *Second recommended MOS—columns 29–32.* Same as (1) above using the four-digit MOS recommended as second priority by the trainee's Army National Guard or Army Reserve unit commander.
- (3) *Third recommended MOS—columns 33–36.* Same as (1) above using the four-digit MOS recommended as third priority by the Army National Guard or Army Reserve unit commander.
- (4) *Exception.* As an exception to the above, no REP trainee will be recommended in an MOS unless he is fully qualified for such training. After the trainee has been processed by the reception station and the basic training installation commander determines that he is not qualified for training in one or two of the three recommended MOS, the remaining MOS will be rearranged by priority utilizing columns 25–36 as required. If an individual is found unqualified for all three of the recommended MOS, immediate action will be taken to inform the Army National Guard or Army Reserve unit commander of the trainee and obtain three new MOS in which the individual is fully qualified to receive training. Assistance will be given such commanders by furnishing the necessary classification data pertaining to the trainee. Prompt action in this regard will insure that personnel are reported as required in paragraph 4.
- (5) *Request for changes.* Request for changes in the MOS's of REP trainees, for which they are fully qualified to receive training will not be favorably considered unless the Army National Guard or Army Reserve unit has been reorganized, and the MOS's in which training was recommended have been eliminated. In no cases will a change be made after the individual has completed basic combat training. All such requests will be

forwarded to the Chief of Personnel Operations, ATTN: EPRDT-T for final approval.

*d. Term of service—column 39.* The length of active duty training will be expressed in months using numbers 1 through 9 to represent the months January through September respectively, an 11 zone punch to indicate October, and letters J and K to denote November and December respectively.

*e. Parent organization—columns 50–65.* To enable the Chief of Personnel Operations to quickly identify the Reserve component organization to which each REP trainee entering ACDUTRA is assigned, such organization will be reported in columns 50–65 as follows:

- (1) *Subunit code—columns 50–58.* Enter the subunit code of the parent USAR or ARNG organization.
- (2) *Processing code—columns 59–64.* Enter the processing code of the parent Reserve component organization.
- (3) *DPU code—column 65.* Enter the DPU code of the major command concerned.

*f. Airborne volunteers—column 72.* Numerical code 7 will be used to identify airborne volunteers.

*g. Basic training unit—column 74.* Each company or battery conducting basic training will be identified using the numerical code 1 through 9 only for reporting purposes. This code will be identified in column 74 on the punchcard of each trainee receiving basic training in that company or battery and who is being reported for assignment. This code will be used to prepare assignment instructions alphabetically by individual within the unit in which training is being conducted, as an aid to those training installations reporting more than one company of trainees per week.

*h. Entry on basic training, month and cycle—columns 77–78.*

- (1) The month during which the individual entered basic training will be coded in column 77, using numbers 1 through 9 to represent the months January through September respectively, an 11 zone punch to indicate October, and letters J and K to denote November and December respectively.
- (2) The week of the month in which the individual entered basic training will be

coded in column 78, using 1 to indicate the first week of the month, 2 to indicate the second week, etc.

i. *Installation identification—column 80.* Each installation or organization conducting basic training is assigned an identification code. Same coding will be used as indicated in paragraph 6w.

j. *Special coding—columns 70, 71, and 79.* Column 70 will be coded "B," column 71 will be coded high (12) zone punch and column 79 will be coded "B" in all instances.

k. *For use by Headquarters, Department of the Army only—columns 37-38, 40-49, 66-69, 73, 75 and 76.* Under no circumstances will the columns indicated be used by reporting installations or organizations.

**8. Assignment instructions** (applicable to both Active Army and REP trainees).

a. Considering the numbers and quality of personnel as reported in paragraphs 6 and 7 and established Headquarters, Department of the Army prerequisites, the qualifications for and the assignments to fulfill advanced individual training requirements will be determined by the Chief of Personnel Operations.

b. Assignment instructions prepared by Chief of Personnel Operations will be transceived in accordance with the following format:

(1) *Format for Outgoing Transceiving (Active Army):*

Columns	
1-14	NAME
15-24	SERVICE NUMBER
25	CITIZENSHIP STATUS
26	BLANK
27	BCT TNG UNIT
28	CIVILIAN EDUCATION
29	BLANK
30	SECURITY CODE REQUIREMENT
31-32	ACTIVITY CODE
33-42	MOS OR TRAINING
43	BLANK
44-52	ACTIVITY
53	BLANK
54-62	STATION
63-66	COMMITMENT
67-69	DA USE ONLY
70	"B"
71	TNG ACTIVITY CODE (1-9)
72	AIRBORNE CODE
73	BLANK
74-76	DA USE ONLY
77	MONTH

Columns	
78	WEEK (as appropriate)
79	"V"
80	"G"

(2) *Format for Outgoing Transceiving (REP):*

Columns	
1-14	NAME
15-24	SERVICE NUMBER
25	BLANK
26-30	SCHOOL COURSE NUMBER
31-35	MOS
36-42	LOCATION
43-50	STATION
51-55	SCHOOL COURSE NO (FURTHER AIT)
56-60	MOS
61-68	STATION
69	BLANK
70	"B"
71	TNG ACTIVITY CODE (1-9)
72	AIRBORNE CODE
73	BLANK
74-76	DA USE ONLY
77	MONTH
78	WEEK (as appropriate)
79	"V"
80	"G"

c. Transceived instructions to the training centers will be followed by machine listings which will include name and service number of the trainee, the type of training to which assigned, reporting date, degree of security clearance and the advance training activity where the training will be accomplished. Immediately upon receipt of assignment instructions by the shipping activity, necessary controls will be established to insure that security clearances and any other prescribed prerequisites are completed in sufficient time for departure and arrival at the advanced individual training activity on schedule. Trainees for whom final assignment instructions have not been received by the sixth Monday of basic training will be reported by electrically transmitted message to Chief of Personnel Operations, ATTN: EPRDT-T.

d. Receiving activities (advanced training-school or organization) will be furnished machine listing and AIT available cards (in accordance with paragraph 4, AR 614-225) of personnel for whom instructions have been issued.

e. Notification of change in advanced individual training assignments in accordance with paragraph 20, AR 612-200 will be made immediately

by electrically transmitted message to the Chief of Personnel Operations, ATTN: EPRDT-T, and will include the following:

- (1) Name and service number.
- (2) Installation and specific activity from which reassigned and date of arrival at present station.
- (3) Specific reason why individual is not qualified for the course of instruction or MOS training originally assigned to attend.
- (4) Course of instruction or formal MOS training to which reassigned with graduation date.
- (5) All other courses and/or scheduled MOS training which are immediately available and the trainee is fully qualified to attend at the present station.

Individuals will remain assigned to the course or training indicated in (4) above unless the Chief of Personnel Operations directs reassignment within 48 hours after receipt of message to other course or training furnished in (5) above.

*f.* When determined by Headquarters, Department of the Army, that basic training graduates are to be assigned to other than a regularly established advanced individual training activity, these trainees will be trained, accounted for, and reported by the units in accordance with the instructions which directed the assignment.

*g.* Shipping activity commanders will advise the Chief of Personnel Operations, ATTN: EPRDT-T, in accordance with instructions given below, of those trainees not departing as directed by Department of the Army assignment instructions.

- (1) By electrically transmitted message those individuals scheduled to attend a course of instruction at an Army service school. Reports will be rendered immediately upon determination that a trainee will not depart after his scheduled graduation date. Data reported will include name, service number, OPO-50 Report date, school course, reason for nonavailability, and new availability date if known.
- (2) By airmail within 3 days after scheduled graduation date, two copies of the assign-

[OPO]

ment roster (*b* above) annotated to indicate those individuals who did not depart as instructed, including trainees previously reported in accordance with (1) above. Data shown will include reason for nonshipment and new availability date if known. Assignment roster will be transmitted by DA Form 200 (Transmittal Record). All trainees not departing on their originally scheduled date will be posted and reported as additions to the roster of the week in which actually departed, to include the original OPO-50 Report date and all data appearing on the assignment roster.

- (3) By electrically transmitted message to the Chief of Personnel Operations, ATTN: EPRDT-T upon determination of availability dates of those trainees previously reported in accordance with (1) and/or (2) above. Information submitted will include name, service number, original OPO-50 Report date and new availability date. If appropriate, any changes to data reported in paragraph 6 or 7 will be included.

*h.* No change or substitution of assignment instructions will be made unless specifically authorized by this regulation or prior authority received from the Chief of Personnel Operations, ATTN: EPRDT-T.

*i.* The shipping activity commander will advise the receiving activity by message not later than 5 days prior to the normal basic combat training graduation date of those trainees who will not depart in accordance with DA assignment instructions. The shipping activity commander will immediately inform the receiving activity by electrically transmitted message if it is later determined that other trainees will not depart as scheduled. Chief of Personnel Operations, ATTN: EPRDT-T will be an information addressee.

*j.* Active Army trainees who are directed to attend another course of instructions will be reassigned in accordance with original assignment instructions, except when the advanced individual training activity commander applies the provisions of paragraph 5f(6), AR 614-225.

**AR 611-259**

By Order of the Secretary of the Army:

**HAROLD K. JOHNSON,**  
*General, United States Army,*  
*Chief of Staff.*

Official:

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

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