AR612-10
c. 2.

S/S May 69

PERSONNEL

PROCESSING

PROCESSING PROCEDURES AT U.S. ARMY RECEPTION STATIONS

This copy is a reprint which includes current pages from Change 1 through C 4

5
6
7

HEADQUARTERS, DEPARTMENT OF THE ARMY AUGUST 1965

Return to Army Library
Room 1A522, Pentagon

C2

CHANGE No. 7

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, D.C., *18 April 1969*

PERSONNEL PROCESSING

PROCESSING PROCEDURES AT U.S. ARMY RECEPTION STATIONS

Effective 1 May 1969 in accordance with DA message 903273

AR 612-10, 27 August 1965, is changed as follows:

1. Material which has been revised is indicated by a star.
2. Remove pages 2-5 and 2-6 and insert new pages 2-5 and 2-6.
3. File this change sheet in front of the 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) to Chief of Personnel Operations, ATTN: EPD, Department of the Army, Washington, D.C. 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: Reception stations (5).

RETURN TO ARMY LIBRARY
ROOM 1 A 518 PENTAGON

***This change supersedes so much of DA message 903273, 1 April 1969, as pertains to AR 612-10.**

TAGO 1116A—April 340-474°—69

C/L

CHANGE No. 6

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, D.C., *27 February 1968*

PERSONNEL PROCESSING

PROCESSING PROCEDURES AT U.S. ARMY RECEPTION STATIONS

AR 612-10, 27 August 1965, is changed as follows:

1. The material which has been revised or added is indicated by a star.
2. Remove old pages and insert new pages as indicated below:

Remove pages—	*Insert pages—*
1-1 and 1-2	1-1 and 1-2
2-3 and 2-4	2-3 and 2-4
2-7 and 2-8	2-7 and 2-8
4-1 and 4-2	4-1 and 4-2
A-1 and A-2	A-1 and A-2

3. This transmittal sheet should be filed in the front of the publication for reference purposes.

The proponent of this regulation is the Office of Personnel Operations. Users are invited to send comments and suggested improvements to Chief of Personnel Operations, ATTN: OPO-EPD, Department of the Army, Washington, D.C. 20310.

By Order of the Secretary of the Army:

HAROLD K. JOHNSON,
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 Military Personnel Procedures—Enlisted:
Active Army: D. *NG:* D. *USAR:* Rcpt Sta (5).

*This change supersedes DA message 844686, 21 December 1967.

TAGO 341A—Feb. 300-472*—68

Return to Army Library
Room 1A522, Pentagon

C2

CHANGE No. 5

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, D.C., *19 October 1967*

PERSONNEL PROCESSING

PROCESSING OF PERSONNEL AT U.S. ARMY RECEPTION STATIONS

AR 612-10, 27 August 1965, is changed as follows:

1. The material which has been revised or added is indicated by a star.
2. Remove old pages and insert new pages as indicated below:

Remove pages—	Insert pages—
1-1 and 1-2	1-1 and 1-2.
2-1 and 2-2	2-1 and 2-2.
4-1 and 4-2	4-1 and 4-2.

3. This transmittal sheet should be filed in the front of the publication for reference purposes.

[EPPM]

By Order of the Secretary of the Army:

HAROLD K. JOHNSON,
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 Military Personnel Procedures—Enlisted:
Active Army: D. *NG:* D. *USAR:* Rcpt Sta (5).

TAGO 455A—Oct. 300-468°—67

Return to Army Library
Room 1A522, Pentagon

Transmittal Sheet for Change 4 Unavailable

Cr

CHANGE No. 3

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, D.C., *9 December 1966*

PERSONNEL PROCESSING

PROCESSING OF PERSONNEL AT U.S. ARMY RECEPTION STATION

AR 612-10, 27 August 1965, is changed as follows:

1. The material which has been revised or added is indicated by a star.
2. Remove old pages and insert new pages as indicated below:

Remove pages—	Insert pages—
1-1 and 1-2	1-1 and 1-2
2-1 through 2-6	2-1 through 2-6.1
4-1	4-1 and 4-2
A-1 through A-4	A-1 through A-4

3. This transmittal sheet should be filed in the front of the publication for reference purposes.

[EPPM]

By Order of the Secretary of the Army:

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

Official:

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

Distribution:

Active Army and NG: To be distributed in accordance with DA Form 12-9 requirements for military Personnel Procedures, Enlisted—D.

USAR: Rcpt Sta (5).

∇ *This change supersedes DA message 767602, 1 June 1966; DA message 769861, 16 June 1966; DA message 91806, 19 July 1966; DA message 780621, 21 September 1966 and DA message 784956, 5 October 1966.

Return to Army Library
Room 1A522, Pentagon

CV

AR 612-10
*C 2

CHANGE No. 2

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, D.C., *8 July 1966*

PERSONNEL PROCESSING

PROCESSING OF PERSONNEL AT U.S. ARMY RECEPTION STATIONS

AR 612-10, 27 August 1965, is changed as follows:

1. The material which has been added is indicated by a bold star.
2. Remove page 4-1 and insert revised page 4-1.
3. This transmittal sheet should be filed in front of the publication for reference purposes.

[EPPM]

By Order of the Secretary of the Army:

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

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

Distribution:
Active Army and NG: To be distributed in accordance with DA Form 12-9 requirements for Military Personnel Procedures, Enlisted—D.
USAR: Rcpt Sta (5).

***This change supersedes DA message 762370, 28 April 1966.**

TAGO 51A—July 250-465°—66

Return to Army Library
Room 1A522, Pentagon

c2

CHANGE No. 1

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, D.C., *24 November 1965*

PERSONNEL PROCESSING

PROCESSING OF PERSONNEL AT U.S. ARMY RECEPTION STATIONS

AR 612-10, 27 August 1965, is changed as follows:

1. The material which has been revised or added is indicated by a bold star.

2. Remove old pages and insert new pages as indicated below:

Remove pages—	Insert pages—
1-1 and 1-2	1-1 and 1-2.
2-1 and 2-2	2-1, 2-2, and 2-2.1.
A-1 through A-5	A-1 through A-4.

3. This transmittal sheet should be filed in the front of the publication for reference purposes.

[EPPM]

By Order of the Secretary of the Army:

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

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

Distribution:
Active Army and NG: To be distributed in accordance with DA Form 12-9 requirements for Military Personnel Procedures, Enlisted—D.
USAR: Reception Stations.

TAGO 686A—Nov. 200-469*—65

Return to Army Library
Room 1A522, Pentagon

ARMY REGULATION
No. 612-10

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, D.C., *27 August 1965*

PERSONNEL PROCESSING

PROCESSING PROCEDURES AT U.S. ARMY RECEPTION STATIONS

		Paragraph	Page
SECTION I.	GENERAL		
	Purpose ands cope	1-1	1-1
	Explanation of terms	1-2	1-1
	Responsibilities of U.S. Continental Army Command and U.S. Army Forces Southern Command	1-3	1-1
	Responsibilities of Army commanders and installation commanders	1-4	1-1
	Responsibilities of U.S. Army reception station commanders	1-5	1-1
	Functions of U.S. Army reception stations	1-6	1-2
II.	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
	Administration of tests and recording of test and aptitude area scores	2-4	2-3
	Interviewing procedures	2-5	2-5
	Identification of certain personnel	2-6	2-5
	Clothing issue	2-7	2-5
	Medical processing	2-8	2-6
	Waiver of Veterans Administration disability pension or compensation	2-9	2-6
	Partial pay	2-10	2-7
	Kitchen police duties	2-11	2-7
	Movement procedures and establishment of EDCSA	2-12	2-7
III.	FORMS PROCESSING		
	General	3-1	3-1
IV.	ORIENTATIONS		
	Purpose	4-1	4-1
	Initial orientation	4-2	4-1
	Personal affairs orientation	4-3	4-1
APPENDIX.	RECORDS INITIATED OR RECEIVED AT U.S. ARMY RECEPTION STATIONS	---	A-1

*This regulation supersedes AR 612-10, 1 September 1959, including C 5, 23 October 1961; C 6, 21 February 1962; C 7, 9 August 1962; C 9, 24 February 1964; and C 10, 20 March 1964.

Return to Army Library
Room 1A522, Pentagon

SECTION I
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 utilized for reception processing of female enlisted personnel at the WAC Center, Fort McClellan, Ala., 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 utilized 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 oversea replacement station (Fort Lewis, Wash., for personnel destined for USARAL) for onward movement to an oversea area. See AR 601-210.

1-2. Explanation of terms. For the purpose of this regulation, the following apply:

a. Receptee. An individual (inducted, enlisted, or reenlisted) in the U.S. Army, or a member of the Reserve components individually ordered to active duty, or active duty for training under the Reserve Enlistment Program (REP 63), received at a U.S. Army reception station for processing.

b. REP ACDUTRA personnel. Reserve component personnel ordered to active duty for training under the Reserve Enlistment Program of 1963.

c. Physical inspection. Physical check made by direct observation and, when required, a partial examination to ascertain the presence of any acute or chronic communicable disease, vermin infestation, or any gross deterioration of physical status.

d. Transfer activity. A designated centralized activity established to accomplish transfer processing of military personnel (transfer station or transfer point).

e. Transfer processing. The final procedures, consisting of an orientation, medical and dental examination, records processing interview, personal information interview, outgoing records check, departure ceremony, and final pay necessary to accomplish the release from active duty, discharge, retirement, or replacement on the temporary disability retired list of military personnel.

1-3. Responsibilities of U.S. Continental Army Command. The Commanding General, USCONARC is responsible for the operation of continental U.S. Army reception stations.

1-4. Responsibilities of Army commanders and installation commanders. Army commanders and installation commanders exercising command control of U.S. Army reception stations are responsible for—

a. The operation of the U.S. Army reception station within their command in accordance with this regulation and other directives issued by Headquarters, Department of the Army.

b. Providing qualified personnel and equipment in accordance with DA Pam 20-552 and TA 12-9, necessary for reception station operations.

c. Providing logistical support for U.S. Army reception stations under their control.

d. 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.

1-5. Responsibilities of U.S. Army reception station commanders. Commanders of U.S. Army reception stations are responsible for—

a. Processing of receptees in accordance with this regulation and other directives issued by Headquarters, Department of the Army.

b. Insuring the efficient reception, orientation, testing, interviewing, classification, assignment or attachment, and movement of receptees from U.S. Army reception stations.

c. Limiting reception station processing to that authorized by this regulation and other Headquarters, Department of the Army directives. Deviation from the established processing prescribed in this regulation may be made, provided it does not interfere with the 3-day processing schedule.

d. Assignment or attachment of receptees, as appropriate, to a training activity as directed by Headquarters, USCONARC.

e. Accounting for each receptee on morning reports as prescribed in AR 335-60.

f. Preparing Reception Station Operations Report (DA Form 1170) (Reports Control Symbol CSGPA-374(R2)) as prescribed in AR 612-90.

g. Authorizing leave for receptees only in cases of verified emergency. See AR 630-5.

h. Taking action to obtain missing records. Pending receipt of original records, temporarily records will be prepared and the receptee will be processed and moved to the training activity or unit of assignment.

i. 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.

1-6. Functions of U.S. Army reception stations. The primary function of U.S. Army reception stations is to accomplish the following processing for enlisted personnel within 3 workdays after arrival.

a. Reception and general orientation.

b. Initiation of required records.

c. Review or initiation of work copy of Personal History Statement (DD Form 398). Not applicable to REP 63 personnel.

d. Physical inspection or partial medical examination, when required.

e. Clothing issue.

f. Administration of Army Classification Tests.

g. Initial interview for completion of DA Form 20 (Enlisted Qualification Record).

h. Identification of special category personnel.

i. Personal affairs orientation and interview.

j. Preparation of fingerprint record DD Form 369 (Police Record Check).

k. Issuance of identification card (DD Form 2A).

l. Immunizations and blood typing.

m. Partial pay.

n. Orientations, e.g., Uniform Code of Military Justice, Chaplain, Red Cross (films, when appropriate).

o. Movement of receptees to new organizations.

p. Preparation of DOD National Agency Check Request (DD Form 1584).

q. Preparation of Reenlistment Data Card (DA Form 1315).

★*r.* Preparation of General Educational Development Individual Record (DA Form 669).

SECTION II

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 take action to eliminate conditions which delay processing. Inspections should be frequent during peak load periods. At the earliest possible indication of a lack of training space at the on-post training activity, the reception station commander will notify Headquarters, USCONARC by telephone or teletype (through channels) ATTN: ATIT-RM.

b. The processing required by this regulation and other Headquarters, Department of the Army directives must be accomplished. Curtailment of reception processing will not be made without prior approval of the Chief of Personnel Operations, Department of the Army. Additional processing may be accomplished providing the 3-day processing schedule prescribed in this regulation is not extended.

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

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

b. The psychological implications involved in receptee's transition from civilian to military life are of paramount importance. The U.S. Army reception station is usually the receptee'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. Processing will be conducted in such a manner that the receptee will be impressed with the efficiency of the Army and the attention given to the receptee's welfare.

d. Reception station commanders will utilize noncommissioned officers to the fullest extent in guiding receptees 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 receptees confidence and respect for Army leadership.

e. Nonprior service Active Army and ACDUTRA receptees will be processed in the order in which they arrive. Whenever possible, prior service personnel will be given priority in processing over other personnel arriving at the same time.

2-3. Scheduling of processing. *a. General.* U.S. Army reception station commanders will insure that receptees are processed within 3 workdays. To preclude delay into training, receptees will be processed on Saturdays, when necessary. Commanders may vary the processing schedule to meet operational requirements provided that—

(1) Receptees are afforded a full night's rest prior to testing.

(2) Testing is administered over 2 days if more than 4 hours testing is required, and inoculations, except adenovirus vaccine and Tine tuberculin test do not precede administration of tests.

(3) Time delays encountered between processing stations due to backlog are utilized to conduct basic instruction for receptees in such subjects as position of attention, hand salute and insignia of rank.

b. Day of arrival. Reception station commanders will accomplish as much as possible of the processing prescribed below on day of arrival.

(1) Receive and account for personnel and records. Records will be screened to insure inclusion of a properly completed and executed DD Form 98 (Armed Forces Security Questionnaire); a work copy (pencil, pen, or typewritten) of DD Form 398 (Statement of Personal History). Personnel screening records will insure

that personal data required on DD Form 398, as prescribed in appendix III, AR 381-130, is completed. If DD Form 398 is missing or incomplete, receptees will be furnished a copy of the form and/or instructions for completing it. When required, they will also be instructed to initiate necessary correspondence to expedite completion of form. Instructions for completing DD Form 398 contained in appendix III, AR 381-130 will be reproduced locally. REP ACDUTRA personnel records will be screened to insure that a properly executed service agreement is attached to the DD Form 4. If the document is missing, a request will be dispatched immediately to the U.S. Army Corps Headquarters or State adjutant general, as appropriate, to send a copy of the document to the enlistee's basic combat training organization.

(2) Give welcome and general orientation talk.

(3) Initiate records; prepare identification tags and standard personnel addressing machine plate; prepare and distribute processing rosters. Mechanical writing equipment will be utilized.

(4) Issue health and comfort items, as appropriate. These issues will be recorded on DA Form 10-195 (Individual Clothing Record).

(5) Administer adenovirus vaccine and Tine tuberculin test. The Tine test results will be read approximately 72 hours after administration. Receptees will *not* be held at reception stations solely for the purpose of reading the test results. When required, the Tine test results may be read at U.S. Army training centers. The date administered and results of the Tine test will be recorded on SF 601 (Health Record—Immunization Record).

(6) Conduct physical inspection of Reserve components ACDUTRA receptees. Conduct partial examination, when required.

★(7) Issue DA Pam 360-206 (Why We Serve), DA Pam 360-208 (You and Your Community), DA Pam 360-520 (Credit—Master or Servant?), DA Pam 360-209 (A Soldier's Career), DA Pam 21-13 (The Soldier's Handbook), DA Pam 21-47 (Class Q Allotment for Dependents of Enlisted Members), DA Pam 635-2 (Money in the Bank—An Honorable Discharge), and other orientation material as appropriate.

(8) Arrange for receptees to receive a haircut, if necessary.

c. First processing day.

(1) Administer tests of the Army Classification Battery (ACB) and other tests listed in appendix I, AR 600-200, when appropriate. (Subject to restrictions in *a* (1) and (2) above.)

(2) Conduct physical inspection of Reserve component ACDUTRA receptees, if not completed on day of arrival. Conduct partial examination, when required.

(3) Issue and mark clothing and duffel bag.

(4) Conduct personal affairs interview.

(*a*) Initiate identification card as prescribed in AR 606-5 for receptees only.

(*b*) Fingerprint each receptee on DD Form 369 (Police Record Check) as prescribed in AR 606-15 and TM 10-632.

(*c*) Initiate applications for allotments, allowances, and U.S. Savings Bonds, when appropriate.

(*d*) Prepare partial pay voucher for each receptee; prepare reenlistment bonus voucher, when appropriate.

(*e*) Take necessary action on personal problems.

d. Second processing day.

(1) Administer remaining tests of the Army Classification Battery (ACB), and other tests listed in appendix I, AR 600-200, as required.

(2) Conduct classification interview for initiation and recording of entries on

DA Form 20 (Enlisted Qualification Record); initiate DA Form 1294 (Record of Personnel with Special Qualifications), as prescribed in AR 600-200, when appropriate.

(3) Arrange for eye examination for purpose of spectacle prescription, when required.

(4) Administer inoculations (*a* above). Immunizations for typhus, yellow fever, cholera and plague will not be administered to class 1-A-O personnel prior to arrival at the U.S. Army Medical Training Center, Fort Sam Houston, Tex.

(5) Complete DOD National Agency Check Request (DD Form 1584) and DA Form 3208 (Worksheet for National Agency Check Request). Upon completion of such action, attach DD Form 369 and duplicate copy of DA Form 2981 (Application for Determination of Moral Eligibility for Induction), when applicable and place all documents in receptee's military personnel records jacket.

(6) Initiate Reenlistment Data Card (DA Form 1315) for each receptee. Appropriate entries will be transcribed on the card from the individual's personnel records and placed in the military personnel records jacket. Entries on the card not appropriate to reception processing will be left blank. See AR 601-280.

★(7) Initiate General Educational Development Individual Record (DA Form 669) for each receptee. Complete items 1, 2 and 3 by utilizing the standard personnel addressing machine plate. Place in the military personnel records jacket for future use by education counselors. See AR 621-5.

e. Third processing day.

(1) Conduct orientations, explain Uniform Code of Military Justice and show film(s).

(2) Arrange for partial payment to each receptee.

(3) Assign or attach receptees to designated training activities or units.

(4) Prepare and distribute special orders.

(5) Outprocess records.

(6) Move receptees and their records to training activities or units.

2-4. Administration of tests and recording of test and aptitude area scores. Army Personnel Tests to be administered to each category of receptee are prescribed in *a* through *e* below. Tests listed will be administered in accordance with principles contained in AR 611-5 under the supervision of qualified test administrators and proctors. Instructions for administering and scoring each test or test battery are contained in a DA Pam 611-series (listed in DA Pam 310-8), which is one of the components of each test battery or separate test. These instructions, and the instructions for safeguarding test information, contained in AR 345-15, will be followed by personnel responsible for handling, administering, and scoring test. Test scores and aptitude area scores will be recorded on DA Form 20 (Enlisted Qualification Record) in accordance with AR 600-200. When there is no AQB Scoring Work Sheet for a male receptee, the Army Classification Battery will be administered. The two forms of each test contained in the Army Classification Battery (ACB) will be administered to receptee personnel on an alternate basis (every other day), in order to preclude compromise of test material (e.g., if the Arithmetic Reasoning Test, AR-3B is administered to receptee personnel on any one day, the Arithmetic Reasoning Test, AR-4B will be administered to receptee personnel to be tested on the following day). If the receptee's AFQT scores, component, or enlistment option indicate that AQB should have been administered at AFEES or other place of enlistment such as Reserve units or National Guard units, request the appropriate commander to submit AQB scores by most expeditious means. RECEPTEES WILL NOT BE DELAYED WHILE AWAITING RECEIPT OF TEST SCORES, BUT WILL BE MOVED TO THE DESIGNATED TRAINING ACTIVITY UPON COMPLETION OF PROCESSING. ACB test scores and aptitude area scores for receptees will be entered in pencil on DA Form 20 and also retained at the Reception Station for use in computing aptitude area scores when AQB scores are received. When AQB scores are received, aptitude area scores will be computed and test form score data will be forwarded to the appropriate training activity for entry on DA Form 20. If AQB scores are not received, the training activity will be requested to change the penciled ACB entries to permanent entries. Scored Army personnel test answer sheets will be retained for a period of 30 days and then destroyed by either of the methods listed in paragraph 6*b*(8), AR 611-5.

a. Regular Army enlistees, male.

(1) Not previously tested with AQB.

(*a*) Administer the Army Classification Battery (ACB, determine final standard score,

compute aptitude area scores, and record test scores and aptitude area scores on DA Form 20.

(*b*) Administer the Motor Vehicle Driver Selection Battery I (MD B-1), compute final (Standard) scores prescribed in DA Pam 611-119, and record on DA Form 20.

(*c*) Administer the Army Language Aptitude Test (ALAT-1) to receptees attaining a standard score of 100 or higher on aptitude area GT, and meeting other requirements prescribed in AR 611-82. Compute final score as prescribed in DA Pam 611-131, and record on DA Form 20.

(*d*) Administer the Language Proficiency Test to receptee personnel who claim proficiency in a foreign language for which a test is available. Receptee personnel who claim proficiency in a foreign language for which no test is available will be evaluated based upon a personal interview as described in paragraph 6*b*, AR 611-6. Record test scores and test or interview ratings (Reading and Speaking Comprehension) on DA Form 20. Prepare and submit DA Form 330 (Language Fluency Questionnaire) for qualified receptees to the servicing AG Data Processing Activity in accordance with AR 611-6.

(*e*) Administer the Typing and Dictation Tests to receptee personnel who claim skill in typing and/or shorthand. Compute final standard scores as prescribed in DA Pam 611-126 and record scores in Item 25 (Other Tests), DA Form 20.

(*f*) Administer Officer Candidate Test to all receptees who score 110 or higher on Aptitude Area GT and who are otherwise qualified for selection for officer candidate school. Compute final standard score and record on DA Form 20.

(2) Previously tested with AQB.

(*a*) Administer the Army Radio Code Aptitude Test (ARC-1), if not previously administered at AFEES.

(*b*) Administer appropriate aptitude tests of the Army Classification Battery to each receptee in this category who has score 110 or higher on any test of the Army Qualification Battery (AQB), except the Army Clerical Speed Test. Each such receptee will be tested with the ACB counterpart of the AQB test or tests on which he scored 110 or higher, except the Army Clerical Speed Test. Army Clerical Speed Test score for AQB will be used in computing aptitude area score. If it is not feasible to separate for test administration purposes those individuals requiring administration of tests of the Army Classification Battery, individuals requiring ACB testing under this subparagraph may be administered the complete Army Classification Battery, less the Army Clerical Speed Test. If the full ACB is administered for convenience of test administration, ACB scores for counterpart of AQB tests on which AQB scores attained were 109 or less will not be entered on DA Form 20 or used in computing aptitude area scores even though such ACB score may be higher than counterpart AQB scores. Enter appropriate test scores on DA Form 20, to include identification of form of test recorded.

(*c*) Compute and record test and aptitude area scores on DA Form 20, as follows:

1. Army Radio Code Test Score.

2. Record Army Qualification Battery Test Scores of 109 or less.

3. Record Army Clerical Speed Test score received from AFEES.

4. Record the higher test score, AQB or ACB, for each test on which AQB score was 110 or higher, and ACB counterpart test was administered, except the Army Clerical Speed Test.

5. Compute and record aptitude area scores derived from *1*, *2*, *3*, and *4* above.

(*d*) Administer the Motor Vehicle Driver Selection Battery 1 (MD B-1) referred to in (1) (*b*) above.

(*e*) Administer the Army Language Aptitude Test (ALAT-1) referred to in (1) (*e*) above.

(*f*) Administer the Language Proficiency Test referred to in (1) (*d*) above.

(*g*) Administer the Typing and Dictation Tests referred to in (1) (*e*) above.

(*h*) Administer Officer Candidate Test referred to in (1) (*f*) above.

b. Inductees:

(1) Administer the ACB to mental category I, II, and III receptees and record test and aptitude area scores.

(2) Administer the ARC test to mental category IV receptees and record ARC and AQB test and aptitude area scores.

(3) Administer the Motor Vehicle Driver Selection Battery 1 (MD B-1) referred to in *a*(1) (*b*) above.

(4) Administer the Language Proficiency Test referred to in *a*(1) (*d*) above.

(5) Administer the Typing and Dictation Tests referred to in *a*(1) (*e*) above.

(6) Administer Officer Candidate Test referred to in *a*(1) (*f*) above.

c. Reserve Component ACDUTRA receptees.

(1) Administer the Classification Inventory (CI), General Information Test (GIT), and Army Radio Code Aptitude Test (ARC-1), and record test scores. (These tests are not authorized for use at Reserve component activities.)

(2) Administer appropriate aptitude tests of the Army Classification Battery to each receptee in this category who has scored 110 or higher on any test of the Army Qualification Battery (AQB), except the Army Clerical Speed Test. Each such receptee will be tested with the ACB counterpart of the AQB test or tests on which he scored 110 or higher, except the Army Clerical Speed Test. Army Clerical Speed Test score for AQB will be used in computing aptitude area scores. If it is not feasible to separate for test administration purposes those individuals requiring administration of tests of the Army Classification Battery, individuals requiring ACB testing under this subparagraph may be administered the complete Army Classification Battery, less the Army Clerical Speed Test. If the full ACB is administered for convenience of test administration, ACB scores for counterpart of AQB tests on which AQB scores attained were 109 or less will not be entered on DA Form 20 or used in computing aptitude area scores even though such ACB score may be higher than counterpart AQB scores. Enter appropriate test scores on DA Form 20, to include identification of form of test recorded:

(3) Compute and record test and aptitude area scores as follows:

(*a*) Army Radio Code Aptitude Test score.

(*b*) Army Clerical Speed Test score received from Reserve Component source.

(*c*) AQB scores of 109 or below received from Reserve Component source.

(*d*) Record the higher test score. AQB or ACB, for each test on which AQB score was 110 or higher, and ACB counterpart test was administered, except the Army Clerical Speed Test.

(*e*) Compute and record aptitude area score derived from (*a*), (*b*), (*c*), and (*d*) above.

(4) Administer the Motor Vehicle Driver Selection Battery 1 (MD B-1) referred to in *a*(1) (*b*) above.

(5) Administer the Language Proficiency Test referred to in *a*(1) (*d*) above.

(6) Administer the Typing and Dictation Tests referred to in *a*(1) (*e*) above.

(7) Administer Officer Candidate Test referred to in *a*(1) (*f*) above.

d. WAC enlistees.

(1) Record the Women's Army Classification Battery (WACB) test and aptitude area scores attained at AFES. Combat A and B or IN and AE aptitude area scores will *not* be computed. Upon verification of test and aptitude area scores, DA Form 6040 Women's Army Classification Battery, WACB (Scoring Work Sheet) will be destroyed. Personnel administered the WACB will not be subsequently tested with the ACB, except under retesting provisions of AR 600-200.

(2) Administer the Motor Vehicle Driver Selection Battery 1 (MD B-1) referred to in *a*(1) (*b*) above.

(3) Administer the Army Language Aptitude Test (ALAT-1) referred to in *a*(1) (*e*) above.

(4) Administer the Language Proficiency Test referred to in *a*(1) (*d*) above.

(5) Administer the Typing and Dictation. Tests referred to in *a*(1)(*e*) above.

e. For receptees enlisted or reenlisted who possess DA Form 1811, the ACB and/or AQB aptitude area scores will be transcribed from DA Form 1811 to DA Form 20. The duplicate DA Form 1811 will be filed in DD Form 722 (Health Record) in lieu of the initial SF 88.

★**2-5. Interviewing procedures.** Each receptee will be interviewed as prescribed in AR 600-200. DA Pam 611-1 will be used as a guide for the conduct of the interview. Non-prior-service personnel will be asked whether they have been granted a personnel security clearance above SECRET, when and by whom. The MOS recommended by the Reserve component unit commander for training ACDUTRA personnel will *not* be changed. DA Form 20 will be initiated or completed during the interview and entries recorded for all receptees as prescribed in AR 600-200. 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 certain personnel. *a. Linguists.* See AR 600-200 and AR 611-201. Identification of linguists, administering of language proficiency tests or conduct of interview, scoring of tests, and recording of scores and/or ratings resulting from tests or interview on DA Form 20, will be accomplished as prescribed in AR 611-6. If receptee is qualified, determining of language code, recording of language code on the DA Form 1 (Morning Report), and preparation and submission of DA Form 330 (Language Fluency Questionnaire), will also be accomplished as prescribed in AR 611-6.

★*b. Receptees with special qualifications and aptitudes.* Receptees meeting standards contained in AR 600-200 will be identified as prescribed in AR 600-200. Non-prior-service personnel who claim a previous security clearance above SECRET will be identified as personnel with rare and unusual qualifications (RAU) in accordance with paragraph 2-15*a*(2), AR 600-200. DA Form 1294 will be initiated as prescribed in AR 600-200. Care will be taken to insure that the information recorded on DA Form 1294 is of sufficient detail for proper classification and assignment by Chief of Personnel Operations, Department of the Army. DA Form 1294 will *not* be initiated for Reserve component ACDUTRA receptees.

c. Receptees with civilian qualifications. Receptees whose civilian acquired skills and/or education fully qualifies them in a related military occupational specialty will be identified as prescribed in AR 600-200. The MOS will be recorded on the receptee's DA Form 20 as prescribed in AR 600-200.

d. Conscientious objectors. Receptees classified as 1-A-O by Selective Service local boards will be identified as prescribed in AR 600-200.

e. Inducted physicians and dentists. Receptees who are inducted physicians and dentists will be identified and assigned as prescribed in AR 600-200.

f. Enlistment commitments. Receptees with enlistment commitments will be identified as prescribed in applicable enlistment regulations and AR 600-200 to insure compliance with the enlistment contract by timely entry into Basic Combat Training.

g. Aliens. Receptees who are aliens will be identified as prescribed in AR 600-200. Request for a background investigation will be initiated as prescribed in AR 600-200.

h. Potential bandsmen. Identification of potential bandsmen will be accomplished during reception station processing. Providing it does not interfere with the 3-day processing schedule, musical auditions including the administration of the Kalawasser-Dykema Musical Aptitude Test will be conducted by the local Army bandmaster.

i. Receptees identified under career development program. The military personnel records jacket (DA Form 201) of individuals identified as lacking satisfactory educational background or experience will be stamped as prescribed in AR 621-5.

2-7. Clothing issue. *a.* Receptees will be issued personal clothing as prescribed in paragraph 17, AR 700-8400-1, except for Reserve component ACDUTRA receptees who will be issued clothing as prescribed in AR 135-460. Issues of personal clothing will be recorded on DA Form 10-195 as prescribed in AR 700-8400-1.

b. Uniforms and footwear will be fitted as prescribed in TM 700-8400-1 and TM 10-228.

★*c.* Receptees will be informed that they may retain their civilian clothes. However, if they desire 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.*

d. 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.

e. 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.

f. Prior to 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 personal clothing prescribed in paragraph 17, AR 700-8400-1 or AR 135-460, which have been issued at the installation.

g. Receptees who reenlist within 3 months subsequent to date of last discharge or release from active duty will be issued clothing as prescribed in AR 700-8400-1.

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

2-8. Medical processing. *a. Physical inspection.* A physical inspection will be given only to Reserve component receptees who were not processed through Armed Forces Examining Stations. Physical inspection will be given to other receptees only when indicated and recommended by the surgeon. See AR 40-5.

b. Medical examinations. Receptees who have undergone a medical examination more than 1 year prior to 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 ACDUTRA 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. Inoculations, except adenovirus vaccine and Tine tuberculin 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.

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.

2-9. Waiver of Veterans' Administration disability pension or compensation. Receptees who are receiving disability pension or compensation from the Veterans' Administration for any reason, are required to waive such pension or compensation at the time of entry on active duty. The records of prior service personnel will be screened to insure that waivers have been submitted by receptees receiving pension or compensation. If waiver has not been submitted, receptees will execute a waiver in letter form substantially as outlined below. Waiver will be indorsed by the reception station commander to the appropriate Veterans' Administration Regional Office listed in AR 930-10. A notation will be made in item 37, Remarks, DD Form 4, that such letter has been forwarded to Veterans' Administration. A copy of waiver will be filed in DA Form 2143 (Financial Data Records, U.S. Army) in accordance with chapter 3, AR 37-104-2.

Date_____

Manager
Veterans' Administration Regional Office
(Address)
Dear Sir:

I, _____, _____ having entered on active duty on
(Name) (Service No.)
_____, do hereby voluntarily waive my monthly Veterans' Administration
(Date)
compensation in the amount of $_____. This compensation is being received under Claim No. _____ from the Veterans' Administration Regional Office at
_____
(Address)
_____
(Signature)

1st Ind

U.S. Army Reception Station, location, date
TO: Manager, Veterans' Administration Regional Office (address)
_____, _____ entered on active duty on
(Name) (Service No.)
_____
(Date)

_____
(Signature of commanding officer)

★**2-10. 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).

2-11. Kitchen police duties. *a.* Reception station commanders are authorized to retain nonprior service receptees for one 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. Basis for retention is two men for messes serving 50 receptees or less and one man for each additional 50 receptees or major fraction thereof, to be served per meal *only* at the reception station mess.

2-12. Movement procedures and establishment of EDCSA. 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 receptees to the various activities indicated below, or as prescribed by Chief of Personnel Operations, Department of the Army. EDCSA to be established in orders will be computed as indicated in applicable section of AR 330-12. Orders will specify the security clearance requirement for receptees whose enlistment commitment in accordance with chapter 6, AR 601-210 requires a clearance for training.

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 reassigned to the on-post training activity, unless otherwise directed by Chief of Personnel Operations, Department of the Army.

b. Movement of receptees to an off-post training activity. Orders issued will relieve the receptee from the reception station and will assign or attach him direct to the designated off-post training activity. Conscientious objectors, and inducted physicians and dentists are included in this category, and will be assigned to the U.S. Army Medical Training Center, Brooke Army Medical Center, Fort Sam Houston, Tex. See AR 600-200.

c. Movement of receptees to a CONUS unit. Upon receipt of assignment instructions from the Chief of Personnel Operations, Department of the

Army, receptees will be relieved from the reception station and will be assigned direct to the specific CONUS unit.

d. Movement of receptees scheduled for separation.

(1) *CONUS residents.* Upon determination that a CONUS resident is to be separated, he will be processed for separation at the on-post transfer activity. Orders will not be issued assigning or attaching these receptees to the on-post transfer activity.

(2) *Non-CONUS residents.* See AR 612-25.

SECTION III

FORMS PROCESSING

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

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

c. Disposition of records initiated or received will be made as prescribed in applicable regulations.

d. Processing time may be saved by preprinting forms with information applicable to all receptees. Mechanical writing equipment may be used for this purpose. A standard personnel addressing machine plate will be prepared for each receptee as prescribed in AR 600-26. Standard personnel plates will be used for initial preparation of all finance forms as prescribed in chapter 3, AR 37-104-2.

SECTION IV
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 utilized whenever possible. Receptees 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 receptees 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 receptees.
(6) Clothing issue.
(7) Lectures and film(s).
(8) Movement to training activities.

c. Explanation of the duties and responsibilities of receptees.

(1) Personal conduct and military discipline.
(2) Wearing of the uniform.

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

e. Explanation of the rights and benefits of receptees.

(1) Right to lodge just and honest complaints and grievances.
(2) Postal services.
(3) Legal assistance.
(4) Medical facilities.
(5) Recreational facilities.
(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 Entitlements Manual (DOD-PM), AR 37-104-2, and DA Pam 21-47.
(12) Movement of dependents.
(13) Privately owned vehicles.
(14) Visitors.
(15) Family correspondence.
(16) Shipment of civilian clothing.
(17) Educational opportunities. See AR 621-5.

f. As a part of the initial orientation prescribed by *b*(4) above, the new soldier will be informed of the purpose of his interview which is to be held during the third day of processing. Also, he should 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 should be made clear during the orientation that he may not be assigned to his 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, as prescribed in applicable regulations. See AR 135-90, AR 140-111, AR 601-210, and AR 601-270.

b. Pay.

c. Reemployment rights. See DA Pam 135-2.

d. Commercial life insurance, including air flight insurance. See AR 210-8.

e. General solicitation. Subject to appropriate controls, civilian salesmen are often authorized to solicit on military installations, offering for sale products 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 salesman or the product. Individuals should exercise as much caution when entering a private transaction on an Army installation as they would in civilian life.

f. Allotments.

g. Soldier's deposits, when applicable.

h. Settlement of private debts. See AR 600–20.

i. Social security (Federal Old-Age and Survivors Insurance). See AR 608–14 and Part 7, chapter 2, DOD Military Pay and Allowances Entitlements Manual (DODPM).

j. Six months' death gratuity pay and settlement of accounts of deceased members. See part 4, chapter 2, DOD Military Pay and Allowances Entitlements Manual (DODPM).

k. Veterans Administration dependency and indemnity compensation. See DA Pam 608–2.

l. Any pertinent local information.

m. Servicemen's Group Life Insurance (SGLI).

n. Caution on credit purchases. See DA Pam 360–520.

o. Soldiers' and Sailors' Civil Relief Act. See DA Pam 608–2. (A legal assistance officer will be available to give a brief discussion concerning the Act, and to answer any inquiries the receptee may have.)

APPENDIX

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

Form No.	Title	Applicable regulation(s)	Form(s) used per receptee	Furnished receptee	Filed in DA Form 201	Filed in DD Form 722	Filed in DA Form 2143	To finance and accounting officer	To TAG	To/thru servicing DPU	As shown
	Standard Personnel Addressing Machine Plate.	AR 600-26	1 (plate)				X				
	Identification Tags	AR 606-5	2 (tags)	X							
DA Form 20 [1]	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)		Duplicate				Original		
DA Form 201	Military Personnel Records Jacket, U.S. Army.	AR 640-10	1								Forwarded to next unit of assignment IAW AR 640-10.
DA Form 201a	Field Personnel File Divider.										
DA Form 330 [2]	Language Fluency Questionnaire.	AR 611-6	2		Duplicate					Original	
DA Form 428	Application for Identification Card.	AR 606-5	2		Original						Duplicate retained by issuing officer.
DA Form 481	Military Leave Record.	AR 630-5	1				X				
★DA Form 669	GED Individual Record.	AR 621-5	1		X						
DA Form 1294 [2]	Record of Personnel With Special Qualifications.	AR 600-200	2		Original and duplicate.						
DA Form 1315	Reenlistment Data Card.	AR 601-280	1		X						
DA Form 1341 [2]	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.	5 (set)	Triplicate			Duplicate and Quadruplicate.	Original and Quintuplicate.			
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 DA Form 20).								
DA Form 2139	Military Pay Voucher.	Chapter 4, AR 37-104-2.	5 (set)				Copy 5	Copies 1 through 4.			

See footnotes at end of appendix.

APPENDIX—Continued

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

Form No.	Title	Applicable regulation(s)	Form(s) used per receptee	Furnished receptee	Filed in DA Form 201	Filed in DD Form 722	Filed in DA Form 2143	To finance and accounting officer	To TAG	To/thru servicing DPU	As shown
DA Form 2143	Financial Data Records, U.S. Army.	Chapter 3, AR 37-104-2.	1		X (For transmittal IAW AR 640-10). 2 (Set).						
★DA Form 2981	Application for Determination of Moral Eligibility for Induction.	AR 601-270			X						
★DA Form 3208	Worksheet for National Agency Check Request.	AR 381-130	1		X						
DA Form 6022	Army Qualification Battery, AQB, Scoring Worksheet.	AR 601-210 AR 601-270	1 (Destroy after recording on DA Form 20).								
DA Form 6057	Army Qualification Battery, AQB, Reserve Component Edition, Scoring Worksheet.	AR 140-111 NGR 25-5	1 (Destroy after recording on DA Form 20).								
DA Form 10-195	Individual Clothing Record.	AR 700-8400-1 NGR 25-5	2		Original						Duplicate retained by issuing officer.
DD Form 2A	Identification Card	AR 606-5	1	X							
DD Form 4 [3]	Enlistment Record-Armed Forces of the United States.	AR 601-210 AR 140-111	Duplicate received from RMS, or Army Reserve units.		X						
		NGR 25-5	2 copies received from Army National Guard units.		X (Original if received).						Copy to—CO, USAAC, 9700 Page Blvd., St. Louis, Mo. 63132.[4]
DD Form 44	Record of Military Status of Registrant	AR 135-90 AR 140-111	3	Duplicate	Triplicate						Original to—Selective Service Local Board.
DD Form 47	Record of Induction	AR 601-270	Duplicate received from entrance station.		X						
DD Form 53 [3]	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[2]	Application for Basic Allowance for Quarters for Members with Dependents.	DOD Military Pay and Allowances Entitlements Manual, AR 37-104-2.	4				Quadruplicate.	Original, duplicate, and triplicate.			
DD Form 220	Active Duty Report.	AR 135-200	1 (For ARNGUS).								To—CO, USAAC, 9700 Page Blvd., St. Louis, Mo. 63132[4]
		AR 135-200 AR 135-210	(For USAR)		Duplicate (For ACDUTRA 90 days or more).				Original (For ACDUTRA 90 days or more).	Duplicate (For ACDUTRA less than 90 days). Triplicate (For ACDUTRA 90 days or more only).	Original—same as ARNGUS (For ACDUTRA) To—CO, AGPERS CEN Ft Benjamin Harrison, Ind. 46249 Original (for active duty for 90 days or more) (other than ACDUTRA)).
DD Form 369	Fingerprint Record (Reverse of Police Record Check).	AR 381-130	1		X						
DD Form 373	Consent, Declaration of Parent or Legal Guardian.	AR 140-111 AR 601-210	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 work copy received from RMS, Entrance station, or Reserve component units.		X						
DD Form 722	Health Record	AR 40-403	1		X						
DD Form 722-1	Health Record—Dental.	AR 40-403	1			X					
DD Form 737	Immunization Certificate.	AR 40-403	1			X					
★DD Form 1584	DOD National Agency Check Request.	AR 381-130 AR 604-5	1 (Set)		X						

See footnotes at end of appendix.

APPENDIX—Continued

Form No.	Title	Applicable regulation(s)	Form(s) used per receptee	Furnished receptee	Filed in DA Form 201	Filed in DD Form 722	Filed in DA Form 2143	To finance and accounting officer	To TAG	To/thru servicing DPU	As shown
SF 88	Report of Medical Examination.	AR 40-501 AR 135-200 AR 601-210 AR 601-270	Duplicate received from RMS, entrance station, or Army Reserve units.			X					
		NGR 25-5	2 copies received from Army National Guard units.			Copy (Original if received).					Copy to—CO, USAAC, 9700 Page Blvd., St. Louis, Mo. 63132.[4]
SF 89	Report of Medical History.	AR 40-501 AR 135-200 AR 601-210 AR 601-270	Duplicate received from RMS, entrance station, or Army Reserve units.			X					
		NGR 25-5	2 copies received from Army National Guard units.			Copy (Original if received).					Copy to—CO USAAC, 9700 Page Blvd., St. Louis, Mo., 63132.[4]
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					
★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 936	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 entrance station, when applicable.			X					

[1] If the old DA Form 20 (1 Nov 54) is received from the Reserve components, it will be converted to the new DA Form 20 in accordance with AR 600-200.

[2] Not applicable to members of the Reserve components performing initial tour of ACDUTRA under the Reserve Program of 1963 (REP-63).

[3] 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.

[4] Upon entry of an Army National Guard individual on active duty for training, the following records, stapled together, will be forwarded by the commanding officer of the reception station through which the trainee is processed to CO, USAAC, 9700 Page Blvd., St. Louis, Mo. 63132: Copy of DD Form 4; original of DD Form 220; duplicate of SF 88 and SF 89.

U. S. GOVERNMENT PRINTING OFFICE : 1967 O - 300-503 (6252A)

5/5 pages

AR 612-10
Aug 65

★(*d*) Administer the Motor Vehicle Driver Selection Battery 1 (MD B–1) referred to in (1)(*b*) above.

★(*e*) Administer the Army Language Aptitude Test (ALAT–1) referred to in (1)(*c*) above.

★(*f*) Administer the Language Proficiency Test referred to in (1)(*d*) above.

★(*g*) Administer the Typing and Dictation Tests referred to in (1)(*e*) above.

★(*h*) Administer Officer Candidate Test referred to in (1)(*f*) above.

b. Inductees.

(1) Administer the ACB to mental category I, II, and III receptees and record test and aptitude area scores.

(2) Administer the ARC test to mental category IV receptees and record ARC and AQB test and aptitude area scores.

★(3) Administer the Motor Vehicle Driver Selection Battery 1 (MD B–1) referred to in *a*(1)(*b*) above.

★(4) Administer the Language Proficiency Test referred to in *a*(1)(*d*) above.

★(5) Administer the Typing and Dictation Tests referred to in *a*(1)(*e*) above.

★(6) Administer Officer Candidate Test referred to in *a*(1)(*f*) above.

c. Reserve Component ACDUTRA receptees.

(1) Administer the Classification Inventory (CI), General Information Test (GIT), and Army Radio Code Aptitude Test (ARC–1), and record test scores. (These tests are not authorized for use at Reserve component activities.)

(2) Administer appropriate aptitude tests of the Army Classification Battery to each receptee in this category who has scored 110 or higher on any test of the Army Qualification Battery (AQB), except the Army Clerical Speed Test. Each such receptee will be tested with the ACB counterpart of the AQB test or tests on which he scored 110 or higher, except the Army Clerical Speed Test. Army Clerical Speed Test score for AQB will be used in computing aptitude area scores. If it is not feasible to separate for test administration purposes those individuals requiring administration of tests of the Army Classification Battery, individuals requiring ACB testing under this subparagraph may be administered the complete Army Classification Battery, less the Army Clerical Speed Test. If the full ACB is administered for convenience of test administration, ACB scores for counterpart of AQB tests on which AQB scores attained were 109 or less will not be entered on DA Form 20 or used in computing aptitude area scores even though such ACB score may be higher than counterpart AQB scores. Enter appropriate test scores on DA Form 20, to include identification of form of test recorded.

(3) Compute and record test and aptitude area scores as follows:

(*a*) Army Radio Code Aptitude Test score.

(*b*) Army Clerical Speed Test score received from Reserve Component source.

(*c*) AQB scores of 109 or below received from Reserve Component source.

(*d*) Record the higher test score. AQB or ACB, for each test on which AQB score was 110 or higher, and ACB counterpart test was administered, except the Army Clerical Speed Test.

(*e*) Compute and record aptitude area score derived from (*a*), (*b*), (*c*), and (*d*) above.

★(4) Administer the Motor Vehicle Driver Selection Battery 1 (MD B–1) referred to in *a*(1)(*b*) above.

★(5) Administer the Language Proficiency Test referred to in *a*(1)(*d*) above.

★(6) Administer the Typing and Dictation Tests referred to in *a*(1)(*e*) above.

★(7) Administer Officer Candidate Test referred to in *a*(1)(*f*) above.

★*d. WAC enlistees.*

(1) Record the Women's Army Classification Battery (WACB) test and aptitude area scores attained at AFES. Combat A and B or IN and AE aptitude area scores will *not* be computed. Upon verification of test and aptitude area scores, DA Form 6040 Women's Army Classification Battery, WACB (Scoring Work Sheet) will

be destroyed. Personnel administered the WACB will not be subsequently tested with the ACB, except under retesting provisions of AR 600-200.

(2) Administer the Motor Vehicle Driver Selection Battery 1 (MD B-1) referred to in *a*(1)(*b*) above.

(3) Administer the Army Language Aptitude Test (ALAT-1) referred to in *a*(1)(*c*) above.

(4) Administer the Language Proficiency Test referred to in *a*(1)(*d*) above.

(5) Administer the Typing and Dictation Tests referred to in *a*(1)(*e*) above.

e. For receptees enlisted or reenlisted who possess DA Form 1811, the ACB and/or AQB aptitude area scores will be transcribed from DA Form 1811 to DA Form 20. The duplicate DA Form 1811 will be filed in DD Form 722 (Health Record) in lieu of the initial SF 88.

2-5. Interviewing procedures. Each receptee will be interviewed as prescribed in AR 600-200. 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 ACDUTRA personnel will *not* be changed. DA Form 20 will be initiated or completed during the interview and entries recorded for all receptees as prescribed in AR 600-200. 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 certain personnel. *a. Linguists.* See AR 600-200 and AR 611-201. Identification of linguists, administering of language proficiency tests or conduct of interview, scoring of tests, and recording of scores and/or ratings resulting from tests or interview on DA Form 20, will be accomplished as prescribed in AR 611-6. If receptee is qualified, determining of language code, recording of language code on the DA Form 1 (Morning Report), and preparation and submission of DA Form 330 (Language Fluency Questionnaire), will also be accomplished as prescribed in AR 611-6.

b. Receptees with special qualifications and aptitudes. Receptees meeting standards contained in AR 600-200 will be identified as prescribed in AR 600-200. DA Form 1294 will be initiated as prescribed in AR 600-200. Care will be taken to insure that the information recorded on DA Form 1294 is of sufficient detail for proper classification and assignment by Chief of Personnel Operations, Department of the Army. DA Form 1294 will *not* be initiated for Reserve component AC DUTRA receptees.

c. Receptees with civilian qualifications. Receptees whose civilian acquired skills and/or education fully qualifies them in a related military occupational specialty will be identified as prescribed in AR 600-200. The MOS will be recorded on the receptee's DA Form 20 as prescribed in AR 600-200.

d. Conscientious objectors. Receptees classified as 1-A-O by Selective Service local boards will be identified as prescribed in AR 600-200.

e. Inducted physicians and dentists. Receptees who are inducted physicians and dentists will be identified and assigned as prescribed in AR 600-200.

f. Enlistment commitments. Receptees with enlistment commitments will be identified as prescribed in applicable enlistment regulations and AR 600-200 to insure compliance with the enlistment contract by timely entry into Basic Combat Training.

g. Aliens. Receptees who are aliens will be identified as prescribed in AR 600-200. Request for a background investigation will be initiated as prescribed in AR 600-200.

h. Potential bandsmen. Identification of potential bandsmen will be accomplished during reception station processing. Providing it does not interfere with the 3-day processing schedule, musical auditions including the administration of the Kalawasser-Dykema Musical Aptitude Test will be conducted by the local Army bandmaster.

i. Receptees identified under career development program. The military personnel records jacket (DA Form 201) of individuals identified as lacking satisfactory educational background or experience will be stamped as prescribed in AR 621-5.

2-7. Clothing issue. *a.* Receptees will be issued personal clothing as prescribed in paragraph 17, AR 700-8400-1, except for Reserve component ACDUTRA receptees who will be issued clothing as prescribed in AR 135-460. Issues of personal clothing will be recorded on DA Form 10-195 as prescribed in AR 700-8400-1.

b. Uniforms and footwear will be fitted as prescribed in TM 700-8400-1 and TM 10-228.

S/S C6

SECTION I

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 utilized for reception processing of female enlisted personnel at the WAC Center, Fort McClellan, Ala., 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 utilized 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 oversea replacement station (Fort Lewis, Wash., for personnel destined for USARAL) for onward movement to an oversea area. See AR 601-210.

1-2. Explanation of terms. For the purpose of this regulation, the following apply:

a. Receptee. An individual (inducted, enlisted, or reenlisted in the U.S. Army, or a member of the Reserve components individually ordered to active duty, or active duty for training under the Reserve Enlistment Program (REP 63), received at a U.S. Army reception station for processing.

b. REP ACDUTRA personnel. Reserve component personnel ordered to active duty for training under the Reserve Enlistment Program of 1963.

c. Physical inspection. Physical check made by direct observation and, when required, a partial examination to ascertain the presence of any acute or chronic communicable disease, vermin infestation, or any gross deterioration of physical status.

d. Transfer activity. A designated centralized activity established to accomplish transfer processing of military personnel (transfer station or transfer point).

e. Transfer processing. The final procedures, consisting of an orientation, medical and dental examination, records processing interview, personal information interview, outgoing records check, departure ceremony, and final pay necessary to accomplish the release from active duty, discharge, retirement, or replacement on the temporary disability retired list of military personnel.

1-3. Responsibilities of U.S. Continental Army Command. The Commanding General, USCONARC is responsible for the operation of continental U.S. Army reception stations.

1-4. Responsibilities of Army commanders and installation commanders. Army commanders and installation commanders exercising command control of U.S. Army reception stations are responsible for—

a. The operation of the U.S. Army reception station within their command in accordance with this regulation and other directives issued by Headquarters, Department of the Army.

b. Providing qualified personnel and equipment in accordance with DA Pam 20-552 and TA 12-9, necessary for reception station operations.

c. Providing logistical support for U.S. Army reception stations under their control.

d. 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.

1-5. Responsibilities of U.S. Army reception station commanders. Commanders of U.S. Army reception stations are responsible for—

a. Processing of receptees in accordance with this regulation and other directives issued by Headquarters, Department of the Army.

b. Insuring the efficient reception, orientation, testing, interviewing, classification, assignment or attachment, and movement of receptees from U.S. Army reception stations.

c. Limiting reception station processing to that authorized by this regulation and other Headquarters, Department of the Army directives. Deviation from the established processing prescribed in this regulation may be made, provided it does not interfere with the 3-day processing schedule.

d. Assignment or attachment of receptees, as appropriate, to a training activity as directed by Headquarters, USCONARC.

e. Accounting for each receptee on morning reports as prescribed in AR 335-60.

f. Preparing Reception Station Operations Report (DA Form 1170) (Reports Control Symbol CSGPA-374(R2)) as prescribed in AR 612-90.

g. Authorizing leave for receptees only in cases of verified emergency. See AR 630-5.

h. 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.

i. 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.

1-6. Functions of U.S. Army reception stations. The primary function of U.S. Army reception stations is to accomplish the following processing for enlisted personnel within 3 workdays after arrival.

a. Reception and general orientation

b. Initiation of required records.

c. Review or initiation of work copy of Personal History Statement (DD Form 398). Not applicable to REP 63 personnel.

d. Physical inspection or partial medical examination, when required.

e. Clothing issue.

f. Administration of Army Classification Tests.

g. Initial interview for completion of DA Form 20 (Enlisted Qualification Record).

h. Identification of special category personnel.

i. Personal affairs orientation and interview.

j. Preparation of fingerprint record DD Form 369 (Police Record Check).

k. Issuance of identification card (DD Form 2A).

l. Immunizations and blood typing.

m. Partial pay.

n. Orientations, e.g., Uniform Code of Military Justice, Chaplain, Red Cross (films, when appropriate).

o. Movement of receptees to new organizations.

★*p.* Preparation of DOD National Agency Check Request (DD Form 1584).

q. Preparation of Reenlistment Data Card (DA Form 1315).

DA Form 20 (Enlisted Qualification Record); initiate DA Form 1294 (Record of Personnel with Special Qualifications), as prescribed in AR 600-200, when appropriate.

(3) Arrange for eye examination for purpose of spectacle prescription, when required.

(4) Administer inoculations (*a* above). Immunizations for typhus, yellow fever, cholera and plague will not be administered to class 1-A-O personnel prior to arrival at the U.S. Army Medical Training Center, Fort Sam Houston, Tex.

★(5) Complete DOD National Agency Check Request (DD Form 1584) and DA Form 3208 (Worksheet for National Agency Check Request). Upon completion of such action, attach DD Form 369 and duplicate copy of DA Form 2981 (Application for Determination of Moral Eligibility for Induction), when applicable and place all documents in receptee's military personnel records jacket.

(6) Initiate Reenlistment Data Card (DA Form 1315) for each receptee. Appropriate entries will be transcribed on the card from the individual's personnel records and placed in the military personnel records jacket. Entries on the card not appropriate to reception processing will be left blank. See AR 601-280.

e. Third processing day.

(1) Conduct orientations, explain Uniform Code of Military Justice and show film(s).

(2) Arrange for partial payment to each receptee.

(3) Assign or attach receptees to designated training activities or units.

(4) Prepare and distribute special orders.

(5) Outprocess records.

(6) Move receptees and their records to training activities or units.

2-4. Administration of tests and recording of test and aptitude area scores. Army Personnel Tests to be administered to each category of receptee are prescribed in *a* through *e* below. Tests listed will be administered in accordance with principles contained in AR 611-5 under the supervision of qualified test administrators and proctors. Instructions for administering and scoring each test or test battery are contained in a DA Pam 611-series (listed in DA Pam 310-8), which is one of the components of each test battery or separate test. These instructions, and the instructions for safeguarding test information, contained in AR 345-15, will be followed by personnel responsible for handling, administering, and scoring test. Test scores and aptitude area scores will be recorded on DA Form 20 (Enlisted Qualification Record) in accordance with AR 600-200. When there is no AQB Scoring Work Sheet for a male receptee, the Army Classification Battery will be administered. The two forms of each test contained in the Army Classification Battery (ACB) will be administered to receptee personnel on an alternate basis (every other day), in order to preclude compromise of test material (e.g., if the Arithmetic Reasoning Test, AR-3B is administered to receptee personnel on any one day, the Arithmetic Reasoning Test, AR-4B will be administered to receptee personnel to be tested on the following day). If the receptee's AFQT scores, component, or enlistment option indicate that AQB should have been administered at AFES or other place of enlistment such as Reserve units or National Guard units, request the appropriate commander to submit AQB scores by most expeditious means. RECEPTEES WILL NOT BE DELAYED WHILE AWAITING RECEIPT OF TEST SCORES, BUT WILL BE MOVED TO THE DESIGNATED TRAINING ACTIVITY UPON COMPLETION OF PROCESSING. ACB test scores and aptitude area scores for receptees will be entered in pencil on DA Form 20 and also retained at the Reception Station for use in computing aptitude area scores when AQB scores are received. When AQB scores are received, aptitude area scores will be computed and test form score data will be forwarded to the appropriate training activity for entry on DA Form 20. If AQB scores are not received, the training activity will be requested to change the penciled ACB entries to permanent entries. Scored Army personnel test answer sheets will be retained for a period of 30 days and then destroyed by either of the methods listed in paragraph 6*b*(8), AR 611-5.

a. Regular Army enlistees, male.

(1) Not previously tested with AQB.

★(*a*) Administer the Army Classification Battery (ACB), determine final standard score, compute aptitude area scores, and record test scores and aptitude area scores on DA Form 20.

(*b*) Administer the Motor Vehicle Driver Selection Battery I (MD B-1), compute final (Standard) scores prescribed in DA Pam 611-119, and record on DA Form 20.

(*c*) Administer the Army Language Aptitude Test (ALAT-1) to receptees attaining a standard score of 100 or higher on aptitude area GT, and meeting other requirements prescribed in AR 611-82. Compute final score as prescribed in DA Pam 611-131, and record on DA Form 20.

★(*d*) Administer the Language Proficiency Test to receptee personnel who claim proficiency in a foreign language for which a test is available. Receptee personnel who claim proficiency in a foreign language for which no test is available will be evaluated based upon a personal interview as described in paragraph 6*b*, AR 611-6. Record test scores and test or interview ratings (Reading and Speaking Comprehension) on DA Form 20. Prepare and submit DA Form 330 (Language Fluency Questionnaire) for qualified receptees to the servicing AG Data Processing Activity in accordance with AR 611-6.

★(*e*) Administer the Typing and Dictation Tests to receptee personnel who claim skill in typing and/or shorthand. Compute final standard scores as prescribed in DA Pam 611-126 and record scores in Item 25 (Other Tests), DA Form 20.

★(*f*) Administer Officer Candidate Test to all receptees who score 110 or higher on Aptitude Area GT and who are otherwise qualified for selection for officer candidate school. Compute final standard score and record on DA Form 20.

(2) Previously tested with AQB.

(*a*) Administer the Army Radio Code Aptitude Test (ARC-1), *if not* previously administered at AFEES.

(*b*) Administer appropriate aptitude tests of the Army Classification Battery to each receptee in this category who has scored 110 or higher on any test of the Army Qualification Battery (AQB), except the Army Clerical Speed Test. Each such receptee will be tested with the ACB counterpart of the AQB test or tests on which he scored 110 or higher, except the Army Clerical Speed Test. Army Clerical Speed Test score for AQB will be used in computing aptitude area score. If it is not feasible to separate for test administration purposes those individuals requiring administration of tests of the Army Classification Battery, individuals requiring ACB testing under this subparagraph may be administered the complete Army Classification Battery, less the Army Clerical Speed Test. If the full ACB is administered for convenience of test administration, ACB scores for counterpart of AQB tests on which AQB scores attained were 109 or less will not be entered on DA Form 20 or used in computing aptitude area scores even though such ACB score may be higher than counterpart AQB scores. Enter appropriate test scores on DA Form 20, to include identification of form of test recorded.

(*c*) Compute and record test and aptitude area scores on DA Form 20, as follows:

1. Army Radio Code Test Score.

2. Record Army Qualification Battery Test Scores of 109 or less.

3. Record Army Clerical Speed Test score received from AFES.

4. Record the higher test score, AQB or ACB, for each test on which AQB score was 110 or higher, and ACB counterpart test was administered, except the Army Clerical Speed Test.

5. Compute and record aptitude area scores derived from *1*, *2*, *3*, and *4* above.

c. Receptees will be informed that they may retain their civilian clothes. However, if they desire to send their civilian clothes home, they must do so at their own expense. The mode of shipping civilian clothing is at the option of the receptee.

d. 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.

e. 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.

f. Prior to 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 personal clothing prescribed in paragraph 17, AR 700-8400-1 or AR 135-460, which have been issued at the installation.

g. Receptees who reenlist within 3 months subsequent to date of last discharge or release from active duty will be issued clothing as prescribed in AR 700-8400-1.

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

2-8. Medical processing. *a. Physical inspection.* A physical inspection will be given only to Reserve Component receptees who were not processed through Armed Forces Examining Stations. Physical inspection will be given to other receptees only when indicated and recommended by the surgeon. See AR 40-5.

b. Medical examinations. Receptees who have undergone a medical examination more than 1 year prior to 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 ACDUTRA 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. Inoculations, except adenovirus vaccine and Tine tuberculin 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.

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.

2-9. Waiver of Veterans Administration disability pension or compensation. Receptees who are receiving disability pension or compensation from the Veterans Administration for any reason, are required to waive such pension or compensation at the time of entry on active duty. The records of prior service personnel will be screened to insure that waivers have been submitted by receptees receiving pension or compensation. If waiver has not been submitted, receptees will execute a waiver in letter form substantially as outlined below. Waiver will be indorsed by the reception station commander to the appropriate Veterans' Administration Regional Office listed in AR 930-10. A notation will be made in item 37, Remarks, DD Form 4, that such letter has been forwarded to Veterans' Administration. A copy of waiver will be filed in DA Form 2143 (Financial Data Records, U.S. Army) in accordance with chapter 3, AR 37-104-2.

Date _____

Manager
Veterans' Administration Regional Office
(Address)
Dear Sir:

I, _____, _____ having entered on active duty on
(Name) (Service No.)
_____, do hereby voluntarily waive my monthly Veterans' Administration
(Date)
compensation in the amount of $ _____. This compensation is being received under Claim No. _____ from the Veterans' Administration Regional Office at
_____.
(Address)

_____.
(Signature)

1st Ind

U.S. Army Reception Station, location, date
TO: Manager, Veterans' Administration Regional Office (address)
_____, _____ entered on active duty on
(Name) (Service No.)
_____.
(Date)

_____
(Signature of commanding officer)

★**2-10. 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).

2-11. Kitchen police duties. *a.* Reception station commanders are authorized to retain nonprior service receptees for one 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. Basis for retention is two men for messes serving 50 receptees or less and one man for each additional 50 receptees or major fraction thereof, to be served per meal *only* at the reception station mess.

2-12. Movement procedures and establishment of EDCSA. 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 receptees to the various activities indicated below, or as prescribed by Chief of Personnel Operations, Department of the Army. EDCSA to be established in orders will be computed as indicated in applicable section of AR 330-12. Orders will specify the security clearance requirement for receptees whose enlistment commitment in accordance with Chapter 6, AR 601-210 requires a clearance for training.

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 reassigned to the on-post training activity, unless otherwise directed by Chief of Personnel Operations, Department of the Army.

b. Movement of receptees to an off-post training activity. Orders issued will relieve the receptee from the reception station and will assign or attach him direct to the designated off-post training activity. Conscientious objectors, and inducted physicians and dentists are included in this category, and will be assigned to the U.S. Army Medical Training Center, Brooke Army Medical Center, Fort Sam Houston, Tex. See AR 600-200.

c. Movement of receptees to a CONUS unit. Upon receipt of assignment instructions from the Chief of Personnel Operations, Department of the

SECTION IV

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 utilized whenever possible. Receptees 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 receptees 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 receptees.
(6) Clothing issue.
(7) Lectures and film(s).
(8) Movement to training activities.

c. Explanation of the duties and responsibilities of receptees.

(1) Personal conduct and military discipline.
(2) Wearing of the uniform.

★*d.* Explanation as to the types of discharge certificates, their basis for issuance, and the possible effects on reenlistment, civilian employment, veterans' benefits and related matters. See DA Pam 635-2.

e. Explanation of the rights and benefits of receptees.

(1) Right to lodge just and honest complaints and grievances.
(2) Postal services.
(3) Legal assistance.
(4) Medical facilities.
(5) Recreational facilities.
(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 Entitlements Manual (DOD-PM), AR 37-104-2, and DA Pam 21-47.
(12) Movement of dependents.
(13) Privately owned vehicles.
(14) Visitors.
(15) Family correspondence.
(16) Shipment of civilian clothing.
(17) Educational opportunities. See AR 621-5.

f. As a part of the initial orientation prescribed by *b*(4) above, the new soldier will be informed of the purpose of his interview which is to be held during the third day of processing. Also, he should 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 should be made clear during the orientation that he may not be assigned to his 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, as prescribed in applicable regulations. See AR 135-90, AR 140-111, AR 601-210, and AR 601-270.

b. Pay.

c. Reemployment rights. See DA Pam 135-2.

d. Commercial life insurance, including air flight insurance. See AR 210-8.

e. General solicitation. Subject to appropriate controls, civilian salesmen are often authorized to solicit on military installations, offering for sale products 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 salesman or the product. Individuals should exercise as much caution when entering a private transaction on an Army installation as they would in civilian life.

f. Allotments.

g. Soldier's deposits, when applicable.

h. Settlement of private debts. See AR 600-20.

i. Social security (Federal Old-Age and Survivors Insurance). See AR 608-14 and part 7, chapter 2, DOD Military Pay and Allowances Entitlements Manual (DODPM).

j. Six months' death gratuity pay and settlement of accounts of deceased members. See part 4, chapter 2, DOD Military Pay and Allowances Entitlements Manual (DODPM).

k. Veterans Administration dependency and indemnity compensation. See DA Pam 608-2.

l. Any pertinent local information.

m. Servicemen's Group Life Insurance (SGLI).

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

o. Soldiers' and Sailors' Civil Relief Act. See DA Pam 608-2. (A legal assistance officer will be available to give a brief discussion concerning the Act, and to answer any inquiries the receptee may have.)

APPENDIX

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

Form No.	Title	Applicable regulation(s)	Form(s) used per receptee	Furnished receptee	Filed in DA Form 201	Filed in DD Form 722	Filed in DA Form 2143	To finance and accounting officer	To TAG	To/thru servicing DPU	As shown
	Standard Personnel Addressing Machine Plate.	AR 600-26	1 (plate)				X				
	Identification Tags	AR 606-5	2 (tags)	X							
DA Form 20 [1]	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)		Duplicate				Original		
DA Form 201	Military Personnel Records Jacket, U.S. Army.	AR 640-10	1								Forwarded to next unit of assignment IAW AR 640-10.
DA Form 201a	Field Personnel File Divider.										
DA Form 330 [2]	Language Fluency Questionnaire.	AR 611-6	2		Duplicate					Original	
DA Form 428	Application for Identification Card.	AR 606-5	2		Original						Duplicate retained by issuing officer.
DA Form 481	Military Leave Record.	AR 630-5	1				X				
DA Form 1294 [2]	Record of Personnel With Special Qualifications.	AR 600-200	2		Original and duplicate.						
DA Form 1315	Reenlistment Data Card.	AR 601-280	1		X						
★DA Form 1341 [2].	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.	5 (set)	Triplicate			Duplicate and Quadruplicate.	Original and Quintuplicate.			
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 DA Form 20).								
DA Form 2139	Military Pay Voucher.	Chapter 4, AR 37-104-2.	5 (set)				Copy 5	Copies 1 through 4.			

See footnotes at end of appendix.

APPENDIX—Continued

Form No.	Title	Applicable regulation(s)	Form(s) used per receptee	Furnished receptee	Filed in DA Form 201	Filed in DD Form 722	Filed in DA Form 2143	To finance and accounting officer	To TAG	To/thru servicing DPU	As shown
DA Form 2143	Financial Data Records, U.S. Army.	Chapter 3, AR 37-104-2.	1		X (For transmittal IAW AR 640-10). 2 (Set)						
★DA Form 2981	Application for Determination of Moral Eligibility for Induction.	AR 601-270			X						
★DA Form 3208	Worksheet for National Agency Check Request.	AR 381-130	1		X						
DA Form 6022	Army Qualification Battery, AQB, Scoring Worksheet.	AR 601-210 AR 601-270	1 (Destroy after recording on DA Form 20).								
DA Form 6057	Army Qualification Battery, AQB, Reserve Component Edition, Scoring Worksheet.	AR 140-111 NGR 25-5	1 (Destroy after recording on DA Form 20).								
DA Form 10-195	Individual Clothing Record.	AR 700-8400-1 NGR 25-5	2		Original						Duplicate retained by issuing officer.
DD Form 2A	Identification Card	AR 606-5	1	X							
DD Form 4 [2]	Enlistment Record-Armed Forces of the United States.	AR 601-210 AR 140-111	Duplicate received from RMS, or Army Reserve units.		X						
		NGR 25-5	2 copies received from Army National Guard units.		X (Original if received).						Copy to—CO, USAAC, 9700 Page Blvd., St. Louis, Mo., 63132 [4]
DD Form 44	Record of Military Status of Registrant.	AR 135-90 AR 140-111	3	Duplicate	Triplicate						Original to—Selective Service Local Board.
DD Form 47	Record of Induction.	AR 601-270	Duplicate received from entrance station.		X						
DD Form 53 [2]	Notification of Entry into Active Military Service.	AR 601-49	1								To—State Director of Selective Service IAW AR 601-49.

5/5 C6

SECTION I

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 utilized for reception processing of female enlisted personnel at the WAC Center, Fort McClellan, Ala., 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 utilized 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 oversea replacement station (Fort Lewis, Wash., for personnel destined for USARAL) for onward movement to an oversea area. See AR 601-210.

1-2. Explanation of terms. For the purpose of this regulation, the following apply:

a. Receptee. An individual (inducted, enlisted, or reenlisted in the U.S. Army, or a member of the Reserve components individually ordered to active duty, or active duty for training under the Reserve Enlistment Program (REP 63)), received at a U.S. Army reception station for processing.

b. REP ACDUTRA personnel. Reserve component personnel ordered to active duty for training under the Reserve Enlistment Program of 1963.

c. Physical inspection. Physical check made by direct observation and, when required, a partial examination to ascertain the presence of any acute or chronic communicable disease, vermin infestation, or any gross deterioration of physical status.

d. Transfer activity. A designated centralized activity established to accomplish transfer processing of military personnel (transfer station or transfer point).

e. Transfer processing. The final procedures, consisting of an orientation, medical and dental examination, records processing interview, personal information interview, outgoing records check, departure ceremony, and final pay necessary to accomplish the release from active duty, discharge, retirement, or replacement on the temporary disability retired list of military personnel.

***1-3. Responsibilities of U.S. Continental Army Command.** The Commanding General, USCONARC is responsible for the operation of continental U.S. Army reception stations.

1-4. Responsibilities of Army commanders and installation commanders. Army commanders and installation commanders exercising command control of U.S. Army reception stations are responsible for—

a. The operation of the U.S. Army reception station within their command in accordance with this regulation and other directives issued by Headquarters, Department of the Army.

b. Providing qualified personnel and equipment in accordance with DA Pam 20-552 and TA 12-9, necessary for reception station operations.

c. Providing logistical support for U.S. Army reception stations under their control.

d. 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. reception stations are responsible for—

1-5. Responsibilities of U.S. Army reception station commanders. Commanders of U.S. Army reception stations are responsible for—

a. Processing of receptees in accordance with this regulation and other directives issued by Headquarters, Department of the Army.

b. Insuring the efficient reception, orientation, testing, interviewing, classification, reassignment or attachment, and movement of receptees from U.S. Army reception stations.

c. Limiting reception station processing to that authorized by this regulation and other Headquarters, Department of the Army directives. Deviation from the established processing prescribed in this regulation may be made, provided it does not interfere with the 3-day processing schedule.

d. Reassignment or attachment of receptees, as appropriate, to a training activity as directed by Headquarters, USCONARC.

e. Accounting for each receptee on morning reports as prescribed in AR 335-60.

f. Preparing Reception Station Operations Report (DA Form 1170) (Reports Control Symbol CSGPA-374(R2)) as prescribed in AR 612-90.

g. Authorizing leave for receptees only in cases of verified emergency. See AR 630-5.

h. 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.

i. 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.

1-6. Functions of U.S. Army reception stations. The primary function of U.S. Army reception stations is to accomplish the following processing for enlisted personnel within 3 workdays after arrival.

a. Reception and general orientation.

b. Initiation of required records.

★*c.* Review or initiation of work copy of Personal History Statement (DD Form 398). Not applicable to REP 63 personnel.

d. Physical inspection or partial medical examination, when required.

e. Clothing issue.

f. Administration of Army Classification Tests.

g. Initial interview for completion of DA Form 20 (Enlisted Qualification Record).

h. Identification of special category personnel.

i. Personal affairs orientation and interview.

j. Preparation of fingerprint record DD Form 369 (Police Record Check).

k. Issuance of identification card (DD Form 2A).

l. Immunizations and blood typing.

m. Partial pay.

n. Orientations, e.g., Uniform Code of Military Justice, Chaplain, Red Cross (films, when appropriate).

o. Movement of receptees to new organizations.

★*p.* Preparation of U.S. Army Request for National Agency Check (DA Form 3027).

q. Preparation of Reenlistment Data Card (DA Form 1315).

★*r.* **Rescinded.**

SECTION II
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 take action to eliminate conditions which delay processing. Inspections should be frequent during peak load periods. At the earliest possible indication of a lack of training space at the on-post training activity, the reception station commander will notify Headquarters, USCONARC by telephone or teletype (through channels) ATTN: ATIT-RM.

b. The processing required by this regulation and other Headquarters, Department of the Army directives must be accomplished. Curtailment of reception processing will not be made without prior approval of the Chief of Personnel Operations, Department of the Army. Additional processing may be accomplished providing the 3-day processing schedule prescribed in this regulation is not extended.

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

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

b. The psychological implications involved in receptee's transition from civilian to military life are of paramount importance. The U.S. Army reception station is usually the receptee'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. Processing will be conducted in such a manner that the receptee will be impressed with the efficiency of the Army and the attention given to the receptee's welfare.

d. Reception station commanders will utilize noncommissioned officers to the fullest extent in guiding receptees 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 opportuniity to instill in receptees confidence and respect for Army leadership.

e. Nonprior service Active Army and ACDUTRA receptees will be processed in the order in which they arrive. Whenever possible, prior service personnel will be given priority in processing over other personnel arriving at the same time.

2-3. Scheduling of processing. *a. General.* U.S. Army reception station commanders will insure that receptees are processed within 3 workdays. To preclude delay into training, receptees will be processed on Saturdays, when necessary. Commanders may vary the processing schedule to meet operational requirements, provided that—

(1) Receptees are afforded a full night's rest prior to testing.

(2) Testing is administered over 2 days if more than 4 hours testing is required, and inoculations, except adenvoirus vaccine and Tine tuberculin test do not precede administration of tests.

(3) Time delays encountered between processing stations due to backlog are utilized to conduct basic instruction for receptees in such subjects as position of attention, hand salute and insignia of rank.

b. Day of arrival. Reception station commanders will accomplish as much as possible of the processing prescribed below on day of arrival.

(1) Receive an account for personnel and records. Records will be screened to insure inclusion of a properly completed and executed DD Form 98 (Armed Forces Security Questionnaire); a work copy (pencil, pen, or typewritten) of DD Form 398 (Statement of Personal History). Personnel screening records will insure that personal data required on DD Form 398, as prescribed in appendix III, AR 381-130, is completed. If DD Form

398 is missing or incomplete, receptees will be furnished a copy of the form and/or instructions for completing it. When required, they will also be instructed to initiate necessary correspondence to expedite completion of form. Instructions for completing DD Form 398 contained in appendix III, AR 381-130 will be reproduced locally REP ACDUTRA personnel records will be screened to insure that a properly executed service agreement is attached to the DD Form 4. If the document is missing, a request will be dispatched immediately to the U.S. Army Corps Headquarters or State adjutant general, as appropriate, to send a copy of the document to the enlistee's basic combat training organization.

(2) Give welcome and general orientation talk.

(3) Initiate records; prepare identification tags and standard personnel addressing machine plate; prepare and distriute processing rosters. Mechanical writing equipment will be utilized.

(4) Issue health and comfort items, as appropriate. These issues will be recorded on DA Form 10-195 (Individual Clothing Record).

(5) Administer adenovirus vaccine and Tine tuberculin test. The Tine test results will be read approximately 72 hours after administration. Receptees will *not* be held at recentien stations solely for the purpose of reading the test results. When required, the Tine test results may be read at U.S. Army training centers. The date administered and results of the Tine test will be recorded on SF 601 (Health Record—Immunization Record).

(6) Conduct physical inspection of Reserve Component ACDUTRA receptees. Conduct partial examination, when required.

★(7) Issue DA Pam 360-206 (Why We Serve), DA Pam 360-208 (You and Your Community), DA Pam 360-520 (Credit—Master or Servant?), DA Pam 360-209 (A Soldier's Career), DA Pam 21-13 (The Soldier's Handbook), DA Pam 21-47 (Class Q Allotment for Dependents of Enlisted Members), and other orientation material as appropriate.

(8) Arrange for receptees to receive a haircut, if necessary.

c. *First processing day.*

(1) Administer tests of the Army Classification Battery (ACB) and other tests listed in appendix I, AR 600-200, when appropriate. (Subject to restrictions in *a* (1) and (2) above.)

(2) Conduct physical inspection of Reserve component ACDUTRA receptees, if not completed on day of arrival. Conduot partial examination, when required.

(3) Issue and mark clothing and duffel bag.

(4) Conduct personal affairs interview.

(*a*) Initiate identification card as prescribed in AR 606-5 for receptees only.

(*b*) Fingerprint each receptee on DD Form 369 (Police Record Check) as prescribed in AR 606-15 and TM 10-632.

(*c*) Initiate applications for allotments, allowances, and U.S. Savings Bonds, when appropriate.

(*d*) Prepare partial pay voucher for each receptee; prepare reenlistment bonus voucher, when appropriate.

(*e*) Take necessary action on personal problems.

★(*f*) **Rescinded.**

d. *Second processing day.*

(1) Administer remaining tests of the Army Classification Battery (ACB), and other tests listed in appendix I, AR 600-200, as required.

(2) Conduct classification interview for initiation and recording of entries on

SECTION IV

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 utilized whenever possible. Receptees 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 receptees 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 receptees.
(6) Clothing issue.
(7) Lectures and film(s).
(8) Movement to training activities.

c. Explanation of the duties and responsibilities of receptees.

(1) Personal conduct and military discipline.
(2) Wearing of the uniform.

d. Explanation of the rights and benefits of receptees.

(1) Right to lodge just and honest complaints and grievances.
(2) Postal services.
(3) Legal assistance.
(4) Medical facilities.
(5) Recreational facilities.
(6) Religious services.
(7) Leave and pass policies.
(8) Partial pay.
(9) Post exchange facilities.
(10) Medical care o 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 Entitlements Manual (DOD-PM), AR 37-104-2, and DA Pam 21-47.
(12) Movement of dependents.
(13) Privately owned vehicles.
(14) Visitors.
(15) Family correspondence.
(16) Shipment of civilian clothing.
(17) Educational opportunities. See AR 621-5.

e. As a part of the initial orientation prescribed by paragraph *b*(4) above, the new soldier will be informed of the purpose of his interview which is to be held during the third day of processing. Also, he should 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 should be made clear during the orientation that he may not be assigned to his 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, as prescribed in applicable regulations. See AR 135-90, AR 140-111, AR 601-210, and AR 601-270.

b. Pay.

c. Reemployment rights. See DA Pam 135-2.

d. Commercial life insurance, including air flight insurance. See AR 210-8.

e. General solicitation. Subject to appropriate controls, civilian salesmen are often authorized to solicit on military installations, offering for sale products 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 salesman or the product. Individuals should exercise as much caution when entering a private transaction on an Army installation as they would in civilian life.

f. Allotments.

g. Soldier's deposits, when applicable.

h. Settlement of private debts. See AR 600-20.

★*i.* Social security (Federal Old-Age and Survivors Insurance). See AR 608-14 and part 7, chapter 2, DOD Military Pay and Allowances Entitlements Manual (DODPM).

★*j.* 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).

k. Veterans Administration dependency and indemnity compensation. See DA Pam 608-2.

l. Any pertinent local information.

m. Servicemen's Group Life Insurance (SGLI).

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

★*o.* Soldiers' and Sailors' Civil Relief Act. See DA Pam 608-2. (A legal assistance officer will be available to give a brief discussion concerning the Act, and to answer any inquiries the receptee may have.)

S/S C4

DA Form 20 (Enlisted Qualification Record); initiate DA Form 1294 (Record of Personnel with Special Qualifications), as prescribed in AR 600-200, when appropriate.

(3) Arrange for eye examination for purpose of spectacle prescription, when required.

★(4) Administer inoculations (*a* above). Immunizations for typhus, yellow fever, cholera and plague will not be administered to class 1-A-O personnel prior to arrival at the U.S. Army Medical Training Center, Fort Sam Houston, Texas.

★(5) Complete U.S. Army Request for National Agency Check (Da Form 3027) and attach the original and one copy to the Form 369 in the individual's military personnel records jacket.

(6) Lnitiate Reenlistment Data Card (DA Form 1315) for each receptee. Appropriate entries will be transcribed on the card from the individual's personnel records and placed in the military personnel records jacket. Entries on the card not appropriate to reception processing will be left blank. See AR 601-280.

e. Third processing day.

(1) Conduct orientations, explain Uniform Code of Military Justice and show film(s).

(2) Arrange for partial payment to each receptee.

(3) Assign or attach receptees to designated training activities or units.

(4) Prepare and distribute special orders.

(5) Outprocess records.

(6) Move receptees and their records to training activities or units.

2-4. Administration of tests and recording of test and aptitude area scores.★ Army Personnel Tests to be administered to each category of receptee are prescribed in *a* through *e* below. Tests listed will be administered in accordance with principles contained in AR 611-5 under the supervision of qualified test administrators and proctors. Instructions for administering and scoring each test or test battery are contained in a DA Pam 611-series (listed in DA Pam 310-8), which is one of the components of each test battery or separate test. These instructions, and the instructions for safeguarding test information, contained in AR 345-15, will be followed by personnel responsible for handling, administering, and scoring test. Test scores and aptitude area scores will be recorded on DA Form 20 (Enlisted Qualification Record) in accordance with AR 600-200. When there is no AQB Scoring Work Sheet for a male receptee, the Army Classification Battery will be administered. The two forms of each test contained in the Army Classification Battery (ACB) will be administered to receptee personnel on an alternate basis (every other day), in order to preclude compromise of test material (e.g., if the Arithmetic Reasoning Test, AR-3B is administered to receptee personnel on any one day, the Arithmetic Reasoning Test, AR-4B will be administered to receptee personnel to be tested on the following day). If the receptee's AFQT scores, component, or enlistment option indicate that AQB should have been administered at AFES or other place of enlistment such as Reserve units or National Guard units, request the appropriate commander to submit AQB scores by most expeditious means. RECEPTEES WILL NOT BE DELAYED WHILE AWAITING RECEIPT OF TEST SCORES, BUT WILL BE MOVED TO THE DESIGNATED TRAINING ACTIVITY UPON COMPLETION OF PROCESSING. ACB test scores and aptitude area scores for receptees will be entered in pencil on DA Form 20 and also retained at the Reception Station for use in computing aptitude area scores when AQB scores are received. When AQB scores are received, aptitude area scores will be computed and test form score data will be forwarded to the appropriate training activity for entry on DA Form 20. If AQB scores are not received, the training activity will be requested to change the penciled ACB entries to permanent entries.

a. Regular Army enlistees, male.

(1) Not previously tested with AQB.

(*a*) Administer the Army Classification Battery (ACB) and record test and aptitude area scores.

(*b*) Administer the Motor Vehicle Driver Selection Battery I (MD B-1), compute final (Standard) scores prescribed in DA Pam 611-119, and record on DA Form 20.

(*c*) Administer the Army Language Aptitude Test (ALAT-1) to receptees attaining a standard score of 100 or higher on aptitude area GT, and meeting other requirements prescribed in AR 611-82. Compute final score as prescribed in DA Pam 611-131, and record on DA Form 20.

(*d*) Administer and record other tests listed in appendix I, AR 600-200, when applicable.

(2) Previously tested with AQB.

(*a*) Administer the Army Radio Code Aptitude Test (ARC-1), if not previously administered at AFES.

(*b*) Administer appropriate aptitude tests of the Army Classification Battery to each receptee in this category who has scored 110 or higher on any test of the Army Qualification Battery (AQB), except the Army Clerical Speed Test. Each such receptee will be tested with the ACB counterpart of the AQB test or tests on which he scored 110 or higher, except the Army Clerical Speed Test. Army Clerical Speed Test score for AQB will be used in computing aptitude area score. If it is not feasible to separate for test administration purposes those individuals requiring administration of tests of the Army Classification Battery, individuals requiring ACB testing under this subparagraph may be administered the complete Army Classification Battery, less the Army Clerical Speed Test. If the full ACB is administered for convenience of test administration, ACB scores for counterpart of AQB tests on which AQB scores attained were 109 or less will not be entered on DA form 20 or used in computing aptitude area scores even though such ACB score may be higher than counterpart AQB scores. Enter appropriate test scores on DA Form 20, to include identification of form of test recorded.

(*c*) Compute and record test and aptitude area scores on DA Form 20, as follows:

1. Army Radio Code Test Score.

2. Record Army Qualification Battery Test Scores of 109 or less.

3. Record Army Clerical Speed Test score received from AFES.

4. Record the higher test score, AQB or ACB, for each test on which AQB score was 110 or higher, and ACB counterpart test was administered, except the Army Clerical Speed Test.

5. Compute and record aptitude area scores derived from *1, 2, 3,* and *4* above.

(*d*) Administer the Motor Vehicle Driver Selection Battery I and record standard score as prescribed in the Manual for MDB-1.

(*e*) Administer the Army Language Aptitude Test to receptees attaining a standard score of 100 or higher on aptitude area GT, and meeting the other requirements prescribed in AR 611-82, and record test score.

(*f*) Administer and record other tests listed in appendix I, AR 600-200, when applicable.

b. Inductees.

(1) Administer the ACB to mental category I, II, and III receptees and record test and aptitude area scores.

(2) Administer the ARC test to mental category IV receptees and record ARC and AQB test and aptitude area scores.

(3) Administer the Motor Vehicle Driver Selection Battery I and record standard score as prescribed in the Manual for MDB-1.

(4) Administer and record other tests listed in appendix I, AR 600-200, when applicable.

c. Reserve Component ACDUTRA receptees.

(1) Administer the Classification Inventory (CI), General Information Test (GIT), and Army Radio Code Aptitude Test (ARC-1), and record test scores. (These tests are not authorized for use at Reserve Component activities.)

(2) Administer appropriate aptitude tests of the Army Classification Battery to each receptee in this category who has scored 110 or higher on any test of the Army Qualification Battery (AQB), except the Army Clerical Speed Test. Each such receptee will be tested with the ACB counterpart of the AQB test or tests on which he scored 110 or higher, except the Army Clerical Speed Test. Army Clerical Speed Test score for AQB will be used in computing aptitude area scores. If it is not feasible to separate for test administration purposes those individuals requiring administration of tests of the Army Classification Battery, individuals requiring ACB testing under this subparagraph may be administered the complete Army Classification Battery, less the Army Clerical Speed Test. If the full ACB is administered for convenience of test administration, ACB scores for counterpart of AQB tests on which AQB scores attained were 109 or less will not be entered on DA Form 20 or used in computing aptitude area scores even though such ACB score may be higher than counterpart AQB scores. Enter appropriate test scores on DA Form 20, to include identification of form of test recorded.

(3) Compute and record test and aptitude area scores as follows:

(*a*) Army Radio Code Aptitude Test score.

(*b*) Army Clerical Speed Test score received from Reserve Component source.

(*c*) AQB scores of 109 or below received from Reserve Component source.

(*d*) Record the higher test score, AQB or ACB, for each test on which AQB score was 110 or higher, and ACB counterpart test was administered, except the Army Clerical Speed Test.

(*e*) Compute and record aptitude area score derived from (*a*), (*b*), (*c*), and (*d*) above.

(4) Administer the Motor Vehicle Driver Selection Battery I and record standard score as prescribed in the Manual for MDB-1.

(5) Administer and record other tests listed in appendix I, AR 600-200, when applicable.

d. WAC enlistees. Record the Women's Army Classification Battery (WACB) test and aptitude area scores attained at AFES. Combat A and B or IN and AE aptitude area scores will *not* be computed. Upon verification of test and aptitude area scores, DA Form 6040 (Scoring Work Sheet, Women's Army Classification Battery, WACB) will be destroyed. Personnel administered the WACB will not be subsequently tested with the ACB, except under retesting provisions of AR 600-200. Administer and record other tests listed in appendix I, AR 600-200, when applicable.

e. For receptees enlisted or reenlisted who possess DA Form 1811, the ACB and/or AQB aptitude area scores will be transcribed from DA Form 1811 to DA Form 20. The duplicate

DA Form 1811 will be filed in DD Form 722 (Health Record) in lieu of the initial SF 88.

2-5. Interviewing procedures. Each receptee will be interviewed as prescribed in AR 600-200. 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 ACDUTRA personnel will *not* be changed. DA Form 20 (Enlisted Qualification Record) will be initiated or completed during the interview and entries recorded for all receptees as prescribed in AR 600-200. 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 certain personnel. *a. Linguists.* See AR 600-200 and AR 611-201. Identification of linguists, administering of language proficiency tests or conduct of interview, scoring of tests, and recording of scores and/or ratings resulting from tests or interview on DA Form 20, will be accomplished as prescribed in AR 611-6. If receptee is qualified, determining of language code, recording of language code on the Morning Report, and preparation and submission of DA Form 330 (Language Fluency Questionnaire), will also be accomplished as prescribed in AR 611-6.

b. Receptees with special qualifications and aptitudes. Receptees meeting standards contained in AR 600-200 will be identified as prescribed in AR 600-200. DA Form 1294 (Record of Personnel with Special Qualifications) will be initiated as prescribed in AR 600-200. Care will be taken to insure that the information recorded on DA Form 1294 is of sufficient detail for proper classification and assignment by Chief of Personnel Operations, Department of the Army. DA Form 1294 will *not* be initiated for Reserve Component AC DUTRA receptees.

c. Receptees with civilian qualifications. Receptees whose civilian acquired skills and/or education fully qualifies them in a related military occupational specialty will be identified as prescribed in AR 600-200. The MOS will be recorded on the receptee's DA Form 20 as prescribed in AR 600-200.

d. Conscientious objectors. Receptees classified as 1-A-O by Selective Service local boards will be identified as prescribed in AR 600-200.

e. Inducted physicians and dentists. Receptees who are inducted physicians and dentists will be identified and assigned as prescribed in AR 600-200.

f. Enlistment commitments. Receptees with enlistment commitments will be identified as prescribed in applicable enlistment regulations and AR 600-200 to insure compliance with the enlistment contract by timely entry into Basic Combat Training.

★*g. Aliens.* Receptees who are aliens will be identified as prescribed in AR 600-200. Request for a background investigation will be initiated as prescribed in AR 600-200.

h. Potential bandsmen. Identification of potential bandsmen will be accomplished during reception station processing. Providing it does not interfere with the 3-day processing schedule, musical auditions including the administration of the Kalawasser-Dykema Musical Aptitude Test will be conducted by the local Army bandmaster.

★*i. Receptees identified under career develment program.* The military personnel records jacket (DA Form 201) of individuals identified as lacking satisfactory educational background or experience will be stamped as prescribed in AR 621-5.

2-7. Clothing issue. *a.* Receptees will be issued personal clothing as prescribed in paragraph 17, AR 700-8400-1, except for Reserve Component ACDUTRA receptees who will be issued clothing as prescribed in AR 135-460. Issues of personal clothing will be recorded on DA Form 10-195 as prescribed in AR 700-8400-1.

b. Uniforms and footwear will be fitted as prescribed in TM 700-8400-1 and TM 10-228.

c. Receptees will be informed that they may retain their civilian clothes. However, if they

desire to send their civilian clothes home, they must do so at their own expense. The mode of shipping civilian clothing is at the option of the receptee.

d. 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.

e. 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.

f. Prior to 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 personal clothing prescribed in paragraph 17, AR 700-8400-1 or AR 135-460, which have been issued at the installation.

g. Receptees who reenlist within 3 months subsequent to date of last discharge or release from active duty will be issued clothing as prescribed in AR 700-8400-1.

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

2-8. Medical processing. *a. Physical inspection.* A physical inspection will be given only to Reserve Component receptees who were not processed through Armed Forces Examining Stations. Physical inspection will be given to other receptees only when indicated and recommended by the surgeon. See AR 40-5.

★*b. Medical examinations.* Receptees who have undergone a medical examination more than 1 year prior to 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 ACDUTRA 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. Inoculations, except adenovirus vaccine and Tine tuberculin 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.

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.

2-9. Waiver of Veterans Administration disability pension or compensation. Receptees who are receiving disability pension or compensation from the Veterans Administration for any reason, are required to waive such pension or compensation at the time of entry on active duty. The records of prior service personnel will be screened to insure that waivers have been submitted by receptees receiving pension or compensation. If waiver has not been submitted, receptees will execute a waiver in letter form substantially as outlined below. Waiver will be indorsed by the reception station commander to the appropriate Veterans' Administration Regional Office listed in AR 930-10. A notation will be made in item 37, Remarks, DD Form 4, that such letter has been forwarded to Veterans' Administration. A copy of waiver will be filed in DA Form 2143 (Financial Data Records, U.S. Army) in accordance with chapter 3, AR 37-104-2.

Date _____

Manager
Veterans' Administration Regional Office
(Address)
Dear Sir:

I, _____, _____ having entered on active duty
(Name) (Service No.)
on _____, do hereby voluntarily waive my monthly Veterans' Administra-
(Date)
tion compensation in the amount of $_____. This compensation is being received under Claim No. _____ from the Veterans' Administration Regional Office at _____.
(Address)

_____
(Signature)

1st Ind

U.S. Army Reception Station, location, date
TO: Manager, Veterans' Administration Regional Office (address)

_____, _____ entered on active duty on
(Name) (Service No.)
_____.
(Date)

_____
(Signature of commanding officer)

2-10. 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 AR 37-104.

2-11. Kitchen police duties. *a.* Reception station commanders are authorized to retain nonprior service receptees for one 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. Basis for retention is two men for messes serving 50 receptees or less and one man for each additional 50 receptees or major fraction thereof, to be served per meal *only* at the reception station mess.

2-12. Movement procedures and establishment of EDCSA. 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 receptees to the various activities indicated below, or as prescribed by Chief of Personnel Operations, Department of the Army. EDCSA to be established in orders will be computed as indicated in applicable section of AR 330-12. Orders will specify the security clearance requirement for receptees whose enlistment commitment in accordance with Chapter 6, AR 601-210 requires a clearance for training.

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 reassigned to the on-post training activity, unless otherwise directed by Chief of Personnel Operations, Department of the Army.

b. Movement of receptees to an off-post training activity. Orders issued will relieve the receptee from the reception station and will assign or attach him direct to the designated off-post training activity. Conscientious objectors, and inducted physicians and dentists are included in this category, and will be assigned to the U.S. Army Medical Training Center, Brooke Army Medical Center, Fort Sam Houston, Tex. See AR 600-200.

c. Movement of receptees to a CONUS unit. Upon receipt of assignment instructions from the Chief of Personnel Operations, Department of the

Army, receptees will be relieved from the reception station and will be assigned direct to the specific CONUS unit.

d. Movement of receptees scheduled for separation.

(1) *CONUS residents.* Upon determination that a CONUS resident is to be separated, he will be processed for separation at the on-post transfer activity. Orders will not be issued assigning or attaching these receptees to the on-post transfer activity.

(2) *Non-CONUS residents.* See AR 612-25.

SECTION IV

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 utilized whenever possible. Receptees 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 receptees 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 receptees.
(6) Clothing issue.
(7) Lectures and film(s).
(8) Movement to training activities.

c. Explanation of the duties and responsibilities of receptees.

(1) Personal conduct and military discipline.
(2) Wearing of the uniform.

d. Explanation of the rights and benefits of receptees.

(1) Right to lodge just and honest complaints and grievances.
(2) Postal services.
(3) Legal assistance.
(4) Medical facilities.
(5) Recreational facilities.
(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 AR 37–104, AR 37–104–2, and DA Pam 21–47.
(12) Movement of dependents.
(13) Privately owned vehicles.
(14) Visitors.
(15) Family correspondence.
(16) Shipment of civilian clothing.
★(17) Educational opportunities. See AR 621–5.

★*e.* As a part of the initial orientation prescribed by paragraph *b*(4) above, the new soldier will be informed of the purpose of his interview which is to be held during the third day of processing. Also, he should 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 should be made clear during the orientation that he may not be assigned to his preferred or recommended training if the Army needs him in some other training.

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

a. Service obligation, as prescribed in applicable regulations. See AR 135-90, AR 140-111, AR 601-210, and AR 601-270.

b. Pay.

c. Reemployment rights. See DA Pam 135-2.

d. Commercial life insurance, including air flight insurance. See AR 210-8.

e. General solicitation. Subject to appropriate controls, civilian salesmen are often authorized to solicit on military installations, offering for sale products 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 salesman or the product. Individuals shuld exercise as much caution when entering a private transaction on an Army installation as they would d in civilian life.

f. Allotments.

g. Soldier's deposits, when applicable.

h. Settlement of private debts. See AR 600-20.

i. Social security (Federal Old-Age and Survivors Insurance). See AR 608-14 and part two, chapter 6, AR 37-104.

j. Six months' death gratuity pay and settlement of accounts of deceased members. See part one, chapter 19, AR 37-104.

k. Veterans Administration dependency and indemnity compensation. See DA Pam 608-2.

l. Any pertinent local information.

★*m.* Servicemen's Group Life Insurance (SGLI).

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

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

Form No.	Title	Applicable regulation(s)	Form(s) used per receptee	Furnished receptee	Filed in DA Form 201	Filed in DD Form 722	Filed in DA Form 2143	To finance and accounting officer	To TAG	To/thru servicing DPU	As shown
	Standard Personnel Addressing Machine Plate.	AR 600-26	1 (plate)				X				
	Identification Tags	AR 606-5	2 (tags)	X							
★DA Form 20[1]	Enlisted Qualification Record.	AR 600-200 NGR 25-5 AR 140-111	1		X						
DA Form 41	Record of Emergency Data.	AR 640-40 NGR 25-5	2 (set)		Duplicate				Original		
DA Form 201	Military Personnel Records Jacket, U.S. Army.	AR 640-10	1								Forwarded to next unit of assignment IAW AR 640-10.
★DA Form 201a	Field Personnel File Divider.										
DA Form 330[2]	Language Fluency Questionnaire.	AR 611-6	2		Duplicate					Original	
DA Form 428	Application for Identification Card.	AR 606-5	2		Original						Duplicate retained by issuing officer.
DA Form 481	Military Leave Record.	AR 630-5	1				X				
DA Form 1294[2]	Record of Personnel With Special Qualifications.	AR 600-200	2		Original and duplicate.						
DA Form 1315	Reenlistment Data Card.	AR 601-280	1		X						
DA Form 1341[2]	Allotment Authorization (To Start, Stop, and Change Allotments).	Part 2, AR 37-104, Chapter 2, AR 37-104-2.	5 (set)	Triplicate			Duplicate and Quadruplicate.	Original and Quintuplicate.			
DA Form 1811	Physical and Mental Status on Release from Active Service.	AR 601-210	Duplicate received from RMS.			X					
DA Form 1996	Tax Withrolding 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 DA Form 20).								
DA Form 2139	Military Pay Voucher.	Chapter 4, AR 37-104-2.	5 (set)				Copy 5	Copies 1 through 4.			

See footnotes at end of appendix.

APPENDIX—Continued

Form No.	Title	Applicable regulation(s)	Form(s) used per receptee	Furnished receptee	Filed in DA Form 201	Filed in DD Form 722	Filed in DA Form 2143	To finance and accounting officer	To TAG	To/thru servicing DPU	As shown
DA Form 2143	Financial Data Records, U.S. Army.	Chapter 3, AR 37-104-2.	1		X (For transmittal IAW AR 640-10).						
★DA Form 3027.	U.S. Army Request for National Agency Check.	AR 381-130 AR 604-5	X		2 (Set)						
DA Form 6022	Army Qualification Battery, AQB, Scoring Worksheet.	AR 601-210 AR 601-270	1 (Destroy after recording on DA Form 20).								
DA Form 6057	Army Qualification Battery, AQB, Reserve Component Scoring Worksheet.	AR 140-111 NGR 25-5	1 (Destroy after recording on DA Form 20).								
DA Form 10-195.	Individual Clothing Record.	AR 700-8400-1. NGR 25-5	2		Original						Duplicate retained by issuing officer.
DA Form 2A	Identification Card	AR 606-5	1	X							
DD Form 4[3]	Enlistment Record-Armed Forces of the United States.	AR 601-210 AR 140-111	Duplicate received from RMS, or Army Reserve units.		X						
		NGR 25-5	2 copies received from Army National Guard units.		X (Original if received).						Copy to—CO, USAAC, 9700 Page Blvd., St. Louis, Mo., 63132 [4]
DD Form 44	Record of Military Status of Registrant.	AR 135-90 AR 140-111	3	Duplicate	Triplicate						Original to—Selective Service Local Board.
DD Form 47	Record of Induction.	AR 601-270	Duplicate received from entrance station.		X						
DD Form 53[2]	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[2]	Application for Basic Allowance for Quarters for Members with Dependents.	Part-1, chapter 3, AR 37-104. Chapter 2, AR 37-104-2.	4				Quadruplicate.	Original, duplicate, and triplicate.			
DD Form 220	Active Duty Report.	AR 135-200	1 (For ARNGUS).								To—CO, USAAC, 9700 Page Blvd., St. Louis, Mo., 63132[4]
		AR 135-200 AR 135-210	(ForUSAR)		Duplicate (For ACDUTRA 90 days or more).				Original (For ACDTURA 90 days or more).	Duplicate (For ACDUTRA less than 90 days). Triplicate (For ACDUTRA 90 days or more only).	Original—same as ARNGUS (For ACDUTRA To—CO, AGPERSCEN Ft Benjamin Harrison, Ind. 46249 Original (for *active duty* for 90 days or more) (other than ACDUTRA)).
★DD Form 369	Fingerprint Record (Reverse of Police Record Check).	AR 381-130	1		X						
DD Form 373	Consent, Declaration of Parent or Legal Guardian.	AR 140-111 AR 601-210	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 work copy received from RMS, Entrance station, or Reserve component units.		X						
DD Form 722	Health Record	AR 40-403	1		X						
DD Form 722-1	Health Record—Dental.	AR 40-403	1			X					
DD Form 737	Immunization Certificate.	AR 40-403	1			X					
★SF 88	Report of Medical Examination.	AR 40-500 AR 135-200 AR 601-210 AR 601-270	Duplicate received from RMS, entrance station, or Army Reserve units.			X					

See footnotes at end of appendix.

APPENDIX—Continued

Form No.	Title	Applicable regulation (s)	Form (s) used per receptee	Furnished receptee	Filed in DA Form 201	Filed in DD Form 722	Filed in DA Form 2143	To finance and accounting officer	To TAG	To/thru servicing DPU	As shown
		NGR 25-5	2 copies received from Army National Guard units.			Copy (Original if received).					Copy to—CO, USAAC, 9700 Page Blvd., St. Louis, Mo., 63132.[4]
★SF 89	Report of Medical History.	AR 40-500 AR 135-200 AR 601-210 AR 601-270	Duplicate received from RMS, entrance station, or Army Reserve units.			X					
		NGR 25-5	2 copies received from Army National Guard units.			Copy (Original if received).					Copy to—COUSAAC, 9700 Page Blvd., St. Louis, Mo., 63132.[4]
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					
TD Form W-4	Employee's Withholding Exemption Certificate.	Part 2, chapter 5, AR 37-104. Chapter 2, AR 37-104-2. NGR 25-5	1				X				
PHS Form 956	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 entrance station, when applicable.			X					

[1] If the old DA Form 20 (1 Nov 54) is received from the Reserve components, it will be converted to the new DA Form 20 in accordance with AR 600-200.

[2] Not applicable to members of the Reserve components performing initial tour of ACDUTRA under the Reserve Program of 1963 (REP-63).

[3] 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.

* [4] Upon entry of an Army National Guard individual on active duty for training, the following records, stapled together, will be forwarded by the commanding officer of the reception station through which the trainee is processed to CO, USAAC, 9700 Page Blvd., St. Louis, Mo., 63132: Copy of DD Form 4; original of DD Form 220; duplicate of SF 88 and SF 89.

S/S C 3

SECTION I

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 utilized for reception processing of female enlisted personnel at the WAC Center, Fort McClellan, Ala., 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 utilized 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 oversea replacement station (Fort Lewis, Wash., for personnel destined for USARAL) for onward movement to an oversea area. See AR 601-210.

1-2. Explanation of terms. For the purpose of this regulation, the following apply:

a. Receptee. An individual (inducted, enlisted, or reenlisted in the U.S. Army, or a member of the Reserve components individually ordered to active duty, or active duty for training under the Reserve Enlistment Program (REP 63)), received at a U.S. Army reception station for processing.

b. REP ACDUTRA personnel. Reserve component personnel ordered to active duty for training under the Reserve Enlistment Program of 1963.

c. Physical inspection. Physical check made by direct observation and, when required, a partial examination to ascertain the presence of any acute or chronic communicable disease, vermin infestation, or any gross deterioration of physical status.

d. Transfer activity. A designated centralized activity established to accomplish transfer processing of military personnel (transfer station or transfer point).

e. Transfer processing. The final procedures, consisting of an orientation, medical and dental examination, records processing interview, personal information interview, outgoing records check, departure ceremony, and final pay necessary to accomplish the release from active duty, discharge, retirement, or placement on the temporary disability retired list of military personnel.

1-3. Responsibilities of U.S. Continental Army Command and U.S. Army Forces Southern Command. The Commanding General, USCONARC is responsible for the operation of continental U.S. Army reception stations. The Commander, USARSO, is responsible for the operation of the U.S. Army Reception Station, Fort Buchanan, P.R.

1-4. Responsibilities of Army commanders and installation commanders. Army commanders and installation commanders exercising command control of U.S. Army reception stations are responsible for—

a. The operation of the U.S. Army reception station within their command in accordance with this regulation and other directives issued by Headquarters, Department of the Army.

b. Providing qualified personnel and equipment, in accordance with DA Pam 20-552 and TA 12-9, necessary for reception station operations.

c. Providing logistical support for U.S. Army reception stations under their control.

d. Present 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 to military life.

1-5. Responsibilities of U.S. Army reception station commanders. Commanders of U.S. Army reception stations are responsible for—

a. Processing of receptees in accordance with this regulation and other directives issued by Headquarters, Department of the Army.

b. Insuring the efficient reception, orientation, testing, interviewing, classification, reassignment or attachment, and movement of receptees from U.S. Army reception stations.

c. Limiting reception station processing to that authorized by this regulation and other Headquarters, Department of the Army directives. Deviation from the established processing prescribed in this regulation may be made, provided it does not interfere with the 3-day processing schedule.

d. Reassignment or attachment of receptees, as appropriate, to a training activity as directed by Headquarters, USCONARC.

e. Accounting for each receptee on morning reports as prescribed in AR 335-60.

f. Preparing Reception Station Operations Report (DA Form 1170) (Reports Control Symbol CSGPA-374(R2)) as prescribed in AR 612-90.

g. Authorizing leave for receptees only in cases of verified emergency. See AR 630-5.

h. 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.

i. Present 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 to military life.

1-6. Functions of U.S. Army reception stations. The primary function of U.S. Army reception stations is to accomplish the following processing for enlisted personnel within 3 workdays after arrival.

a. Reception and general orientation.

b. Initiation of required records.

c. Review or initiation of work copy of Personal History Statement (DD Form 398).

d. Physical inspection or partial medical examination, when required.

e. Clothing issue.

f. Administration of Army Classification Tests.

g. Initial interview for completion of DA Form 20 (Enlisted Qualification Record).

h. Identification of special category personnel.

i. Personal affairs orientation and interview.

j. Preparation of fingerprint record DD Form 369 (Police Record Check).

k. Issuance of identification card (DD Form 2A).

l. Immunizations and blood typing.

m. Partial pay.

n. Orientations, e.g., Uniform Code of Military Justice, Chaplain, Red Cross (films, when appropriate).

o. Movement of receptees to new organizations.

★*p.* Preparation of U.S. Army Request for National Agency Check (DA Form 3027-WS (Work Sheet)).

★*q.* Preparation of Reenlistment Data Card (DA Form 1315).

★*r.* Preparation of FBI U.S. Department of Justice Fingerprint Card (FD Form 258).

SECTION II

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 take action to eliminate conditions which delay processing. Inspections should be frequent during peak load periods. At the earliest possible indication of a lack of training space at the on-post training activity, the reception station commander will notify Headquarters, USCONARC by telephone or teletype (through channels) ATTN: ATIT-RM.

b. The processing required by this regulation and other Headquarters, Department of the Army directives must be accomplished. Curtailment of reception processing will not be made without prior approval of the Chief of Personnel Operations, Department of the Army. Additional processing may be accomplished providing the 3-day processing schedule prescribed in this regulation is not extended.

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

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

b. The psychological implications involved in receptee's transition from civilian to military life are of paramount importance. The U.S. Army reception station is usually the receptee'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. Processing will be conducted in such a manner that the receptee will be impressed with the efficiency of the Army and the attention given to the receptee's welfare.

d. Reception station commanders will utilize noncommissioned officers to the fullest extent in guiding receptees 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 receptees confidence and respect for Army leadership.

e. Nonprior service Active Army and ACDUTRA receptees will be processed in the order in which they arrive. Whenever possible, prior service personnel will be given priority in processing over other personnel arriving at the same time.

2-3. Scheduling of processing. *a. General.* U.S. Army reception station commanders will insure that receptees are processed within 3 workdays. To preclude delay into training, receptees will be processed on Saturdays, when necessary. Commanders may vary the processing schedule to meet operational requirements, provided that—

(1) Receptees are afforded a full night's rest prior to testing.

(2) Testing is administered over 2 days if more than 4 hours testing is required, and inoculations, except adenovirus vaccine and Tine tuberculin test do not precede administration of tests.

(3) Time delays encountered between processing stations due to backlog are utilized to conduct basic instruction for receptees in such subjects as position of attention, hand salute and insignia of rank.

b. Day of arrival. Reception station commanders will accomplish as much as possible of the processing prescribed below on day of arrival.

(1) Receive an account for personnel and records. Records will be screened to insure inclusion of a properly completed and executed DD Form 98 (Armed Forces Security Questionnaire); a work copy (pencil, pen, or typewritten) of DD Form 398 (Statement of Personal History). Personnel screening records will insure that personal data required on DD Form 398, as prescribed in appendix III, AR 381-130, is complete. In the event DDForm

398 is missing or incomplete, receptees will be furnished a copy of the form and/or instructions for completing it. When required, they will also be instructed to initiate necessary correspondence to expedite completion of the form. Instructions for completing DD Form 398 contained in appendix III, AR 381-130 will be reproduced locally. REP ACDUTRA personnel records will be screened to insure that a properly executed service agreement is attached to the DD Form 4. In the event the document is missing, a request will be dispatched immediately to the U.S. Army Corps Headquarters or State adjutant general, as appropriate, to send a copy of the document to the enlistee's basic combat training organization.

(2) Give welcome and general orientation talk.

(3) Initiate records; prepare identification tags and standard personnel addressing machine plate; prepare and distribute processing rosters. Mechanical writing equipment will be utilized.

(4) Issue health and comfort items, as appropriate. These issues will be recorded on DA Form 10-195 (Individual Clothing Record).

(5) Administer adenovirus vaccine and Tine tuberculin test. The Tine test results will be read approximately 72 hours after administration. Receptees will *not* be held at reception stations solely for the purpose of reading the test results. When required, the Tine test results may be read at U.S. Army training centers. The date administered and results of the Tine test will be recorded on SF 601 (Health Record—Immunization Record).

(6) Conduct physical inspection of Reserve Component ACDUTRA receptees. Conduct partial examination, when required.

(7) Issue DA Pam 360-206 (Why We Serve), DA Pam 360-208 (You and Your Community), DA Pam 360-209 (A Soldier's Career), FM 21-13 (The Soldier's Guide), and other orientation material as appropriate.

(8) Arrange for receptees to receive a haircut, if necessary.

c. *First processing day.*

(1) Administer tests of the Army Classification Battery (ACB) and other tests listed in appendix I, AR 600-200, when appropriate. (Subject to restrictions in *a* (1) and (2) above.)

(2) Conduct physical inspection of Reserve component ACDUTRA receptees, if not completed on day of arrival. Conduct partial examination, when required.

(3) Issue and mark clothing and duffel bag.

(4) Conduct personal affairs interview.

(*a*) Initiate identification card as prescribed in AR 606-5 for receptees only.

(*b*) Fingerprint each receptee on DD Form 369 (Police Record Check) as prescribed in AR 606-15 and TM 10-632.

(*c*) Initiate applications for allotments, allowances, and U.S. Savings Bonds, when appropriate.

(*d*) Prepare partial pay voucher for each receptee; prepare reenlistment bonus voucher, when appropriate.

(*e*) Take necessary action on personal problems.

★(*f*) Fingerprint each receptee on FD Form 258 as prescribed in AR 606-15 and TM 10-632. Prior to completing the typewritten entries on the form, each card will be examined to insure that impressions made are legible. The card will be placed in the individual's military personnel records jacket.

d. *Second processing day.*

(1) Administer remaining tests of the Army Classification Battery (ACB), and other tests listed in appendix I, AR 600-200, as required.

(2) Conduct classification interview for initiation and recording of entries on DA Form 20 (Enlisted Qualification Record); initiate DA Form 1294 (Record of Personnel with Special Qualifications), as prescribed in AR 600-200, when appropriate.

(3) Arrange for eye examination for purpose of spectacle prescription, when required.

(4) Administer inoculations (*a* above).

★(5) Complete single work sheet copy of Request for National Agency Check (DA Form 3027-WS) and attach it to the FD Form 258 in the individual's military personnel records jacket.

★(6) Initiate Reenlistment Data Card (DA Form 1315) for each receptee. Appropriate entries will be transcribed on the card from the individual's personnel records and placed in the military personnel records jacket. Entries on the card not appropriate to reception processing will be left blank. See AR 601-280.

e. Third processing day.

(1) Conduct orientations, explain Uniform Code of Military Justice and show film(s).

(2) Arrange for partial payment to each receptee.

(3) Assign or attach receptees to designated training activities or units.

0001157339

(4) Prepare and distribute special orders.
(5) Outprocess records.
(6) Move receptees and their records to training activities or units.

2-4. Administration of tests and recording of test and aptitude area scores. Army Personnel Tests to be administered to each category of receptee are prescribed in *a* through *e* below. Tests listed will be administered in accordance with principles contained in AR 611-5 under the supervision of qualified test administrators and proctors. Instructions for administering and scoring each test or test battery are contained in a DA Pam 611-series (listed in DA Pam 310-8), which is one of the components of each test battery or separate test. These instructions, and the instructions for safeguarding test information, contained in AR 345-15, will be followed by personnel responsible for handling, administering, and scoring test. Test scores and aptitude area scores will be recorded on DA Form 20 (Enlisted Qualification Record) in accordance with AR 600-200. When there is no AQB Scoring Work Sheet for a male receptee, the Army Classification Battery will be administered. If the receptee's AFQT scores, component, or enlistment option indicate that AQB should have been administered at AFES or other place of enlistment such as Reserve units or National Guard units, request the appropriate commander to submit AQB scores by most expeditious means. RECEPTEES WILL NOT BE DELAYED WHILE AWAITING RECEIPT OF TEST SCORES, BUT WILL BE MOVED TO THE DESIGNATED TRAINING ACTIVITY UPON COMPLETION OF PROCESSING. ACB test scores and aptitude area scores for receptees will be entered in pencil on DA Form 20 and also retained at the Reception Station for use in computing aptitude area scores when AQB scores are received. When AQB scores are received, aptitude area scores will be computed and test form score data will be forwarded to the appropriate training activity for entry on DA Form 20. If AQB scores are not received, the training activity will be requested to change the penciled ACB entries to permanent entries.

a. Regular Army enlistees, male.

(1) Not previously tested with AQB.

(*a*) Administer the Army Classification Battery (ACB) and record test and aptitude area scores.

(*b*) Administer the Motor Vehicle Driver Selection Battery I (MDB-1), compute final (Standard) scores prescribed in DA Pam 611-119, and record on DA Form 20.

(*c*) Administer the Army Language Aptitude Test (ALAT-1) to receptees attaining a standard score of 100 or higher on aptitude area GT, and meeting other requirements prescribed in AR 611-82. Compute final score as prescribed in DA Pam 611-131, and record on DA Form 20.

(*d*) Administer and record other tests listed in appendix I, AR 600-200, when applicable.

(2) Previously tested with AQB.

(*a*) Administer the Army Radio Code Aptitude Test (ARC-1), if not previously administered at AFES.

(*b*) Administer appropriate aptitude tests of the Army Classification Battery to each receptee in this category who has scored 110 or higher on any test of the Army Qualification Battery (AQB), except the Army Clerical Speed Test. Each such receptee will be tested with the ACB counterpart of the AQB test or tests on which he scored 110 or higher, except the Army Clerical Speed Test. Army Clerical Speed Test score for AQB will be used in computing aptitude area score. If it is not feasible to separate for test administration purposes those individuals requiring administration of tests of the Army Classification Battery, individuals requiring ACB testing under this subparagraph may be administered the complete Army Classification Battery, less the Army Clerical Speed Test. If the full ACB is administered for convenience of test administration, ACB scores for counterpart of AQB tests on which AQB scores attained were 109 or less will not be entered on DA form 20 or used in computing aptitude area scores even though such ACB score may be higher than counterpart AQB scores. Enter appropriate test

scores on DA Form 20, to include identification of form of test recorded.

(*c*) Compute and record test and aptitude area scores on DA Form 20, as follows:

1. Army Radio Code Test Score.

2. Record Army Qualification Battery Test Scores of 109 or less.

3. Record Army Clerical Speed Test score received from AFES.

4. Record the higher test score, AQB or ACB, for each test on which AQB score was 110 or higher, and ACB counterpart test was administered, except the Army Clerical Speed Test.

5. Compute and record aptitude area scores derived from *1*, *2*, *3*, and *4* above.

(*d*) Administer the Motor Vehicle Driver Selection Battery I and record standard score as prescribed in the Manual for MDB-1.

(*e*) Administer the Army Language Aptitude Test to receptees attaining a standard score of 100 or higher on aptitude area GT, and meeting the other requirements prescribed in AR 611-82, and record test score.

(*f*) Administer and record other tests listed in appendix I, AR 600-200, when applicable.

b. Inductees.

(1) Administer the ACB to mental category I, II, and III receptees and record test and aptitude area scores.

(2) Administer the ARC test to mental category IV receptees and record ARC and AQB test and aptitude area scores.

(3) Administer the Motor Vehicle Driver Selection Battery I and record standard score as prescribed in the Manual for MDB-1.

(4) Administer and record other tests listed in appendix I, AR 600-200, when applicable.

c. Reserve Component ACDUTRA receptees.

(1) Administer the Classification Inventory (CI), General Information Test (GIT), and Army Radio Code Aptitude Test (ARC-1), and record test scores. (These tests are not authorized for use at Reserve Component activities.)

(2) Administer appropriate aptitude tests of the Army Classification Battery to each receptee in this category who has scored 110 or higher on any test of the Army Qualification Battery (AQB), except the Army Clerical Speed Test. Each such receptee will be tested with the ACB counterpart of the AQB test or tests on which he scored 110 or higher, except the Army Clerical Speed Test. Army Clerical Speed Test score for AQB will be used in computing aptitude area scores. If it is not feasible to separate for test administration purposes those individuals requiring administration of tests of the Army Classification Battery, individuals requiring ACB testing under this subparagraph may be administered the complete Army Classification Battery, less the Army Clerical Speed Test. If the full ACB is administered for convenience of test administration, ACB scores for counterpart of AQB tests on which AQB scores attained were 109 or less will not be entered on DA Form 20 or used in computing aptitude area scores even though such ACB score may be higher than counterpart AQB scores. Enter appropriate test scores on DA Form 20, to include identification of form of test recorded.

(3) Compute and record test and aptitude area scores as follows:

(*a*) Army Radio Code Aptitude Test score.

(*b*) Army Clerical Speed Test score received from Reserve Component source.

(*c*) AQB scores of 109 or below received from Reserve Component source.

(*d*) Record the higher test score, AQB or ACB, for each test on which AQB score was 110 or higher, and ACB counterpart test was administered, except the Army Clerical Speed Test.

(*e*) Compute and record aptitude area score derived from (*a*), (*b*), (*c*), and (*d*) above.

(4) Administer the Motor Vehicle Driver Selection Battery I and record standard

score as prescribed in the Manual for MDB-1.

(5) Administer and record other tests listed in appendix I, AR 600-200, when applicable.

d. WAC enlistees. Record the Women's Army Classification Battery (WACB) test and aptitude area scores attained at AFES. Combat A and B or IN and AE aptitude area scores will *not* be computed. Upon verification of test and aptitude area scores, DA Form 6040 (Scoring Work Sheet, Women's Army Classification Battery, WACB) will be destroyed. Personnel administered the WACB will not be subsequently tested with the ACB, except under retesting provisions of AR 600-200. Administer and record other tests listed in appendix I, AR 600-200, when applicable.

e. For receptees enlisted or reenlisted who possess DA Form 1811, the ACB and/or AQB aptitude area scores will be transcribed from DA Form 1811 to DA Form 20. The duplicate DA Form 1811 will be filed in DD Form 722 (Health Record) in lieu of the initial SF 88.

2-5. Interviewing procedures. Each receptee will be interviewed as prescribed in AR 600-200. 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 ACDUTRA personnel will *not* be changed. DA Form 20 (Enlisted Qualification Record) will be initiated or completed during the interview and entries recorded for all receptees as prescribed in AR 600-200. 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 certain personnel. *a. Linguists.* See AR 600-200 and AR 611-201. Identification of linguists, administering of language proficiency tests or conduct of interview, scoring of tests, and recording of scores and/or ratings resulting from tests or interview on DA Form 20, will be accomplished as prescribed in AR 611-6. If receptee is qualified, determining of language code, recording of language code on the Morning Report, and preparation and submission of DA Form 330 (Language Fluency Questionnaire), will also be accomplished as prescribed in AR 611-6.

b. Receptees with special qualifications and aptitudes. Receptees meeting standards contained in AR 600-200 will be identified as prescribed in AR 600-200. DA Form 1294 (Record of Personnel with Special Qualifications) will be initiated as prescribed in AR 600-200. Care will be taken to insure that the information recorded on DA Form 1294 is of sufficient detail for proper classification and assignment by Chief of Personnel Operations, Department of the Army. DA Form 1294 will *not* be initiated for Reserve Component ACDUTRA receptees.

c. Receptees with civilian qualifications. Receptees whose civilian acquired skills and/or education fully qualifies them in a related military occupational specialty will be identified as prescribed in AR 600-200. The MOS will be recorded on the receptee's DA Form 20 as prescribed in AR 600-200.

d. Conscientious objectors. Receptees classified as 1-A-O by Selective Service local boards will be identified as prescribed in AR 600-200.

e. Inducted physicians and dentists. Receptees who are inducted physicians and dentists will be identified and assigned as prescribed in AR 600-200.

f. Enlistment commitments. Receptees with enlistment commitments will be identified as prescribed in applicable enlistment regulations and AR 600-200 to insure compliance with the enlistment contract by timely entry into Basic Combat Training.

g. Aliens. Receptees who are aliens will be identified as prescribed in AR 600-200. *Effective 1 July 1965*, initiate a request for a background investigation as prescribed in AR 600-200.

h. Potential bandsmen. Identification of potential bandsmen will be accomplished during reception station processing. Providing it does not interfere with the 3-day processing schedule, musical auditions including the administration of the Kalawasser-Dykema Musical Aptitude Test will be conducted by the local Army bandmaster.

2-7. Clothing issue. *a.* Receptees will be issued personal clothing as prescribed in paragraph 17, AR 700-8400-1, except for Reserve Component ACDUTRA receptees who will be issued clothing as prescribed in AR 135-460. Issues of personal clothing will be recorded on DA Form 10-195 as prescribed in AR 700-8400-1.

b. Uniforms and footwear will be fitted as prescribed in TM 700-8400-1 and TM 10-228.

c. Receptees will be informed that they may retain their civilian clothes. However, if they desire to send their civilian clothes home, they must do so at their own expense. The mode of shipping civilian clothing is at the option of the receptee.

d. 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.

e. 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.

f. Prior to 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 personal clothing prescribed in paragraph 17, AR 700-8400-1 or AR 135-460, which have been issued at the installation.

g. Receptees who reenlist within 3 months subsequent to date of last discharge or release from active duty will be issued clothing as prescribed in AR 700-8400-1.

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

2-8. Medical processing. *a. Physical inspection.* A physical inspection will be given only to Reserve Component receptees who were not processed through Armed Forces Examining Stations. Physical inspection will be given to other receptees only when indicated and recommended by the surgeon. See AR 40-5.

b. Medical examinations. Receptees who have undergone a medical examination more than 180 days prior to 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 ACDUTRA 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. Inoculations, except adenovirus vaccine and Tine tuberculin 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.

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.

2-9. Waiver of Veterans Administration disability pension or compensation. Receptees who are receiving disability pension or compensation from the Veterans Administration for any reason, are required to waive such pension or compensation at the time of entry on active duty. The records of prior service personnel will be screened to insure that waivers have been submitted by receptees receiving pension or compensation. If waiver has not been submitted, receptees will execute a waiver in letter form substantially as outlined below. Waiver will be indorsed by the reception station commander to the appropriate Veterans' Administration Regional Office listed in AR 930-10. A notation will be made in item 37, Remarks, DD Form 4, that such letter has been forwarded to Veterans' Administration. A copy of waiver will be filed in DA Form 2143 (Financial Data Records, U.S. Army) in accordance with chapter 3, AR 37-104-2.

SECTION IV
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 utilized whenever possible. Receptees 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 receptees 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 receptees.
(6) Clothing issue.
(7) Lectures and film(s).
(8) Movement to training activities.

c. Explanation of the duties and responsibilities of receptees.

(1) Personal conduct and military discipline.
(2) Wearing of the uniform.

d. Explanation of the rights and benefits of receptees.

(1) Right to lodge just and honest complaints and grievances.
(2) Postal services.
(3) Legal assistance.
(4) Medical facilities.
(5) Recreational facilities.
(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 AR 37-104, AR 37-104-2, and DA Pam 21-47.
(12) Movement of dependents.
(13) Privately owned vehicles.
(14) Visitors.
(15) Family correspondence.
(16) Shipment of civilian clothing.

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, as prescribed in applicable regulations. See AR 135-90, AR 140-111, AR 601-210, and AR 601-270.

b. Pay.

c. Reemployment rights. See DA Pam 135-2.

d. Commercial life insurance, including air flight insurance. See AR 210-8.

★*e.* General solicitation. Subject to appropriate controls, civilian salesmen are often authorized to solicit on military installations, offering for sale products 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 salesman or the product. Individuals should exercise as much caution when entering a private transaction on an Army installation as they would do in civilian life.

f. Allotments.

g. Soldier's deposits, when applicable.

h. Settlement of private debts. See AR 600-20.

i. Social security (Federal Old-Age and Survivors Insurance). See AR 608-14 and part two, chapter 6, AR 37-104.

j. Six months' death gratuity pay and settlement of accounts of deceased members. See part one, chapter 19, AR 37-104.

k. Veterans Administration dependency and indemnity compensation. See DA Pam 608-2.

l. Any pertinent local information.

U.S. GOVERNMENT PRINTING OFFICE: 1968

APPENDIX

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

Form No.	Title	Applicable regulation(s)	Form(s) used per receptee	Furnished receptee	Filed in DA Form 201	Filed in DD Form 722	Filed in DA Form 2143	To finance and accounting officer	To TAG	To servicing DPU	As shown
	Standard Personnel Addressing Machine Plate.	AR 600-26	1(plate)				X				
	Identification Tags	AR 606-5	2(tags)	X							
DA Form 20* (1 Jan 65).	Enlisted Qualification Record.	AR 600-200 NGR 25-5 AR 140-111	1		X						
DA Form 41	Record of Emergency Data.	AR 640-40 NGR 25-5	2(set)		Duplicate				Original		
DA Form 201 DA Form 201a	Military Personnel Records Jacket, U.S. Army. Field 201 File Divider.	AR 640-10	1								Forwarded to next unit of assignment IAW AR 640-10.
DA Form 330**	Language Fluency Questionnaire.	AR 611-6	2		Duplicate					Original	
DA Form 428	Application for Identification Card.	AR 606-5	2		Original						Duplicate retained by issuing officer.
DA Form 481	Military Leave Record.	AR 630-5	1				X				
DA Form 1294**	Record of Personnel With Special Qualifications	AR 600-200	2		Original and duplicate.						
★DA Form 1315.	Reenlistment Data Card.	AR 601-280	1		X						
DA Form 1341**	Allotment Authorization (To Start, Stop, and Change Allotments).	Part 2, AR 37-104, Chapter 2, AR 37-104-2.	5(set)	Triplicate			Duplicate and Quadruplicate.	Original and Quintuplicate.			
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.			
DA Form 2143	Financial Data Records, U.S. Army.	Chapter 3, AR 37-104-2.	1		X (For transmittal IAW AR 640-10).						

See footnotes at end of appendix.

Form No.	Title	Applicable regulation(s)	Form(s) used per receptee	Furnished receptee	Filed in DA Form 201	Filed in DD Form 722	Filed in DA Form 2143	To finance and accounting officer	To TAG	To servicing DPU	As shown
★DA Form 3027-WS.	U.S. Army Request for National Agency Check (Work Sheet);	AR 381-130 AR 604-5	1		X						
DA Form 6022	Army Qualification Battery, AQB, Scoring Worksheet.	AR 601-210 AR 601-270	1 (Destroy after recording on DA Form 20).								
DA Form 6057	Army Qualification Battery, AQB, Reserve Component Scoring Worksheet.	AR 140-111 NGR 25-5	1 (Destroy after recording on DA Form 20).								
DA Form 10-195	Individual Clothing Record.	AR 700-8400-1. NGR 25-5	2		Original						Duplicate retained by issuing officer.
DA Form 2A	Identification Card	AR 606-5	1	X							
DD Form 4***	Enlistment Record-Armed Forces of the United States.	AR 601-210 AR 140-111	Duplicate received from RMS, or Army Reserve units.		X						
		NGR 25-5	2 copies received from Army National Guard units.		X (Original if received).						Copy to—CO, USAAC, 9700 Page Blvd., St. Louis, Mo., 63132.
DD Form 44	Record of Military Status of Registrant.	AR 135-90 AR 140-111	3	Duplicate	Triplicate						Original to—Selective Service Local Board.
DD Form 47	Record of Induction	AR 601-270	Duplicate received from entrance station.		X						
DD Form 53**	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**	Application for Basic Allowance for Quarters for Members with Dependents.	Part 1, chapter 3, AR 37-104. Chapter 2, AR 37-104-2.	4				Quadruplicate.	Original, duplicate, and triplicate.			

DD Form 220	Active Duty Report	AR 135-200	1 (For ARNGUS).								To—CO, USAAC, 9700 Page Blvd., St. Louis, Mo., 63132.
		AR 135-200 AR 135-210	(For USAR)		Duplicate (For ACDUTRA 90 days or more).				Original (For ACDUTRA 90 days or more).	Duplicate (For ACDUTRA less than 90 days). Triplicate (For ACDUTRA 90 days or more only).	Original—same as ARNGUS (For ACDUTRA less than 90 days).
★FD Form 258	FBI U.S. Department of Justice Fingerprint Card.	AR 606-15	1		X						
DD Form 369	Fingerprint Record (Reverse of Police Record Check).	AR 606-15	1								To—FBI, Identification Div. 2d and D Sts SW., Washington, D.C., 20537.
DD Form 373	Consent, Declaration of Parent or Legal Guardian.	AR 140-111 AR 601-210	Duplicate received from RMS, or Army Reserve units.		X						
DD Form 398	Statement of Personal History.	AR 381-130 AR 601-210 AR 601-270 NGR 25-5	1 Work copy received from RMS, Entrance station, or Reserve component units.		X						
DD Form 722	Health Record	AR 40-403	1		X						
DD Form 722-1	Health Record—Dental.	AR 40-403	1			X					
DD Form 737	Immunization Certificate.	AR 40-403	1			X					
SF 88	Report of Medical Examination.	AR 40-500 AR 135-200 AR 601-210 AR 601-270	Duplicate received from RMS, entrance station, or Army Reserve units.			X					
		NGR 25-5	2 copies received from Army National Guard units.			Copy (Original if received).					Copy to—COUSAAC, 9700 Page Blvd., St. Louis, Mo., 63132.

See footnotes at end of appendix.

Form No.	Title	Applicable regulation(s)	Form(s) used per receptee	Furnished receptee	Filed in DA Form 201	Filed in DD Form 722	Filed in DA Form 2143	To finance and accounting officer	To TAG	To servicing DPU	As shown
SF 89	Report of Medical History.	AR 40-500 AR 135-200 AR 601-210 AR 601-270	Duplicate received from RMS, entrance station, or Army Reserve units.			X					
		NGR 25-5	2 copies received from Army National Guard units.			Copy (Original if received).					Copy to—COUSAAC, 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 required)			X					
SF 603	Health Record—Dental.	AR 40-403	1			X					
TD Form W-4	Employee's Withholding Exemption Certificate.	Part 2, chapter 5, AR 37-104. Chapter 2, AR 37-104-2. NGR 25-5	1				X				
PHS Form 956	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 entrance station, when applicable.			X					

*If the old DA Form 20 (1 Nov 54) is received from the Reserve components, it will be converted to the new DA Form 20 in accordance with AR 600-200.

**Not applicable to members of the Reserve components performing initial tour of ACDUTRA under the Reserve Enlistment 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.

S/S CR

SECTION IV

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 utilized whenever possible. Receptees 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 receptees 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 receptees.
(6) Clothing issue.
(7) Lectures and film(s).
(8) Movement to training activities.

c. Explanation of the duties and responsibilities of receptees.

(1) Personal conduct and military discipline.
(2) Wearing of the uniform.

d. Explanation of the rights and benefits of receptees.

(1) Right to lodge just and honest complaints and grievances.
(2) Postal services.
(3) Legal assistance.
(4) Medical facilities.
(5) Recreational facilities.
(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 AR 37-104, AR 37-104-2, and DA Pam 21-47.
(12) Movement of dependents.
(13) Privately owned vehicles.
(14) Visitors.
(15) Family correspondence.
(16) Shipment of civilian clothing.

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, as prescribed in applicable regulations. See AR 135-90, AR 140-111, AR 601-210, and AR 601-270.

b. Pay.

c. Reemployment rights. See DA Pam 135-2.

d. Commercial life insurance, including air flight insurance. See AR 210-8.

e. General solicitation. See AR 210-10.

f. Allotments.

g. Soldier's deposits, when applicable.

h. Settlement of private debts. See AR 600-20.

i. Social security (Federal Old-Age and Survivors Insurance). See AR 608-14 and part 2, chapter 6, AR 37-104.

j. Six months' death gratuity pay and settlement of accounts of deceased members. See part 1, chapter 19, AR 37-104.

k. Veterans' Administration dependency and indemnity compensation. See DA Pam 608-2.

l. Any pertinent local information.

SECTION I
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 utilized for reception processing of female enlisted personnel at the WAC Center, Fort McClellan, Ala., 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 utilized 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 oversea replacement station (Fort Lewis, Wash., for personnel destined for USARAL) for onward movement to an oversea area. See AR 601-210.

1-2. Explanation of terms. For the purpose of this regulation, the following apply:

a. Receptee. An individual (inducted, enlisted, or reenlisted in the U.S. Army, or a member of the Reserve Components individually ordered to active duty, or active duty for training under the Reserve Enlistment Program (REP 63)), received at a U.S. Army reception station for processing.

b. REP ACDUTRA personnel. Reserve Component personnel ordered to active duty for training under the Reserve Enlistment Program of 1963.

c. Physical inspection. Physical check made by direct observation and, when required, a partial examination to ascertain the presence of any acute or chronic communicable disease, vermin infestation, or any gross deterioration of physical status.

d. Transfer activity. A designated centralized activity established to accomplish transfer processing of military personnel (transfer station or transfer point).

e. Transfer processing. The final procedures, consisting of an orientation, medical and dental examination, records processing interview, personal information interview, outgoing records check, departure ceremony, and final pay necessary to accomplish the release from active duty, discharge, retirement, or placement on the temporary disability retired list of military personnel.

1-3. Responsibilities of U.S. Continental Army Command and U.S. Army Forces Southern Command. The Commanding General, USCONARC is responsible for the operation of continental U.S. Army reception stations. The Commander, USARSO, is responsible for the operation of the U.S. Army Reception Station, Fort Buchanan, P.R.

1-4. Responsibilities of Army commanders and installation commanders. Army commanders and installation commanders exercising command control of U.S. Army reception stations are responsible for—

a. The operation of the U.S. Army reception station within their command in accordance with this regulation and other directives issued by Headquarters, Department of the Army.

b. Providing qualified personnel and equipment, in accordance with DA Pam 20-552 and TA 12-9, necessary for reception station operations.

c. Providing logistical support for U.S. Army reception stations under their control.

d. Present 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 to military life.

1-5. Responsibilities of U.S. Army reception station commanders. Commanders of U.S. Army reception stations are responsible for—

a. Processing of receptees in accordance with this regulation and other directives issued by Headquarters, Department of the Army.

b. Insuring the efficient reception, orientation, testing, interviewing, classification, reassignment or attachment, and movement of receptees from U.S. Army reception stations.

c. Limiting reception station processing to that authorized by this regulation and other Headquarters, Department of the Army directives. Deviation from the established processing prescribed in this regulation may be made, provided it does not interfere with the 3-day processing schedule.

d. Reassignment or attachment of receptees, as appropriate, to a training activity as directed by Headquarters, USCONARC.

e. Accounting for each receptee on morning reports as prescribed in AR 335-60.

f. Preparing Reception Station Operations Report (DA Form 1170) (Reports Control Symbol CSGPA-374(R2)) as prescribed in AR 612-90.

g. Authorizing leave for receptees only in cases of verified emergency. See AR 630-5.

h. 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.

i. Present 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 to military life.

1-6. Functions of U.S. Army reception stations. The primary function of U.S. Army reception stations is to accomplish the following processing for enlisted personnel within 3 workdays after arrival.

a. Reception and general orientation.

b. Initiation of required records.

c. Review or initiation of work copy of Personal History Statement (DD Form 398).

d. Physical inspection or partial medical examination, when required.

e. Clothing issue.

f. Administration of Army Classification Tests.

g. Initial interview for completion of DA Form 20 (Enlisted Qualification Record).

h. Identification of special category personnel.

i. Personal affairs orientation and interview.

j. Preparation of fingerprint record DD Form 369 (Police Record Check).

k. Issuance of identification card (DD Form 2A).

l. Immunizations and blood typing.

m. Partial pay.

n. Orientations, e.g., Uniform Code of Military Justice, Chaplain, Red Cross (films, when appropriate).

o. Movement of receptees to new organizations.

SECTION II

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 take action to eliminate conditions which delay processing. Inspections should be frequent during peak load periods. At the earliest possible indication of a lack of training space at the on-post training activity, the reception station commander will notify Headquarters, USCONARC by telephone or teletype (through channels) ATTN: ATIT-RM.

b. The processing required by this regulation and other Headquarters, Department of the Army directives must be accomplished. Curtailment of reception processing will not be made without prior approval of the Chief of Personnel Operations, Department of the Army. Additional processing may be accomplished providing the 3-day processing schedule prescribed in this regulation is not extended.

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

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

b. The psychological implications involved in receptee's transition from civilian to military life are of paramount importance. The U.S. Army reception station is usually the receptee'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. Processing will be conducted in such a manner that the receptee will be impressed with the efficiency of the Army and the attention given to the receptee's welfare.

d. Reception station commanders will utilize noncommissioned officers to the fullest extent in guiding receptees 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 receptees confidence and respect for Army leadership.

e. Nonprior service Active Army and ACDUTRA receptees will be processed in the order in which they arrive. Whenever possible, prior service personnel will be given priority in processing over other personnel arriving at the same time.

2-3. Scheduling of processing. *a. General.* U.S. Army reception station commanders will insure that receptees are processed within 3 workdays. To preclude delay into training, receptees will be processed on Saturdays, when necessary. Commanders may vary the processing schedule to meet operational requirements, provided that—

(1) Receptees are afforded a full night's rest prior to testing.

(2) Testing is administered over 2 days if more than 4 hours testing is required, and inoculations, except adenovirous vaccine and Tine tuberculin test do not precede administration of tests.

(3) Time delays encountered between processing stations due to backlog are utilized to conduct basic instruction for receptees in such subjects as position of attention, hand salute and insignia of rank.

b. Day of arrival. Reception station commanders will accomplish as much as possible of the processing prescribed below on day of arrival.

(1) Receive an account for personnel and records. Records will be screened to insure inclusion of a properly completed and executed DD Form 98 (Armed Forces Security Questionnaire); a work copy (pencil, pen, or typewritten) of DD Form 398 (Statement of Personal History). Personnel screening records will insure that personal data required on DD Form 398, as prescribed in appendix III, AR 381-130, is complete. In the event DD Form

398 is missing or incomplete, receptees will be furnished a copy of the form and/or instructions for completing it. When required, they will also be instructed to initiate necessary correspondence to expedite completion of the form. Instructions for completing DD Form 398 contained in appendix III, AR 381-130 will be reproduced locally. REP ACDUTRA personnel records will be screened to insure that a properly executed service agreement is attached to the DD Form 4. In the event the document is missing, a request will be dispatched immediately to the U.S. Army Corps Headquarters or State adjutant general, as appropriate, to send a copy of the document to the enlistee's basic combat training organization.

(2) Give welcome and general orientation talk.

(3) Initiate records; prepare identification tags and standard personnel addressing machine plate; prepare and distribute processing rosters. Mechanical writing equipment will be utilized.

(4) Issue health and comfort items, as appropriate. These issues will be recorded on DA Form 10-195 (Individual Clothing Record).

(5) Administer adenovirus vaccine and Tine tuberculin test. The Tine test results will be read approximately 72 hours after administration. Receptees will *not* be held at reception stations solely for the purpose of reading the test results. When required, the Tine test results may be read at U.S. Army training centers. The date administered and results of the Tine test will be recorded on SF 601 (Health Record—Immunization Record).

(6) Conduct physical inspection of Reserve Component ACDUTRA receptees. Conduct partial examination, when required.

(7) Issue DA Pam 360-206 (Why We Serve), DA Pam 360-208 (You and Your Community), DA Pam 360-209 (A Soldier's Career), FM 21-13 (The Soldier's Guide), and other orientation material as appropriate.

(8) Arrange for receptees to receive a haircut, if necessary.

c. First processing day.

(1) Administer tests of the Army Classification Battery (ACB) and other tests listed in appendix I, AR 600-200, when appropriate. (Subject to restrictions in *a* (1) and (2) above.)

(2) Conduct physical inspection of Reserve Component ACDUTRA receptees, if not completed on day of arrival. Conduct partial examination, when required.

(3) Issue and mark clothing and duffel bag.

(4) Conduct personal affairs interview.

(*a*) Initiate identification card as prescribed in AR 606-5 for receptees only.

(*b*) Fingerprint each receptee on DD Form 369 (Police Record Check) as prescribed in AR 606-15 and TM 10-632.

(*c*) Initiate applications for allotments, allowances, and U.S. Savings Bonds, when appropriate.

(*d*) Prepare partial pay voucher for each receptee; prepare reenlistment bonus voucher, when appropriate.

(*e*) Take necessary action on personal problems.

d. Second processing day.

(1) Administer remaining tests of the Army Classification Battery (ACB), and other tests listed in appendix I, AR 600-200, as required.

(2) Conduct classification interview for initiation and recording of entries on DA Form 20 (Enlisted Qualification Record); initiate DA Form 1294 (Record of Personnel with Special Qualifications), as prescribed in AR 600-200, when appropriate.

(3) Arrange for eye examination for purpose of spectacle prescription, when required.

(4) Administer inoculations (*a* above).

e. Third processing day.

(1) Conduct orientations, explain Uniform Code of Military Justice and show film(s).

(2) Arrange for partial payment to each receptee.

(3) Assign or attach receptees to designated training activities or units.

APPENDIX

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

Form No.	Title	Applicable regulation(s)	Form(s) used per receptee	Furnished receptee	Filed in DA Form 201	Filed in DD Form 722	Filed in DA Form 2143	To finance and accounting officer	To TAG	To servicing DPU	As shown
	Standard Personnel Addressing Machine Plate.	AR 600-26	1(plate)				X				
	Identification Tags	AR 606-5	2(tags)	X							
DA Form 20* (1 Jan 65).	Enlisted Qualification Record.	AR 600-200 NGR 25-5 AR 140-111	1		X						
DA Form 41	Record of Emergency Data.	AR 640-40 NGR 25-5	2(set)		Duplicate				Original		
DA Form 201 DA Form 201a	Military Personnel Records Jacket, U.S. Army. Field 201 File Divider.	AR 640-10	1								Forwarded to next unit of assignment IAW AR 640-10.
DA Form 330**	Language Fluency Questionnaire.	AR 611-6	2		Duplicate					Original	
DA Form 428	Application for Identification Card.	AR 606-5	2		Original						Duplicate retained by issuing officer.
DA Form 481	Military Leave Record.	AR 630-5	1				X				
DA Form 1294**	Record of Personnel With Special Qualifications.	AR 600-200	2		Original and duplicate.						
DA Form 1341**	Allotment Authorization (To Start, Stop, and Change Allotments).	Part 2, AR 37-104. Chapter 2, AR 37-104-2.	5(set)	Triplicate			Duplicate and Quadruplicate.	Original and Quintuplicate.			
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.			
DA Form 2143	Financial Data Records, U.S. Army.	Chapter 3, AR 37-104-2.	1		X (For transmittal IAW AR 640-10).						
DA Form 6022	Army Qualification Battery, AQB, Scoring Worksheet.	AR 601-210 AR 601-270	1 (Destroy after recording on DA Form 20).								
DA Form 6057	Army Qualification Battery, AQB, Reserve Component Scoring Worksheet.	AR 140-111 NGR 25-5	1 (Destroy after recording on DA Form 20).								

DA Form 10-195	Individual Clothing Record.	AR 700-8400-1. NGR 25-5	2		Original						Duplicate retained by issuing officer.
DD Form 2A	Identification Card	AR 606-5	1	X							
DD Form 4***	Enlistment Record-Armed Forces of the United States.	AR 601-210 AR 140-111	Duplicate received from RMS, or Army Reserve Units.		X						
		NGR 25-5	2 copies received from Army National Guard Units.		X (Original if received).						Copy to—CO, USAAC, 9700 Page Blvd., St. Louis, Mo., 63132.
DD Form 44	Record of Military Status of Registrant.	AR 135-90 AR 140-111	3	Duplicate	Triplicate						Original to—Selective Service Local Board.
DD Form 47	Record of Induction	AR 601-270	Duplicate received from Induction Station.		X						
DD Form 53**	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, Induction Station or Reserve Component Units.		X						
DD Form 137**	Application for Basic Allowance for Quarters for Members with Dependents.	Part 1, chapter 3, AR 37-104. Chapter 2, AR 37-104-2.	4				Quadruplicate.	Original, duplicate, and triplicate.			
DD Form 220	Active Duty Report	AR 135-200	1 (For ARNGUS).								To—CO, USAAC, 9700 Page Blvd., St. Louis, Mo., 63132.
		AR 135-200 AR 135-210	(For USAR)		Duplicate (For ACDUTRA 90 days or more).				Original (For ACDUTRA 90 days or more).	Duplicate (For ACDUTRA less than 90 days). Triplicate (For ACDUTRA 90 days or more only).	Original—same as ARNGUS (For ACDUTRA less than 90 days).

See footnotes at end of the appendix.

Form No.	Title	Applicable regulation(s)	Form(s) used per receptee	Furnished receptee	Filed in DA Form 201	Filed in DD Form 722	Filed in DA Form 2143	To finance and accounting officer	To TAG	To servicing DPU	As shown
DD Form 369	Fingerprint Record (Reverse of Police Record Check).	AR 606-15	1								To— FBI, Identification Div, 2d and D Sts SW., Washington, D.C., 20537.
DD Form 373	Consent, Declaration of Parent or Legal Guardian.	AR 140-111 AR 601-210	Duplicate received from RMS, or Army Reserve Units.		X						
DD Form 398	Statement of Personal History.	AR 381-130 AR 601-210 AR 601-270 NGR 25-5	1 Work copy received from RMS, Induction Station, or Reserve Component Units.		X						
DD Form 722	Health Record	AR 40-403	1		X						
DD Form 722-1	Health Record—Dental.	AR 40-403	1			X					
DD Form 737	Immunization Certificate.	AR 40-403	1			X					
SF 88	Report of Medical Examination.	AR 40-500 AR 135-200 AR 601-210 AR 601-270	Duplicate received from RMS, Induction Station, or Army Reserve Units.			X					
		NGR 25-5	2 copies received from Army National Guard Units.			Copy (Original if received).					Copy to— COUSAAC, 9700 Page Blvd., St. Louis, Mo., 63132
SF 89	Report of Medical History.	AR 40-500 AR 135-200 AR 601-210 AR 601-270	Duplicate received from RMS, Induction Station, or Army Reserve Units.			X					
		NGR 25-5	2 copies received from Army National Guard Units.			Copy (Original if received).					Copy to— COUSAAC, 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 required)			X					
SF 603	Health Record—Dental	AR 40-403	1			X					
TD Form W-4	Employee's Withholding Exemption Certificate.	Part 2, chapter 5, AR 37-104. Chapter 2, AR 37-104-2. NGR 25-5	1				X				
PHS Form 956	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 Induction Station, when applicable.			X					

*If the old DA Form 20 (1 Nov 54) is received from the Reserve Components, it will be converted to the new DA Form 20 in accordance with AR 600-200.

**Not applicable to members of the Reserve Components performing initial tour of ACDUTRA under the Reserve Enlistment 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.

[EPPM]

PENTAGON LIBRARY
0001157339