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*AR 612-10

ARMY REGULATION }
No. 612-10 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 20 May 1969

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

Effective 1 August 1969

This is a complete revision of AR 612-10 and changes are made throughout. Principal changes provide for administering ACB tests on one day, provided there is a break of at least 1 hour after any 4-hour session; administering no more than 6 hours of testing on any given day; administering ACB tests to all male receptees regardless of previous AQB testing, with the provision that persons enlisted for specific options on the basis of AQB scores will be assigned to the training or duty for which enlisted regardless of scores attained on ACB at USARECSTA; preparing of an additional DD Form 369, which is filed as a permanent document in MPRJ; expanding ENTNAC procedures to include all receptees except aliens and others whose enlistment commitment requires investigation of a greater scope. Supplementation of this regulation is permitted by CG, USCONARC. If supplements are issued, one copy of each will be furnished to the Chief of Personnel Operations, ATTN: EPPMP-P.

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* This regulation supersedes AR 612-10, 27 August 1965, including all changes; and OPO message 37003, 9 July 1968.

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CHAPTER 1

GENERAL

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

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

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

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

| TABLE 1-1 | | |
|----------------------------|---|---|
| COMMANDER RESPONSIBILITIES | | |
| Line | Commander | Responsible for |
| 1 | CG, USCONARC | Operation of continental U.S. Army reception stations. |
| 2 | Army commanders and installation commanders exercising command control of USARECSTA | <ol style="list-style-type: none"> 1. Operating the U.S. Army reception stations within their command in accordance with this regulation and supplemental instructions issued by the CG, USCONARC pursuant to Headquarters, Department of the Army directives. 2. Providing qualified personnel and equipment as authorized for reception station operations. 3. Providing logistical support for U.S. Army reception stations under their control to include appropriate recreational facilities/activities. |
| 3 | USARECSTA commanders | <ol style="list-style-type: none"> 1. Receiving and processing receptees. 2. Insuring the efficient reception, orientation, testing, interviewing, classification, assignment or attachment, and movement of receptees from U.S. Army reception stations. 3. Limiting reception station processing to that authorized by this regulation and supplemental instructions issued by the CG, USCONARC. Deviation from the processing prescribed in table 2-1 may be made, provided it does not interfere with the 3-day processing schedule. 4. Presenting a favorable image to the receptee during his initial processing. (The impression made on the receptee during this period will influence his opinion of the U.S. Army in general and his acceptance of military life.) 5. Accounting for each receptee on DA Form 1 (Morning Report); reporting of additions, deletions, or changes to personnel data on DA Form 1-1 (Personnel Data Report). 6. Taking action to obtain missing records. Pending receipt of original records, temporary records will be prepared and the receptee will be processed and moved to the training activity or unit of assignment. 7. Authorizing leave for receptees only in cases of verified emergency. |

TABLE 1-1 (cont.)

| Line | Commander | Responsible for |
|------|-----------|--|
| | | <p>8. Preparing, editing, and verifying Training Card One (TC1) in accordance with procedure in paragraph 2-1, AR 614-203 (Control and Distribution of Trainees—RCS OPO-65).</p> <p>9. Preparing section A, Personnel Processing Station Operations Report (DA Form 3422) (RCS OPO-112) in accordance with procedure in paragraph 8, AR 612-90.</p> <p>10. Assigning or attaching receptees, as appropriate, to a training activity as directed by Headquarters, USCONARC.</p> |

CHAPTER 2

PERSONNEL AND ADMINISTRATIVE PROCESSING PROCEDURES

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

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

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

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

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

c. Reception station commanders will use noncommissioned officers to the fullest extent in guiding recreptees 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 recreptees confidence and respect for Army leadership.

d. Non-prior-service Active Army and AC-DUTRA recreptees will be processed in the order in which they arrive. Whenever possible, prior-service personnel will be given priority in processing over the other personnel arriving at the same time.

2-3. Scheduling of processing. U.S. Army reception station commanders will insure that recreptees are processed within 3 workdays. To preclude delay into training, recreptees will be processed on Saturdays, when necessary. Commanders may vary the processing schedule (Table 2-1) to meet operational requirements provided that—

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

b. Inoculations, except adenovirus vaccine, tetanus, smallpox, poliomyelitis, and Tine tuberculin test, are not given before administering tests.

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

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

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

a. The entire Army Classification Battery (ACB) may be administered during the first day of processing. No more than 6 hours of testing will be administered on any given day. No testing session will extend for more than 4 hours, and there must be a *break* for at least 1 hour after any 4-hour session. The Driver Selection Battery and other tests may be administered on the second day of processing. Inoculations, except adenovirus, tetanus, smallpox, poliomyelitis, and Tine tuberculin tests, will not precede the administration of any tests.

b. Instructions for administering and scoring each test or battery on the IBM 805 Test Scoring Machine are contained in DA Pam 611 series (listed in DA Pam 310-8).

c. Instructions and materials for scoring each test or test battery on the Digitek Optical Scanner are contained in a DA Personnel Test Manual (DA PT) 46 or 47 series.

d. The above instructions, the special instructions for test administration contained in appendix A, and the instructions for safeguarding test information contained in AR 345-15 and AR 611-5 will be followed by personnel responsible for handling, administering, and scoring tests.

e. Unless other provisions are made in directives governing administration of particular tests, answer sheets from Army testing programs will be retained for a period of 30 days. During this period the answer sheets will be organized by date of testing to facilitate identification of answer sheets accomplished by par-

ticular individuals or groups. Unless directives for specific tests make other provisions, answer sheets will be destroyed by shredding, mulching, or burning after the 30-day retention period. In those cases in which special directives provide for submission of answer sheets to research organizations for study, the requirement for retention may be transferred to the research activity. Destruction will be by the appropriate Test Control Officer (TCO), or under his supervision. No destruction certificate is required; however, the TCO will maintain records of destruction.

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

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

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

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

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

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

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

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

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

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

2-9. Medical processing. *a. Physical inspection.* A physical inspection will be given only to Reserve component receptees who were not processed through Armed Forces Examining and Entrance Stations. Physical inspection will be given to other receptees only when indicated and recommended by the surgeon.

b. Medical examinations. Receptees who have undergone a medical examination more than 1 year before reporting to the U.S. Army reception station will be administered a medical examination of the scope prescribed in AR 40-501. Reserve component receptees who are ordered to 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, tetanus, smallpox, poliomyelitis, 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 and on PHS 731—AR 40-26 and AR 40-562.

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

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

2-10. Waiver of Veterans' Administration disability pension or compensation. Receptees who are receiving disability pensions or compensation from the Veterans' Administration for any reason are required to waive such pensions or compensation at the time of entry on active duty. The records of prior service personnel will be screened to determine whether waivers have been submitted by receptees receiving pensions or compensations. If waivers have not been submitted, receptees will execute DA Forms 3053 (Declaration of Benefits Received and Waivers). These waivers will be verified by the reception station commander and forwarded to the appropriate Veterans' Administration Regional Office listed in AR 930-10. A notation will be made in item 56 (Remarks), DD Form 4, that DA Form 3053 has been forwarded to Veterans' Administration. The duplicate copy of the waiver will be filed in DA Form 2143 (Financial Data Records, U.S. Army) in accordance with paragraph 3-2c(2) item 26, AR 37-104-2.

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

and Allowances Entitlements Manual (DOD-PM).

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

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

2-13. Movement procedures and 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 the receptees to the various activities indicated below, or as prescribed by the Chief of Personnel Operations, Department of the Army. EDCSA to be established in orders will be computed as indicated in applicable table in AR 680-8. Orders will specify the security clearance requirement for receptees whose enlistment commitment, in accordance with chapter 5, AR 601-210 or chapter 6, AR 601-280, requires a clearance for training. (See para 51, AR 310-10 for security clearance status statements to be included in orders.)

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 the 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 him direct to the designated off-post training activity. Conscientious objectors, and inducted physicians, dentists, and veterinarians are included in this category, and will be assigned to the U.S. Army Medical Training Center, Brooke Army Medical Center, Fort Sam Houston, TX.

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.* The processing of CONUS residents will be accomplished 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.* The processing of non-CONUS residents will be in accordance with procedures in section IV, chapter 2, AR 635-10.

TABLE 2-1

PROCESSING SCHEDULE ¹

| Line | Action required | Day of arrival ² | 1st processing day | 2d processing day | 3d processing day |
|------|---|-----------------------------|--------------------|-------------------|-------------------|
| 1 | Receive and account for personnel and records. | X | | | |
| 2 | Give welcome and initial orientation talk. | X | | | |
| 3 | Review records. Insure following are included: a. DD Form 98 (Armed Forces Security Questionnaire)—properly prepared and executed. | X | | | |

See footnotes at end of table.

| TABLE 2-1 (cont.) | | | | | |
|-------------------|--|-----------------------------|---|--------------------|--------------------|
| Line | Action Required | Day of Arrival ² | 1st Proc-essing Day | 2d Proc-essing Day | 3d Proc-essing Day |
| | <p>b. DD Form 398 (Statement of Personal History)—copy completed, signed, and witnessed. If DD Form 398 is missing or incomplete, receiptees will be furnished a copy of the form and 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. (Not applicable to REP 63 personnel).</p> <p>c. Service agreement properly executed and attached to DD Form 4 of REP 63 ACDUTRA personnel. If the document is missing, a request will be dispatched immediately to the U.S. Army area commander or a State adjutant general, as appropriate, to send a copy of the document to the enlistee's basic combat training organization.</p> | | | | |
| 4 | Initiate required records/forms, including Standard Personnel Plate and Processing Rosters. Issue Identification Cards and Identification Tags if processing schedule will permit. (Mechanical writing equipment, if available, may be used in preparing records and forms.) | X | | | |
| 5 | Issue health and comfort items, as appropriate. These issues will be recorded on DA Form 3327 (Individual/Organizational Clothing and Equipment Record Male) (or DA Form 3326 . . . (Female)). | X | | | |
| 6 | Make blood group and type determinations (AR 40-3). | X | | | |
| 7 | Administer adenovirus vaccine and Tine tuberculin test. The Tine test results will be read approximately 72 hours after administration. Receiptees will not be held at reception stations solely for the purpose of reading the test results. When necessary, because of the time element, the Tine test results will be read at the training activities. The date administered and results of the Tine test will be recorded on SF 601 (Health Record—Immunization Record) and PHS 731 (International Certificate of Vaccination) (AR 40-26). | X | | | |
| 8 | Conduct physical inspection and partial medical examinations, when required, as prescribed in paragraph 2-9. | X | X (if not completed on day of arrival) | | |
| 9 | Issue orientation material, including but not necessarily limited to— <ul style="list-style-type: none"> a. DA Pam 21-13 (The Soldier's Handbook) b. DA Pam 608-26 (Class Q Allotment for Dependents of Enlisted Members of the Army in Pay Grades E1 to E4). c. DA Pam 360-236 (Freedom is Not Free) d. DA Pam 360-208 (You and Your Community) e. DA Pam 360-209 (A Soldier's Career) f. DA Pam 360-232 (Your First Step—Basic Training) g. DA Pam 360-520 (Credit—Master or Servant?) h. DA Pam 601-1 (The OCS Story) i. DA Pam 635-2 (Money in the Bank—An Honorable Discharge) | X | | | |

See footnotes at end of table.

TABLE 2-1 (cont.)

| Line | Action Required | Day of Arrival ² | 1st Processing Day | 2d Processing Day | 3d Processing Day |
|------|--|-----------------------------|--------------------|---|------------------------------------|
| 10 | Arrange for receiptees to receive a haircut, if necessary. | X | | | |
| 11 | Administer the Army personnel selection and classification tests listed in appendix A, and other specific tests required for Project One Hundred Thousand. | | X | X (Administer tests not given on 1st processing day) | |
| 12 | Issue and mark clothing and duffel bag. | | X | | |
| 13 | Issue nametapes as prescribed by AR 670-5. | | X | | |
| 14 | Prepare two fingerprint records—reverse of DD Form 369 (Police Record Check). To insure classifiable prints, follow carefully the fingerprinting procedures in TM 10-632. (Attach one record to DD Form 1584; file the other one in individual's MPRJ (DA Form 201) as a permanent document.) | | X | | |
| 15 | Conduct personal affairs interview. a. Initiate applications for allotments, allowances, and U.S. Savings Bonds, when appropriate. b. Prepare partial pay voucher for each receiptee; prepare reenlistment bonus voucher, when appropriate. c. Take necessary action on personal problems. | | X | | |
| 16 | Conduct classification interview for initiation and recording of entries on DA Form 20 (Enlisted Qualification Record). During interview: a. Identify college graduates and arrange for their counseling. (During counseling, individuals will be provided information on the rational way in which assignments are made, taking into account background and aptitudes. Interviewing and counseling will be used as a means for collecting, recording, and reporting information regarding individuals which is essential to assign them in a manner which takes maximum advantage of prior education and experience.) b. Inform receiptees of NCO Candidate program (Skill Development Base (SDB)). Tentatively, identify individuals who have SDB training potential. Personnel who have shown an aptitude for leadership in civilian life, e.g., foreman, athletic team captain, school class leader or civic, social, or fraternity leader, will be identified by placing a pencil entry "SDB Potential" in the remarks section of the DA Form 20 (Enlisted Qualification Record.) Orders transferring these receiptees to BCT will indicate "SDBP" as the last item on the name line. | | | X | X (if not conducted previously) |
| 17 | Initiate DA Form 1294 (Record of Personnel with Special Qualifications), as prescribed in para 2-15c, AR 600-200, when appropriate. | | | | |
| 18 | Arrange for eye examination for purpose of spectacle prescription, when required. | | | | |

See footnotes at end of table.

| TABLE 2-1 (cont.) | | | | | | | | | | | | | |
|---------------------------------|--|-----------------------------|---|-------------------|----------------------|--------------------------|-------------------------|---------------------------------|------------|--|--|---|--|
| Line | Action Required | Day of Arrival ² | 1st Processing Day | 2d Processing Day | 3d Processing Day | | | | | | | | |
| 19 | <p>*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 (when applicable) duplicate copy of DA Form 2981 (Application for Determination of Moral Eligibility for Induction); place all documents in receiptees' military personnel records jacket.</p> <p>*Applicable to all individuals being processed, except aliens, and enlistees and reenlistees whose enlistment options require a personnel security investigation of a greater scope than an ENTNAC.</p> | | | X | | | | | | | | | |
| 20 | Initiate Reenlistment Data Card (DA Form 1315) for each receiptee (except REP 63 personnel) IAW paragraph 1-20, AR 610-280. Appropriate entries will be transcribed on the card from the individual's personnel records and placed in the MPRJ. Entries on the card not appropriate to reception processing will be left blank. | | | X | | | | | | | | | |
| 21 | Initiate General Educational Development Individual Record (DA Form 669) for each receiptee. Complete items 1, 2, and 3 by using the standard personnel plate. Enter results of USAFI Achievement tests administered to Project One Hundred Thousand personnel. Place form in the MPRJ for future use by education counselors. | | | X | | | | | | | | | |
| 22 | Issue warrant—DD Form 216A (Certification of Appointment for Noncommissioned and Petty Officers) when processing individuals who enlisted or reenlisted from civilian life in a permanent noncommissioned officer grade. Following notation will be made on opposite side of warrant: "Issued on enlistment (reenlistment) _____" (date) (place) | | | X | | | | | | | | | |
| 23 | <p>Conduct orientation (and show films if available) concerning specific subjects, activities, or programs which will include:—</p> <ol style="list-style-type: none"> Uniform Code of Military Justice Chaplain activities Red Cross functions Servicemen's Group Life Insurance DA Programs: <table border="0" style="width: 100%; margin-left: 40px;"> <tr> <td style="text-align: center;"><i>Subject</i></td> <td style="text-align: center;"><i>Procedural/Informational Reference</i></td> </tr> <tr> <td>AUS Reenlistment</td> <td>Para 6-3, AR 601-280</td> </tr> <tr> <td>Officer Candidate School</td> <td>AR 350-50; DA Pam 601-1</td> </tr> <tr> <td>Warrant Officer Flight Training</td> <td>AR 601-108</td> </tr> </table> | <i>Subject</i> | <i>Procedural/Informational Reference</i> | AUS Reenlistment | Para 6-3, AR 601-280 | Officer Candidate School | AR 350-50; DA Pam 601-1 | Warrant Officer Flight Training | AR 601-108 | | | X | |
| <i>Subject</i> | <i>Procedural/Informational Reference</i> | | | | | | | | | | | | |
| AUS Reenlistment | Para 6-3, AR 601-280 | | | | | | | | | | | | |
| Officer Candidate School | AR 350-50; DA Pam 601-1 | | | | | | | | | | | | |
| Warrant Officer Flight Training | AR 601-108 | | | | | | | | | | | | |
| 24 | Issue Identification Tags if not previously issued. (Para 79, AR 606-5, requires issuance of identification tags as soon as practicable after entry into service.) | | | | X | | | | | | | | |
| 25 | Initiate DD Form 1172 (Application for Uniform Service Identification and Privilege Card) if receiptee claims dependents. | | | | X | | | | | | | | |
| 26 | Arrange for partial payment to each receiptee. | | | | X | | | | | | | | |

See footnotes at end of table.

TABLE 2-1 (cont.)

| Line | Action Required | Day of Arrival ² | 1st Processing Day | 2d Processing Day | 3d Processing Day |
|------|--|-----------------------------|--------------------|-------------------|--|
| 27 | Administer inoculations. (Immunizations for typhus, yellow fever, cholera, and plague will not be administered to class 1-A-O personnel at USARECSTA.) | | | | X (if not previously administered, and those which must be given after testing) |
| 28 | Assign or attach receptees to designated training activities or units. | | | | X |
| 29 | Prepare and distribute special orders. | | | | X |
| 30 | Outprocess records. | | | | X |
| 31 | Move receptees and their records to training activities or units. | | | | X |

¹ Daily schedule may be modified to meet operational requirements, but all processing indicated will be completed within the 3-day period.

² On day of arrival, amount of processing to be accomplished will be determined by the USARECSTA commander, based on receptee's time of arrival, time spent en route, distance traveled, and mode of transportation. Receptees arriving between 2200 and 0400 hours will be given only the minimum processing necessary to accomplish messing and/or billeting before affording them 8 hours' rest.

TABLE 2-2

IDENTIFICATION OF SPECIALLY DESIGNATED AND CERTAIN OTHER PERSONNEL

| Line | If receptee | Action required |
|------|---|--|
| | identify as prescribed in AR 600-200 and record information on DA Form 20. | As indicated below |
| 1 | has civilian acquired skills and/or education which fully qualifies him in a related MOS. | X |
| 2 | claims qualification in a foreign language or dialect. | As prescribed in AR 611-6, administer language proficiency tests or conduct interview; score tests and record scores and/or ratings resulting from tests or interview on DA Form 20. Prepare and submit DA Form 1-1 (Personnel Data Report) IAW provisions of AR 335-60. |
| | qualifies as a linguist. | Determine language code; record language code on DA Form 1-1 (Personnel Data Report); prepare and submit DA Form 330 (Language Fluency Questionnaire). See AR 335-60, AR 611-6, and AR 611-201. |

| TABLE 2-2 (cont.) | | | |
|-------------------|--|--|---|
| Line | If receptee | Action required | |
| | | identify as prescribed in AR 600-200 and record information on DA Form 20. | |
| | | As indicated below. | |
| 3 | has <i>special qualifications</i> and <i>aptitudes</i> and meets standards contained in AR 600-200. | X | Prepare DA Form 1294 in duplicate as required by AR 600-200. (DA Form 1294 will <i>not</i> be prepared for Reserve component ACDUTRA receptees.) Forward original and duplicate of DA Form 1294 to training activity with receptee's personnel records. |
| 4 | is classified as conscientious objector, 1-A-O, by Selective Service local board. | X | ----- |
| 5 | is an inducted physician, dentist, or veterinarian. | X | Assign to Brooke Army Medical Center, Ft Sam Houston, TX upon completion of reception processing IAW para 2-13, AR 600-200. |
| 6 | is an alien. | X | Initiate request for background investigation as prescribed by AR 600-200. Request for BI will be prepared and submitted IAW AR 381-130. |
| 7 | claims proficiency with a musical instrument, and does not have an enlistment commitment. | ----- | Identify as a <i>potential bandsman</i> . Inform receptee he may request instrumental audition by an Active Army bandmaster. Provided it does not interfere with the 3-day processing schedule, audition may be conducted by the local Active Army bandmaster. |
| 8 | has an enlistment commitment. | ----- | Enter enlistment commitment or program for which volunteered in item 13, DA Form 20, to insure compliance with enlistment contract and timely entry into Basic or Basic Combat Training IAW procedure in paragraph 5-4.1b, AR 601-210. |
| 9 | has potential for career development but lacks satisfactory educational background or experience for admission to an appropriate service school or for promotion to higher responsibilities. | ----- | Identify for attention and assistance under <i>career development program</i> by placing a rubber stamp impression no larger than 2 inches square on lower left corner of inside cover of individual's DA Form 201 (MPRJ) containing following statement "EDUCATIONAL COUNSELING REQUIRED." |
| 10 | is a nonprior-service individual who claims a previous security clearance above SECRET. | X | DA Form 1294 will be prepared in accordance with paragraph 2-15a(2) and 2-15c(2), AR 600-200. |

CHAPTER 3

RECORDS PROCESSING

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

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

3-2. Preparation of forms. Processing time may be saved by preprinting forms with information

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

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

CHAPTER 4

ORIENTATIONS

4-1. Purpose. Orientation talks are an important factor in processing. These talks will be conducted in plain, nontechnical language. Visual aids will be used whenever possible. 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.

(3) Standards of Conduct for DA personnel (para 19, AR 600-50).

d. Explanation as to the types of discharge certificates, their bases for issuance, and the possible effects on reenlistment, civilian em-

ployment, veterans' benefits and related matters (para 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/activities.

(6) Religious services.

(7) Leave and pass policies.

(8) Partial pay.

(9) Post exchange facilities.

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

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

(12) Movement of dependents.

(13) Privately owned vehicles.

(14) Visitors.

(15) Family correspondence.

(16) Shipment of civilian clothing.

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

f. As a part of the initial orientation prescribed by *b*(4) above, the new soldier will be informed of the purpose of his interview which is to be held during the second or third day of processing. Also, he will be informed that he will be asked questions concerning his education, civilian employment, and hobbies. Using this information, test scores, and other assign-

ment criteria of the new soldier, the interviewer will counsel him as to training fields available and for which he is qualified. The new soldier will then be afforded an opportunity to express a personal preference for training. However, it will be made clear during the orientation that he may not be assigned to this preferred or recommended training if the Army needs him in some other training.

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

a. Service obligation.

b. Pay.

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

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

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

as much caution when entering a private transaction on an Army installation as they would in civilian life.

f. Allotments.

g. Settlement of private debts. See paragraph 36, AR 600-20, and paragraphs 8 and 10, AR 210-7 for policy and procedures concerning private indebtedness and financial obligations.

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

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

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

k. Any pertinent local information.

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

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

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

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

| Tests to be administered A | To whom applicable B | Action required C | Special instructions D |
|--|---|---|--|
| <p>Army Classification Battery (ACB). (See Column D for special instructions.)</p> | <p>All personnel processing through U.S. Army Reception Stations except:</p> <ol style="list-style-type: none"> a. Personnel who possess a valid DA For 1811 (Physical and Mental Status on Release from Active Service). b. WAC enlistees----- | <ol style="list-style-type: none"> 1. Administer tests in accordance with DA Pam 611-100. 2. Determine final standard test scores. 3. Compute aptitude area scores. 4. Record initial and retest scores and aptitude area scores on DA Form 20 (Enlisted Qualification Record) in accordance with AR 600-200. | <ol style="list-style-type: none"> 1. The two forms of each test contained in the Army Classification Battery will be administered on alternate days to preclude compromise of test material (e.g., if the Arithmetic Reasoning Test AR-3B is administered on one day, the Arithmetic Reasoning Test AR-4B will be administered on the following day). 2. For personnel who possess a valid DA Form 1811 take the following action: <ol style="list-style-type: none"> a. Transcribe ACB and/or AQB aptitude area scores and scores of "Other Tests" to DA Form 20. b. File duplicate DA Form 1811 in individual's DD Form 722 (Health Record) in lieu of initial SF 88 (Report of Medical Examination). 3. WAC enlistees. See Women's Army Classification Battery. 4. PERSONS ENLISTED FOR SPECIFIC OPTIONS ON THE BASIS OF AQB SCORES ATTAINED DURING AFEES TESTING WILL BE ASSIGNED TO THE TRAINING OR DUTY FOR WHICH ENLISTED REGARDLESS OF SCORES ATTAINED ON THE ACB AT RECEPTION STATIONS. |
| <p>Motor Vehicle Driver Selection Battery I (MDB-I)</p> | <p>All personnel processing through U.S. Army Reception Stations.</p> | <ol style="list-style-type: none"> 1. Administer test in accordance with DA Pam 611-119. 2. Compute final standard test scores. 3. Record test score on DA Form 20. | |

| Tests to be administered A | To whom applicable B | Action required C | Special instructions D |
|---|---|---|---|
| Defense Language Aptitude Test (DLAT) | Army personnel processing through U.S. Army Reception Stations who attained a standard score of 100 or higher on the GT aptitude area and meet other requirements prescribed in AR 611-6. | <ol style="list-style-type: none"> 1. Administer test in accordance with DA Pam 611-131. 2. Compute final test score. 3. Record test score on DA Form 20. | |
| Appropriate Language Proficiency Test | All personnel processing through U.S. Army Reception Stations who claim proficiency in a foreign language. | <ol style="list-style-type: none"> 1. Administer the specific Language Proficiency Test, if a test is available. See DA Pam 310-8 to determine availability of test. If a test is not available, evaluate personnel based on a personal interview as described in appendix D, AR 611-6. 2. Record test scores and test or interview ratings (Reading and Speaking Comprehension) on DA Form 20. 3. Prepare DA Form 330 (Language Fluency Questionnaire) for qualified personnel. Except for Reserve component ACDUTRA personnel, disposition of the three copies of DA Form 330 will be in accordance with the instructions contained thereon. | DA Form 330 (Language Fluency Questionnaire) will be prepared for qualified Reserve component ACDUTRA personnel and all three copies will be filed in the individual's DA Form 201 (Military Personnel Records Jacket). |
| Typing and Dictation Tests | All personnel processing through U.S. Army Reception Stations who claim skill in typing and/or shorthand. | <ol style="list-style-type: none"> 1. Administer tests in accordance with DA Pam 611-126. 2. Compute final standard scores. 3. Record scores on DA Form 20 (Item 25—Other Tests). | |
| Officer Candidate Test (OCT-3) and (OCT-4). | All personnel processing through U.S. Army Reception Stations who attained a GT score of 110 or higher and are otherwise qualified for selection for Officer Candidate School as provided in AR 350-50. | <ol style="list-style-type: none"> 1. Administer test in accordance with DA Pam 611-262. 2. Compute final standard score. 3. Record test score on DA Form 20. | |
| Officer Qualification Inventory (OQI-1). | <p>All personnel processing through U.S. Army Reception Stations who—</p> <ol style="list-style-type: none"> a. Attain a score of 115 or higher on the OCT-3 or OCT-4, and— b. Indicate a desire to become a candidate for an officer commission. | <ol style="list-style-type: none"> 1. Administer test in accordance with DA Pam 611-263. 2. Compute final score. 3. Record score on DA Form 20. | |

| Tests to be administered A | To whom applicable B | Action required C | Special instructions D |
|---|-------------------------|---|---|
| Women's Army Classification Battery (WACB). | WAC enlistees | <ol style="list-style-type: none"> 1. Record WACB test and aptitude area scores attained at AFEES on DA Form 20. 2. Destroy DA Form 6040 (Women's Army Classification Battery, WACB Scoring Work Sheet) <i>after</i> verification of test and aptitude area scores. | <ol style="list-style-type: none"> 1. Combat A and B or IN and AE aptitude area scores will not be computed. 2. Personnel administered the WACB will not be tested with the ACB, except under retesting provisions of AR 600-200. |

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

| Form No. | Title | Applicable regulation(s) | Form(s) used for each receiptee | Furnished receiptee | Placed/Filed in DA Form 201 (MPRJ) | | Placed/Filed in DA Form 2148 | | To/Thru servicing DFA | Special instructions or disposition |
|--------------|---|--------------------------------------|---------------------------------|---------------------|------------------------------------|----------|------------------------------|-------|-----------------------|--|
| | | | | | Placed | Filed | Placed | Filed | | |
| DA Form 201 | Training Card One (TC1), Standard Personnel Plate, Identification Tags. | AR 614-203 AR 600-26 AR 606-5 | 1 1 (plate) 2 (tags) | | X X | | | | | TC1 will be punched and machine verified. Placed in MPRJ when transmitting personnel records IAW AR 640-10. Issue if processing schedule will permit. Do not perforate or fasten form in DA Form 201. |
| DA Form 20 | Enlisted Qualification Record. | AR 600-200 NGR 25-5 AR 140-111 | 1 | | | X | | | | |
| DA Form 41 | Record of Emergency Data. | AR 600-10 NGR 25-5 | 2 (set) | | | X (dupe) | | | | |
| DA Form 61 | Application for Appointments. | AR 350-50 | 3 | | X | | | | | If original erroneously received, forward to TAG IAW AR 600-10. Assist individuals who meet minimum requirements for OCS and who indicate desire to apply for OCS in completing application (DA Form 61). Application will not be endorsed. It will be forwarded with personnel records to gaining training activity commander for processing. Forwarded to next unit of assignment IAW AR 640-10. |
| 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. | AR 640-10 | 1 | | | | | | | Forwarded to next unit of assignment IAW AR 640-10. |
| DA Form 330 | Language Fluency Questionnaire. | AR 611-6 | 3 (set) | | | X (Cy2) | | | | Disposition of orig and cy 3 will be as indicated on the DA Form 330. (For disposition of forms for Reserve component ACUTRA personnel, see note 1.) |
| DA Form 428 | Application for Identification Card. | AR 606-5 | 2 | | | X (orig) | | | | Duplicate retained by issuing officer and filed in numerical order by serial number of card. (Following items on DA Form 428 may be eliminated: 3, 4, 8 through 16, and signature of applicant if not prepared by individual concerned.) |

See footnotes at end of table.

| Form No. | Title | Applicable regulation(s) | Form(s) used for each receiptee | Furnished receiptee | Placed/Filed in DA Form 201 (MPRJ) | | Filed in Form 722 | Placed/Filed in DA Form 2143 | | To/thru servicing DPA | Special instructions or disposition |
|----------------|---|--|---------------------------------|---------------------|------------------------------------|-------|-------------------|------------------------------|--------|-----------------------|--|
| | | | | | Placed | Filed | | Placed | Filed | | |
| DA Form 481 | Military Leave Record. | AR 630-5 | 1 | | | | | | X | | |
| DA Form 669 | GED Individual Record. | AR 621-5 | 1 | | | X | | | | | |
| DA Form 1294 | Record of Personnel With Special Qualifications. | AR 600-200 | 2 | | X (orig & dupe) | | | | | | |
| DA Form 1315 | Reenlistment Data Card. | AR 601-280 | 1 | | X | | | | | | |
| DA Form 1341 | Allotment Authorization (To start, Stop, and Change Allotments). | Part 6, chapter 6, DOD Military Pay and Allowances Entitlements Manual; chapter 2, AR 37-104-2 | 4 (set) | Trip | | | | | X | | |
| DA Form 1811 | Physical and Mental Status on Release from Active Service. | AR 601-210 | Duplicate received from RMS. | | | | X | | | | |
| DA Form 1996 | Tax Withholding Record. | Chapter 2, AR 37-104-2 | 1 | | | | | | X | | |
| DA Form 2036-R | Computation of ACB Applicable Area scores. | AR 601-270 | 1 | | | | | | | | |
| DA Form 2139 | Military Pay Voucher. | Chapter 4, AR 37-104-2 | 5 (set) | | | | | | | | Destroy after recording on DA Form 20. |
| DA Form 2143 | Financial Data Records, US Army. | Chapter 3, AR 37-104-2 | 1 | | | | | | Copy 5 | | Copies 1 through 4. To finance and accounting officer. Placed in MPRJ when transmitting personnel records IAW AR 640-10. |
| DA Form 2981 | Application for Determination of Moral Eligibility for Induction. | AR 601-270 | | | | | | | | | |
| DA Form 3053 | Declaration of Benefits Received and Waivers. | Sec I, Chap 7, AR 37-125, Para 80204, DODPM. | 2 | | | | | | | | Original to VA Office having jurisdiction over members claim. (See AR 930-10 for listing of VA regional offices.) |
| DA Form 3208 | Worksheet for National Agency Check Request. | AR 381-130 | 1 | | | | | | X | | |

| DA Form | Description | Chapter 2, AR 37-104-2 | 2 (set) | | | | | | | Destroy after recording on DA Form 20. |
|---------|---|--|---|--|--|--|------------------------|--|--|--|
| 3298 * | Authorization to Start and Stop BAQ Credit. | Chapter 2, AR 37-104-2 | 2 (set) | | | | | | | Destroy after recording on DA Form 20. |
| 6022 | Army Qualification Battery, AQB, Scoring Worksheet. | AR 601-210 AR 601-270 | 1 | | | | | | | Destroy after recording on DA Form 20. |
| 6057 | Army Qualification Battery, AQB, Reserve Component Edition Scoring Worksheet. | AR 140-111 NGR 25-5 | 1 | | | | | | | Destroy after recording on DA Form 20. |
| 3326 | Indiv/Orgn Clo Equip (Female). | AR 700-84 AR 73-35 AR 135-460 NGR 75-2-3 | 2 | | | | X (orig) | | | Duplicate retained by issuing officer. |
| 3327 | Individual/Organizational Clothing and Equipment Record (Male) | AR 700-84 AR 735-35 AR 135-460 NGR 75-2-3 | 2 | | | | X (orig) | | | Duplicate retained by issuing officer. |
| 2A | Identification Card (green) | AR 606-5 | 1 | | | | | | | Issue if processing schedule will permit. (See para 25, AR 606-5.) |
| 4 | Enlistment Contract—Armed Forces of the United States. | AR 601-210 AR 140-111 | Duplicate received from RMS or Arm Reserve units. | | | | X | | | |
| 25-5 | | NGR 25-5 | 2 copies received from Army National Guard Units. | | | | X (orig if re-ordered) | | | Copy to CO, USAAC, 9700 Page Blvd., St. Louis, Missouri 63132. |
| 44 | Record of Military Status of Registrant. | AR 135-90 AR 140-111 | 3 | | | | | | | Original to Selective Service Local Board. |
| 47 | Record of Induction. | AR 601-270 | Dupe received from entrance station. | | | | X | | | |
| 53 | Notification of Entry into Active Military Service. | AR 601-49 | 1 | | | | | | | To State Director of Selective Service IAW AR 601-49. |

See footnotes at end of table.

| Form No. | Title | Applicable regulation(s) | Form(s) used for each receipt | Furnished receipt | Placed/Filed in DA Form 201 (MPRJ) | | Filed in Form 722 | Placed/Filed in DA Form 2143 | | To/through servicing DPA | Special instructions or disposition |
|--------------|---|---|---|-------------------|------------------------------------|-------|-------------------|------------------------------|--|--------------------------|--|
| | | | | | Placed | Filed | | Placed | Filed | | |
| 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. | DOD Military Pay and Allowances Entitlements Manual; AR 37-104-2. | 4 | | | | | X | | | |
| DD Form 216A | Certification of Appointment for noncommissioned and Petty Officers. | AR 600-200 | 1 (when appropriate) | X | | | | | | | |
| DD Form 220 | Active Duty Report. | AR 135-200 (ACDUTRA) | 2 (For ARNGUS for tours of 90 days or more) | | X (Dupe w/copy of orders attached) | | | | | | Original—w/copy of orders attached—to CO, USAAC, 9700 Page Blvd, St. Louis, Mo. 63132. |
| | | | 3 (For USAR for tours of 90 days or more) | | X (Dupe w/copy of orders attached) | | | | X (Trip w/copy of orders attached —to Res unit order thru DPA servicing home station). | | Original—w/copy of orders attached—to CO, USAAC, 9700 Page Blvd, St. Louis, Mo. 63132. |
| | | AR 135-210 (Active Duty) | 2 (For ARNGUS for tours of 90 days or more) | | X (Dupe) ⁴ | | | | | | Original to CO, ACPERSCEN, Fort Benjamin Harrison, Ind. 46249. ⁵ |
| | | | 3 (For USAR for tours of 90 days or more) | | X (Dupe) ⁴ | | | | X (Trip w/copy of orders attached to Commander who is- | | Original to CO, ACPERSCEN, Fort Benjamin Harrison, Ind. 46249. ⁵ |

| DD Form | Description | Form Number | Quantity | Remarks | X (1 form) | Notes |
|---------------|--|--|--|---------|------------|--|
| DD Form 369 | Fingerprint Record (Reverse of Police Record Check). | AR 381-130 AR 612-10 | 2 | | X | Attach one form to DA Form 1584 and place in MPRJ. |
| DD Form 373 | Consent, Declaration of Parent or Legal Guardian. | AR 140-III | Duplicate received from RMS, or Army Reserve units. | X | | |
| DD Form 398 | Statement of Personnel History. | AR 381-180 AR 601-210 AR 601-270 NGR 25-5 | 1 copy received from RMS, AFEES, or Reserve component units. | X | | |
| DD Form 722 | Health Record | AR 40-403 | 1 | X | | Placed in MPRJ when transmitting personnel records IAW AR 640-10. |
| DD Form 722-1 | Health Record --Dental | AR 50-403 | 1 | X | | Placed in MPRJ when transmitting personnel records IAW AR 640-10. |
| DD Form 1172 | Appl for Unit Svc Ident & Privilege Card. | AR 606-5 | 2 (orig and a dupe) | X | | Inform recipient who claims dependents to complete application. Instruct recipient to send completed forms to his primary dependent or, if appropriate, through military channels to CG, Finance Center U.S. Army, ATTN: Allotments and Deposits Operations, Indianapolis, Ind. 46249, as expeditiously as possible. |
| DD Form 1584 | DOD National Agency Check Request. | AR 381-130 AR 604-5 | 1 (set) | X | | For processing by training activity, or initial unit of assignment. |

See footnotes at end of table.

| Form No. | Title | Applicable regulation(s) | Form(s) used for each receipt | Furnished receipt | | Placed/Filed in DA Form 201 (MFRJ) | | Filed in Form 722 | Placed/Filed in DA Form 2143 | | To/thru servicing DYA | Special instructions or disposition | |
|-------------------|---|--|---|-------------------|-------|------------------------------------|-------|--------------------------|------------------------------|-------|-----------------------|--|---|
| | | | | Placed | Filed | Placed | Filed | | Placed | Filed | | | |
| SF 88 | Report of Medical Examination. | AR 40-501 AR 135-200 AR 135-210 AR 601-210 AR 601-270 | Duplicate received from RMS, AFES, or Army Reserve units. | | | | | X | | | | | |
| | | NGR 25-5 | 2 copies received from Army National Guard units. | | | | | Copy (orig if received). | | | | Copy to CO, USAAC, 9700 Page Blvd., St. Louis, MO 63132. | |
| SF 89 | Report of Medical History. | AR 40-501 AR 135-200 AR 135-210 AR 601-210 AR 601-270 | Duplicate received from Army National Guard units. | | | | | X | | | | | |
| | | NGR 25-5 | 2 copies received from Army National Guard units. | | | | | Copy (orig if received). | | | | Copy to CO, USAAC, 9700 Page Blvd., St. Louis, MO 63132. | |
| SF 600 | Health Record-Chronological Record of Medical Care. | AR 40-403 | 1 | | | | | X | | | | | |
| SF 601 | Health Record-Immunization Record. | AR 40-403 NGR 25-5 | 1 | | | | | X | | | | | |
| SF 602 | Health Record-Syphilis Record. | AR 40-403 | 1 (if required). | | | | | X | | | | | |
| SF 603 | Health Record-Dental. | AR 40-403 | 1 | | | | | X | | | | | |
| VA Form 29-8286 * | Service men's Group Life Insurance Election. | AR 608-2 | 3 | Dupe | | | | | | | | Trip | |
| TD Form W-4 | Employee's Withholding Exemption Certificate. | DOD Military Pay and Allowances Exemption Manual; AR 37-104-2; NGR 25-5. | 1 | | | | | | | | | | X |

| | | | | | | | | | |
|--------------|--|-------------------------|--|--|--|--|--|---|--|
| PHS Form 731 | International Certificate of Vaccination. | AR 40-562 | 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 AFES, when applicable. | | | | | X | |

1 A DA Form 830 will be prepared for qualified Reserve Component ACDUTRA personnel and all three copies will be filed in individual's DA Form 201 (Military Personnel Records Jacket).

2 Not applicable to members of 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 Attached to duplicate will be one copy of the orders, duplicate SF 88, original SF 89, DD Form 98 (if required) and DD Form 1584 (if required).

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

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



0001157337

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: OPO-EPD, Department of the Army, Washington, DC 20310.

By Order of the Secretary of the Army:

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

Official:

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

Distribution:

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

Active Army: D (Quan Rqr Block No. 473)

ARNG: D (Quan Rqr Block No. 473)

USAR: Rept Sta (5)