

cy 2

S/S AR 612-201, 30 Jun 72

AR 612-10  
C 2

CHANGE }  
No. 2 }

HEADQUARTERS  
DEPARTMENT OF THE ARMY  
WASHINGTON, DC, 20 October 1971

**PERSONNEL PROCESSING  
PROCESSING PROCEDURES AT US ARMY  
RECEPTION STATIONS**

*Effective 1 December 1971*

***This change provides for processing of disqualified personnel who have enlistment commitment, deletes the requirement for initiation of background investigation for alien personnel, and updates appendix B as pertains to disposition of records.***

AR 612-10, 13 November 1970, is changed as follows:

1. Changed material is indicated by a star.
2. Remove old pages and insert revised pages as indicated below:

<i>Remove pages</i>	<i>Insert pages</i>
-----	2-4.1
✓ 2-5 and 2-6.....	2-5 and 2-6.1
✓ 2-9 and 2-10.....	2-9 and 2-10
✓ 4-1 and 4-2.....	4-1 and 4-2
✓ B-1 through B-7.....	B-1 through B-6

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

The proponent agency of this regulation is the Office of Personnel Operations. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) direct to HQDA (DAPO-EPP-P), Washington, DC 20310.

By Order of the Secretary of the Army:

W. C. WESTMORELAND,  
*General, United States Army,  
Chief of Staff.*

Official:

VERNE L. BOWERS,  
*Major General, United States Army,  
The Adjutant General.*

Distribution:

To be distributed in accordance with DA Form 12-9 requirements for AR, Personnel Processing.

*Active Army: D (qty rqr block No. 473).*

*HRNG: D (qty rqr block No. 473).*

*USAR: Rept Sta (5).*

**RETURN TO ARMY LIBRARY  
ROOM 1 A 518 PENTAGON**

ch

S/S AR 612-201, 30 Jan 72

AR 612-10  
\*C 1

CHANGE }  
No. 1 }

HEADQUARTERS  
DEPARTMENT OF THE ARMY  
WASHINGTON, DC, 18 May 1971

**PERSONNEL PROCESSING  
PROCESSING PROCEDURES AT US ARMY  
RECEPTION STATIONS**

*Effective 1 June 1971*

*This change deletes all except the mandatory issue of orientation publications to the new Army accessions, updates Servicemens' Group Life Insurance options, and limits the issue of General Educational Development Individual Record (DA Form 669).*

AR 612-10, 13 November 1970, is changed as follows:

1. Changes are indicated by a star.
2. Remove old pages and insert new pages as indicated below:

<i>Remove pages—</i>	<i>Insert pages—</i>
✓ 2-5 through 2-8 -----	2-5 through 2-8
✓ 4-1 and 4-2 -----	4-1 and 4-2
-----	C-1

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

The proponent agency of this regulation is the Office of Personnel Operations. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) direct to Chief of Personnel Operations, ATTN: EPPMP, Department of the Army, Washington, DC 20310.

By Order of the Secretary of the Army:

W. C. WESTMORELAND,  
*General, United States Army,  
Chief of Staff.*

Official:

VERNE L. BOWERS,  
*Major General, United States Army,  
The Adjutant General.*

Distribution:

To be distributed in accordance with DA Form 12-9 requirements for AR, Personnel Processing.

- Active Army: D (Qty Rqr Block No. 473).
- ARNG: D (Qty Rqr Block No. 473).
- USAR: Rept Sta (5).

\*This change supersedes DA message EPPMP 191836Z Mar 71 (U), subject: Orientation Item on Mandatory Contribution Policy.

TAGO 3498A

**RETURN TO ARMY LIBRARY  
ROOM 1 A 518 PENTAGON**

AR 612-10  
COPY 2

S/S AR 612-201, 30 Jan 72

CI, 2

\*AR 612-10

ARMY REGULATION

No. 612-10

HEADQUARTERS  
DEPARTMENT OF THE ARMY  
WASHINGTON, DC, 13 November 1970

PERSONNEL PROCESSING  
PROCESSING PROCEDURES AT U.S. ARMY RECEPTION STATIONS

Effective 1 January 1971

*This is a complete revision of AR 612-10 and changes are made throughout. Principal changes provide for: Lengthening of the processing schedule to 4 days; a check to insure each individual receptee has a SSAN; exemption of Class I-A-O personnel from immunization at the USARECSTA for typhus, yellow fever, cholera, and plague; and assignment of conscientious objectors to the USAMEDTC and inducted physicians, dentists, and veterinarians to BAMC, Fort Sam Houston, Texas, upon completion of receptee processing. Supplementation of this regulation is permitted by CG, CONARC. If supplements are issued, one copy of each will be furnished to the Chief of Personnel Operations, ATTN: EPPMP.*

CHAPTER		Paragraph	Page
1.	GENERAL		
	Purpose and scope.....	1-1	1-1
	Commander responsibilities.....	1-2	1-1
2.	PERSONNEL AND ADMINISTRATIVE PROCESSING PROCEDURES		
	General.....	2-1	2-1
	Personal factor in processing.....	2-2	2-1
	Scheduling of processing.....	2-3	2-1
	Test administration.....	2-4	2-1
	Interviewing procedures.....	2-5	2-2
	Identification of specially designated and certain other personnel.....	2-6	2-2
	Clothing issue.....	2-7	2-2
	Disposition of civilian clothing.....	2-8	2-2
	Medical processing.....	2-9	2-2
	Waiver of Veterans Administration disability pension or compensation.....	2-10	2-3
	Partial pay.....	2-11	2-3
	Kitchen police duties.....	2-12	2-3
	Movement procedures and strength accountability.....	2-13	2-3
3.	RECORDS PROCESSING		
	General.....	3-1	3-1
	Preparation of forms.....	3-2	3-1
	Disposition of records.....	3-3	3-1
4.	ORIENTATIONS		
	Purpose.....	4-1	4-1
	Initial orientation.....	4-2	4-1
	Personal affairs orientation.....	4-3	4-1
APPENDIX A.	ADMINISTRATION OF TESTS AND RECORDING OF TEST APTITUDE AREA SCORES.....		A-1
B.	RECORDS INITIATED OR RECEIVED AT U.S. ARMY RECEPTION STATIONS.....		B-1

\*This regulation supersedes AR 612-10, 20 May 1969, including all changes; OPO message 011837Z June 1966 subject: Immunization for Class I-A-O Personnel; and OPO message 171922Z July 1970, subject: Change to AR 612-10.

## CHAPTER 1

GENERAL

---

**1-1. Purpose and scope.** *a.* This regulation prescribes procedures for reception processing of male enlisted personnel at U.S. Army reception stations.

*b.* Applicable portions of this regulation will be used for reception processing of female enlisted personnel at the United States WAC Center, Fort McClellan, AL, and at WAC detachments designated to accomplish initial processing and reassignment of female reenlistees who are assigned from recruiting main stations, posts, camps, or stations.

*c.* Applicable portions of this regulation will be used at installations as a guide for reception processing of prior-service male personnel who are assigned from recruiting main stations direct to a CONUS station, or to a U.S. Army overseas replacement station for onward movement.

**1-2. Commander responsibilities.** Commander responsibilities for the operation of U.S. Army reception stations are set forth in table 1-1.

TABLE 1-1

## COMMANDER RESPONSIBILITIES

Line	Commander	Responsible for
1	CG, CONARC	Operation of continental U.S. Army reception stations.
2	Army commanders and installation commanders exercising command control of USARECSTA	<ol style="list-style-type: none"> <li>1. Operating the U.S. Army reception stations within their command in accordance with this regulation and supplemental instructions issued by the CG, CONARC, pursuant to Headquarters, Department of the Army directives.</li> <li>2. Providing qualified personnel and equipment as authorized for reception station operations.</li> <li>3. Providing logistical support for U.S. Army reception stations under their control to include appropriate recreational facilities/activities.</li> </ol>
3	USARECSTA commanders	<ol style="list-style-type: none"> <li>1. Receiving and processing receptees.</li> <li>2. Insuring the efficient reception, orientation, testing, interviewing, classification, assignment or attachment, and movement of receptees from U.S. Army reception stations.</li> <li>3. Limiting reception station processing to that authorized by this regulation and supplemental instructions issued by the CG, CONARC. Deviation from the processing prescribed in table 2-1 may be made, provided it does not interfere with the 4-day processing schedule.</li> <li>4. Presenting a favorable image to the receptee during his initial processing. (The impression made on the receptee during this period will influence his opinion of the U.S. Army in general and his acceptance of military life.)</li> <li>5. Accounting for each receptee on DA Form 1 (Morning Report); reporting of additions, deletions, or changes to personnel data on DA Form 1-1 (Personnel Data Change Report).</li> <li>6. Taking action to obtain missing records. Pending receipt of original records, temporary records will be prepared and the receptee will be processed and moved to the training activity or unit of assignment.</li> <li>7. Authorizing leave for receptees only in cases of verified emergency.</li> <li>8. Preparing, editing, and verifying Training Card One (TC1) in accordance with procedure in paragraph 3-7, AR 614-200 (Control and Distribution of Trainees—RCS OPO-65).</li> <li>9. Preparing section A, Personnel Processing Station Operations Report (DA Form 3422) (RCS OPO-112) in accordance with procedure in paragraph 8, AR 612-90.</li> <li>10. Assigning or attaching receptees, as appropriate, to a training activity as directed by Headquarters, CONARC.</li> </ol>

## CHAPTER 2

## PERSONNEL AND ADMINISTRATIVE PROCESSING PROCEDURES

**2-1. General.** *a.* Commanders of U.S. Army reception stations will check processing to determine if backlogs occur and will take action to eliminate conditions which delay processing. Inspections will be frequent during peak load periods. At the earliest indication of a possible lack of training space at the on-post training activity, the reception station commander will notify Headquarters, CONARC by telephone or teletype (through channels).

*b.* The processing required by this regulation must be accomplished. Reception processing will not be curtailed without prior approval of the Chief of Personnel Operations, Department of the Army.

*c.* Transfer processing will not be accomplished at U.S. Army reception stations. Recretees being separated for any reason will be processed by a transfer activity.

**2-2. Personal factor in processing.** *a.* Although space availability, organization, and proper management influence the speed and ease with which processing is accomplished, careful consideration must be given to the manner in which recretees are processed.

*b.* Processing will be conducted in such a manner that the recretee will be impressed with the efficiency of the Army and the attention given to the recretee's welfare. The psychological implications involved in the recretee's transition from civilian to military life are of paramount importance. The U.S. Army reception station is usually the recretee's first encounter with Army procedures, and he will look upon reception station atmosphere as indicative of what he may expect in the future. The impression made during his stay at the U.S. Army reception station may well have a significant influence in shaping his attitude toward the Army and may later be reflected in his performance of duty.

*c.* Reception station commanders will use non-commissioned officers to the fullest extent in guiding recretees in all phases of processing. These noncommissioned officers will be carefully selected for these duties, and their conduct and appearance must be above reproach. It is

particularly important that they exercise every opportunity to instill in recretees confidence and respect for Army leadership.

*d.* Non-prior-service Active Army and active-duty-for-training (ADT) recretees will be processed in the order in which they arrive. Whenever possible, prior-service personnel will be given priority in processing over the other personnel arriving at the same time.

**2-3. Scheduling of processing.** U.S. Army reception station commanders will insure that recretees are processed within 4 workdays. Recretees arriving after normal duty hours will be received with efficiency, welcomed warmly, and treated considerately. Only the minimum essential processing will be accomplished for recretees arriving after normal duty hours; other processing will be initiated the next day. To preclude delay into training, recretees will be processed on Saturdays, when necessary. Commanders may vary the processing schedule (table 2-1) to meet operational requirements provided that--

*a.* Recretees are afforded a full night's rest (8 hours) before administering tests (app A).

*b.* Inoculations, except adenovirus vaccine, meningococcal disease vaccine, tetanus-diphtheria toxoid, poliomyelitis vaccine and the tuberculin tine test, are not given before administering tests.

*c.* No more than 6 hours of testing is administered on any given day, and no more than 4 hours of testing is administered without a *break* of at least 1 hour.

*d.* Time delays encountered between processing stations because of a backlog are used to conduct basic instruction for recretees in such subjects as position of attention, hand salute, and insignia of rank.

**2-4. Test administration.** The Army personnel selection and classification tests listed in appendix A will be administered in accordance with the principles contained in AR 611-5 (Army Personnel Tests). Test administration will be under the supervision of a qualified test examiner and proctor.

*a.* The entire Army Classification Battery (ACB) may be administered during the first day

of processing. No more than 6 hours of testing will be administered on any given day. No testing session will extend for more than 4 hours, and there must be a *break* for at least 1 hour after any 4-hour session. The Driver Selection Battery and other tests may be administered on the second day of processing. Inoculations, except adenovirus, meningococcal disease vaccine, tetanus-diphtheria toxoid, poliomyelitis vaccine, and the tuberculin tine test, will not precede the administration of any personnel selection and classification tests.

*b.* Components of the tests listed in appendix A are contained in DA Pamphlet 310-8. Instructions for administering and scoring each test or battery are contained in the appropriate test manual. The special instructions for test administration contained in appendix A, and the instructions for safeguarding test materials contained in AR 611-5 and AR 340-16 will be followed by personnel responsible for administering, handling, and scoring tests.

*c.* Unless other provisions are made in directives governing administration of particular tests, answer sheets from Army testing programs will be retained for a period of 30 days. During this period the answer sheets will be organized by date of testing to facilitate identification of answer sheets accomplished by particular individuals or groups. Unless directives for specific tests make other provisions, answer sheets will be destroyed by shredding, pulverizing, or burning after the 30-day retention period. In those cases in which special directives provide for submission of answer sheets to research organizations for study, the requirement for retention may be transferred to the research activity. Destruction will be by the appropriate Test Control Officer (TCO), or under his supervision. No destruction certificate is required; however, the TCO will maintain records of destruction.

**2-5. Interviewing procedures.** Each receptee will be interviewed. DA Pam 611-1 will be used as a guide for the conduct of the interview. The MOS recommended by the Reserve component unit commander for training ADT personnel will not be changed. *Non-prior-service personnel will be asked whether they have been granted a personnel security clearance above SECRET, when and by whom.* DA Form 20 will be initiated or completed during the interview and entries recorded for all receptees. It is essential that this interview be conducted by

qualified personnel. Information gained during the interview has a far-reaching effect on the receptee and must be complete and accurate in every detail.

**2-6. Identification of specially designated and certain other personnel.** Certain personnel will be identified as prescribed in table 2-2.

**2-7. Clothing issue.** *a.* Receptees will be issued personal clothing as prescribed in paragraph 5-5, AR 700-84, except for Reserve component ADT receptees who will be issued clothing as prescribed in AR 135-460. Issues of personal clothing will be recorded on DA Form 3326 (Personal Clothing Record—Enlisted Women) or DA Form 3327 (Personal Clothing Record—Enlisted Men).

*b.* Uniform and footwear will be fitted as prescribed in TM 10-227 and TM 10-228.

*c.* Receptees who reenlist within 3 months after the date of last discharge or release from active duty will be issued clothing as prescribed in AR 700-84.

*d.* Each receptee's clothing and duffel bag will be marked as prescribed in AR 746-10.

*e.* Clothing and footwear will not be issued if a receptee is to be discharged, relieved from active duty, or relieved from active duty for training, for physical or other reasons.

*f.* Clothing shortages or requirement for special measurement clothing will not delay movement of receptees upon completion of processing. If the complete uniform cannot be issued, movement of receptees to the training activity or unit will be in civilian clothing. Under no circumstances will receptees be moved in a mixture of uniform and civilian clothing.

*g.* Before movement to a training activity, a showdown inspection will be accomplished to insure that each receptee has in his possession all of the mandatory items of personnel clothing prescribed in paragraph 5-5, AR 700-84 or AR 135-460, which have been issued at the installation.

**2-8. Disposition of civilian clothing.** Receptees will be informed that they may keep their civilian clothes. However, if they want to send their civilian clothes home, they may make arrangements with the local transportation officer to have them shipped at Government expense. The mode of shipping civilian clothing at Government expense is at the option of the local transportation officer.

**2-9. Medical processing.** *a. Physical inspection.* A physical inspection will be given only to Reserve component receptees who were not processed

through Armed Forces Examining and Entrance Stations. Physical inspection will be given to other receptees only when indicated and recommended by the surgeon.

*b. Medical examinations.* Receptees who have undergone a medical examination more than 1 year before reporting to the U.S. Army reception station will be administered a medical examination of the scope prescribed in AR 40-501. Reserve component receptees who are ordered to ADT within 1 year from date of last medical examination will not be required to undergo a complete examination. Only those tests or examinations required by AR 40-501, which are not a matter of record on the initial report of examination will be accomplished. See appendix IX, AR 40-501.

*c. Immunizations.*

(1) Inoculations, except adenovirus vaccine, meningococcal disease vaccine, tetanus-diphtheria toxoid, poliomyelitis vaccine, and the tuberculin tine test, will be administered as prescribed in AR 40-562 after administration of all required testing. Entries will be recorded on Standard Form 601 (Health Record-Immunization Record) as prescribed in AR 40-403 and on PHS Form 731 (International Certificates of Vaccination) (AR 40-26 and AR 40-562).

*Note.* Adenovirus vaccines and meningococcal disease vaccines will be administered only when authorized by The Surgeon General.

(2) Immunizations for typhus, yellow fever, cholera, and plague will not be administered to Class I-A-O personnel at USARECSTA.

*d. Identification tags.* The receptee's blood type will be embossed on his identification tag as prescribed in AR 606-5.

*e. Health records.* Health records will be initiated as prescribed in AR 40-403. Mechanical writing equipment may be used in preprinting forms, provided that entries are legible and are made in the proper spaces on the forms.

**2-10. Waiver of Veterans Administration disability pension or compensation.** Receptees who are receiving disability pensions or compensation from the Veterans Administration for any reason are required to waive such pensions or compensation at the time of entry on active duty. The records of prior service personnel will be screened to determine whether waivers have been submitted by receptees receiving pensions or compensations. If waivers have not been submitted, receptees will

execute DA Forms 3053 (Declaration of Benefits Received and Waivers). These waivers will be verified by the reception station commander and forwarded to the appropriate Veterans Administration Regional Office listed in AR 930-10. A notation will be made in item 56 (Remarks), DD Form 4, that DA Form 3053 has been forwarded to Veterans Administration. The duplicate copy of the waiver will be filed in DA Form 2143 (Financial Data Records, U.S. Army) in accordance with paragraph 3-2c(2) item 26, AR 37-104-2.

**2-11. Partial pay.** DA Form 2139 (Military Pay Voucher) will be prepared for each receptee. Receptees will be given partial pay only in the amount of basic pay accrued at date of payment as prescribed in the DOD Military Pay and Allowances Entitlements Manual (DODPM).

**2-12. Kitchen police duties.** *a.* The reception station commanders are authorized to retain non-prior service receptees for 1 day to perform kitchen police duties, provided such duty will not delay receptees' entry into training. Scheduling of receptees for such duty during processing will be avoided. Kitchen police duties may be performed on nonprocessing days, or upon completion of processing.

*b.* The basis for retention is the number of receptees to be served at each meal at the *reception station mess only*. Two men may be retained for messes serving 50 receptees or less and one additional man is authorized for each additional 50 receptees or major fraction thereof.

**2-13. Movement procedures and strength accountability.** Upon completion of processing, receptees will not be delayed from entering the next training cycle (e.g., pending training company fill, kitchen police). Orders will be issued assigning or attaching the receptees to the various activities indicated below, or as prescribed by the Chief of Personnel Operations, Department of the Army.

*a. Movement of receptees to the on-post training activity.* Orders issued will relieve the receptee from the reception station and will assign or attach him direct to the appropriate training company of the on-post training activity. Prior service receptees who do not have specific units of assignment at the time of their arrival at the reception station will be assigned to the on-post training activity, unless otherwise directed by the Chief of Personnel Operations, Department of the Army.



TABLE 2-1--Continued					
PROCESSING SCHEDULE <sup>1</sup>					
Line	Action required	1st processing day	2d processing day	3d processing day	4th processing day
3—	<p><b>Continued</b></p> <p>★ e. Report individuals whose enlistment commitment is contingent on qualifications and subsequently, found not qualified to HQDA, DAPO-EPO-RS, AUTOVON 54480 or 55724 as an unused asset against training quota.</p> <p>(1) Counsel each individual and advise of alternate options available for which they qualify.</p> <p>(2) Make every effort to obtain a waiver of enlistment option.</p> <p>(3) If individual fails to qualify for alternate option or elects not to accept alternate course of action, process for discharge UP AR 635-200.</p>	X			

See footnotes at end of table.

TABLE 2-1—Continued					
PROCESSING SCHEDULE 1					
L I N E	Action required	1st processing day	2d processing day	3d processing day	4th processing day
4	Initiate required records/forms, including Standard Personnel Plate and Processing Rosters. Issue identification cards and identification tags if processing schedule will permit. (Mechanical writing equipment, if available, may be used in preparing records and forms.)	X			
5	Issue health and comfort items, as appropriate. These issues will be recorded on DA Form 3327 (Personal Clothing Record—Enlisted Men) or DA Form 3326 (Personal Clothing Record—Enlisted Women).	X			
6	Make blood group and type determinations (AR 40-3).	X			
7	Administer adenovirus vaccine, meningococcal disease vaccine, tetanus-diphtheria toxoid, poliomyelitis vaccine, and the tuberculin tine test (tuberculin tine test) (see para 2-9c and "Note"). The tuberculin tine test results will be read approximately 72 hours after administration. Recptees will not be held at reception stations solely for the purpose of reading the test results. When necessary, because of the time element, the tuberculin tine test results will be read at the training activities. The date administered and results of the tuberculin tine test will be recorded on SF 601 (Health Record—Immunization Record) and Public Health Service Form 731 (International Certificate of Vaccination) (AR 40-26).	X			
8	Conduct physical inspection and partial medical examinations, when required, as prescribed in paragraph 2-9.	X	X (if not completed 1st proc- essing day)		
9	Issue orientation material, including but not necessarily limited to— a. DA Pam 21-13 (The Soldier's Handbook) b. DA Pam 360-83 (Tips for Dependents).	X			
10	Arrange for recptees to receive a haircut, if necessary.	X			

See footnotes at end of table.

TABLE 2-1—Continued

## PROCESSING SCHEDULE 1

L I N E	Action required	1st processing day	2d processing day	3d processing day	4th processing day
11	Administer the Army personnel selection and classification tests listed in appendix A, and other specific tests required for Project One Hundred Thousand.		X	X (Administer tests not given on 2d processing day)	
12	Issue and mark clothing and duffel bag.		X		
13	Issue nametapes as prescribed by AR 670-5.		X		
14	Prepare two fingerprint records—reverse of DD Form 369 (Police Record Check). To insure classifiable prints, follow carefully the fingerprinting procedures in TM 10-632. (Attach one record to DD Form 1584; file the other one in individual's MPRJ (DA Form 201) as a permanent document.)		X		
15	Conduct personal affairs interview. a. Initiate applications for allotments, SGLI allowances, and US Savings Bonds, when appropriate. b. Prepare partial pay voucher for each receiptee; prepare reenlistment bonus voucher, when appropriate. c. Take necessary action on personal problems.		X		
16	Conduct classification interview for initiation and recording of entries on DA Form 20 (Enlisted Qualification Record). During interview: a. Identify college graduates and arrange for their counseling. (During counseling, individuals will be provided information on the rational way in which assignments are made, taking into account background and aptitudes. Interviewing and counseling will be used as a means for collecting, recording, and reporting information regarding individuals which is essential to assign them in a manner which takes maximum advantage of prior education and experience.) b. Inform receiptees of NCO Candidate program (Skill Development Base (SDB)). Tentatively, identify individuals who have SDB training potential. Personnel who have shown an aptitude for leadership in civilian life (e.g., foreman, athletic team captain,			X	X (if not conducted previously)

See footnotes at end of table.

TABLE 2-1—Continued

PROCESSING SCHEDULE<sup>1</sup>

L I N E	Action required	1st processing day	2d processing day	3d processing day	4th processing day
	<i>school class leader or civic, social, or fraternity leader) will be identified by placing a pencil entry "SDB Potential" in the remarks section of the DA Form 20 (Enlisted Qualification Record). Orders transferring these receptees to BCT will indicate "SDB Potential" as the last item on the name line. (Consult AR 350-27 for SDB details.)</i>				
17	Initiate DA Form 1294 (Record of Personnel with Special Qualifications), as prescribed in para 2-15c, AR 600-200, when appropriate.			X	
18	Arrange for eye examination for purpose of spectacle, prescription, when required.			X	
19	*Complete DOD National Agency Check Request (DD Form 1584) and DA Form 3208 (Worksheet for National Agency Check Request). <sup>2</sup> Upon completion of such action, attach DD Form 369 and (when applicable) duplicate copy of DA Form 2981 (Application for Determination of Moral Eligibility for Induction); place all documents in receptee's military personnel records jacket. ★*Applicable to all individuals being processed, except enlistees and reenlistees whose enlistment options require a personnel security investigation of a greater scope than an ENTNAC.			X	

See footnotes at end of table.

TABLE 2-1—Continued

PROCESSING SCHEDULE<sup>1</sup>

Line	Action required	1st processing day	2d processing day	3d processing day	4th processing day								
20	Initiate Reenlistment Data Card (DA Form 1315) for each receiptee (except REP 63 personnel) IAW paragraph 1-20, AR 601-280. Appropriate entries will be transcribed on the card from the individual's personnel records and placed in the MPRJ. Entries on the card not appropriate to reception processing will be left blank.			X									
★21	Initiate General Educational Development Individual Record (DA Form 669) for each receiptee who has not completed high school (AR 621-5). Complete items 1, 2, and 3 by using the standard personnel plate. Enter results of USAFI Achievement tests administered to Project One Hundred Thousand personnel. Place form in the MPRJ for future use by education counselors.			X									
★22	Rescinded.												
23	Conduct orientation (and show films if available) concerning specific subjects, activities, or programs which will include: a. Uniform Code of Military Justice b. Chaplain activities c. Red Cross functions d. Servicemen's Group Life Insurance e. DA Programs:  <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><i>Subject</i></td> <td style="text-align: center;"><i>Procedural/Informational Reference</i></td> </tr> <tr> <td>AUS Reenlistment</td> <td>Para 6-3; AR 601-280</td> </tr> <tr> <td>Officer Candidate School</td> <td>AR 351-5; DA Pam 601-1</td> </tr> <tr> <td>Warrant Officer Flight Training</td> <td>AR 601-210</td> </tr> </table>	<i>Subject</i>	<i>Procedural/Informational Reference</i>	AUS Reenlistment	Para 6-3; AR 601-280	Officer Candidate School	AR 351-5; DA Pam 601-1	Warrant Officer Flight Training	AR 601-210				X
<i>Subject</i>	<i>Procedural/Informational Reference</i>												
AUS Reenlistment	Para 6-3; AR 601-280												
Officer Candidate School	AR 351-5; DA Pam 601-1												
Warrant Officer Flight Training	AR 601-210												
24	Issue identification tags if not previously issued. (Para 79, AR 606-5, requires issuance of identification tags as soon as practicable after entry into service.)				X								
25	Initiate DD Form 1172 (Application for Uniform Service Identification and Privilege Card) if receiptee claims dependents.				X								
26	Arrange for partial payment to each receiptee.				X								
27	Administer inoculations. (Immunizations for typhus, yellow fever, cholera, and plague will not be administered to class 1-A-O personnel at USARECSTA.)				X (if not previously administered, and those which must be given after testing)								
28	Assign or attach receiptees to designated training activities or units.				X								

TABLE 2-1—Continued

PROCESSING SCHEDULE<sup>1</sup>

Line	Action required	1st processing day	2d processing day	3d processing day	4th processing day
29	Prepare and distribute special orders.				X
30	Outprocess records.				X
31	Move receptees and their records to training activities or units				X

<sup>1</sup> Daily schedule may be modified to meet operational requirements, but all processing indicated will be completed within the 4-day period.

<sup>2</sup> DA Form 3208 need not be executed when required background data are contained on a current, properly executed and signed DD Form 398 (Statement of Personal History). Under these circumstances the data required for accomplishment of the DD Form 1584 (Department of Defense National Agency Check Request) may be taken from the DD Form 398.

TABLE 2-2

## IDENTIFICATION OF SPECIALLY DESIGNATED AND CERTAIN OTHER PERSONNEL

Line	If receptee	Action required	
		Identify as prescribed in AR 600-200 and record information on DA Form 20.	As indicated below
1	has civilian-acquired skills and/or education which fully qualifies him in a related MOS.	X	Enter the five-character MOS code appropriate to the apprentice, journeyman, or advanced journeyman level of skill only in item 26 of DA Form 20.
2	claims qualification in a foreign language or dialect.  qualifies as a linguist.		As prescribed in AR 611-6, administer language proficiency tests or conduct interview; score tests and record scores and/or ratings resulting from tests or interview on DA Form 20. Prepare and submit DA Form 1-1 (Personnel Data Report) IAW provisions of AR 680-1. Determine language code; record language code on DA Form 1-1 (Personnel Data Report); prepare and submit DA Form 330 (Language Proficiency Questionnaire). See AR 680-1, AR 611-6, and AR 611-201.
3	has <i>special qualifications</i> and <i>aptitudes</i> and meets the criteria outlined in paragraph 2-15, AR 600-200.	X	Prepare DA Form 1294 in duplicate as required by AR 600-200. (DA Form 1294 will <i>not</i> be prepared for Reserve component ADT receptees.) Forward original and duplicate of DA Form 1294 to training activity with receptee's personnel records.
4	is classified as conscientious objector, 1-A-O, by Selective Service local board.	X	Assign to US Army Medical Training Center, Fort Sam Houston, TX, upon completion of reception processing.
★5	is an inducted physician, dentist, or allied medical specialists.	X	Assign to Brooke Army Medical Center, Fort Sam Houston, TX upon completion of reception processing IAW paragraph 2-13, AR 600-200.
★6	Rescinded.		
7	claims proficiency with a musical instrument, and does not have an enlistment commitment.		Identify as a potential bandsman. Inform receptee he may request instrumental audition by an Active Army bandmaster. Provided it does not interfere with the 4-day processing schedule, audition may be conducted by the local Active Army bandmaster.
8	has an enlistment commitment.		Enter enlistment commitment or program for which volunteered in item 13, DA Form 20, to insure compliance with enlistment contract and timely entry into Basic or Basic Combat Training IAW procedure in paragraph 5-4.1b, AR 601-210. Also, make following permanent

TABLE 2-2

IDENTIFICATION OF SPECIALLY DESIGNATED AND CERTAIN OTHER PERSONNEL

Line	If recipient	Action required											
		Identify as prescribed in AR 600-200 and record information on DA Form 20.	As indicated below										
			entry in item 13, DA Form 20 of an individual who was enlisted for an option on the basis of qualifying AQB tests scores: "AQB qualified; see DD Form 4."										
9	has potential for career development but lacks satisfactory educational background or experience for admission to an appropriate service school or for promotion to higher responsibilities.		Identify for attention and assistance under <i>career development program</i> by placing a rubber stamp impression no larger than 2 inches square on lower left corner of inside cover of individual's DA Form 201 (MPRJ) containing following statement "EDUCATIONAL COUNSELING REQUIRED."										
10	is a nonprior-service individual who claims a previous security clearance above SECRET.	X	DA Form 1294 will be prepared in accordance with paragraph 2-15a(2) and 2-15c(2), AR 600-200.										
11	has a DA Form 873 (Certificate of Clearance and/or Security Determination) in his personnel records which has been annotated pursuant to the provisions of paragraph 1-7, AR 604-10.		Enter in item 18, DA Form 20, "Not eligible for security clearance; see AR 604-10."										
12	has been enlisted for school training in MOS 96B or MOS 96D.		<p>Following documents will be prepared and placed as a packet in MPRJ for transmission to training activity:</p> <table border="0"> <thead> <tr> <th style="text-align: center;"><i>Form</i></th> <th style="text-align: center;"><i>No. required</i></th> </tr> </thead> <tbody> <tr> <td>DD Form 98, Armed Forces Security Questionnaire</td> <td>One signed original.</td> </tr> <tr> <td>DD Form 398, Statement of Personal History</td> <td>One complete, legible, and signed original.</td> </tr> <tr> <td>DD Form 1584, DOD National Agency Check Request</td> <td>One complete set.</td> </tr> <tr> <td>FD Form 258, Fingerprint Card (Applicant)</td> <td>Two (must be legible and prints classifiable).</td> </tr> </tbody> </table> <p>(The above requirements are <i>in addition</i> to any other requirements for these forms.)</p>	<i>Form</i>	<i>No. required</i>	DD Form 98, Armed Forces Security Questionnaire	One signed original.	DD Form 398, Statement of Personal History	One complete, legible, and signed original.	DD Form 1584, DOD National Agency Check Request	One complete set.	FD Form 258, Fingerprint Card (Applicant)	Two (must be legible and prints classifiable).
<i>Form</i>	<i>No. required</i>												
DD Form 98, Armed Forces Security Questionnaire	One signed original.												
DD Form 398, Statement of Personal History	One complete, legible, and signed original.												
DD Form 1584, DOD National Agency Check Request	One complete set.												
FD Form 258, Fingerprint Card (Applicant)	Two (must be legible and prints classifiable).												

## CHAPTER 3

## RECORDS PROCESSING

**3-1. General.** *a.* A list of records which are initiated or received at a reception station is contained in appendix B. Records received from Army National Guard units will not be remade, but will be continued in use.

*b.* Records received will be checked for accuracy. Entries on forms initiated will be made as prescribed in regulations applicable to those forms.

**3-2. Preparation of forms.** Processing time may be saved by preprinting forms with information applicable to all receiptees. Mechanical writing

equipment may be used for this purpose. A standard personnel plate will be prepared for each receiptee as prescribed in AR 600-26. Standard personnel plates will be used for initial preparation of all finance forms. (See paragraph 3-1, AR 37-104-2 for preparation of financial data record folders.)

**3-3. Disposition of records.** Records initiated or received will be disposed of as indicated in appendix B.

## CHAPTER 4

### ORIENTATIONS

**4-1. Purpose.** Orientation talks are an important factor in processing. These talks will be conducted in plain, nontechnical language. Visual aids will be used whenever possible. Recipients may be furnished handout material to supplement orientations; however, this material will not serve as a substitute for orientations. Orientations will be conducted by an officer.

**4-2. Initial orientation.** This talk will be conducted as soon as possible after recipients' arrival. Initial orientation will include, but will not necessarily be limited to the following:

*a.* Welcome address by the reception station commander (or a designated officer).

*b.* Explanation of the major processing to be accomplished.

- (1) Initiation of records.
- (2) Medical processing.
- (3) Classification testing.
- (4) Interview for initiation of DA Form 20.
- (5) Identification of certain recipients.
- (6) Clothing issue.
- (7) Lectures and film(s).
- (8) Movement to training activities.

*c.* Explanation of the duties and responsibilities of recipients.

- (1) Personal conduct and military discipline.
- (2) Wearing of the uniform.
- (3) Standards of Conduct for DA personnel (para 19, AR 600-50).

*d.* Explanation as to the types of discharge certificates, their bases for issuance, and the possible effects on reenlistment, civilian employment, veterans' benefits and related matters (para 1-12, AR 635-200 and AR 350-21).

*e.* Explanation of the rights and benefits of recipients.

- (1) Right to lodge just and honest complaints and grievances.
- (2) Postal services.
- (3) Legal assistance.
- (4) Medical facilities.
- (5) Recreational facilities/activities.
- (6) Religious services.
- (7) Leave and pass policies.
- (8) Partial pay.

(9) Post exchange facilities.

(10) Medical care of dependents. See AR 40-121 and DA Pam 608-2.

(11) Financial care of dependents. See part 6, chapter 2, DOD Military Pay and Allowances Entitlement Manual (DODPM), AR 37-104-2, and DA Pam 608-26.

(12) Movement of dependents.

(13) Privately owned vehicles.

(14) Visitors.

(15) Family correspondence.

(16) Shipment of civilian clothing.

(17) Classification as a sole surviving son, evidence needed, and procedure for making application during BCT. ("Sole surviving son" is defined in AR 614-75.)

*f.* As a part of the initial orientation prescribed by *b* above, the new soldier will be informed of the purpose of his interview which is to be held during the third or fourth day of processing. Also, he will be informed that he will be asked questions concerning his education, civilian employment, and hobbies. Using this information, test scores, and other assignment criteria of the new soldier, the interviewer will counsel him as to training fields available and for which he is qualified. The new soldier will then be afforded an opportunity to express a personal preference for training. However, it will be made clear during the orientation that he may not be assigned to this preferred or recommended training if the Army needs him in some other training.

*g.* Brief all RA enlistees and those inductees who enlist in the Regular Army under the reception station enlistment program on the mandatory deduction of \$1.20 per year (\$.10 per month) from their pay in support of Soldiers' Home. Information for the briefing will include the history of Soldiers' Home, its location, capacity, and the nature of the benefits (app C).

**4-3. Personal affairs orientation.** Orientation talks will be scheduled during processing and will include, but will not necessarily be limited to, the following:

*a.* Service obligation.

*b.* Pay.

c. Reemployment rights. (DA Pam 135-2 contains procedures for briefing of USAR and ARNGUS personnel; also includes information on reemployment rights after military training.)

★d. Commercial life insurance. (Counsel personnel in accordance with procedure in paragraph 10, AR 210-8.)

e. General solicitation. Subject to appropriate controls, civilian salesmen are often authorized to solicit on military installations, offering for sale products such as encyclopedias, Bibles, clothes, automobiles, and other articles not available in the exchanges. Many individuals desire and need these products, but it is up to the individual himself to make certain he is not being victimized. The fact that some salesmen may call on an individual does not indicate that the Army indorses the salesmen or their products. Individuals should exercise as much caution when entering a private transaction on an Army installation as they would in civilian life.

f. Allotments.

g. Settlement of private debts. See AR 600-5 for policy and procedures concerning private indebtedness and financial obligations.

h. Social Security (Federal Old-Age and Survivors Insurance). (Inform personnel of the bene-

fits which may be derived from social security. Detailed information about the social security program is contained in section XIV, DA Pam 608-2.)

i. Six months' death gratuity pay and settlement of accounts of deceased members. See part 4, chapter 5, DOD Military Pay and Allowances Entitlements Manual (DODPM).

j. Veterans Administration dependency and indemnity compensation. See chapter 3, section IV, paragraph 131, DA Pam 608-2.

k. Any pertinent local information.

l. Servicemen's Group Life Insurance (SGLI). Explain rights, benefits, and privileges available under SGLI in accordance with chapter 11; AR 600-10. Emphasize responsibility to next of kin; individual's right to name beneficiary of own choice; requirement to complete VA Form 29-8286; option not be insured or to be insured for \$5,000, \$10,000 or \$15,000; order of preference set by law if no beneficiary is named.

m. Caution on credit purchases. See DA Pam 360-520.

★n. Soldiers' and Sailors' Civil Relief Act. See section I, paragraph 10, and section XIII, paragraph 60, DA Pam 608-2.

**APPENDIX A**  
**ADMINISTRATION OF TESTS AND RECORDING OF TEST**  
**APTITUDE AREA SCORES**

Tests to be administered A	To whom applicable B	Action required C	Special Instructions D
<p>Army Classification Battery (ACB). (See column D for special instructions.)</p>	<p><i>All personnel</i> processing through U.S. Army Reception Stations except:</p> <p>a. Personnel who possess a valid DA Form 1811 (Physical and Mental Status on Release from Active Service), and who do not desire a retest.</p> <p>b. WAC enlistees.</p>	<ol style="list-style-type: none"> <li>1. Administer tests in accordance with DA Pam 611-100.</li> <li>2. Determine final standard test scores.</li> <li>3. Compute aptitude area scores.</li> <li>4. Record ACB test and aptitude area scores and any ACB retest scores in item 24, DA Form 20 (Enlisted Qualification Record).</li> </ol>	<ol style="list-style-type: none"> <li>1. The two forms of each test contained in the Army Classification Battery will be administered on alternate days to preclude compromise of test material (e.g., if the Arithmetic Reasoning Test AR-3B is administered on one day, the Arithmetic Reasoning Test AR-4B will be administered on the following day).</li> <li>2. For personnel who possess a valid DA Form 1811 take the following action:               <ol style="list-style-type: none"> <li>a. Transcribe ACB aptitude area scores and scores of "Other Tests" to DA Form 20.</li> <li>b. File duplicate DA Form 1811 in individual's DD Form 722 (Health Record) in lieu of initial SF 88 (Report of Medical Examination).</li> </ol> </li> <li>3. WAC enlistees. See Women's Army Classification Battery.</li> <li>4. <b>PERSONS ENLISTED FOR SPECIFIC OPTIONS ON THE BASIS OF AQB SCORES ATTAINED DURING AFEEES TESTING WILL BE ASSIGNED TO THE TRAINING OR DUTY FOR WHICH ENLISTED REGARDLESS OF SCORES ATTAINED ON THE ACB AT RECEPTION STATIONS.</b></li> </ol>
<p>Motor Vehicle Driver Selection Battery I (MDB-I).</p>	<p>All personnel processing through U.S. Army Reception Stations.</p>	<ol style="list-style-type: none"> <li>1. Administer test in accordance with DA Pam 611-119.</li> <li>2. Compute final standard test scores.</li> <li>3. Record test score on DA Form 20.</li> </ol>	

## ADMINISTRATION OF TESTS AND RECORDING OF TEST APTITUDE AREA SCORES—Continued

Tests to be administered A	To whom applicable B	Action required C	Special instructions D
Defense Language Aptitude Test (DLAT).	Army personnel processing through U.S. Army Reception Stations who attained a standard score of 100 or higher on the GT aptitude area and meet other requirements prescribed in AR 611-6.	<ol style="list-style-type: none"> <li>1. Administer test in accordance with DA Pam 611-131.</li> <li>2. Compute final test score.</li> <li>3. Record test score on DA Form 20.</li> </ol>	
Appropriate Language Proficiency Test.	All personnel processing through U.S. Army Reception Stations who claim proficiency in a foreign language.	<ol style="list-style-type: none"> <li>1. Administer the specific Language Proficiency Test, if a test is available. See DA Pam 310-8 to determine availability of test. If a test is not available, evaluate personnel based on a personal interview as described in appendix C, AR 611-6.</li> <li>2. Record test scores and test or interview ratings (Reading and Speaking Comprehension) on DA Form 20.</li> <li>3. Prepare DA Form 330 (Language Proficiency Questionnaire) for qualified personnel. Except for Reserve component ADT personnel disposition of the three copies of DA Form 330 will be in accordance with the instructions contained thereon.</li> </ol>	DA Form 330 (Language Proficiency Questionnaire) will be prepared for qualified Reserve component ADT personnel and all three copies will be filed in the individual's DA Form 201 (Military Personnel Records Jacket).
Typing and Dictation Tests.	All personnel processing through U.S. Army Reception Stations who claim skill in typing and/or shorthand.	<ol style="list-style-type: none"> <li>1. Administer tests in accordance with DA Pam 611-126.</li> <li>2. Compute final standard scores.</li> <li>3. Record scores on DA Form 20 (Item 25—Other Tests).</li> </ol>	
Officer Candidate Test (OCT-3) and (OCT-4).	All personnel processing through U.S. Army Reception Stations who attained a GT score of 110 or higher and are otherwise qualified for selection for Officer Candidate School as provided in AR 351-5.	<ol style="list-style-type: none"> <li>1. Administer test in accordance with DA Pam 611-262.</li> <li>2. Compute final standard score.</li> <li>3. Record test score on DA Form 20.</li> </ol>	

**ADMINISTRATION OF TESTS AND RECORDING OF TEST  
APTITUDE AREA SCORES—Continued**

Tests to be administered A	To whom applicable B	Action required C	Special instructions D
Officer Qualification Inventory (OQI-1).	All personnel processing through U.S. Army Reception Stations who— a. Attain a score of 115 or higher on the OCT-3 or OCT-4, and— b. Indicate a desire to become a candidate for an officer commission.	1. Administer test in accordance with DA Pam 611-263. 2. Compute final score. 3. Record score on DA Form 20.	
Women's Army Classification Battery (WACB).	WAC enlistees.	1. Record WACB test and aptitude area scores attained at AFEES on DA Form 20. 2. Destroy DA Form 6040 (Women's Army Classification Battery, WACB Scoring Work Sheet) <i>after</i> verification of test and aptitude area scores.	1. Combat A and B or IN and AE aptitude area scores will not be computed. 2. Personnel administered the WACB will not be tested with the ACB, except under retesting provisions of AR 600-200.



0001157333

## APPENDIX B

## RECORDS INITIATED OR RECEIVED AT US ARMY RECEPTION STATIONS

Form No.	Title	Applicable regulations(s)	Form(s) used for each receiptee	Furnished receiptee	Placed/Filed in DA Form 201 (MPRJ)		Filed in DD Form 722	Placed/Filed in DA Form 2143		To/thru servicing DPA	Special instructions or disposition
					Placed	Filed		Placed	Filed		
	Training Card One (TC1).	AR 614-200	1		X						TC1 will be punched and machine verified. Placed in MPRJ when transmitting personnel records from USA REC-STA to training center UP AR 640-10.
	Standard Personnel Plate.	AR 600-26	1 (plate)		X						
	Identification Tags	AR 606-5	2 (tags)		X						
★ DA Form 20	Enlisted Qualification Record.	AR 600-200 NGR 25-5 AR 140-111	1		X						Issue if processing schedule will permit. Transmit IAW paragraph 1-9, AR 640-10. Do not perforate or fasten this form in MPRJ. If original erroneously received, forward to TAG UP AR 600-10. Assist individuals who meet minimum requirements for OCS and who indicate desire to apply for OCS in completing application (DA Form 61). Application will not be endorsed. It will be forwarded with personnel records to gaining training activity commander for processing. Forwarded to next unit of assignment UP AR 640-10.
DA Form 41	Record of Emergency Data.	AR 600-10 NGR 25-5	2 (set)			X (dupe)					
DA Form 61	Application for Appointments.	AR 351-5	3		X						
DA Form 201	Military Personnel Records Jacket, U.S. Army.	AR 640-10	1								
DA Form 201a	Field Personnel File Divider.	AR 640-10	1								Forwarded to next unit of assignment UP AR 640-10. Active Army personnel, see instructions on DA Form 330. For Reserve component ADT personnel, see note 1.
★ DA Form 330 1	Language Proficiency Questionnaire.	AR 611-6	3 (set)			X (Cy2)					
★ DA Form 428	Application for Identification Card.	AR 606-5	2			X					Insure that picture is securely fastened to DA Form 428 IAW AR 606-5. Duplicate retained by issuing officer and filed in numerical order by serial number of card. (Following items on DA Form 428 may be eliminated: 3, 4, 8 through 16, and signature of applicant if not prepared by individual concerned.)
DA Form 481	Military Leave Record.	AR 630-5	1					X			
★ DA Form 660	GED Individual Record.	AR 621-5	1		X						Prepare DA Form 669 only for those personnel with less than a high school diploma or equivalency certificate.

Form No.	Title	Applicable regulations(s)	Form(s) used for each receiptee	Furnished receiptee	Placed/Filed in DA Form 201 (MPRJ)		Filed in DD Form 722	Placed/Filed in DA Form 2143		To/thru servicing DPA	Special instructions or disposition
					Placed	Filed		Placed	Filed		
★DA Form 1294, 1	Record of Personnel With Special Qualifications.	AR 600-200	2		X (orig & dupe).						Place in MPRJ for transmittal to BCT activity.
★DA Form 1315	Reenlistment Data Card.	AR 601-280	1		X						Transmit IAW paragraph 1-9, AR 640-10.
DA Form 1341, 1	Allotment Authorization (To start, Stop, and Change Allotments).	Part 6, chapter 6, DOD Military Pay and Allowances Entitlements Manual; chapter 2. AR 27-104-2.	4 (set)	Trip				X			
DA Form 1811	Physical and Mental Status on Release from Active Service.	AR 601-210	Duplicate received from RMS.				X				
DA Form 1996	Tax Withholding Record.	Chapter 2, AR 37-104-2.	1					X			
DA Form 2035-R	Computation of ACB Aptitude Area Scores.	AR 601-270	1								Destroy after recording on DA Form 20.
DA Form 2139	Military Pay Voucher.	Chapter 4, AR 37-104-2.	5 (set)						Copy 5.		Copies 1 through 4. To finance and accounting officer.
DA Form 2143	Military Personnel Financial Data Records, US Army.	Chapter 3, AR 37-104-2.	1		X						Placed in MPRJ when transmitting personnel records IAW AR 640-10.
★DA Form 2081	Application for Determination of Moral Eligibility for Induction.	AR 601-270				Cy (if attach to DD Form 1584, file as allied paper).					If received from AFES, DA Form 2081 will be detached from DDS Form 47 and destroyed.
DA Form 3053	Declaration of Benefits Received and Waivers.	Sec I, chap 7, AR 37-125, Para 80204, DODPM.	2						X (copy)		Original to VA Office having jurisdiction over members claim. (See AR 930-10 for listing of VA regional offices.)
★DA Form 3208	Worksheet for National Agency Check Request.	AR 381-130	1		X						When existing, this form will be maintained in the Action Pending section of MPRJ; remove upon completion of DD Form 1584. Need not be executed when required background data are contained on a current, properly executed and signed DD Form 398 (Statement of Personal History). Under these circumstances, the data required for accomplishment of the DD Form 1584 may be taken from the DD Form 398.



Form No.	Title	Applicable regulations(s)	Form(s) used for each receiptee	Furnished receiptee	Placed/Filed in DA Form 201 (MPRJ)		Filed in DD Form 722	Placed/Filed in DA Form 2143		To/thru servicing DPA	Special instructions or disposition
					Placed	Filed		Placed	Filed		
DD Form 137 <sup>1</sup> .....	Application for Basic Allowance for Quarters for Members with Dependents.	DOD Military Pay and Allowances Entitlements Manual; AR 37-104-2.	4.....					X			
★DD Form 220.....	Active Duty Report.	AR 135-200 (ADT)	(For ARNGUS for tours of 90 days or more). 2 (For USAR for tours of 90 days or more).							X (Dupe w/copy of orders attached to Res unit comdr thru DPA servicing home station).	Original—w/copy of orders attached—to CG, RCPAC, 9700 Page Blvd, St. Louis, MO 63132.  Original—w/copy of orders attached—to CG, RCPAC, 9700 Page Blvd, St. Louis, MO 63132.
		AR 135-210 (Active Duty)	1 (For ARNGUS for tours of 90 days or more). 2 (For USAR for tours of 90 days or more).							X (Dupe w/copy of orders attached to Commander who issued the active duty orders thru DPA servicing member prior to entry on active duty).	Original to CO, AGPERSCEN, Fort Benjamin Harrison, IN 46249. <sup>4</sup>  Original to CO, AGPERSCEN, Fort Benjamin Harrison, IN 46249. <sup>5</sup>
DD Form 369.....	Fingerprint Record (Reverse of Police Record Check).	AR 381-130 AR 612-10	2.....			X (1 form)					Attach one form to DD Form 1584 and place in MPRJ.

JAGO 199A

DD Form 373	Consent, Declaration of Parent or Legal Guardian.	AR 140-111	Duplicate received from RMS, or Army Reserve units.			X			
DD Form 398	Statement of Personnel History.	AR 381-130 AR 601-210 AR 601-270 NGR 25-5	1 copy received from RMS, AFES, or Reserve component units.			X			
DD Form 722	Health Record	AR 40-403	1		X				Placed in MPRJ when transmitting personnel records UP AR 640-10. Inform recipient who claims dependents to complete application. Instruct recipient to send completed forms to his primary dependent or, if appropriate, through military channels to CG, Finance Center U.S. Army, ATTN: Allotments and Deposits Operations, Indianapolis, IN 46249, as expeditiously as possible. For processing by training activity or initial unit of assignment.
DD Form 722-1	Health Record—Dental.	AR 40- 33	1		X				
DD Form 1172	Appl for Unif Svc Ident & Privilege Card.	AR 606	2 (orig and a dupe).	X					
DD Form 1584	DOD National Agency Check Request.	AR 381-130 AR 604-5	1 (set)		X				
SF 88	Report of Medical Examination.	AR 40-501 AR 135-200 AR 135-210 AR 601-210 AR 601-270	Duplicate received from RMS, AFES, or Army Reserve units.				X		
		NGR 25-5	2 copies received from Army National Guard units.				Copy (orig if received).		Copy to CG, RCPAC, 9700 Page Blvd., St. Louis, MO 63132.
*SF 93	Report of Medical History.	AR 40-501 AR 135-200 AR 135-210 AR 601-210 AR 601-270	Duplicate received from RMS, AFES, or Army Reserve units.				X		

See footnotes at end of table.

Form No.	Title	Applicable regulations(s)	Form(s) used for each receiptee	Furnished receiptee	Placed/Filed in DA Form 201 (MPR)		Filed in DD Form 722	Placed/Filed in DA Form 2143		To/thru servicing DPA	Special instructions or disposition
					Placed	Filed		Placed	Filed		
		NGR 25-5.....	2 copies received from Army National Guard units.				Copy (orig if received).				Copy to CG, RCPAC, 9700 Page Blvd., St. Louis, MO 63132. <sup>1</sup>
SF 600.....	Health Record-Chronological Record of Medical Care.	AR 40-403.....	1.....				X				
SF 601.....	Health Record-Immunization Record.	AR 40-403..... NGR 25-5.....	1.....				X				
SF 602.....	Health Record-Syphilis Record.	AR 40-403.....	1 (if required).				X				
SF 603.....	Health Record-Dental.	AR 40-403.....	1.....				X				
★VA Form 29-8286-6.	Servicemen's Group Life Insurance Election.	AR 608-2.....	3.....	Dupe.....		Orig.....			See note. <sup>4</sup>		Distribute copies IAW AR 608-2.
TD Form W-4.....	Employee's Withholding Exemption Certificate.	DOD Military Pay and Allowances Entitlements Manual; AR 37-104-2; NGR 25-5.....	1.....						X		
★PHS Form 731. <sup>7</sup>	International Certificate of Vaccination.	AR 40-502..... AR 40-403.....	1.....								The medical officer will comply with the provisions of paragraph 3-5, AR 40-403. For disposition, see note. <sup>7</sup>
PHS Form 950.....	Report of a Suspect or Case of VD Among Persons Examined for Military Service.	AR 40-403..... AR 601-270.....	Copy 2 received from RMS or AFEEs, when applicable.				X				

<sup>1</sup> A DA Form 330 will be prepared for qualified Reserve component ADT personnel and all three copies will be filed in individual's DA Form 201 (Military Personnel Records Jacket).

<sup>2</sup> Not applicable to members of the Reserve components performing initial tour of ADT under the Reserve program of 1963 (REP 63).

<sup>3</sup> Attached to the duplicate copy of DD Form 4 for Army Reserve personnel enlisted under the provisions of the Reserve Enlistment Program of 1963 (REP 63) will be a copy of the written agreement acknowledging the training and service obligation incurred by the member by enlistment under this program. This agreement will remain attached to the duplicate copy of DD Form 4 and filed in the member's personnel records jacket.

<sup>4</sup> Attached to duplicate will be one copy of the orders, duplicate SF 88, original SF 93, DD Form 98 (if required) and DD Form 1584 (if required).

<sup>5</sup> The original DD Form 220 covering entry on active duty, a copy of the orders and, as applicable, the original application and allied papers (for voluntary active duty only) the original SF-88, the original DD Form 4 (for member of ARNGUS), and the original DD Form 98, will be forwarded to CO, AGPERSCEN. As an exception, for enlisted member whose application was forwarded to HQ, Department of the Army for approval, only the DD Form 220 and a copy of the orders will be furnished.

<sup>6</sup> Issue if receiptee waives his right to SGLI or elects to reduce the amount of insurance from \$10,000 to \$5,000. Place Xerox or locally determined similar copy in DA Form 2143.

<sup>7</sup> After completion of required immunizations and posting to SF 601, PHS Form 731 will be given to the individual for his retention.

★APPENDIX C  
ORIENTATON BRIEFING ON SOLDIERS' HOME

---

The United States Soldiers' Home was established by an Act of Congress 3 March 1851, as a dignified home for old and/or disabled Regular Army enlisted men and warrant officers, and since 1947, Regular Air Force enlisted men and women and warrant officers.

It has been located in Washington, D. C. for over a century on a beautiful tract of rolling, wooded land consisting of about 300 acres. Approximately 3,000 members may be accommodated and all services (room, board, medical service, laundry and dry-cleaning, entertainment, hobby shops, movies, library and many others) are furnished completely without charge. Admission is available to any retired or discharged enlisted and warrant officer personnel, both men and women, of the Regular Army and Air Force who have served 20 years or more as warrant officers or enlisted personnel, or have a service-connected disability rendering them unable to earn a livelihood, or have non-service-connected disability rendering them unable to earn a livelihood and served during a war.

The Home derives its support by deductions from the pay of enlisted men and women and warrant officers of the Regular Army and Regular Air Force. The current deduction is \$.10 per month, deducted annually each 30 June, at the rate of \$1.20. The Home also receives income from fines and forfeitures against Regular Army and Regular Air Force enlisted men and women and warrant officers. No funds are provided from taxes.

The proponent agency of this regulation is the Office of Personnel Operations. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) to Chief of Personnel Operations, ATTN: EPPMP, Department of the Army, Washington, DC 20310.

By Order of the Secretary of the Army

W. C. WESTMORELAND,  
*General, United States Army,  
Chief of Staff.*

Official:

KENNETH G. WICKHAM,  
*Major General, United States Army,  
The Adjutant General.*

Distribution:

To be distributed in accordance with DA Form 12-9 requirements for AR, Personnel Processing:

*Active Army:* D (qty rqr block No. 473).

*ARNG:* D (qty rqr block No. 473).

*USAR:* RCPT STA (5).

13 November 1970

AR 612-10

The proponent agency of this regulation is the Office of Personnel Operations. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) to Chief of Personnel Operations, ATTN: EPPMP, Department of the Army, Washington, DC 20310.

By Order of the Secretary of the Army:

W. C. WESTMORELAND,  
*General, United States Army,*  
*Chief of Staff.*

Official:

KENNETH G. WICKHAM,  
*Major General, United States Army,*  
*The Adjutant General.*

Distribution:

To be distributed in accordance with DA Form 12-9 requirements for AR, Personnel Processing:

*Active Army:* D (qty rqr block No. 473).

*ARNG:* D (qty rqr block No. 473).

*USAR:* RCPT STA (5).

S/S

Pages

S/S C 2  
18 May 1971

C 1, AR 612-10

TABLE 2-1—Continued					
PROCESSING SCHEDULE <sup>1</sup>					
Line	Action required	1st processing day	2d processing day	3d processing day	4th processing day
4	Initiate required records/forms, including Standard Personnel Plate and Processing Rosters. Issue identification cards and identification tags if processing schedule will permit. (Mechanical writing equipment, if available, may be used in preparing records and forms.)	X			
5	Issue health and comfort items, as appropriate. These issues will be recorded on DA Form 3327 (Personal Clothing Record—Enlisted Men) or DA Form 3326 (Personal Clothing Record—Enlisted Women).	X			
6	Make blood group and type determinations (AR 40-3).	X			
7	Administer adenovirus vaccine, meningococcal disease vaccine, tetanus-diphtheria toxoid, poliomyelitis vaccine, and the tuberculin tine test (tuberculin tine test) (see para 2-9c and "Note"). The tuberculin tine test results will be read approximately 72 hours after administration. Recettees will not be held at reception stations solely for the purpose of reading the test results. When necessary, because of the time element, the tuberculin tine test results will be read at the training activities. The date administered and results of the tuberculin tine test will be recorded on SF 601 (Health Record—Immunization Record) and Public Health Service Form 731 (International Certificate of Vaccination) (AR 40-26).	X			
8	Conduct physical inspection and partial medical examinations, when required, as prescribed in paragraph 2-9.	X	X (if not completed 1st processing day)		
★9	Issue orientation material, including but not necessarily limited to— a. DA Pam 21-13 (The Soldier's Handbook) b. DA Pam 360-83 (Tips for Dependents).	X			
10	Arrange for receiptees to receive a haircut, if necessary.	X			
11	Administer the Army personnel selection and classification tests listed in appendix A, and other specific tests required for Project One Hundred Thousand.		X	X (Administer tests not given on 2d processing day)	
12	Issue and mark clothing and duffel bag.		X		
13	Issue nametapes as prescribed by AR 670-5.		X		
14	Prepare two fingerprint records—reverse of DD Form 369 (Police Record Check). To insure classifiable prints, follow carefully the fingerprinting procedures in TM 10-632. (Attach one record to DD Form 1584; file the other one in individual's MPRJ (DA Form 201) as a permanent document.)		X		

See footnotes at end of table.

TABLE 2-1--Continued

PROCESSING SCHEDULE<sup>1</sup>

Line	Action required	1st processing day	2d processing day	3d processing day	4th processing day
15	<p>Conduct personal affairs interview.</p> <p>a. Initiate applications for allotments, SGLI allowances, and U.S. Savings Bonds, when appropriate.</p> <p>b. Prepare partial pay voucher for each receptee; prepare reenlistment bonus voucher, when appropriate.</p> <p>c. Take necessary action on personal problems.</p>		X		
16	<p>Conduct classification interview for initiation and recording of entries on DA Form 20 (Enlisted Qualification Record). During interview:</p> <p>a. Identify college graduates and arrange for their counseling. (During counseling, individuals will be provided information on the rational way in which assignments are made, taking into account background and aptitudes. Interviewing and counseling will be used as a means for collecting, recording, and reporting information regarding individuals which is essential to assign them in a manner which takes maximum advantage of prior education and experience.)</p> <p>b. Inform receptees of NCO Candidate program (Skill Development Base (SDB)). Tentatively, identify individuals who have SDB training potential. Personnel who have shown an aptitude for leadership in civilian life (e.g., foreman, athletic team captain, school class leader or civic, social, or fraternity leader) will be identified by placing a pencil entry "SDB Potential" in the remarks section of the DA Form 20 (Enlisted Qualification Record). Orders transferring these receptees to BCT will indicate "SDB Potential" as the last item on the name line. (Consult AR 350-27 for SDB details).</p>			X	X (if not conducted previously)
17	Initiate DA Form 1294 (Record of Personnel with Special Qualifications), as prescribed in para 2-15c, AR 600-200, when appropriate.			X	
18	Arrange for eye examination for purpose of spectacle, prescription, when required.			X	
19	<p>*Complete DOD National Agency Check Request (DD Form 1584) and DA Form 3208 (Worksheet for National Agency Check Request).<sup>2</sup> Upon completion of such action, attach DD Form 369 and (when applicable) duplicate copy of DA Form 2981 (Application for Determination of Moral Eligibility for Induction); place all documents in receptee's military personnel records jacket.</p> <p>*Applicable to all individuals being processed, except aliens, and enlistees and reenlistees whose enlistment options require a personnel security investigation of a greater scope than an ENTNAC.</p>			X	

See footnotes at end of table.

TABLE 2-2

## IDENTIFICATION OF SPECIALLY DESIGNATED AND CERTAIN OTHER PERSONNEL

Line	If recipient	Action required	
		Identify as prescribed in AR 600-200 and record information on DA Form 20.	As indicated below
1	has civilian-acquired skills and/or education which fully qualifies him in a related MOS.	X	Enter the five-character MOS code appropriate to the apprentice, journeyman, or advanced journeyman level of skill only in item 26 of DA Form 20.
2	claims qualification in a foreign language or dialect.		As prescribed in AR 611-6, administer language proficiency tests or conduct interview; score tests and record scores and/or ratings resulting from tests or interview on DA Form 20. Prepare and submit DA Form 1-1 (Personnel Data Report) IAW provisions of AR 680-1.
	qualifies as a linguist.		Determine language code; record language code on DA Form 1-1 (Personnel Data Report); prepare and submit DA Form 330 (Language Proficiency Questionnaire). See AR 680-1; AR 611-6, and AR 611-201.
3	has <i>special qualifications</i> and <i>aptitudes</i> and meets the criteria outlined in paragraph 2-15, AR 600-200.	X	Prepare DA Form 1294 in duplicate as required by AR 600-200. (DA Form 1294 will <i>not</i> be prepared for Reserve component ADT recipients.) Forward original and duplicate of DA Form 1294 to training activity with recipient's personnel records.
4	is classified as conscientious objector, 1-A-O, by Selective Service local board.	X	Assign to U.S. Army Medical Training Center, Fort Sam Houston, TX, upon completion of reception processing.
5	is an inducted physician, dentist, or veterinarian.	X	Assign to Brooke Army Medical Center, Ft Sam Houston, TX upon completion of reception processing IAW paragraph 2-13, AR 600-200.
6	is an alien.	X	Initiate request for background investigation as prescribed by AR 600-200. Request for BI will be prepared and submitted IAW AR 381-130.
7	claims proficiency with a musical instrument, and does not have an enlistment commitment.		Identify as a potential bandsman. Inform recipient he may request instrumental audition by an Active Army bandmaster. Provided it does not interfere with the 4-day processing schedule, audition may be conducted by the local Active Army bandmaster.

Table 2-2—Continued

## IDENTIFICATION OF SPECIALLY DESIGNATED AND CERTAIN OTHER PERSONNEL

Line	If recipient	Action required											
		Identify as prescribed in AR 600-200 and record information on DA Form 20.	As indicated below										
8	has an enlistment commitment.		Enter enlistment commitment or program for which volunteered in item 13, DA Form 20, to insure compliance with enlistment contract and timely entry into Basic or Basic Combat Training IAW procedure in paragraph 5-4.1b, AR 601-210. Also, make following permanent entry in item 13, DA Form 20 of an individual who was enlisted for an option on the basis of qualifying AQB tests scores: "AQB qualified; see DD Form 4."										
9	has potential for career development but lacks satisfactory educational background or experience for admission to an appropriate service school or for promotion to higher responsibilities.		Identify for attention and assistance under <i>career development program</i> by placing a rubber stamp impression no larger than 2 inches square on lower left corner of inside cover of individual's DA Form 201 (MPRJ) containing following statement "EDUCATIONAL COUNSELING REQUIRED."										
10	is a nonprior-service individual who claims a previous security clearance above SECRET.	X	DA Form 1294 will be prepared in accordance with paragraph 2-15a(2) and 2-15c(2), AR 600-200.										
11	has a DA Form 873 (Certificate of Clearance and/or Security Determination) in his personnel records which has been annotated pursuant to the provisions of paragraph 1-7, AR 604-10.		Enter in item 18, DA Form 20, "Not eligible for security clearance; see AR 604-10."										
12	has been enlisted for school training in MOS 96B or MOS 96D.		<p>Following documents will be prepared and placed as a packet in MPRJ for transmission to training activity:</p> <table border="0"> <thead> <tr> <th style="text-align: center;"><i>Form</i></th> <th style="text-align: center;"><i>No. required</i></th> </tr> </thead> <tbody> <tr> <td>DD Form 98, Armed Forces Security Questionnaire</td> <td>One signed original.</td> </tr> <tr> <td>DD Form 398, Statement of Personal History</td> <td>One complete, legible, and signed original.</td> </tr> <tr> <td>DD Form 1584, DOD National Agency Check Request</td> <td>One complete set.</td> </tr> <tr> <td>FD Form 258, Fingerprint Card (Applicant)</td> <td>Two (must be legible and prints classifiable).</td> </tr> </tbody> </table> <p>(The above requirements are <i>in addition</i> to any other requirements for these forms.)</p>	<i>Form</i>	<i>No. required</i>	DD Form 98, Armed Forces Security Questionnaire	One signed original.	DD Form 398, Statement of Personal History	One complete, legible, and signed original.	DD Form 1584, DOD National Agency Check Request	One complete set.	FD Form 258, Fingerprint Card (Applicant)	Two (must be legible and prints classifiable).
<i>Form</i>	<i>No. required</i>												
DD Form 98, Armed Forces Security Questionnaire	One signed original.												
DD Form 398, Statement of Personal History	One complete, legible, and signed original.												
DD Form 1584, DOD National Agency Check Request	One complete set.												
FD Form 258, Fingerprint Card (Applicant)	Two (must be legible and prints classifiable).												

## CHAPTER 4

### ORIENTATIONS

**4-1. Purpose.** Orientation talks are an important factor in processing. These talks will be conducted in plain, nontechnical language. Visual aids will be used whenever possible. Recettees may be furnished handout material to supplement orientations; however, this material will not serve as a substitute for orientations. Orientations will be conducted by an officer.

**4-2. Initial orientation.** This talk will be conducted as soon as possible after receiptees' arrival. Initial orientation will include, but will not necessarily be limited to the following:

*a.* Welcome address by the reception station commander (or a designated officer).

*b.* Explanation of the major processing to be accomplished.

- (1) Initiation of records.
- (2) Medical processing.
- (3) Classification testing.
- (4) Interview for initiation of DA Form 20.
- (5) Identification of certain receiptees.
- (6) Clothing issue.
- (7) Lectures and film(s).
- (8) Movement to training activities.

*c.* Explanation of the duties and responsibilities of receiptees.

- (1) Personal conduct and military discipline.
- (2) Wearing of the uniform.
- (3) Standards of Conduct for DA personnel (para 19, AR 600-50).

*d.* Explanation as to the types of discharge certificates, their bases for issuance, and the possible effects on reenlistment, civilian employment, veterans' benefits and related matters (para 1-12, AR 635-200 and AR 350-21).

*e.* Explanation of the rights and benefits of receiptees.

(1) Right to lodge just and honest complaints and grievances.

(2) Postal services.

(3) Legal assistance.

(4) Medical facilities.

(5) Recreational facilities/activities.

(6) Religious services.

(7) Leave and pass policies.

(8) Partial pay.

(9) Post exchange facilities.

(10) Medical care of dependents. See AR 40-121 and DA Pam 608-2.

(11) Financial care of dependents. See part 6, chapter 2, DOD Military Pay and Allowances Entitlement Manual (DODPM), AR 37-104-2, and DA Pam 608-26.

(12) Movement of dependents.

(13) Privately owned vehicles.

(14) Visitors.

(15) Family correspondence.

(16) Shipment of civilian clothing.

(17) Classification as a sole surviving son, evidence needed, and procedure for making application during BCT. ("Sole surviving son" is defined in AR 614-75.)

*f.* As a part of the initial orientation prescribed by *b* above, the new soldier will be informed of the purpose of his interview which is to be held during the third or fourth day of processing. Also, he will be informed that he will be asked questions concerning his education, civilian employment, and hobbies. Using this information, test scores, and other assignment criteria of the new soldier, the interviewer will counsel him as to training fields available and for which he is qualified. The new soldier will then be afforded an opportunity to express a personal preference for training. However, it will be made clear during the orientation that he may not be assigned to this preferred or recommended training if the Army needs him in some other training.

★*g.* Brief all RA enlistees and those inductees who enlist in the Regular Army under the reception station enlistment program on the mandatory deduction of \$1.20 per year (\$.10 per month) from their pay in support of Soldiers Home. Information for the briefing will include the history of Soldiers' Home, its location, capacity, and the nature of the benefits (app C).

4-3. **Personal affairs orientation.** Orientation talks will be scheduled during processing and will include, but will not necessarily be limited to, the following:

*a.* Service obligation.

*b.* Pay.

*c.* Reemployment rights. (DA Pam 135-2 contains procedures for briefing of USAR and ARNGUS personnel; also includes information on reemployment rights after military training.)

*d.* Commercial life insurance. (Counsel personnel in accordance with procedure in paragraph 10, AR 20-8).

*e.* General solicitation. Subject to appropriate controls, civilian salesmen are often authorized to solicit on military installations, offering for sale products such as encyclopedias, Bibles, clothes, automobiles, and other articles not available in the exchanges. Many individuals desire and need these products, but it is up to the individual himself to make certain he is not being victimized. The fact that some salesmen may call on an individual does not indicate that the Army indorses the salesmen or their products. Individuals should exercise as much caution when entering a private transaction on

an Army installation as they would in civilian life.

*f.* Allotments.

*g.* Settlement of private debts. See AR 600-5 for policy and procedures concerning private indebtedness and financial obligations.

*h.* Social Security (Federal Old-Age and Survivors Insurance). (Inform personnel of the benefits which may be derived from social security. Detailed information about the social security program is contained in section XIV, DA Pam 608-2.)

*i.* Six months' death gratuity pay and settlement of accounts of deceased members. See part 4, chapter 5, DOD Military Pay and Allowances Entitlements Manual (DODPM).

*j.* Veterans Administration dependency and indemnity compensation. See chapter 3, section IV, paragraph 131, DA Pam 608-2.

*k.* Any pertinent local information.

★*l.* Servicemen's Group Life Insurance (SGLI). Explain rights, benefits, and privileges available under SGLI in accordance with chapter 11, AR 600-10. Emphasize responsibility to next of kin; individual's right to name beneficiary of own choice; requirement to complete VA Form 29-8286; option not be insured or to be insured for \$5000, \$10,000 or \$15,000; order of preference set by law if no beneficiary is named.

*m.* Caution on credit purchases. See DA Pam 360-520.

*n.* Soldiers' and Sailors' Civil Relief Act. See section I, paragraph 10, DA Pam 608-2.

## APPENDIX B

## RECORDS INITIATED OR RECEIVED AT U.S. ARMY RECEPTION STATIONS

Form No.	Title	Applicable regulation(s)	Form(s) used for each receipt	Furnished receipt	Placed/Filed in DA Form 201 (MPRJ)		Filed in DD Form 722	Placed/Filed in DA Form 2143		To/thru servicing DPA	Special instructions or disposition
					Placed	Filed		Placed	Filed		
	Training Card One (TC1). Standard Personnel Plate.	AR 614-200.....	1.....		X						TC1 will be punched and machine verified. Placed in MPRJ when transmitting personnel records from USARECSTA to training center UP AR 640-10. Issue if processing schedule will permit. Do not perforate or fasten form in DA Form 201.
		AR 600-26.....	1 (plate).....		X						
	Identification Tags.	AR 600-5.....	2 (tags).....		X						
DA Form 20.....	Enlisted Qualification Record.	AR 600-200..... NGR 25-5 AR 140-111	1.....			X					
DA Form 41.....	Record of Emergency Data.	AR 600-10..... NGR 25-5	2 (set).....			X (dupe)					If original erroneously received, forward to TAG UP AR 600-10. Assist individuals who meet minimum requirements for OCS and who indicate desire to apply for OCS in completing application (DA Form 61). Application will not be indorsed. It will be forwarded with personnel records to gaining training activity commander for processing.
DA Form 61.....	Application for Appointments.	AR 351-5.....	3.....		X						
DA Form 201.....	Military Personnel Records Jacket, U.S. Army.	AR 640-10.....	1.....								Forwarded to next unit of assignment UP AR 640-10.
DA Form 201a.....	Field Personnel File Divider.	AR 640-10.....	1.....								Forwarded to next unit of assignment UP AR 640-10.
DA Form 330.....	Language Proficiency Questionnaire.	AR 611-6.....	3 (set).....			X (Cy2)					Disposition of orig and cy 3 will be as indicated on the DA Form 330. (For disposition of forms for Reserve component ADT personnel, see note 1.)
DA Form 428.....	Application for Identification Card.	AR 600-5.....	2.....			X (orig)					Duplicate retained by issuing officer and filed in numerical order by serial number of card. (Following items on DA Form 428 may be eliminated: 3, 4, 8 through 16, and signature of applicant if not prepared by individual concerned.)

See footnotes at end of table.

## RECORDS INITIATED OR RECEIVED AT U.S. ARMY RECEPTION STATIONS—Continued

Form No.	Title	Applicable regulation(s)	Form(s) used for each receiptee	Furnished receiptee	Placed/Filed in DA Form 201 (MPRJ)		Filed in DD Form 722	Placed/Filed in DA Form 2143		To/thru servicing DPA	Special instructions or disposition
					Placed	Filed		Placed	Filed		
DA Form 481...	Military Leave Record.	AR 630-5.....	1.....						X		
DA Form 609...	GED Individual Record.	AR 621-5.....	1.....			X					
DA Form 1294*	Record of Personnel With Special Qualifications.	AR 600-200.....	2.....		X (orig & dupe).						
DA Form 1315...	Reenlistment Data Card.	AR 601-280.....	1.....		X						
DA Form 1341*	Allotment Authorization (To Start, Stop, and Change Allotments).	Part 6, chapter 6, DOD Military Pay and Allowances Entitlements Manual; chapter 2, AR 37-104-2.	4 (set).....	Trip				X			
DA Form 1811...	Physical and Mental Status on Release from Active Service.	AR 601-210.....	Duplicate received from RMS.				X				
DA Form 1906...	Tax Withholding Record.	Chapter 2, AR 37-104-2.	1.....						X		
DA Form 2035-R.	Computation of ACB Aptitude Area scores.	AR 601-270.....	1.....								Destroy after recording on DA Form 20.
DA Form 2139...	Military Pay Voucher.	Chapter 4, AR 37-104-2.	5 (set).....						Copy 5.....		Copies 1 through 4. To finance and accounting officer.
DA Form 2143...	Military Personnel Financial Data Records, US Army.	Chapter 3, AR 37-104-2.	1.....		X						Placed in MPRJ when transmitting personnel records from USARECSTA to training center UP AR 640-10.
DA Form 2381...	Application for Determination of Moral Eligibility for Induction.	AR 601-270.....			Cy (if atch to DD Form 1584).	Cy (if atch to DD Form 47).					
DA Form 3053...	Declaration of Benefits Received and Waivers.	Sec. I, Chap 7, AR 37-125, Para 80204, DODPM.	2.....						X (copy).....		Original to VA Office having jurisdiction over members claim. (See AR 930-10 for listing of VA regional offices.)
DA Form 3208...	Worksheet for National Agency Check Request.	AR 381-130.....	1.....		X						Need not be executed when required background data are contained on a current, properly executed and signed DD Form 398 (Statement of Per-



## RECORDS INITIATED OR RECEIVED AT U.S. ARMY RECEPTION STATIONS—Continued

Form No.	Title	Applicable regulation(s)	Form(s) used for each receipt	Furnished receipt	Placed/Filed in DA Form 201 (MPRJ)		Filed in DD Form 722	Placed/Filed in DA Form 2143		To/thru servicing DPA	Special instructions or disposition
					Placed	Filed		Placed	Filed		
DD Form 53 <sup>1</sup>	Notification of Entry into Active Military Service.	AR 601-49	1								To State Director of Selective Service IAW AR 601-49.
DD Form 98	Armed Forces Security Questionnaire.	AR 604-10 NGR 25-5	Received from RMS, entrance station or Reserve component units.			X					
DD Form 137 <sup>1</sup>	Application for Basic Allowance for Quarters for Members with Dependents.	DOD Military Pay and Allowances Entitlements Manual; AR 37-104-2.	4				X				
DD Form 216A	Certification of Appointment for Noncommissioned and Petty Officers.	AR 600-200	1 (when appropriate).	X							
DD Form 220	Active Duty Report.	AR 135-200 (ADT)	2 (For ARNGUS for tours of 90 days or more). 3 (For USA R for tours of 90 days or more).			X (Dupe w/copy of orders attached).					Original—w/copy of orders attached—to CG, USAAC, 9700 Page Blvd, St. Louis, MO 63132.
		AR 135-210 (Active Duty)	2 (For ARNGUS for tours of 90 days or more).			X (Dupe) <sup>4</sup>				X (Trip w/copy of orders attached—to Res unit comdr thru DPA servicing home station).	Original—w/copy of orders attached—to CG, USAAC, 9700 Page Blvd, St. Louis, MO 63132.
											Original to CO, AGPERSCEN, Fort Benjamin Harrison, IN 46249 <sup>1</sup> .

			3 (For USAR for tours of 90 days or more).			X (Dupe)*		X (Trip w/copy of orders attached to Commander who issued the active duty orders thru DPA servicing member prior to entry on active duty).	Original to CO, AGPERSCEN, Fort Benjamin Harrison, IN 46249.
DD Form 369	Fingerprint Record (Reverse of Police Record Check).	AR 381-130 AR 612-10	2			X (1 form)			Attach one form to DD Form 1584 and place in MPRJ.
DD Form 373	Consent, Declaration of Parent or Legal Guardian.	AR 140-111	Duplicate received from RMS, or Army Reserve units.			X			
DD Form 398	Statement of Personnel History.	AR 381-130 AR 601-210 AR 601-270 NGR 25-5	1 copy received from RMS, AFES, or Reserve component units.			X			
DD Form 722	Health Record	AR 40-403	1		X				Placed in MPRJ when transmitting personnel records UP AR 640-10.
DD Form 722-1	Health Record -Dental.	AR 40-403	1		X				Placed in MPRJ when transmitting personnel records UP AR 640-10.
DD Form 1172	Appl for Unif Svc Ident & Privilege Card.	AR 606-5	2 (orig and a dupe).	X					Inform recipient who claims dependents to complete application. Instruct recipient to send completed forms to his primary dependent or, if appropriate, through military channels to CG, Finance Center U.S. Army, ATTN: Allotments and Deposits Operations, Indianapolis, IN 46249, as expeditiously as possible.

See footnotes at end of table.

## RECORDS INITIATED OR RECEIVED AT U.S. ARMY RECEPTION STATIONS—Continued

Form No.	Title	Applicable regulation(s)	Form(s) used for each receipt	Furnished receipt	Placed/Filed in DA Form 201 (MPRJ)		Filed in DD Form 722	Placed/Filed in DA Form 2143		To/thru servicing DPA	Special instructions or disposition
					Placed	Filed		Placed	Filed		
DD Form 1584	DOD National Agency Check Request.	AR 381-130. AR 604-5	1 (set)		X						For processing by training activity, or initial unit of assignment.
SF 88	Report of Medical Examination.	AR 40-601. AR 135-200 AR 135-210 AR 601-210 AR 601-270	Duplicate received from RMS, AFES, or Army Reserve units.				X				
		NGR 25-5	2 copies received from Army National Guard units.				Copy (orig if received).				Copy to CG, USAAC, 9700 Page Blvd., St. Louis, MO 63132.
SF 89	Report of Medical History.	AR 40-601. AR 135-200 AR 135-210 AR 601-210 AR 601-270	Duplicate received from RMS, AFES, or Army Reserve units.				X				
		NGR 25-5	2 copies received from Army National Guard units.				Copy (orig if received).				Copy to CG, USAAC, 9700 Page Blvd., St. Louis, MO 63132.
SF 600	Health Record-Chronological Record of Medical Care.	AR 40-403	1				X				

SF 601.....	Health Record- Immunization Record.	AR 40-403..... NGR 25-5	1.....				X				
SF 602.....	Health Record- Syphilis Record.	AR 40-403.....	1 (if re- quired).				X				
SF 603.....	Health Record- Dental.	AR 40-403.....	1.....				X				
VA Form 29- 8286.*	Servicemen's Group Life Insurance Election.	AR 608-2.....	3.....	Dupe		Orig				Trip	
TD Form W-4.	Employee's Withholding Exemption Certificate.	DOD Military Pay and Al- lowances En- titlements Manual; AR 37-104-2; NGR 25-5.	1.....							X	
PHS Form 731.†	International Certificate of Vaccination.	AR 40-662..... AR 40-403.	1.....				X				The medical officer will comply with the provisions of para- graph 3-5, AR 40-403.
PHS Form 956.	Report of a Suspect or Case of VD Among Per- sons Exam- ined for Mil- itary Service.	AR 40-403..... AR 601-270.	Copy 2 re- ceived from RMS or AFES, when applicable.				X				

\* A DA Form 339 will be prepared for qualified Reserve component ADT personnel and all three copies will be filed in individual's DA Form 201 (Military Personnel Records Jacket).

† Not applicable to members of the Reserve components performing initial tour of ADT under the Reserve program of 1963 (REP 63).

‡ Attached to the duplicate copy of DD Form 4 for Army Reserve personnel enlisted under the provisions of the Reserve Enlistment Program of 1963 (REP 63) will be a copy of the written agreement acknowledging the training and service obligation incurred by the member by enlistment under this program. This agreement will remain attached to the duplicate copy of DD Form 4 and filed in the member's personnel records jacket.

§ Attached to duplicate will be one copy of the orders, duplicate SF 88, original SF 89, DD Form 98 (if required) and DD Form 1584 (if required).

¶ The original DD Form 220 covering entry on active duty, a copy of the orders and, as applicable, the original application and allied papers (for voluntary active duty only) the original SF 88, the original DD Form 4 (for member of ARNGUS), and the original DD Form 98, will be forwarded to CO, AGPERSCEN. As an exception, for enlisted member whose application was forwarded to HQ, Department of the Army for approval, only the DD Form 220 and a copy of the orders will be furnished.

• Issue if recipient waives his right to SGLI or elects to reduce the amount of insurance from \$10,000 to \$5,000.

† PHS Form 731 is carried by the individual only when performing international travel. It is maintained in the MPRJ to provide a means of determining the current status of immunizations.

13 November 1970

AR 612-10

Supsd C1

TABLE 2-1—Continued

PROCESSING SCHEDULE<sup>1</sup>

Line	Action required	1st processing day	2d processing day	3d processing day	4th processing day
4	Initiate required records/forms, including Standard Personnel Plate and Processing Rosters. Issue identification cards and identification tags if processing schedule will permit. (Mechanical writing equipment, if available, may be used in preparing records and forms.)	X			
5	Issue health and comfort items, as appropriate. These issues will be recorded on DA Form 3327 (Personal Clothing Record—Enlisted Men) or DA Form 3326 (Personal Clothing Record—Enlisted Women).	X			
6	Make blood group and type determinations (AR 40-3).	X			
7	Administer adenovirus vaccine, meningococcal disease vaccine, tetanus-diphtheria toxoid, poliomyelitis vaccine, and the tuberculin tine test (TTT) (see para 2-9c and "Note"). The TTT results will be read approximately 72 hours after administration. Recretees will not be held at reception stations solely for the purpose of reading the test results. When necessary, because of the time element, the TTT results will be read at the training activities. The date administered and results of the TTT will be recorded on SF 601 (Health Record—Immunization Record) and PHS Form 731 (International Certificate of Vaccination) (AR 40-26).	X			
8	Conduct physical inspection and partial medical examinations, when required, as prescribed in paragraph 2-9.	X	X (if not completed 1st processing day)		
9	Issue orientation material, including but not necessarily limited to— a. DA Pam 21-13 (The Soldier's Handbook) b. DA Pam 608-26 (Class Q Allotment for Dependents of Enlisted Members of the Army in Pay Grades E1 to E4). c. DA Pam 360-236 (Freedom is Not Free) d. DA Pam 360-208 (You and Your Community) e. DA Pam 360-209 (A Soldier's Career) f. DA Pam 360-232 (Your First Step—Basic Training) g. DA Pam 360-520 (Credit—Master or Servant?) h. DA Pam 601-1 (The OCS Story) i. DA Pam 635-2 (Money in the Bank—An Honorable Discharge).	X			
10	Arrange for recretees to receive a haircut, if necessary.	X			

See footnotes at end of table.

TABLE 2-1--Continued

## PROCESSING SCHEDULE:

Line	Action required	1st processing day	2d processing day	3d processing day	4th processing day
11	Administer the Army personnel selection and classification tests listed in appendix A, and other specific tests required for Project One Hundred Thousand.		X	X (Administer tests not given on 2d processing day)	
12	Issue and mark clothing and duffel bag.		X		
13	Issue nametapes as prescribed by AR 670-5.		X		
14	Prepare two fingerprint records—reverse of DD Form 369 (Police Record Check). To insure classifiable prints, follow carefully the fingerprinting procedures in TM 10-632. (Attach one record to DD Form 1584; file the other one in individual's MPRJ (DA Form 201) as a permanent document.)		X		
15	Conduct personal affairs interview. a. Initiate applications for allotments, allowances, and U.S. Savings Bonds, when appropriate. b. Prepare partial pay voucher for each receptee; prepare reenlistment bonus voucher, when appropriate. c. Take necessary action on personal problems.		X		
16	Conduct classification interview for initiation and recording of entries on DA Form 20 (Enlisted Qualification Record). During interview: a. Identify college graduates and arrange for their counseling. (During counseling, individuals will be provided information on the rational way in which assignments are made, taking into account background and aptitudes. Interviewing and counseling will be used as a means for collecting, recording, and reporting information regarding individuals which is essential to assign them in a manner which takes maximum advantage of prior education and experience.) b. Inform receptees of NCO Candidate program (Skill Development Base (SDB)). Tentatively, identify individuals who have SDB training potential. Personnel who have shown an aptitude for leadership in civilian life (e.g., foreman, athletic team captain, school class leader or civic, social, or fraternity leader) will be identified by placing a pencil entry "SDB Potential" in the remarks section of the DA Form 20 (Enlisted Qualification Record). Orders transferring these receptees to BCT will indicate "SDBP" as the last item on the name line. (Consult AR 350-27 for SDB details.)			X	X (if not conducted previously)

See footnotes at end of table.

TABLE 2-1--Continued		PROCESSING SCHEDULE <sup>1</sup>			
Line	Action required	1st processing day	2d processing day	3d processing day	4th processing day
17	Initiate DA Form 1294 (Record of Personnel with Special Qualifications), as prescribed in para 2-15c, AR 600-200, when appropriate.			X	
18	Arrange for eye examination for purpose of spectacle, prescription, when required.			X	
19	*Complete DOD National Agency Check Request (DD Form 1584) and DA Form 3208 (Worksheet for National Agency Check Request). <sup>2</sup> Upon completion of such action, attach DD Form 369 and (when applicable) duplicate copy of DA Form 2981 (Application for Determination of Moral Eligibility for Induction); place all documents in receiptee's military personnel records jacket.  *Applicable to all individuals being processed, except aliens, and enlistees and reenlistees whose enlistment options require a personnel security investigation of a greater scope than an ENTNAC.			X	
20	Initiate Reenlistment Data Card (DA Form 1315) for each receiptee (except REP 63 personnel) IAW paragraph 1-20, AR 601-280. Appropriate entries will be transcribed on the card from the individual's personnel records and placed in the MPRJ. Entries on the card not appropriate to reception processing will be left blank.			X	
21	Initiate General Educational Development Individual Record (DA Form 669) for each receiptee. Complete items 1, 2, and 3 by using the standard personnel plate. Enter results of USAFI Achievement tests administered to Project One Hundred Thousand personnel. Place form in the MPRJ for future use by education counselors.			X	
22	Issue warrant--DD Form 216A (Certification of Appointment for Noncommissioned and Petty Officers) when processing individuals who enlisted or reenlisted from civilian life in a permanent noncommissioned officer grade. Following notation will be made on opposite side of warrant: "Issued on enlistment (reenlistment)-----"  (place) (date)			X	

See footnotes at end of table.

TABLE 2-1—Continued

PROCESSING SCHEDULE<sup>1</sup>

Line	Action required	1st processing day	2d processing day	3d processing day	4th processing day								
23	Conduct orientation (and show films if available) concerning specific subjects, activities, or programs which will include: <ul style="list-style-type: none"> <li>a. Uniform Code of Military Justice</li> <li>b. Chaplain activities</li> <li>c. Red Cross functions</li> <li>d. Servicemen's Group Life Insurance</li> <li>e. DA Programs:               <table style="margin-left: 20px; border: none;"> <tr> <td style="text-align: right;"><i>Subject</i></td> <td style="text-align: left;"><i>Procedural/Informational Reference</i></td> </tr> <tr> <td>AUS Reenlistment</td> <td>Para 6-3, AR 601-280</td> </tr> <tr> <td>Officer Candidate School</td> <td>AR 351-5; DA Pam 601-1</td> </tr> <tr> <td>Warrant Officer Flight Training</td> <td>AR 601-210</td> </tr> </table> </li> </ul>	<i>Subject</i>	<i>Procedural/Informational Reference</i>	AUS Reenlistment	Para 6-3, AR 601-280	Officer Candidate School	AR 351-5; DA Pam 601-1	Warrant Officer Flight Training	AR 601-210				X
<i>Subject</i>	<i>Procedural/Informational Reference</i>												
AUS Reenlistment	Para 6-3, AR 601-280												
Officer Candidate School	AR 351-5; DA Pam 601-1												
Warrant Officer Flight Training	AR 601-210												
24	Issue Identification Tags if not previously issued. (Para 79, AR 606-5, requires issuance of identification tags as soon as practicable after entry into service.)				X								
25	Initiate DD Form 1172 (Application for Uniform Service Identification and Privilege Card) if receiptee claims dependents.				X								
26	Arrange for partial payment to each receiptee.				X								
27	Administer inoculations. (Immunizations for typhus, yellow fever, cholera, and plague will not be administered to class 1-A-O personnel at USARECSTA.)				X (if not previously administered, and those which must be given after testing)								
28	Assign or attach receiptees to designated training activities or units.				X								
29	Prepare and distribute special orders.				X								
30	Outprocess records.				X								
31	Move receiptees and their records to training activities or units.				X								

<sup>1</sup> Daily schedule may be modified to meet operational requirements, but all processing indicated will be completed within the 4-day period.

<sup>2</sup> DA Form 3208 need not be executed when required background data are contained on a current, properly executed and signed DD Form 398 (Statement of Personal History). Under these circumstances the data required for accomplishment of the DD Form 1581 (Department of Defense National Agency Check Request) may be taken from the DD Form 398.

## CHAPTER 4

### ORIENTATIONS

**4-1. Purpose.** Orientation talks are an important factor in processing. These talks will be conducted in plain, nontechnical language. Visual aids will be used whenever possible. Recipients may be furnished handout material to supplement orientations; however, this material will not serve as a substitute for orientations. Orientations will be conducted by an officer.

**4-2. Initial orientation.** This talk will be conducted as soon as possible after recipients' arrival. Initial orientation will include, but will not necessarily be limited to the following:

*a.* Welcome address by the reception station commander (or a designated officer).

*b.* Explanation of the major processing to be accomplished.

- (1) Initiation of records.
- (2) Medical processing.
- (3) Classification testing.
- (4) Interview for initiation of DA Form 20.
- (5) Identification of certain recipients.
- (6) Clothing issue.
- (7) Lectures and film(s).
- (8) Movement to training activities.

*c.* Explanation of the duties and responsibilities of recipients.

- (1) Personal conduct and military discipline.
- (2) Wearing of the uniform.
- (3) Standards of Conduct for DA personnel (para 19, AR 600-50).

*d.* Explanation as to the types of discharge certificates, their bases for issuance, and the possible effects on reenlistment, civilian employment, veterans' benefits and related matters (para 1-12, AR 635-200).

*e.* Explanation of the rights and benefits of recipients.

- (1) Right to lodge just and honest complaints and grievances.
- (2) Postal services.
- (3) Legal assistance.
- (4) Medical facilities.
- (5) Recreational facilities/activities.
- (6) Religious services.
- (7) Leave and pass policies.
- (8) Partial pay.

(9) Post exchange facilities.

(10) Medical care of dependents. See AR 40-121 and DA Pam 608-2.

(11) Financial care of dependents. See part 6, chapter 2; DOD Military Pay and Allowances Entitlement Manual (DODPM), AR 37-104-2, and DA Pam 608-26.

(12) Movement of dependents.

(13) Privately owned vehicles.

(14) Visitors.

(15) Family correspondence.

(16) Shipment of civilian clothing.

(17) Classification as a sole surviving son, evidence needed, and procedure for making application during BCT. ("Sole surviving son" is defined in AR 614-75.)

*f.* As a part of the initial orientation prescribed by *b* above, the new soldier will be informed of the purpose of his interview which is to be held during the third or fourth day of processing. Also, he will be informed that he will be asked questions concerning his education, civilian employment, and hobbies. Using this information, test scores, and other assignment criteria of the new soldier, the interviewer will counsel him as to training fields available and for which he is qualified. The new soldier will then be afforded an opportunity to express a personal preference for training. However, it will be made clear during the orientation that he may not be assigned to this preferred or recommended training if the Army needs him in some other training.

**4-3. Personal affairs orientation.** Orientation talks will be scheduled during processing and will include, but will not necessarily be limited to, the following:

*a.* Service obligation.

*b.* Pay.

*c.* Reemployment rights. (DA Pam 135-2 contains procedures for briefing of USAR and ARNGUS personnel; also includes information on re-employment rights after military training.)

*d.* Commercial life insurance. (Counsel personnel in accordance with procedure in paragraph 10, AR 210-8.)

*e.* General solicitation. Subject to appropriate controls, civilian salesmen are often authorized to

solicit on military installations, offering for sale products such as encyclopedias, Bibles, clothes, automobiles, and other articles not available in the exchanges. Many individuals desire and need these products, but it is up to the individual himself to make certain he is not being victimized. The fact that some salesmen may call on an individual does not indicate that the Army indorses the salesmen or their products. Individuals should exercise as much caution when entering a private transaction on an Army installation as they would in civilian life.

*f. Allotments.*

*g. Settlement of privat debts.* See paragraph 36, AR 600-20, and chapters 4 and 5, AR 600-15 for policy and procedures concerning private indebtedness and financial obligations.

*h. Social Security (Federal Old-Age and Survivors Insurance).* (Inform personnel of the benefits which may be derived from social security. Detailed information about the social security

program is contained in section XIV, DA Pam 608-2.)

*i. Six months' death gratuity pay and settlement of accounts of deceased members.* See part 4, chapter 5, DOD Military Pay and Allowances Entitlements Manual (DODPM).

*j. Veterans Administration dependency and indemnity compensation.* See chapter 3, section IV, paragraph 131, DA Pam 608-2.

*k. Any pertinent local information.*

*l. Servicemen's Group Life Insurance (SGLI).* Explain rights, benefits, and privileges available under SGLI in accordance with paragraph 17, AR 608-2. Emphasize automatic features of SGLI, the option not to be insured under the policy or to be insured for \$5,000, and the order of precedence provided for beneficiaries.

*m. Caution on credit purchases.* See DA Pam 360-520.

*n. Soldiers' and Sailors' Civil Relief Act.* See section I, paragraph 10, DA Pam 608-2.

PENTAGON LIBRARY



0001157333