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ARMY REGULATION }
No. 612-201 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 19 August 1974

PERSONNEL PROCESSING
PROCESSING PROCEDURES AT US ARMY
RECEPTION STATIONS AND TRAINING CENTERS
AND
CONTROL AND DISTRIBUTION OF TRAINEES
RCS MILPC-17

Effective 1 October 1974

This is a complete revision and changes have been made throughout. Local limited supplementation of this regulation is permitted but is not required. If supplements are issued, Army staff agencies and major commands will furnish one copy of each to HQDA (DAPC-EPP-P), 2461 Eisenhower Avenue, Alexandria, VA 22331; other commanders will furnish one copy of each to the next higher headquarters.

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Supersession List

✓ This regulation supersedes the following:

AR 612-201, 30 June 1972, including all changes; AR 600-26,

20 July 1973 and the following DA messages:

- DAPC-EPP-P 011538Z May 73 (U), subject: Significant Up-Date for RCS-OPO-65
- DAPC-EPP-P 181604Z May 73 (U), subject: Additional US Army Special Unit Enlistment Options
- DAPC-EPP-P 081205Z Jun 73 (U), subject: Auditory Perception Test for Enlisted Personnel
- DAPC-EPP-P 061000Z Jul 73 (U), subject: Enlisted Option Codes
- DAPC-EPP-P 101220Z Jul 73 (U), subject: Additions to US Army Special Unit Enlistment Option
- DAPC-EPP-P 090830Z Aug 73 (U), subject: Additional Unit of Choice Enlistment Option
- DAPC-EPP-P 241130Z Aug 73 (U), subject: Interim Change to AR 612-201
- DAPC-EPP-P 271030Z Aug 73 (U), subject: Requirement to Verify Assignment Instructions Vis-A-Vis Enlistment Contract
- DAPC-EPP-P 040800Z Sep 73 (U), subject: Change in Reporting Individual's Height
- DAPC-EPP-P 100730Z Sep 73 (U), subject: Additional Enlistment Option Codes for CONUS Station of Choice
- DAPC-EPP-P 120730Z Sep 73 (U), subject: Codes for Enlistment Options and Location and Reporting Activities
- DAPC-EPP-P 141000Z Sep 73 (U), subject: Separation Processing of NON-CONUS Residents Completing REP-63 Training
- DAPC-EPP-P 251115Z Sep 73 (U), subject: Code for Enlistment Option and Location and Reporting Activity USARSO
- DAPC-EPP-P 040820Z Oct 73 (U), subject: Additional CONUS Station of Choice Enlistment Options
- DAPC-EPP-P 260950Z Oct 73 (U), subject: New Enlistment Options and Training Location and Reporting Activity Codes
- DAPC-EPP-P 301415Z Oct 73 (U), subject: Special Forces Group Enlistment Options and Training Location and Reporting Codes
- DAPC-EPP-P 130915Z Nov 73 (U), subject: Auditory Perception Test at USARECSTA
- DAPC-EPP-P 131015Z Nov 73 (U), subject: Location and Reporting Activity Codes for Training ARADCOM Only
- DAPC-EPP-P 260720Z Nov 73 (U), subject: Additional Enlistment Option and Training Location and Reporting Code
- DAPC-EPP-P 040730Z Jan 74 (U), subject: Administration of Motor Driver Battery (MDB) and Deletion of Routing Indicator Code
- DAPC-EPP-P 100845Z Jan 74 (U), subject: Administration of MDB
- DAPC-EPP-P 121030Z Feb 74 (U), subject: Reporting Graduation Dates for Self Pace Classes
- DAPC-EPP-P 221345Z Feb 74 (U), subject: Added Enlistment Option
- DAPC-EPP-P 130945Z Mar 74 (U), subject: Enlistment Options

CHAPTER 1

GENERAL POLICIES

Section I. GENERAL

1-1. Purpose. This regulation provides policies and procedures to process for training and assignment, enlisted personnel who transit Armed Forces Examining and Entrance Stations (AFEES) and elements of the United States Army Recruiting Command (USAREC). REP-63 personnel who are ordered to active duty for training (ADT) and Reserve component (ARNGUS and USAR) personnel who are ordered to active duty are also governed by this regulation. Procedures are prescribed for reporting to Headquarters, Department of the Army all categories of personnel who enter the training base.

1-2. Applicability. This regulation is applicable to—

a. Inducted male enlisted personnel processed at US Army reception stations (USARECSTA).

b. Female enlisted personnel at the United States WAC Center School, Fort McClellan, Alabama, 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. Prior-service male personnel who are assigned from AFEES (either directly or through the US Army Reception Station) to a duty assignment either in CONUS or overseas. *This category of personnel will not include personnel requiring basic or basic combat training upon re-entering active duty.*

d. Members of the Army National Guard of the United States (ARNGUS) and US Army Reserve (USAR) who have a service obligation under the Reserve Enlistment Program of 1963 (REP 63) and nonprior-service women, 18 through 34, enlisting for 3 years, who process at USARECSTA and are attached to a

US Army training center (USATC) or activity for basic training, basic combat training, advanced individual training, or basic unit training.

e. Enlisted replacement stream personnel assigned by reception station commanders to training centers, Army service schools, hospitals, and other activities where individuals undergo basic training, basic combat training, and advanced individual training.

1-3. Explanation of terms. For the purpose of this regulation, the following terms apply:

a. Advanced individual training (AIT) activity. An activity which conducts training to qualify an individual for the award of an MOS upon successful completion of the training course.

b. Basic combat training. Training in basic military subjects and fundamentals of basic infantry combat given to newly inducted and enlisted Active Army and Reserve Components male personnel without prior military service.

c. Basic training. Training in basic military subjects for Active Army and Reserve Component female nonprior service personnel conducted in WAC basic training battalions.

d. Modified basic training. Training in basic military subjects, excluding training in the bearing or use of ammunition, weapons or munitions, for conscientious objector personnel.

e. Basic training activity. An activity which conducts either basic combat training (BCT) or basic training.

f. Control condition. A change in status which actually delays or precludes the individual's availability for assignment to training or to a unit.

g. In-cycle processing. Processing accomplished during basic or basic combat training. Processing scheduled during the BCT cycle will be as indicated in ATP 21-114, Male Military Personnel Without Prior Service and Modified Basic Training Program for Conscientious Objectors (1-A-O) Without Prior Service; ATP 21-121, Basic Training Program for Female Military Personnel.

b. On-the-job advanced individual training (OJT-AIT). Training conducted in active Army TOE and TDA units for active Army and Reserve components personnel who, upon graduation from BCT, are assigned for MOS qualification through formal on-the-job training.

i. Preparation of replacements for overseas movement (POR). A system of personnel policies and procedural requirements to qualify personnel for overseas service.

j. Prior-service personnel. Personnel who have completed one or more days of active duty in a regular component, Army of the United States or active duty in a Reserve component of any of the Armed Forces; or in the ARNGUS or USAR programs of active duty for training pursuant to REP 63; or in similar programs of any of the Armed Forces. *Personnel who have been drafted into the Army and subsequently reenlist at a reception station are not to be considered prior-service personnel.*

k. REP 63 personnel. Reserve component personnel ordered to active duty for training under the Reserve Enlistment Program of 1963 (Public Law 88-110, 88th Congress). Male Reserve Components nonprior-service personnel, age 26 or over, and female Reserve Components nonprior-service personnel, age 18 through 34, who enlisted under the authority of AR 140-111 or NGR 601-200 are, for the purpose of this regulation, processed as REP 63 personnel.

l. Replacement stream enlisted personnel. Active Army enlisted personnel not assigned as permanent party to any command or unit who are under the direct assignment control of HQDA. Includes trainees and students undergoing training in a permanent change of station (PCS) or temporary duty pending further orders (TDPFO) status. Specifically excluded are prior-service personnel (*j* above) who do not require basic training, basic combat training or advanced individual training.

1-4. Restrictions. *a.* Inoculations, except adenovirus vaccine, meningococcal disease vaccine, tetanus-diphtheria toxoid, poliomyelitis vaccine, and the Tuberculin Tine Test will not precede the administration of any personnel selection and classification tests.

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

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

d. Receptees, to include REP 63 personnel who were processed through AFEES will not be subjected to a physical inspection. See paragraph 2-10 and paragraph 3-18, AR 601-270.

e. Nonprior-service receptees may be retained for only 1 day to perform kitchen police duties, except during processing. Kitchen police duties will not be performed if it will preclude the individual from reporting to the BCT as prescribed by appropriate orders.

f. Transfer processing will not be accomplished at a USARECSTA. Receptees being separated for any reason will be processed at the transfer activity serving that installation.

g. Conscientious objectors (1-A-O) will not be administered certain inoculations at USARECSTA (para 2-10c(2)).

h. Male personnel who have enlisted for MOS training requiring a security clearance will have proper clearances initiated if action has not already been taken by the AFEES. Personnel recommended for MOS training requiring a security clearance must be eligible for clearance.

i. REP 63 personnel assigned ADT will not be released to their parent unit without having completed at least 4 consecutive calendar months on ADT and have fulfilled their ADT commitment as specified by the enlistment contract unless they have been recommended for discharge. Women will not be released to parent unit until their ADT commitment, as specified by the enlistment contract, has been fulfilled unless they have been recommended for discharge. Women are not required to complete at least 4 consecutive calendar months

ADT. Fulfillment of the ADT commitment occurs when the individual is qualified for the MOS for which he enlisted. Exceptions to this will be coordinated with the appropriate Army commanders.

j. Basic or basic combat training will not be provided by means of OJT.

1-5. Personal factor in processing. a. Careful consideration will be given to the manner in which inductees and first term enlistees are processed.

b. Every effort will be made to impress the new soldier with the efficiency of the Army and the attention given to his welfare. The psychological implications involved in the transition from civilian to military life are all-important.

1-6. Initiation of records. Military Personnel Records Jacket, US Army (MPRJ) (DA Form 201) will be initiated as prescribed by paragraph 1-3, AR 640-10 and AR 640-2-1. Personal Financial Record, US Army (PFR) (DA Form 3716) or Military Personnel Financial Data Records, US Army (FDRF) (DA Form 2143) will be initiated as prescribed in AR 37-104-3.

1-7. Records processing at USARECSTA. Table 1-1 lists records which are initiated or received at a reception station and instructions for disposition.

a. Records received from Army National Guard units will not be remade, but will be continued in use. USAR records will be remade only when absolutely necessary.

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

1-8. Preparation of forms at USARECSTA. Processing time may be saved by preprinting forms with information applicable to all recipients. Mechanical writing equipment may be used for this purpose. A standard personnel plate may be prepared for each recipient to facilitate processing.

1-9. Records processing at USATC. a. In accordance with disposition instructions prescribed in Table 1-1, personnel records will

be dispatched to an initial receiving point of the appropriate basic training activity for a records check, which will be completed as much as possible before the start of either basic or basic combat training cycle. The records check will continue during the period of training and will be completed before releasing the individual for assignment.

b. Incoming personnel record folders will be checked against either assignment or attachment orders of arrivals to determine that all personnel record folders have been received.

c. Request for missing records will be submitted as follows:

(1) *Replacement stream personnel.*

(a) If the copy of DD Form 4 (Enlistment Contract—Armed Forces of the United States) or DD Form 47 (Record of Induction) is missing and cannot be located at the reception station, the training activity commander will request a copy from the Commander, US Army Personnel Data Support Center, ATTN: Central Registry Unit, Edgewood Arsenal, MD 21010 for BCT personnel or from the Commanding Officer, US Army Administration Center, Ft Benjamin Harrison, IN 46216 for AIT personnel.

(b) When the DA Forms 2 and 2-1 (Enlisted Qualification Record) are missing, the procedure in AR 640-2-1 for tracing, reporting, and initiating temporary qualification records will be followed.

(c) Medical records for personnel who were formerly on active duty and were released to the US Army Reserve from either active duty or active duty for training may be obtained from the Commander, US Army Reserve Component Personnel and Administration Center, 9700 Page Boulevard, St. Louis, MO 63132. Medical records for personnel who were formerly on active duty and were discharged will be obtained from the Center Manager, National Personnel Records Center, GSA, 9700 Page Boulevard, St. Louis, MO 63132. See appendix A, AR 340-1 for detailed listing of records maintained at various records centers.

(2) *Reserve Enlistment Program of 1963 (REP 63) personnel.* When records cannot be located, the training activity commander will request missing records or replacement copies for REP 63 personnel as follows:

(a) For members of the Army National

Guard of the United States (ARNGUS)—to the Adjutant General of the state in which the individual's ARNGUS unit is located.

(b) For members of the US Army Reserve (USAR)—to the Commanding General of the Army area in which the individual's USAR unit is located.

1-10. Personnel records review and screening for special category personnel at USATC. Commanders of training centers are responsi-

ble for and will insure that the personnel records prescribed in paragraph 3-5 are reviewed to identify—

- a. Personnel with rare and unusual qualifications.
- b. Personnel with civilian-acquired skills.
- c. Personnel with enlistment commitments.
- d. Inducted physicians; dentists, and allied medical specialists.

Section II. THE BASIC INTERVIEWS AND REQUIRED REPORTING TO HEADQUARTERS, DEPARTMENT OF THE ARMY

1-11. **General requirements.** The interviews required by this section are conducted at the US Army Reception Station or the US Army Training Center as prescribed by DA Pam 611-1 and this section. The interview should be conducted in a formal, comfortable, well ventilated, and well lighted atmosphere. The interviewer must be fully qualified, thoroughly familiar with the personnel processing procedures, AR 611-201, AR 600-200, DA Pam 350-10, and the Dictionary of Occupational Titles and must be authorized to conduct the interview. Every effort will be made to gain the individual's (interviewee) confidence in order that proper data may be collected. Interviewers will obtain forms for recording impressions, rating sheets for recording evaluations and a manual which describes the nature and purpose of the forms required for use during each interview.

1-12. **Purpose.** The purposes of the basic interviews are—

- a. To ask for and to give information.
- b. To determine individual qualifications.
- c. To afford the individual an opportunity to express a personal preference for training and ultimate assignment.
- d. To provide Headquarters, Department of the Army with specific, accurate information upon which to base the selection of individuals for initial training assignment.

1-13. **Basic interviews.** The basic interviews to which each individual will be subjected are normally conducted at the US Army Reception Station (USARECSTA). They are called basic

because the information collected, the records prepared, and the decisions made at these times will affect the entire military career of the soldier and his usefulness for national defense. In view of the importance, it is inherent that they be conducted in an orderly manner and data collected accurately.

a. *Initial classification interview.* The initial interview is conducted to collect data not available through other media. It consists of personal, educational and occupational background, aptitudes, and other specialized qualifications. DA Forms 2 and 2-1 (Enlisted Qualification Record) and Training Card One are initiated, or data already recorded may be verified. This is the first step in the classification process. During the initial interview, the interviewer will ascertain from conversation and observation certain broad aspects of personality and limitations that are important for initial assignment. The interviewer should inform the individual that he will be classified and assigned to a military job or to training for which he is best qualified commensurate with the needs of the Army. When the initial interview is being conducted at an initial duty station, the interviewer will inform the individual concerning opportunities for training and advancement offered by the unit to which he is assigned.

b. *Initial personal affairs interview.* The initial personal affairs interview is conducted primarily to familiarize the individual with information contained in the Army Personal Affairs Handbook (DA Pam 608-2) and to take actions to complete and process forms incident to allotments, purchase of bonds, insurance, income tax withholding exemptions, and any matter which the individual desires to discuss.

1-14. Interviewer responsibilities. *a. Training preferred.* Training preferred, as expressed by the individual, is a measure of motivation used by the Army in selecting training appropriate to the individual. Accordingly, during the processing as prescribed by DA Pam 611-1 and chapter 2 the interviewer will—

(1) Inform the receptee of the purpose of his classification interview, and that he will be asked questions concerning his education, civilian employment and hobbies.

(2) Using the latter information, test scores, and all other available information concerning the receptee, inform him of training fields available and for which he qualifies.

(3) Allow the receptee an opportunity to express a personal preference for training.

(4) Explain to the receptee that his preference will be taken into consideration when determining his assignment; however, other considerations, including the needs of the Army may not permit filling his preference.

(5) Explain to the individual who does not meet the minimum prerequisites the unlikelihood of being trained in accordance with his preference, or in a training course that is not MOS 09B fed.

b. Training recommended. This information is important and assists Headquarters, Department of the Army, in determining appropriate training for the individual. In order to objectively recommend the training an individual should be subjected to, the interviewer will—

(1) Consult with individual, review his records.

(2) Consider physical profile, aptitude area scores, education, civilian occupations and experience, hobbies, avocations, prior military experience, qualifications for training courses available, and period of utilization upon completion of course.

(3) Recommend training only for which the individual is fully qualified, or training in an MOS which is fed by 09B personnel.

(4) Recommend *no* training in a Scientific and Engineering MOS (01 series) or an MOS that was reported as CAS. If an individ-

ual submits a DA Form 1294 (Record of Personnel with Special Qualifications), or is reported with a CAS, he will be considered for such MOS. Selection for award of MOS in the Scientific and Engineering MOS series or award of MOS based on CAS is determined by means other than normal training assignments.

Note. If the individual is reported with a CAS but not selected for direct award of that MOS, he is automatically considered for training in the CAS MOS. If an individual is not selected for the Scientific and Engineering MOS or a CAS MOS then the recommended training is considered.

(5) Recommend training for WAC personnel only in MOS listed in DA Pam 350-10.

(6) Evaluate and record recommendation for MOS training in item 4 DA Form 2-1 of the individual as prescribed by AR 640-2-1.

c. Education. The interviewer will insure the individual presents adequate supporting documents to substantiate the highest level of education to which he attests and record this information in item 42, DA Forms 2 and 2-1 of the individual as prescribed by AR 640-2-1.

1-15. Disposition of collected interview information. *a.* The data collected will be sent to Headquarters, Department of the Army coded to the Training Cards One and Two as prescribed by chapter 4. The interview data will also be recorded on the individual's DA Forms 2 and 2-1 and must be accurate and legible (AR 640-2-1).

b. When the Training Card One and Training Card Two are received at Headquarters, Department of the Army, the data contained on them is used as the data base for the control and distribution of trainees.

c. Any changes or corrections other than name, social security number (SSN), or service component required after initial submission of Training Card Two will be accomplished by electrically transmitted message. Changes or corrections to name, SSN, or service component are reported using the Change Identification Card (chap. 4).

Table 1-1. Records Initiated or Received at US Army Reception Stations

Form No.	Title	Applicable regulation (s)	Form(s) used for each receiptee	Furnished receiptee	Place/Filed in DA Form 201 (MPRJ)		Filed in DD Form 722	Placed/Filed in DA Form 2143		To/thru servicing DPA	Special instructions or disposition
					Placed	Filed		Placed	Filed		
DA Forms 2 and 2-1.	Training Card One	Chapter 4	1		X						Training Card one will be punched and machine verified.
	Identification Tags	AR 606-5	2 (tags)		X						Issue if processing schedule will permit.
	Personnel Qualification Record. (Parts I and II.)	AR 640-2-1; NGR 601-200; AR 140-111.			X						Transmit IAW paragraph 1-9, AR 640-10. Do not perforate or fasten this form in MPRJ.
	Record of Emergency Data.	AR 600-10; NGR 601-200.	2 (set)			X (dupe)					If original erroneously received, forward to TAG UP AR 600-10.
DA Form 41	Record of Emergency Data.	AR 600-10; NGR 601-200.	2 (set)			X (dupe)					If original erroneously received, forward to TAG UP AR 600-10.
DA Form 61	Application for Appointments.	AR 351-5	3		X						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.
DA Form 201	Military Personnel Records Jacket, US Army.	AR 640-10	1								Forwarded to next unit of assignment UP AR 640-10.
DA Form 201a	Field Personnel File Divider.	AR 640-10	1								Forwarded to next unit of assignment UP AR 640-10.
DA Form 330 ¹	Language Proficiency Questionnaire.	AR 611-6	3 (set)			X (cy2)					Active Army personnel, see instructions on DA Form 330. For Reserve component ADT personnel, see note. ¹
DA Form 428	Application for Identification Card.	AR 606-5	2			X					Insure that picture is securely fastened to DA Form 428 IAW AR 606-5. Duplicate retaining by issuing officer and filed in numerical order by serial number of card. (Following items on DA Form 428 may be eliminated: 3, 4, 8 through 16, and signature of applicant if not prepared by individual concerned.)
DA Form 481	Military Leave Record	AR 630-5	1						X		

DA Form 669	GED Individual Record	AR 621-5	1		X					Prepare DA Form 669 only for those personnel with less than a high school diploma or equivalency certificate.
DA Form 1294. ²	Record of Personnel With Special Qualifications.	AR 600-200	2		X (orig and dupe).					Place in MPRJ for transmittal to BCT activity.
DA Form 1315	Reenlistment Data Card.	AR 601-280	1		X					Transmit IAW paragraph 1-9, AR 640-10.
DA Form 1341S, A, or C. ²	Allotment Authorization (to start, stop, and change allotments).	Part 6, chapter 6, DOD Military Pay and Allowances Entitlements Manual; AR 37-104-3.	4 (set)	Trip				X		
DA Form 1311	Physical and Mental Status on Release from Active Service.	AR 601-210 AR 635-5					X			
DA Form 1996	Tax Withholding Record.	Part 8, AR 37-104-3.	1						X	
DA Form 2035-R.	Computation of ACB Aptitude Area Scores.	AR 601-270	1							Destroy after recording on DA Forms 2 and 2-1.
DA Form 2139	Military Pay Voucher	AR 37-104-3	5 (set)						Copy 5	Copies 1 through 4. To finance and accounting officer.
DA Form 2143	Personal Financial Record, US Army.	AR 37-104-3	1		X					Place in MPRJ when transmitting personnel records IAW AR 640-10.
DA Form 2981	Application for Determination of Moral Eligibility for Induction.	AR 601-270								If received from AFEES, DA Form 2981 will be detached from DDS Form 47 and destroyed.
DA Form 3053	Declaration of Benefits Received and Waivers.	Chapter 4, Part 8, AR 37-104-3.	2						X (copy).	Original to VA Office having jurisdiction over member's claim.
DA Form 3298. ²	Authorization to start and stop BAQ Credit.	Part 3, AR 37-104-3.	2 (set)					X		
DA Form 6170-3.	Worksheet for computing Aptitude Area Scores.	AR 601-210 AR 601-270	1							DA Form 6170-3 received from AFEES will be detached and removed after necessary data has been extracted.
DA Form 6057	Army Qualification Battery, AQB, Reserve Component Edition Scoring Worksheet.	AR 140-111 NGR 601-200	1		X					DA Form 6057 will be removed from MPRJ after necessary data has been extracted.
DA Form 3326	Personal Clothing Record, Enlisted Women.	AR 700-84 AR 710-2 NGR 735-5	2		X (orig)					Transmitted IAW paragraph 1-9 AR 640-10. Duplicates retained by issuing officer.

V

See footnotes at end of table.

Form No.	Title	Applicable regulation (s)	Form(s) used for each receiptee	Furnished receiptee	Place/Filed in DA Form 201(MPRJ)		Filed in DD Form 722	Placed/Filed in DA Form 2143		To/thru servicing DPA	Special instructions or disposition
					Placed	Filed		Placed	Filed		
DA Form 3327	Personal Clothing Record, Enlisted Men.	AR 700-84 AR 710-2 NGR 735-5	2			X (orig)					Transmitted IAW paragraph 1-9 AR 640-10. Duplicate retained by issuing officer.
DD Form 2A	Armed Forces Identification Card (green).	AR 606-5	1	X							Issue to each receiptee. (See para 25, AR 606-5.)
DD Form 4*	Enlisted Contract-Armed Forces of the United States.	AR 601-210 AR 140-111	Duplicate received from RMS or Army Reserve units.			X					Copy to Commander. RCPAC, 9700 Page Blvd., St. Louis, MO 63132. ⁴
		NGR 601-200		2 copies received from Army National Guard Units.			X (orig if received).				
DD Form 44	Record of Military Status of Registrant.	AR 135-90 AR 140-111	3	Dupe							Original to Selective Service Local Board.
DD Form 47	Record of Induction	AR 601-270	Dupe 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 137*	Application for Basic Allowance for Quarters for Members with Dependents.	DOD Military Pay and Allowances Entitlements Manual; AR 37-104-3.	4					X			
DD Form 220	Active Duty Report	AR 135-200 (ADT).	1 (For ARNGUS for tours of 90 days or more).								Original—w/copy of orders attached—to Cdr, RCPAC, 9700 Page Blvd, St. Louis, MO 63132.
				2 (For USAR for tours of 90 days or more).						X (Dupe w/copy of orders attached—to Res unit cmdr thru DPA servicing home station).	Original—w/copy or orders attached—to Cdr, RCPAC, 9700 Page Blvd, St. Louis, MO 63132.
			AR 135-210 (Active Duty).	1 (For ARNGUS for tours of 90 days or more).							Original to Cdr, USA-ACFBH, Fort Benjamin Harrison, IN 46216. ⁵

note:

has already
deleted
DTM 98

			2 (For USAR for tours of 90 days or more).						X (Dupe w/copy of or- ders at- tached— to Com- mander who is- sued the active duty or- ders thru DPA servic- ing member prior to entry on active duty).	Original to Cdr, USA- ACFBH, Fort Benja- min Harrison, IN 46216. ⁵
DD Form 369	Fingerprint Record (Reverse of Police Record Check).	AR 381-130	2						X (1 form).	Attach one form to DD Form 1584 and place in MPRJ.
DD Form 373	Consent, Declaration of Parent or Legal Guardian.	AR 140-111	Duplicate received from RMS, or Army Reserve units.						X	
DD Form 398	Statement of Person- al History.	AR 381-130 AR 601-210 AR 601-270 NGR 601-200	1 copy received from RMS, AFEES, or Re- serve compo- nent units.						X	
DD Form 722	Health Record	AR 40-403	1				X			Placed in MPRJ when transmitting person- nel records UP AR 640-10.
DD Form 722-1.	Health Record—Dental.	AR 40-403	1				X			Placed in MPRJ when transmitting person- nel records UP AR 640-10.
DD Form 1172	Appl for Unif Svc Ident and Privilege Card.	AR 606-5	2 (orig and a dupe).	X						Inform receiptee who claims dependents to complete application. Instruct receiptee to send completed forms to his primary de- pendent or, if appro- priate, through military channels to Cdr, Finance Center US Army, ATTN: Allotments and Deposits Operations, Indianapolis, IN 46249, as expedi- tiously as possible.

See footnotes at end of table.

Form No.	Title	Applicable regulation(s)	Form(s) used for each receiptee	Furnished receiptee	Place/Filed in DA Form 201 (MPRJ)		Filed in DD Form 722	Placed/Filed in DA Form 2143		To/thru servicing DPA	Special instructions or disposition
					Placed	Filed		Placed	Filed		
DD Form 1584	DOD National Agency Check Request.	AR 381-130 AR 604-5	1 (set)		X						For processing by training activity in initial unit of assignment.
SF 88	Report of Medical Examination.	AR 40-501 AR 135-200 AR 135-210 AR 601-210 AR 601-270 NGR 601-200	Duplicate received from RMS, AFEES, or Army Reserve units. 2 copies received from Army National Guard units.				X Copy (orig if received).				Copy to Cdr, RCPAC, 9700 Page Blvd., St. Louis, MO 63132. ⁵
SF 93	Report of Medical History.	AR 40-501 AR 135-200 AR 135-210 AR 601-210 AR 601-270 NGR 601-200	Duplicate received from RMS, AFEES, or Army Reserve units. 2 copies received from Army National Guard units.				X Copy (orig if received).				Copy to Cdr, RCPAC, 9700 Page Blvd., St. Louis, MO 63132. ⁶
SF 600	Health Record—Chronological Record of Medical Care.	AR 40-403	1				X				
SF 601	Health Record—Immunization Record.	AR 40-403 NGR 601-200	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. ⁴	Servicemen's Group Life Insurance Election.	AR 608-2	3	Dupe		Orig			See note		Distribute copies IAW AR 608-2.
TD Form W-4	Employee's Withholding Exemption Certificate.	DOD Military Pay and Allowances Entitlements Manual; AR 37-104-3; NGR 601-200	1						X		
PHS Form 731. ⁷	International Certificate of Vaccination.	AR 40-562 AR 40-403	1								The medical officer will comply with the provisions of paragraph 3-5, AR 40-403. For disposition, see note. ⁷

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 AFEES, when applicable.				X				
SS-5	Application for Social Security Number or Replacement of Lost Card.	AR 600-2	Dupe received from AFEES, when applicable.		Dupe						If not received from AFEES and form is applicable, comply with procedures set forth in Table 2-2, line 3a.

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

² Not applicable to members of the Reserve components performing initial tour of ADT under the Reserve Enlisted 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 93, 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 members of ARNGUS), and the original DD Form 98, will be forwarded to Cdr, USAACFBH. As an exception, for enlisted member whose application was forwarded to HQDA 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. Place Xerox or locally determined similar copy in DA Form 2143.

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

CHAPTER 2

PROCESSING PROCEDURES FOR US ARMY ACCESSIONS AT US ARMY RECEPTION STATIONS (USARECSTA)

Section I. GENERAL

2-1. Purpose. This chapter prescribes the procedures for reception processing at USARECSTA of inductees, enlistees, REP 63 personnel and WAC personnel.

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

Section II. PERSONNEL AND ADMINISTRATIVE PROCESSING PROCEDURES

2-3. Personal factor in processing. *a.* Recretees will be processed in an orderly manner. Since the US Army reception station is usually the recretee's first encounter with Army procedures, processing will be conducted in a manner that will impress the individual with the efficiency of the Army and the attention given to his welfare. The impression made during his stay at the USARECSTA may well have a significant influence in shaping his attitude toward the Army and may later be reflected in his performance of duty.

b. Reception station commanders will assign noncommissioned officers to the fullest extent in guiding recretees in all phases of processing. These noncommissioned officers will be carefully selected for these duties, and their conduct and appearance must be above reproach. It is particularly important that they exercise every opportunity to instill in recretees confidence and respect for Army leadership.

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

2-4. Scheduling processing. US Army reception station commanders will insure that recretees are processed within 3 workdays. Recre-

tees arriving after normal duty hours will be received with efficiency, welcomed warmly, and treated considerately. Only the minimum essential processing will be accomplished for recretees arriving after normal duty hours, and other processing will be initiated the next day. Commanders may vary the processing schedule (Table 2-2) to meet operational requirements provided that—

a. Recretees are afforded a full night's rest (8 hours) before administering tests (Table 2-3).

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

c. Restrictions pertaining to inoculations and number of hours for administering tests are observed (para 1-4*a* and *b*).

2-5. Test administration. The Army personnel selection and classification tests listed in Table 2-3 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 proctors.

a. Components of the tests listed in Table 2-3 are listed in DA Pamphlet 310-8. Instructions for administering and scoring each test

or battery of the tests are contained in the appropriate test manual. The special instructions for test administration and the instructions for safeguarding test materials contained in AR 611-5 and AR 340-16 will be followed by personnel responsible for administering, handling, and scoring tests.

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

2-6. Interview procedures. Each receptee will be interviewed. DA Pamphlet 611-1 and section II, chapter 1, this regulation will be complied with when conducting the interview. Nonprior service personnel will be asked whether they have been granted a personnel security clearance above SECRET, when and by whom. Obtain certification, record the degree of access, date of completion, name of the command or Federal Agency which conducted the investigation and record on the DA Form 20. Example; "NAC 10Sep71 3AS". Enter in pencil place of employment requiring the clearance (e.g., Fort Meade, MD).

2-7. Identification of specially designated and certain other personnel. Certain personnel will be identified as prescribed in Table 2-4.

2-8. Clothing issue. a. Receptees will be issued personal clothing as prescribed in paragraph 5-5, AR 700-84, except for Reserve component ADT receptees who will be issued clothing as prescribed in AR 710-2. 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 700-84.

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. 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 710-2, which have been issued at the installation.

2-9. 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.

2-10. 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 the reception station commander has reason to believe an individual does not meet the entry or retention standards for military service.

b. *Medical examinations.* Receptees who have not undergone a medical examination within one year of reporting to the US Army reception station will be administered a medical examination of the scope prescribed in AR 40-501. Reserve component receptees who are ordered to ADT within one year from date of last medical examination will not be required to undergo a complete examination. Only those tests or examinations required by AR 40-501

which are not a matter of record on the initial report of examination will be accomplished. See appendix IX, AR 40-501.

c. Immunizations.

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

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

(2) Immunizations for typhus, yellow fever, cholera, and plague will not be administered to Class 1-A-O personnel at USARE-CSTA (para 1-4g).

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. Reserve Component and other receptee's Health Records, if available, will be reviewed and only those nonavailable medical documents and forms which are required by this regulation and AR 40-403 will be initiated. Mechanical writing equipment may be used in preprinting forms, provided that entries are legible and are made in the proper spaces on the forms.

2-11. 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 Form 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. A notation will be made in item 56 (Remarks), DD Form 4, that DA Form 3053 has been for-

warded to Veterans Administration. The duplicate copy of the waiver will be filed in DA Form 2143.

2-12. Partial or advance pay. DA Form 2139 (Military Pay Voucher) will be prepared for each receptee. Receptees will be given advance or 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).

2-13. Kitchen police duties. *a.* The 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. The basis for retention is the number of receptees to be served at each meal at the *reception station* dining facility only. Two men may be retained for dining facilities serving 50 receptees or less and one additional man is authorized for each additional 50 receptees or major fraction thereof.

2-14. Movement procedures and strength accountability. Upon completion of processing, receptees will not be delayed from entering the next training cycle (e.g., pending training company fill, kitchen police). Orders will be issued assigning or attaching the receptees to the various activities indicated below, or as prescribed by the US Army Military Personnel Center, HQDA.

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 US Army Military Personnel Center, HQDA.

b. Movement of receptees to the off-post training activity. Orders issued will relieve the receptee from the reception station and will assign him as indicated below. Strength accountability will be in accordance with the pro-

visions of paragraphs 1-7, 3-10, and Table 3-3, AR 680-1.

(1) *Conscientious objectors*. Direct to US Army Reception Station for processing and assignment to an Army training center where BCT is conducted. Personnel will be assigned to BCT company but will receive Modified Basic Training which excludes training and use of ammunition, weapons, and munitions.

(2) *Inducted physicians, dentists and allied medical specialists*. Direct to Brooke Army Medical Center, Fort Sam Houston, TX (para 2-13b, AR 600-200).

(3) *All others*. Direct to the designated off-post training activity.

c. Movement of receptees to a CONUS unit.

Upon receipt of assignment instructions from the US Army Military Personnel Center, HQ-DA 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 be issued assigning 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.

Section III. ORIENTATIONS AT USARECSTA

2-15. Purpose. Orientation talks are an important factor in processing, and will be conducted in plain, nontechnical language. Visual aids will be used whenever possible. Orientations may be supplemented by handout material; however, this material will not serve as a substitute for orientations. Orientations will normally be conducted by an officer.

2-16. Initial orientation. This talk will be conducted as soon as possible after receptee's 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 films.
- (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 1-19, AR 600-50).

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

e. As a part of the initial orientation prescribed by *b*(4) above, the new soldier will be interviewed in accordance with the provisions of DA Pam 611-1 and section II, chapter 1 this regulation.

2-17. Personal affairs orientation. Orientation talks will be scheduled during processing and will include the following:

a. Service obligation.

b. Pay.

(1) Entitlements, deductions, and other pay provisions outlined in DA Pam 608-2.

(2) Joint Uniform Military Pay System—Army (JUMPS-Army) pay options and methods of payment with emphasis on election of the check to financial institution option upon completion of basic and advanced individual training.

c. Explanation of the rights and benefits of receptees.

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

(2) Postal service.

- (3) Legal assistance.
- (4) Medical facilities.
- (5) Recreational facilities/activities.
- (6) Religious services.
- (7) Leave and pass policies.
- (8) Post exchange facilities.
- (9) Medical care of dependents. See AR 40-121 and DA Pam 608-2.
- (10) Financial care of dependents. See part 6, chapter 2, DOD Military Pay and Allowances Entitlements Manual (DODPM), and AR 37-104-3.
- (11) Movement of dependents.
- (12) Privately owned vehicles.
- (13) Visitors.
- (14) Family correspondence.
- (15) Shipment of civilian clothing.
- (16) Classification as a sole surviving son, evidence needed, and procedure for making application during BCT. See section XVII, chapter 11, AR 614-200, and section XI, chapter 5, AR 635-200.

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

e. Commercial life insurance. Counsel personnel in accordance with procedure in paragraph 4-3, AR 210-8.

f. General solicitation. Subject to appropriate control, 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.

g. Allotments.

h. Settlement of private debts. See AR 600-

20, and chapters 4 and 5, AR 600-15 for policy and procedures concerning private indebtedness and financial obligations.

i. 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, chapter 2, DA Pam 608-2.

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. SSN. Inform personnel whose SSN begins with a 9 that they hold a temporary number; that action has been initiated to obtain a SSN. They should receive a SSN card while in BCT. If not, they should inquire about the card and number on reassignment from BCT.

l. Veterans Administration dependency and indemnity compensation. See section VI, paragraph 134, chapter 3, DA Pam 608-2.

m. Any pertinent local information.

n. Servicemen's Group Life Insurance (SGLI). Explain rights, benefits, and privileges available under SGLI in accordance with chapter 3, AR 608-2. Emphasize responsibility to next of kin; individual's right to name beneficiary of own choice; requirement to complete DA Form 41; option not to be insured or to be insured for \$5,000, \$10,000 or \$15,000; order of preference set by law if no beneficiary is named.

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

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

q. Enlistment contracts. Those individuals who have enlisted for a specific training and/or assignment option will be informed that they have the legal right to expect training and assignment in accordance with the provisions of their contract. If, through no fault of their own, the provisions of their contract are not fulfilled, the individual has the right to apply for adjustment under the provisions of chapter 5, AR 601-210.

TABLE 2-1

COMMANDER RESPONSIBILITIES

Line	Commander	Responsible for
1	TRADOC	Operation of continental US Army reception stations.
2	Installation commanders exercising command control of USARECSTA.	<ol style="list-style-type: none"> 1. Operations of the US Army reception stations within their command in accordance with this regulation and supplemental instructions issued by the Commander, TRADOC 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 US 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. Checking processing to determine if backlogs occur and taking action to eliminate conditions which delay processing. 3. Insuring the efficient reception, orientation, testing, interviewing, classification, assignment or attachment, record preparation and disposition, and movement of receptee from the United States Army Reception Station. 4. Limiting reception station processing to that authorized by this regulation and supplemental instructions issued by the Commander TRADOC. Deviation from the processing prescribed in table 2-2 may be made, provided it does not interfere with the 3 day processing schedule. 5. Insuring that adequate on-post training space is available and notifying HQ TRADOC by telephone or teletype (through channels) when insufficient training space occurs. 6. 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 US Army in general and his acceptance of military life.) 7. Account for all receptees on an automated Morning Report under the provision of TRADOC Reception System. Individual held at the Reception Station for cogent reasons, i.e., Administrative Medical Emergency Leave, AWOL are reported on the DA Form 1 and subsequently reassigned to BCT in accordance with Table 3-3, AR 680-1. 8. Taking action to obtain mission 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. 9. Authorizing leave for receptees only in cases of verified emergency. 10. Preparing, editing, and verifying Training Card One in accordance with section II, chapter 4. 11. Preparing section A, Personnel Processing Station Operations Report (DA Form 3422-E) (MILPC-9) in accordance with procedure in paragraph 2-1, AR 612-90. 12. Assigning or attaching receptees, as appropriate, to a training activity as directed by Headquarters, TRADOC.

TABLE 2-2

PROCESSING SCHEDULE¹

Line	Action required	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	<p>Review records. Insure following are included:</p> <p>a. A social security number (SSN) card or documented evidence (old tax return, payroll slip, wage statement, motor vehicle drivers license, etc) of an individual's assigned SSN. Verify the accuracy of the name and SSN entered on all records by comparison to that recorded on the SSN card or the documented evidence. If the individual has been assigned a Temporary Identification Number (TIN) by an AFEES, verify that an action has been initiated by AFEES to obtain a new or duplicate SSN card by checking for the annotation "SS-5 processed" in item 1 or 2, appropriately on the MPRJ file copy of the DD Form 4 or 47 and the presence of the duplicate copy of a Form SS-5 (Application for a Social Security Number or Replacement of Lost Card) prepared by AFEES. The duplicate copy of the Form SS-5 is to be forwarded to the custodian of the Personal Financial Record (PFR). If this check reveals the failure to complete application to acquire an SSN for the individual, prepare Forms SS-5 as prescribed in paragraph 3-7, AR 600-2 and include them in the MPRJ for distribution by the BCT commander. (See chap. 3, AR 600-2.)</p> <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 ADT personnel. If the document is missing, a request will be dispatched immediately to the US 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> <p>d. Report individuals whose enlistment commitment is contingent on qualifications and subsequently found not qualified to Training Input Branch, EPD, MILPERCEN, AUTOVON 221-8478 or 221-8479.</p> <p>(1) Counsel each individual and advise of alternate options available for which they qualify.</p> <p>(2) Make every effort to obtain waiver of enlistment option.</p> <p>(3) If individual fails to qualify for alternate option or elects not to accept alternate course of action, process UP para 5-5, AR 601-210 and para 5-32, AR 635-200.</p> <p>e. If an individual has an enlistment commitment for an option listed below and waives such option, notify CG MILPERCEN AUTOVON 221-8489, 221-8490 before taking final action on such waiver.</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>		

See footnotes at end of table.

TABLE 2-2—Continued

PROCESSING SCHEDULE¹

Line	Action required	1st processing day	2d processing day	3d processing day
	<i>Table</i> <i>Name of Option</i>			
	5-12 US Army Security Agency Enlistment Option			
	5-20 WAC Choice of Training/Station Enlistment Option			
	5-28 CONUS Unit of Choice Enlistment Option			
	5-29 United States Army Europe Enlistment Option			
	5-32 United States Army Korea Enlistment Option			
	5-33 United States Army Alaska Enlistment Option			
	5-34 25th Infantry Division Hawaii Enlistment Option			
	5-35 United States Army Communications Command, (USAAC) Enlistment Option			
	5-36 193d Infantry Brigade (Panama) Enlistment Option			
	5-38 Training and Travel Enlistment Option			
	5-41 United States Army Special Unit Enlistment Option			
	5-43 United States Army 3d Infantry Enlistment Option			
	5-44 United States Army Recruiting Support Center Enlistment Option			
	5-45 CONUS Station of Choice Enlistment Option			
	5-46 United States Army Berlin Brigade Enlistment Option			
4	Initiate required records/forms, including Standard Personnel Plate and Processing Rosters. Issue identification cards and identification tags if processing schedule will permit. (Mechanical writing equipment, if available, may be used in preparing records and forms.)	X		
5	Issue health and comfort items, as appropriate. These issues will be recorded on DA Form 3327 (Personal Clothing Record—Enlisted Men) or DA Form 3326 (Personal Clothing Record—Enlisted Women).	X		
6	Make blood group and type determinations (AR 40-3).	X		
7	Administer adenovirus vaccine, meningococcal disease vaccine, tetanus-diphtheria toxoid, poliomyelitis vaccine, and the Tuberculin Tine Test (see para 2-10c and "Note"). The Tuberculin Tine Test results will be read approximately 72 hours after administration. Recptees will not be held at reception stations solely for the purpose of reading the test results. When necessary, because of the time element, the Tuberculin Tine Test results will be read at the training activities. The date administered and results of the Tuberculin Tine Test will be recorded on SF 601 (Health Record—Immunization Record) and Public Health Service Form 731 (International Certificate of Vaccination) (AR 40-26).	X		
8	Conduct physical inspection and partial medical examinations, when required, as prescribed in paragraph 2-10.	X	X (if not completed 1st processing day)	

See footnotes at end of table.

TABLE 2-2--Continued

PROCESSING SCHEDULE

Line	Action required	1st processing day	2d processing day	3d processing day								
9	Issue orientation material and show film, including but not necessarily limited to— a. DA Pam 350-43. b. "You've Come a Long Way." (Training film).	X										
10	Arrange for receiptees to procure a haircut, if necessary (para 5-39, AR 600-20).	X										
11	Administer the Army personnel selection and classification tests listed in table 2-3.	X	X (if not completed 1st processing day)									
12	Issue and mark clothing and duffel bag.	X	X (if not completed 1st day)									
13	Arrange for partial payment to each receiptee.	X		X (if not done previously)								
14	Conduct orientation (and show films if available) concerning specific subjects, activities, or programs which will include: a. Uniform Code of Military Justice b. Chaplain activities c. Red Cross functions d. Servicemen's Group Life Insurance e. DA Programs: <table style="margin-left: 40px; border: none;"> <tr> <td style="text-align: right;"><i>Subject</i></td> <td style="text-align: left;"><i>Procedural/Informational References</i></td> </tr> <tr> <td>AUS Reenlistment</td> <td>Para 6-3; AR 601-280</td> </tr> <tr> <td>Officer Candidate School</td> <td>AR 351-5; DA Pam</td> </tr> <tr> <td>Warrant Officer Flight Training</td> <td>601-1 AR 601-210</td> </tr> </table>	<i>Subject</i>	<i>Procedural/Informational References</i>	AUS Reenlistment	Para 6-3; AR 601-280	Officer Candidate School	AR 351-5; DA Pam	Warrant Officer Flight Training	601-1 AR 601-210	X		
<i>Subject</i>	<i>Procedural/Informational References</i>											
AUS Reenlistment	Para 6-3; AR 601-280											
Officer Candidate School	AR 351-5; DA Pam											
Warrant Officer Flight Training	601-1 AR 601-210											
15	Conduct personal affairs interview. a. Initiate applications for allotments, SGLI allowances, and US Savings Bonds, when appropriate. b. Prepare partial pay voucher for each receiptee; prepare reenlistment bonus voucher, when appropriate.		X	X (if not completed previously)								
16	Take necessary action on personal problems.		X	X (if not done previously)								
17	Conduct classification interview for initiation and recording of entries on DA Form 20 (Enlisted Qualification Record). During interview: 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.		X	X (if not conducted previously)								

See footnotes at end of table.

TABLE 2-2—Continued

PROCESSING SCHEDULE¹

Line	Action required	1st processing day	2d processing day	3d processing day
18	Initiate DA Form 1294 (Record of Personnel with Special Qualifications), as prescribed in para 2-15c, AR 600-200, when appropriate.		X	X (if not done previously)
19	Arrange for eye examination for purpose of spectacle, prescription, when required.			X (if not done previously)
20	Complete DOD National Agency Check Request (DD Form 1584) and DA Form 3208 (Worksheet for National Agency Check Request). ² Upon completion of such action, attach DD Form 369 and (when applicable) duplicate copy of DA Form 2981 (Application for Determination of Moral Eligibility for Induction); place all documents in receptee's military personnel records jacket. <i>Note.</i> Applicable to all individuals being processed, except enlistees and reenlistees whose enlistment options require a personnel security investigation of a greater scope than an ENTNAC.		X	X (if not completed previously)
21	Initiate Reenlistment Data Card (DA Form 1315) for each receptee (except REP 63 personnel) IAW paragraph 1-20, AR 601-280. Appropriate entries will be transcribed on the card from the individual's personnel records and placed in the MPRJ. Entries on the card not appropriate to reception processing be left blank.		X	X (if not completed previously)
22	Initiate General Educational Development Individual Record (DA Form 669) for each receptee who has not completed high school (AR 621-5). Complete items 1, 2, and 3 by using the standard personnel plate. Place form in the MPRJ for future use by education counselors.			X
23	Issue name tapes as prescribed in (para 1-6, AR 670-5).		X	
24	Prepare two fingerprint records— reverse of DD Form 369 (Police Record Check). (Attach one record to DD Form 1584; file the other one in individual's MPRJ (DA Form 201) as a permanent document.)		X	
25	Issue identification tags if not previously issued. (Para 79, AR 606-5, requires issuance of identification tags as soon as practicable after entering into service.)			X
26	Initiate DD Form 1172 (Application for Uniform Service Identification and Privilege Card) if receptee claims dependents.		X	X (if not done previously)
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 done previously)
28	Assign or attach receptees to designated training activities or units.			X
29	Prepare and distribute special orders.			X
30	Outprocess records.			X

See footnotes at end of table.

TABLE 2-2—Continued

PROCESSING SCHEDULE¹

Line	Action required	1st processing day	2d processing day	3d processing day
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 will be completed within the 3-day period.

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

TABLE 2-3

ADMINISTRATION OF TESTS AND RECORDING OF TEST APTITUDE AREA SCORES

Tests to be administered	To whom applicable	Action required	Special instructions
A	B	C	D
Army Classification Battery (ACB). (See column D for special instructions.)	ACB will be administered at US Army Reception Stations only to personnel not tested with AQB (male personnel) or ACB (female personnel) at AFEES or Reserve activities. Aptitude area scores resulting from AFEES testing are contained on DA Form 6170-3, (Worksheet for Computing Aptitude Area Scores), received from AFEES.	<ol style="list-style-type: none"> Administer tests in accordance with DA Pam 611-70, for male personnel, or DA Pam 611-73, for female personnel when aptitude area scores are not available. Score test answer sheets. Compute aptitude area scores. Record ACB aptitude area scores and any ACB retest scores in item 8, DA Form 2-1 (Personnel Qualification Record, Part II). 	<ol style="list-style-type: none"> Transcribe aptitude area scores and scores of "Other Tests" to DA Form 2-1. File duplicate DA Form 1811 in individual's DD Form 722 (Health Record) in lieu of initial SF 88 (Report of Medical Examination).
Motor Vehicle Driver Selection Battery I (MDB-1).	All active Army personnel processing at US Army Reception Stations who do not have a valid driver's license who were not given the MDB prior to enlistment, and REP-63 personnel only if required for enlistment commitments and personnel do not possess a valid driver's license.	<ol style="list-style-type: none"> Administer test in accordance with DA Pam 611-119. Compute final standard test scores. Record test score on DA Form 2-1. 	
Typing and Dictation Tests.	All personnel processing through US Army Reception Stations who claim skill in typing and/or shorthand.	<ol style="list-style-type: none"> Administer tests in accordance with DA Pam 611-126. Compute final standard scores. Record scores on DA Form 2-1 (Item 10—Other Tests). 	
Auditory Perception.	All enlistees with SC score of 90 or higher who have not been previously tested at the AFEES.	<ol style="list-style-type: none"> Administer test in accordance with DA Pam 611-70. Compute score. Record test score in Item 8, DA Form 2-1. 	

TABLE 2-4

IDENTIFICATION OF SPECIALLY DESIGNATED AND CERTAIN OTHER PERSONNEL

Line	If receptee	Action required	
		Identify as prescribed in AR 640-2-1 and record information on DA Forms 2 and 2-1.	As indicated below
1	has civilian-acquired skills and/or education which fully qualifies him in a related MOS.	X	Enter the five-character MOS code appropriate to the apprentice, journeyman, or advanced journeyman level of skill only in item 4 of DA Form 2-1.
2	claims qualification in a foreign language or dialect. ✓ qualifies as a linguist.		As prescribed in AR 611-6, administer language proficiency tests or conduct interview; score tests. Prepare and submit DA Form 1-1 (Personnel Data Report) IAW provisions of 640-2-1. Determine language code; record language code on DA Form 1-1; prepare and submit DA Form 380 (Language Proficiency Questionnaire). See AR 640-2-1, AR 611-6, and 611-201.
3	has <i>special qualifications and aptitudes</i> and meets the criteria outlined in paragraph 2-15, AR 600-200.	X	Prepare DA Form 1294 in duplicate as required in AR 600-200. (DA Form 1294 will not be prepared for Reserve component ADT receptees.) Forward original and duplicate of DA Form 1294 to training activity with receptee's personnel records.
4	is classified as conscientious objector, 1-A-O, by Selective Service local board.	X	Assigned to an Army training center where Basic Combat Training (BCT) is conducted. Personnel will be assigned to BCT company after Reception Station processing but will receive Modified Basic Training (MBT) which excludes training and use of ammunition, weapons and munitions.
5	is an inducted physician, dentist, or allied medical specialist.	X	Assign to Brooke Army Medical Center, Fort Sam Houston, TX, upon completion of reception processing IAW paragraph 2-13, AR 600-200.
6	claims proficiency with a musical instrument, and does not have an enlistment commitment.		Identify as a potential bandsman. Inform receptee he may request instrumental audition by an Active Army bandmaster. Provided it does not interfere with the 3-day processing schedule, audition may be conducted by the local Active Army bandmaster.
7	has an enlistment commitment		Enter enlistment commitment or program for which volunteered in item 4, DA Form 2-1, to insure compliance with enlistment contract and timely entry into basic or basic combat training IAW procedure in Table 5-1, AR 601-210. Include the name of the option and guaranteed MOS, unit and/or station.
8	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."

TABLE 2-4

IDENTIFICATION OF SPECIALLY DESIGNATED AND CERTAIN OTHER PERSONNEL

Line	If recipient	Identify as prescribed in AR 640-2-1 and record information on DA Forms 2 and 2-1.	Action required									
			As indicated below									
9	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.									
10	has a DA Form 873 (Certificate of Clearance and/or Security Determination) in his personnel records which has been annotated pursuant to the provisions of paragraph 1-7, AR 604-10.		Enter in item 4, DA Form 2-1, "Not eligible for security clearance; see AR 604-10."									
11	has been enlisted for school training in MOS 96B or MOS 96D.		Following documents will be prepared and placed as a packet in MPRJ for transmission to training activity:									
			<table border="0"> <tr> <td style="text-align: center;"><i>Form</i></td> <td style="text-align: center;"><i>No. required</i></td> </tr> <tr> <td>DD Form 398 (Statement of Personal History)</td> <td>One complete, legible, and signed original</td> </tr> <tr> <td>DD Form 1584 (DOD National Agency Check Request)</td> <td>One complete set.</td> </tr> <tr> <td>FD Form 258 (Fingerprint Card (Applicant))</td> <td>Two (must be legible and prints classifiable).</td> </tr> </table>	<i>Form</i>	<i>No. required</i>	DD Form 398 (Statement of Personal History)	One complete, legible, and signed original	DD Form 1584 (DOD National Agency Check Request)	One complete set.	FD Form 258 (Fingerprint Card (Applicant))	Two (must be legible and prints classifiable).	
<i>Form</i>	<i>No. required</i>											
DD Form 398 (Statement of Personal History)	One complete, legible, and signed original											
DD Form 1584 (DOD National Agency Check Request)	One complete set.											
FD Form 258 (Fingerprint Card (Applicant))	Two (must be legible and prints classifiable).											
			(The above requirements are <i>in addition</i> to any other requirements for these forms.)									

CHAPTER 3

PROCESSING AND REPORTING PROCEDURES AT US ARMY TRAINING CENTERS

Section I. GENERAL

3-1. Purpose. This chapter provides policies and procedures for the processing, assignment and reporting of replacement stream personnel received for basic training, basic combat training, advanced individual training, or other training at training centers, Army service schools, hospitals, and other activities training individuals. Procedures are also included for the processing of individuals who have been ordered to active duty for training (ADT) under the Reserve Enlistment Program of 1963 (REP 63) and who are attached to an activity for basic, basic combat, advanced individual, or basic unit training. Applicable portions of this regulation will be used as a guide in the processing of female enlisted personnel.

3-2. Responsibility. Commanders of training activities are responsible for—

a. Processing, training, reporting and as-

signment required herein for all enlisted replacement stream and REP 63 personnel.

b. In-cycle processing during either the basic or basic combat training cycle which includes, but is not limited to the following:

(1) *Orientation.* Orientation previously presented at the US Army reception station in accordance with chapter 2, need not be repeated.

(a) Address by the training center commander (or a designated LTC or higher) containing information on the processing to be accomplished.

(b) Announcement of leave policy.

(2) Administrative processing prescribed by paragraph 3-7.

(3) Unit processing prescribed by paragraph 3-8.

(4) Issue of materials prescribed by paragraph 3-9.

Section II. PROCESSING DURING BASIC OR BASIC COMBAT TRAINING

3-3. General. *a.* Personnel will be processed required by this chapter. Processing will be accomplished with a minimum of delay.

b. To insure uniformity in reporting and movement of personnel, basic or basic combat training cycles will start on Friday at training activities. Trainees reporting after the start of either basic or basic combat training cycles will be assigned to a unit which will begin training on the following Monday.

3-4. Records. Records will be processed as prescribed by paragraph 1-9.

3-5. Review of records and screening for special category personnel at USATC. *a.* *Replacement stream personnel.* A thorough records re-

view will be made to gather the information necessary for the assignment of basic trainees by name to advanced individual training as prescribed by chapter 5. This review will be completed before the date required for submission of the MILPC-17 report. This report will be complete and accurate. Interviews will be held when necessary to insure the accuracy of information contained in the individual's records. Personnel records will be examined to—

(1) Check for accuracy. ✓

(2) Insure that the area scores, and other test scores have been properly recorded on DA Form 2-1 as prescribed in AR 640-2-1.

(3) Insure that Military Personnel Records Jacket (DA Form 201) of all enlistees

(except REP 68 Active Duty Trainees) and inductees who lack high school completion or who have less than a standard score of 90 in the General Technical Aptitude areas is marked on the lower left corner of the inside front cover with a rubber stamp impression: "Educational Counseling Required."

(4) Screen for and identify enlisted personnel with special qualifications and aptitudes to insure that eligible personnel have not been overlooked during reception station processing. Process and forward DA Form 1294 (Record of Personnel with Special Qualifications) as required by AR 600-200, where appropriate.

(5) Take action as follows to request verification of security clearance above that of SECRET claimed by nonprior service personnel who are identified as personnel with rare and unusual qualifications in accordance with paragraph 2-15a(2), AR 600-200. Forward message to the Chief, US Army Personnel Security Group, Fort Holabird, MD, requesting verification of clearance claimed by the individual. Message will include individual's full name, date and place of birth, social security number, degree of clearance claimed (e.g., TOP SECRET and crypto), and date and place of employment requiring clearance (e.g., Fort Meade, MD). The US Army Personnel Group will respond by message verifying clearance and basis therefor, date employment terminated, whether sensitivity of access should preclude assignments in areas subjecting individual to possibility of capture by hostile forces, and indicating whether granting agency interposes objection to continue clearance.

b. Personnel with civilian-acquired skills. Personnel with usable civilian-acquired skills will be identified in accordance with paragraph 2-17, AR 600-200.

c. Enlistment commitments.

(1) All commitments will be reported on the Training Card Two (chap 4) to enable the US Army Military Personnel Center, Headquarters, Department of the Army to fulfill the Army's agreement with the enlistee. DD Form 4 (Enlistment Contract-Armed Forces of the United States) and orders issued by recruiting main stations will be reviewed for enlistment commitments which specify course numbers, class reporting dates, and date individual should commence basic or basic combat training. To prevent shortfalls at Army service schools, it is necessary that individuals

arrive at the appropriate school on the previously approved class reporting date. When an individual is recycled during basic combat training, leave will be either reduced or deferred entirely by the training activity commander to insure arrival at the appropriate Army service school as scheduled. In these instances, an official statement of leave not granted will be signed by the personnel officer, witnessed by the individual, and filed in the individual's DA Form 2143 or 3176, unless it has been ascertained that the school course previously selected is available with an appropriate reporting date for the next available class. Every effort will be made, without coercion, to obtain waiver of enlistment commitment when no subsequent class reporting date is available. From the school courses listed in DA Pam 350-10, individuals may select another course for which qualified and which has an appropriate class reporting date. In any event, individuals who waive enlistment commitments will be reported to the US Army Military Personnel Center, HQDA (DAPC-EPT-I) 2461 Eisenhower Ave., Alexandria, VA 22331, for disposition instructions, with alternate course of selection, if appropriate.

(2) *Individuals with enlistment options which require a security clearance will have request for appropriate personnel security investigation initiated during the first 72 hours of BCT.* Personnel in this category will be held at the BCT activity pending receipt of results of security investigation. Exception to this policy are trainees scheduled to perform unclassified AIT at the same installation. Leave for such trainees will be reduced or deferred as appropriate. Copy of request for security investigation will be filed in MPRJ to indicate date of initiation and degree of investigation requested. Tracer action will be taken as outlined in paragraph 3-7i(4).

(3) *For the purpose of determining eligibility for training the Commanders of training activities will use ACB 73 scores entered on the enlistment contract.*

(4) Any enlistment commitment can be waived under the following circumstance: After the individual enters the Army he may request waiver in writing of his enlistment commitment. All requests for waiver must be voluntarily initiated, and the individual will be counseled regarding the meaning of his waiver. If at the time of waiver, it appears that the enlistment commitment made to the indivi-

dual is incapable of being fulfilled, the soldier must be counseled regarding his right to submit a claim of unfulfilled enlistment commitment. The fact that such counseling occurred does not impose an obligation on HQDA to approve any claim of unfulfilled enlistment commitment. Counseling should be documented and accomplished by a qualified and responsible individual who has been identified and selected by the commander concerned. Waiver approving authority may be delegated to commissioned or warrant officers. The waiver will be prepared as prescribed in paragraph 5-4b, c and d, AR 601-210. A suggested waiver format, in addition to that in AR 601-210, reflecting compliance with the above requirement, is as follows:

Having been counseled regarding the effect of a waiver of my enlistment commitment made at the time of my enlistment (and of the procedure for submitting a claim of unfulfilled enlistment commitment), I knowingly and voluntarily waive all my enlistment commitment entitlements. I realize and fully understand that, as a result of doing so, I will be assigned in accordance with the needs of the service and required to complete the term of service for which I enlisted. I also understand that this waiver can only be withdrawn upon the express consent of an approving authority or his designee.

(Signed)

I have witnessed the voluntary signature of ----- and have ascertained that he has received the required counseling. Distribution of this waiver will be in accordance with paragraph 5-4d, AR 601-210.

(Signed)

(5) *For the purpose of verifying that personnel who have the Ranger Enlistment Option qualify for training and assignment, BCT commander will administer the physical training and swimming test.*

(6) The packet of forms in the MPRJ of individuals who have been enlisted for school training in MOS 96B or MOS 96D will be removed. The packet is required by line 11, table 2-4 and consists of the following:

<i>Form</i>	<i>No. required</i>
DD Form 398 (Statement of Personal History).	One complete, legible, and signed original.
DD Form 1584 (DOD National Agency Check Request).	One complete set.
FD Form 258 (FBI Department of Justice Fingerprint Card (applicant)).	Two (must be legible and prints classifiable).

Packets will be reviewed for presence of re-

quired forms. Forms will be reviewed for completeness, legibility, and signature/witness signature, as appropriate. Stamp or print the address of the BCT activity in the appropriate block of DD Form 1584. Dispatch the forms as a packet to HQDA (DAPC-EPC-UI), 2461 Eisenhower Ave., Alexandria, VA 22331.

d. Inducted physicians, dentists, and allied medical specialists. These individuals will be identified and processed in accordance with paragraph 2-13, AR 600-200.

e. Enlistment commitment for warrant officer flight training. Individuals who have an enlistment commitment for Warrant Officer Flight Training (Table 5-24, AR 601-210) will be required to undergo a type B medical examination for flying as prescribed in chapter 10 and appendix IX, AR 40-501. The examination will be completed and the results forwarded to the Commander, MEDDAC, ATTN: ATQZ-MD-MA-ER, Fort Rucker, AL 36360. Individuals will not be ordered to preflight training until they have been determined to be medically qualified by the Commander, MEDDAC, Fort Rucker, AL. Every effort will be made to insure that determination of medical fitness is completed prior to the individual's completion of basic training.

f. Personnel who fail Class I standards of medical fitness. Individuals who do not meet Class I standards of medical fitness for flying and are disqualified by the Commander, MEDDAC, Fort Rucker, AL may request a discharge in accordance with paragraph 5-9.1, AR 635-200. Those who are medically qualified for retention under the provisions of chapter 3, AR 40-501 may elect to complete the period of service for which they enlisted. In accordance with AR 601-210, these persons will be offered an opportunity to select a related course or any course for which qualified and for which quotas are available. Individuals requesting discharge or retention will be required to submit the appropriate letter (fig. 5-1 and 5-2), AR 635-200. Copies of the letter will be permanently included in the individuals's MPRJ. Sample letter is shown in AR 635-200.

3-6. Individuals found not qualified for their enlistment commitment. *a.* Individuals whose commitment was contingent on qualification to be determined after enlistment and subsequently found not qualified will be—

(1) Reported with a request for an alter-

nate training assignment to HQDA (DAPC-EPT-I), AUTOVON 221-8479 or 8490.

(2) Reported to HQDA by submission of a Training Control Card as prescribed in chapter 4.

b. For individuals whose qualifications were determined before enlistment but are subsequently found not qualified—

(1) Counsel each individual and advise of alternate options available for which they qualify.

(2) Make every effort to obtain waiver, if appropriate. The waiver will be prepared as prescribed in paragraph 3-5c(4) above and paragraph 5-4d, AR 601-210.

(3) Comply with a(2) above.

(4) If the individual fails to qualify for alternative courses of action or elects not to accept an alternate course of action, process for separation or a reduction of his term of enlistment in accordance with paragraph 5-32, AR 635-200. Comply with a(2) above.

c. Female enlisted personnel arriving for basic training who are pregnant will be separated in accordance with AR 635-200, except for members of the Army National Guard of the United States (ARNGUS) and US Army Reserve (USAR), who will be returned to their respective home stations.

3-7. Administrative processing. a. Review the contents of each MPRJ for presence and correctness of required data. This review will include the following related actions:

(1) If DD Form 398 (Statement of Personal History) is missing, incomplete, or completed incorrectly, the individual will accomplish, complete, or make appropriate corrections. Instructions for executing DD Form 398 are in appendix III, AR 381-130.

(2) Insure that each individual has been issued a social security number (SSN) card or that an action to obtain a new or duplicate SSN card has been initiated. If an SSN card is present, verify the accuracy of the SSN and name entered on all records to that recorded on the SSN card. If no SSN card is present and the MPRJ contains a duplicate copy of Form SS-5 (Application for Social Security Number (or Replacement of Lost Card)) initiated by an AFEES, forward this duplicate to the custodian of personal financial records

(PFR) or financial data records folder (FD-RF). If no SSN card is present and the MPRJ contains an original and a duplicate copy of Form SS-5 initiated at the USARECSTA, transmit the original to HQDA (PCPDS), Edgewood Arsenal, MD 21010, and forward the duplicate copy to the custodian of the PFR. There is no SSN card or Form SS-5 contained in the MPRJ, initiate action to obtain a new or duplicate card as prescribed in paragraph 3-7, AR 600-2 and forward the original copy to Commander, US Army Personnel Center, ATTN: Central Registry Unit, Edgewood Arsenal, MD 21010.

b. Immunization. See Table 2, AR 40-562.

c. Dental survey. See paragraph 11-7, AR 40-501.

d. Eye refraction, when necessary.

e. Reading of the Tuberculin Tine Test results, when necessary. The date of reading will be recorded on SF 601 (Health Record—Immunization Record). The Tuberculin Tine Test is administered at the USARECSTA. Results of the test must be read approximately 72 hours after administration.

f. Preparation of DD Form 2A (green) (Identification Card) if not previously issued at the reception station.

g. Preparation of DD Form 1172 (Application for Uniformed Services Identification and Privilege Card) if review of MPRJ indicates member has dependents entitled to DD Form 1173 (Uniformed Services Identification and Privilege Card), and if interview with member reveals that DD Form 1172 was not prepared at the reception station. See section VI, AR 606-5, for instructions regarding preparation and verification of DD Form 1172.

h. Verification of DA Form 3955 (Change of Address and Directory Record) prepared by individuals as required in AR 606-5. Individuals will be encouraged to prepare a DA Form 3955 for dispatch to their next of kin when executing forms for notifying correspondents of change of address.

i. Request for Personnel Security Investigation. ✓

(1) Request for an entrance national agency check (ENTNAC) will be submitted on each individual entering basic or basic combat training, except individuals whose records

have been annotated "Acceptable for induction but not eligible for a security clearance and/or assignment to specific geographical areas until an appropriate investigation can be conducted in accordance with the provisions of AR 604-10" and those enlistees and reenlistees whose enlistment option requires a personnel security investigation of a greater scope than ENTNAC. Request for an ENTNAC consists of an original of DD Form 1584 (DOD National Agency Check Request) with an Armed Forces Fingerprint Card (reverse of DD Form 369—Police Record Check) attached. Duplicate copy of DA Form 2981 (Application for Determination of Moral Eligibility for Induction) will also be attached, when applicable. See paragraph 6c, AR 381-130 for disposition of copies of DD Form 1584. Requests will be submitted to the Director, Department of Defense National Agency Check Center (DODNACC), during in-processing at the United States Army Training Center (Basic Combat Training) (USATC (BCT)) if possible, but in any event, not later than the third day after the first week of training. Requests will be addressed to DODNACC, P.O. Box 4, Fort Holabird, MD 21219 (Army), and forwarded by certified mail/airmail, return receipt requested. The foregoing address will be entered in the "SERVICE" block of DD Form 369. Pending receipt of investigative results, the individual concerned will not be assigned to a position requiring a security clearance. No entry will be made on DA Form 2 and 2-1 concerning clearance status. Upon receipt of the results of the ENTNAC, action will be taken in accordance with appropriate regulations (e.g., AR 600-200, AR 604-5, AR 604-10, and chapter 14, AR 635-200.)

(2) When the results of an ENTNAC are favorable, appropriate entries will be made on DA Form 2 as required in AR 640-2-1. Upon return from the DODNACC, the DD Form 1584 will be placed in the individual's MPRJ as an action pending document and removed upon completion of DA Form 873.

(3) If an ENTNAC develops significant unfavorable information, the DODNACC will refer the case to the US Army Intelligence Command (USAINTC).

(4) As an exception to paragraph 32b(5), AR 381-130, if the results of the ENTNAC have not been received 45 days after the date submitted, tracer action will be initiated in the form of a PRIORITY message to DOD-

NACC, Fort Holabird, MD 21219. Message will include name, date, and place of birth, SSN and date ENTNAC was requested for those trainees who require a favorably completed ENTNAC or a security clearance to enter a specified AIT program. The 45-day tracer will include the class graduation date.

(5) If results of ENTNAC have not been received by the graduation date, a copy of the end-of-cycle message will be placed in the individual's MPRJ.

(6) When the results of an ENTNAC contain unfavorable suitability information not considered to be a bar to security clearance, entries will be made on DA Forms 2 and 2-1 in accordance with the provisions prescribed in AR 640-2-1. The following notation will be entered on the suspense copy of the DD Form 1584 and retained in the individual's MPRJ until DA Form 873 has been completed: "ENTNAC completed (date). No bar to security clearance."

(7) Queries concerning completed ENTNAC actions should be directed to Director, US Army Investigative Records Repository, USAINTC, Fort Holabird, MD 21219.

3-8. Unit processing. Unit processing includes the following—

- a. Explanation of unit organization.
- b. Issue of organization clothing and equipment (except those items previously issued for health and comfort).
- c. Marking of clothing.
- d. Information pertaining to the wearing of the uniform.
- e. Immunization and dental work.
- f. Clothing check.
- g. If the following was not accomplished at reception station, enlistment orientation which will include the reading and explanation of specific articles of the Uniform Code of Military Justice as required by Article 137 thereof; a thorough indoctrination in the objectives of the Code of Conduct as required by paragraph 13, AR 350-30; instruction in the Geneva and Hague Conventions (AR 350-216) and benefits of an honorable discharge as prescribed by paragraph 4, AR 350-21, issuance of DA Pam 630-1 (AWOL and the Consequences).
- h. Unit out-processing.

3-9. Issue of Materials. The following material will be given to each trainee:

- a. Post or area map showing recreational buildings and facilities.
- b. Chaplain's material showing location of chapels and schedule of services.
- c. Brief information sheet on the traditions and history of the unit in which the individual will undergo training, if applicable.
- d. Other materials appropriate for initial orientation (e.g., Red Cross services).

3-10. Prior-service personnel. a. The following categories of prior-service personnel who enlist, reenlist or are inducted into the Active Army will be required to undergo only that refresher basic or basic combat training as is necessary to comply with the provisions of c(2) below:

(1) Personnel who have completed Army basic, basic combat or Marine recruit training during prior service in the Active Army or Marine Corps, provided the active service was terminated within 3 years of current date of entry on duty with the Active Army.

(2) Personnel who have completed Army basic, basic combat or Marine Corps recruit training during prior service, provided they are enlisted in the Active Army in the grade of E-5 or above.

(3) Personnel who have completed the initial active duty for training phase under the Reserve Enlistment Program of 1963 as members of the Army National Guard of the United States, US Army Reserve, or US Marine Corps Reserve, provided that service in a Reserve Component troop program unit of the Army or Marine Corps terminated within 3 years of date of current entry on active duty with the Army.

(4) Personnel who, immediately before entry in the Active Army, have completed 2 or more consecutive years of satisfactory service in a Reserve Component troop program unit of the Army or Marine Corps. Satisfactory service includes regular participation in unit paid drill assemblies and attendance at two annual training periods. Satisfactory service under the provisions of this paragraph need not have included participation in the initial active duty for training phase under the REP 63.

(5) For the purposes of this regulation, personnel relieved from the Corps of Cadets, USMA, who have successfully completed the second summer training provided they enlist in the Army within 3 years of USMA termination date.

b. All other prior-service personnel with less than 3 years since termination of active duty and, who completed a recruit training phase during previous service, will be required to undergo only that refresher basic or basic combat training, as is necessary to comply with the provisions of c below.

c. Personnel who are not required to undergo the complete basic unit or basic combat training program under the provisions of a above will receive refresher training consistent with the following:

(1) *MOS qualification.* Prior-service personnel reported to Headquarters, Department of the Army under the provisions of chapter 8, AR 614-200, who require refresher training for the MOS awarded under the provisions of AR 600-200 will receive this training at the organization to which assigned for duty. These individuals will not be held at the training activity for MOS refresher training. This does not preclude commanders from requesting training quotas for attendance at training activities as deemed necessary.

(2) *POR qualification.* The eligibility and selection criteria for oversea service are prescribed in AR 614-30. The training requirements prescribed in AR 612-2 will be met. Training will be programed as soon as possible to provide immediate departure of personnel upon receipt of assignment instructions from Headquarters, Department of the Army.

3-11. Preparation of assignment reports. a. The following categories of personnel reported by name to the US Army Military Personnel Center will be assigned into advanced individual training in accordance with chapter 5.

(1) Replacement stream personnel.

(2) Prior-service personnel requiring 7 weeks of basic combat training.

b. Prior-service personnel requiring less than 7 weeks of basic combat training will be reported by name to the US Army Military Personnel Center, as immediately available, for assignment in accordance with chapter 8, AR 614-200.

c. Trainees who are awaiting entry into AIT because of nonreceipt of the results of a personnel security investigation will be reported immediately to HQDA (DAPC-EPT-I) at the end of each BCT cycle. This will be an electrically transmitted report in two parts:

- (1) PART I—Individuals with enlistment options.
- (2) PART II—All other individuals.

This report will list individuals under each group by name, SSN, and service school course number. Those personnel reported in Part II above are considered available for assignment by DA; however, those who receive a favorable ENTNAC/NAC before receiving new assignment instructions will comply with their original orders. This information will be furnished *immediately* to DA to preclude the issuance of duplicate assignment instructions. When information is received on individuals in either Part I or Part II, indicating unfavorable results from an ENTNAC/NAC, these personnel will be reported by telephone to the US Army Military Personnel Center, Enlisted Personnel Directorate, Training Input Branch AUTOVON 221-8479, or 8489, or 8490 (exempt from reports control under provisions of paragraph 7-2h, AR 335-15.)

3-12. Evaluation during basic or basic combat training. a. *Training Records.* A training record will be initiated for each trainee and maintained at company level throughout the training period. Records initiation will be accomplished not later than the end of the second week of training. Unit transfers during basic training will necessitate transfer of the training record to the receiving unit. Early records initiation will be required if recycle is before the end of the second week. Upon completion of basic training, part I of the training record will be signed by the unit commander or training officer. The training record will then be placed in the trainee's Military Personnel Records Jacket for transmittal to the receiving AIT/CST unit. Part II of the training record is applicable to AIT/CST within USATC in CONUS.

b. *Physical.* Training commanders may modify training programs to the extent necessary for those individuals who are physically incapable of completing specific requirements of the appropriate Army Training Program (ATP). This action will not preclude applica-

tion of the provisions of AR 350-4 which require that, except for certain cases, all individuals must complete a qualification course with their basic weapon.

(1) Trainees who are unable to continue training or complete minimum training requirements because of physical defects will be referred to the servicing medical treatment facility for medical evaluation in accordance with AR 40-501. Changes in the individual physical profile for trainees who are considered to be fit for duty will be recorded on the DA Forms 2 and 2-1.

(2) Trainees who cannot continue BCT because of illness or injury of a temporary nature which requires 2 weeks or less for treatment will be retained at the training activity until their physical condition permits them to resume training.

(3) In cases where the temporary illness or injury will preclude return to participation in BCT for a period of more than 2 weeks, the local commander may advance the trainee to AIT if, in the commander's judgment, the individual is sufficiently qualified and physically able to participate in such training, and provided that the AIT installation has the necessary facilities to complete the individual's POR qualification, if not completed in BCT. AIT activities receiving non-POR qualified individuals as a result of this subparagraph will insure that these individuals complete POR qualification before graduation from AIT.

(4) Those trainees with illnesses or injuries of a temporary nature who cannot be disposed of as specified in (2) or (3) above will be reported to HQDA (DAPC-EPT-I) in accordance with section IV, chapter 4.

c. *Emotional adjustments.* Close contact will be maintained with the mental consultation service in handling problems involving the emotional adjustment of personnel and the prevention of mental disorders. Recommendations for the reclassification of the medical status of these personnel will be obtained from this service in those cases where problems of emotional adjustment are involved.

d. *Evaluation of qualification.* Close and continued attention will be given by all personnel charged with training responsibility to detect quickly individuals who are unfit, untrainable, or otherwise unsuitable for military service. Recycling policies will be as indicated in appropriate ATP. Accordingly, all company and

similar unit commanders, during or upon completion of the basic or basic combat training cycle, will review the progress of each trainee, and at that time recommend to the appropriate higher headquarters, elimination procedures under Qualitative Management Program (chap. 4, AR 600-200), or AR 635-200 for all personnel for whom they consider this action appropriate. Training activities will retain personnel for whom proceedings under AR 635-200 have been recommended until final disposition of the case has been made by the reviewing authority. Failure to initiate proceedings for any individual before the completion of the basic training cycle will not preclude later action.

e. REP 63 initial active duty for training (ADT). Army National Guard of the United States and US Army Reserve personnel will be processed for elimination from active duty for training under separation criteria contained in AR 635 series. ARNGUS personnel on active duty for training who are determined untrainable will be returned to their units for discharge in accordance with AR 635-200.

f. Assignment of personnel to nuclear duty positions. Close and continued attention will be given by all personnel to the initial screening of trainees potentially qualified for advanced individual training in MOS requiring further screening under AR 50-5. DA Form 3180 (Personnel Screening and Evaluation Record) will be initiated, and trainees will be evaluated against the selection criteria contained in AR 50-5.

g. Processing individuals for separation. Individuals being processed for administrative separation except as specified in paragraph 3-6b (4) will continue in BCT until such action is approved. Individuals who will complete BCT before the final decision on his separation action will be reported to Headquarters, Department of the Army, AUTOVON 221-8479 or 8489 for AIT assignment. Whenever possible, the individual will be assigned to AIT at the installation where he is undergoing BCT or authority will be granted to delay AIT pending completion of board action. If enlisted man has an enlistment commitment requiring a specific AIT, this information will be included in the telephonic report to DA required above.

3-13. *Assignment of Personnel. Replacement stream personnel.* Upon receipt of assignment instructions from Headquarters, Depart-

ment of the Army (chap.5) or upon determination that an individual is eligible for separation orders will be prepared in accordance with AR 310-10. Specific assignments and appropriate strength accounting to be established in each instance are contained in section V, this chapter.

(1) Training activity commanders will insure that trainees meet the administrative prerequisites for training in the selected MOS and possess the necessary physical and emotional qualifications. If, in the judgment of the training activity commander, the trainee lacks these qualifications, he will be reported to the US Army Military Personnel Center with a recommendation for training in a more suitable MOS.

(2) Commanders of BCT activities will initiate and dispatch requests for personnel security investigations immediately upon receipt of:

(a) Telephonic notification from the US Army Military Personnel Center of individuals selected to attend specific MOS courses.

(b) Assignment instructions from the US Army Military Personnel Center (other than those confirming telephonic notification indicated in (a) above) for individuals whose ~~assignment instructions specify a security clearance requirement which necessitates an investigation of a scope greater than an ENTNAC.~~ Requests will be addressed to the US Army Intelligence Command, ATTN: DCSOPS P.O. Box 398, Fort Holabird, MD 21219. A copy of the request will be filed as an Action Pending document in the individual's MPRJ. Individuals will be held at the BCT activity pending receipt of the results of the investigations.

(3) Commanders of BCT activities will take the following actions:

(a) Insure completed ENTNAC results are placed in the individual's MPJR.

(b) Assign to on- or off-post AIT all BCT graduates, with or without final ENTNAC, for whom formal unclassified AIT is directed by the US Army Military Personnel Center.

(c) Hold at the BCT activity all trainees scheduled for classified AIT instruction and OJT or civilian-acquired skill assignments until ENTNAC evaluation is made by the training center commander.

(d) Report individuals held at the BCT activity based on the provisions of (c) above as indicated in section IV, chapter 4.

(4) Commanders of basic training activities will compare assignment instructions with the soldier's enlistment contract (DD Form 4) and all attachments thereto, such as the DA Form 3286-R, to insure the instructions are in agreement with the contract. Any differences will be reported to Training Input Branch, MILPERCEN (AUTOVON) 221-8491 or 8492.

b. REP 63 initial ADT personnel.

(1) These individuals will be *attached* for training in accordance with instruction furnished by the US Army Military Personnel Center.

(2) Provisions of *a* (2) above are applicable to individuals whose assignment instructions specify a requirement for a security clearance which necessitates an investigation of a scope greater than an ENTNAC.

(3) In order to provide Reserve component unit commanders with information pertaining to the type of advanced individual training REP 63 personnel will receive, orders issued pursuant to above-mentioned assignment instructions will include, in addition to other required information, the individual's Reserve component unit designation and location, and the MOS in which he will receive AIT. One copy of the order or other instrument issued by the training activity to *attach* these individuals for AIT will be forwarded as follows:

(a) *For Army National Guard personnel*—to the Adjutant General of the area in which the individual's ARNGUS unit is located.

(b) *For US Army Reserve personnel*—to the Commander of the area in which the individual's USAR unit is located.

c. Action to be taken when assignment instructions are in conflict with enlistment commitment. Commanders will telephone, AUTOVON 221-8479 or 8489 (US Army Military Personnel Center) for changes to assignment instructions which when received do not honor an individual's enlistment contract.

3-14. Completion of training entries on personnel records. Entries required to reflect training completed during basic (ATP 21-121) or basic combat training and modified basic training for male Conscientious Objectors (ATP 21-114) will be made on personnel records as prescribed by AR 640-2-1 for all personnel undergoing training.

3-15. Out-processing. Upon receipt of assign-

ment instructions from the US Army Military Personnel Center, commanders will—

a. Brief the trainees on the hardships that may result from reporting for advanced individual training accompanied by dependents, or with privately owned vehicles, house trailers and household goods. Trainees will be advised to resettle their dependents and make suitable disposition of vehicles and household goods before entering advanced individual training. The following factors will be emphasized:

(1) Rigid training schedules prevent extended visits away from the training installation.

(2) Housing near training installations may be unavailable or too costly, or in some areas substandard.

(3) On-post quarters *will not* be available to any trainee.

(4) Lack of on-post parking facilities at some installations.

(5) Public liability insurance coverage for privately owned vehicles operated on military installations.

(6) On-street overnight parking restrictions in many communities near training installations.

(7) High cost of private parking privileges and storage facilities in many communities near training installations.

(8) Disposal of privately owned vehicles upon assignment of personnel for AIT, is a personal responsibility. Personnel being assigned overseas who have privately owned conveyances upon assignment will be informed that all vehicles must be disposed of prior to departing CONUS.

b. Interview scientific and engineering assistant personnel who have received assignments as prescribed by appendix III, AR 600-200.

c. Inform all personnel, except REP 63 personnel, that they are subject to oversea service regardless of their initial assignments within the continental United States.

d. Attach a statement to each individual's orders advising him that taking dependents, privately owned vehicles, and household goods to advanced individual training activities may cause them financial embarrassment, work a severe hardship upon his dependents, and interfere with his training and movement to the first unit of assignment.

e. Insure that personnel records are accurate, complete, and current at the time of departure of personnel.

f. Emphasize to individuals who hand-carry their MPRJ (AR 640-10) to the gaining organization the importance of safeguarding the MPRJ while in their possession.

g. Compare the assignment instructions for each basic training graduate with the Enlistment Contract (DD Form 4) and all attachments thereto, such as the DA Form 3286-R. Special attention must be paid to both the commitment MOS and the commitment unit, if any. If the assignment instructions differ from the contract in either training or unit assignment, the discrepancy will be reported telephonically to Training Input Branch, MILPERCEN (AUTOVON 221-8491 or 8492). The individual involved will not be shipped prior to resolution of the discrepancy by Training Input Branch.

3-16. **Leave.** Leave will be authorized in accordance with AR 630-5.

3-17. **Special NG State OCS Program (Non-ROTC college sophomores).** a. Upon comple-

tion of BCT, non-ROTC college sophomores who entered training under the Special NG State OCS Program will be released from ADT in accordance with their self-executing orders and returned to home station. These trainees will not be assigned to an advanced individual training activity. Separate authority and special separation program designator are not required in releasing trainees from ADT.

b. Commanders will complete DD Form 220 (Active Duty Report) including a statement by the trainee as to his medical condition. The form together with a copy of ADT orders attached will be distributed as follows:

(1) Original to Commander, United States Army Reserve Components Personnel and Administrative Center, 9700 Page Boulevard St. Louis, MO 62132.

(2) Duplicate to State adjutant general who issued ADT orders.

c. Ordinary leave (AR 630-5) will not be authorized except in cases of emergency. Trainees will receive lump-sum payment for leave accrued during BCT, if applicable.

Section III. PROCESSING DURING ADVANCED INDIVIDUAL TRAINING

3-18. **General.** a. The purpose of advanced individual training (AIT) is to develop the skills and knowledge necessary to enable a soldier to participate as an effective member of a combat, combat support, or combat service support unit. Training will be conducted under the prescribed MOS subject schedule or program of instruction for each specialty.

b. Commanders of training activities, including Army service schools, will insure that all individuals are trained in the Headquarters, Department of the Army directed MOS.

c. For the purpose of verifying eligibility for training of those individuals who have *enlistment commitments*, the commanders of training activities will use the *ACB scores entered on the enlistment contracts of those individuals*.

3-19. **In-processing.** a. *Commander's welcome and brief general orientation to include subjects not previously discussed at the on-post basic training activity.*

(1) Welcome by the commander or his

representative assisted by other personnel as considered appropriate.

(2) Mission of the activity.

(3) Conduct and discipline on-and off-post (post regulations).

(4) Passes and leave.

(5) Information pertaining to the wearing of the uniform.

(6) Chaplain's orientation and explanation of Red Cross and Army Emergency Relief services.

(7) Information on local post facilities to include special service and recreation facilities.

b. *Preparation of training control cards.* Training activity commanders will prepare and submit to Headquarters, Department of the Army, a Training Control Card to report each individual's arrival for advanced individual training (AIT) (sec IV, chap. 4.).

c. *Review of records and actions resulting therefrom.*

(1) Personnel Qualification Record (DA

Forms 2 and 2-1) and other records will be reviewed by a personnel management officer or qualified management personnel within 48 hours after start of the AIT course to insure input of qualified personnel. *ACB scores entered on the enlistment contracts of those individuals who have enlistment options will be used to verify the training eligibility of those individuals (para 3-18c).*

(a) Personnel who do not meet the prerequisites for the course, and those whose Training Assignment Cards do not have an "I" punch in column 61 will be reported to HQDA (DAPC-EPT-I) by the most expeditious means (Autovon 221-8479 or 8489). Those individuals whose cards have an "I" punch ("DA directed input"—as explained in chap. 5), will be enrolled in the designated course.

(b) Personnel identified as already possessing (by virtue of prior training, education, or experience) the skills or knowledge expected to be attained through pursuit of the course for which scheduled will be enrolled only for familiarization with Army nomenclature. The MOS will be awarded to personnel considered fully qualified. Requests for assignment instructions for these individuals will be prepared and submitted to the US Army Military Personnel Center, Department of the Army in accordance with the procedures in chapter 8, AR 614-200.

(c) Personnel who report to a training activity pursuant to orders which specify (erroneously) an activity which is other than the one shown in the Training Assignment Card (chap. 5), will be retained at that installation for training if the MOS training directed in the Training Assignment Card is conducted at the training activity. If the activity does not conduct training in the MOS designated, prepare and submit a Training Control Card (Control Reason 02) as prescribed by section IV, chapter 4. The individual concerned will also be reported by telephone to DAPC EPT-I AUTOVON 221-8479 or 8489.

(2) Screen each MPRJ for ENTNAC results or BCT end-of-cycle ENTNAC message request. (See para 3-7i (5) and (6).)

(3) If an MPRJ does not contain ENTNAC results or an end-of-cycle ENTNAC message request, immediately initiate appropriate action to obtain ENTNAC for affected trainee.

(4) If review of records shows that the MPRJ does not contain a completed DD Form

398 (Statement of Personal History), the trainee will complete a form as soon as possible.

d. Miscellaneous processing.

(1) Physical inspection, when required.

(2) Personal affairs.

(3) Pay (to include processing of travel vouchers, and recoupment of advance travel payments, when appropriate).

(4) Assignment to training company and company processing.

e. Female enlisted personnel arriving for AIT who are pregnant will be separated in accordance with AR 635-200 except for members of the Army National Guard of the United States (ARNGUS) and US Army Reserve (USAR) who will be returned to their respective home stations.

3-20. REP 63 initial ADT personnel. These individuals will be processed and trained in a manner similar to other trainees. In the event of a class overfill, REP-63 personnel will be entered into training ahead of all other personnel. Report overfills telephonically to DAPC-EPT-I Autovon 221-8479 or 8489.

3-21. On-the-job training. *a.* The training activity commander will enter into on-the-job training only those individuals designated by the US Army Military Personnel Center, Headquarters, Department of the Army.

b. On-the-job training will not be used for the purpose of augmenting the training activity's cadre, or for the performance of details or other tasks not directly associated with the MOS for which the individual is being trained.

3-22. Preparation of assignment reports. Replacement stream personnel undergoing AIT will be reported by name to the US Army Military Personnel Center in accordance with the provisions of this regulation or chapter 8, AR 614-200.

3-23. Disposition of personnel who are unable to complete advanced individual training. *a. Academic recycling.* After reporting trainees undergoing Advanced Individual Training to Headquarters, Department of the Army for assignment, except for unusual circumstances, academic recycling will be limited to a total of 4 weeks for any one trainee in any one course of instruction of 8 weeks or less durat-

ion. For courses longer than 8 weeks duration, trainees will be limited to not more than two academic recyclings of 2 weeks each, only one of which may be permitted in the last 6 weeks of the course.

b. Other than academic recycling. If the individual has an enlistment commitment for a specific unit, station, geographic area or command, notify HQDA (DAPC-EPT-I) before taking any action.

(1) Personnel who are expected to qualify in an MOS with a minimum of additional training may be recycled one time for one to four weeks for additional training, or receive extended training time in specific subjects to meet acceptable MOS qualification standards.

(2) Commanders are authorized to award a lower level or helper (apprentice) MOS for personnel failing to meet skill digit requirements. For example, personnel failing to meet requirements of MOS 63B20 may be awarded MOS 63A10.

(3) Students who fail one AIT course will be placed in another AIT course at the same post, for which the individual does meet the prerequisites. The individual will then be reported to HQDA (DAPC-EPT-I) in order that programing data can be kept up-to-date. In those cases where another course does not exist at the same post, the individual will be reported to HQDA (DAPC-EPT-I), for disposition and assignment. Recommended changes in AIT assignments will be reported in accordance with chapter 4.

(4) Personnel unable to qualify for an MOS after due consideration of all training possibilities will be considered for discharge from the service under the provisions of AR 635-200 or other appropriate authority.

(5) AIT graduates for whom final ENTNAC results have not been received will *not* be held at the AIT activity pending receipt.

(6) If the individual is unable to comply with assignment instructions received from the US Army Military Personnel Center comply with the provisions of chapter 7 and 8, AR 614-200.

(7) If the individual undergoing AIT is being processed for administrative separation and such action is approved, comply with the provisions of AR 635-200.

c. REP 63 initial ADT personnel.

(1) REP 63 initial ADT personnel will

be MOS qualified before being released to the ARNGUS or USAR. See paragraph 3-29c.

(2) Personnel who are unable to complete the prescribed AIT will be interviewed and evaluated by the personnel management officer. These individuals will be kept at the training activity unless they are considered untrainable. Disposition will be made as follows:

(a) These individuals will be trained in an MOS which is usable in their ARNGUS or USAR units, or trained to perform duties as indicated in *a* and *b* above.

(b) ARNGUS and USAR personnel unable to qualify for an MOS after due consideration of all training possibilities will be considered for discharge from the service under the provisions of AR 635-200 or other appropriate authority.

(c) *After board action.* ARNGUS personnel who are considered untrainable will be returned to their units for discharge in accordance with AR 635-200.

3-24. Award of MOS. Individuals completing AIT will be awarded a MOS as prescribed in section V, chapter 2, AR 600-200.

3-25. Completion of training entries on personnel records. Entries pertaining to completion of AIT will be made on the Personnel Qualification Record (DA Form 2-1, as prescribed in AR 640-2-1.)

3-26. Assignment of replacement stream personnel. *a.* Upon receipt of assignment instructions from the US Army Military Personnel Center or approval of discharge by the discharge authority, orders will be prepared in accordance with AR 310-10. Specific assignments and appropriate strength accounting to be accomplished in each instance, are contained in section V, this chapter. Immediately upon receipt of assignment instructions, AIT and service school commanders will request personnel security investigations in accordance with paragraph 8, AR 381-130, for those individuals whose assignment instructions necessitate a personnel security investigation of greater scope than an ENTNAC. A copy of the request will be filed in the individual's MPRJ. Individuals will not be held at the AIT activity or service school pending receipt of the results of the security investigation unless specifically directed by Headquarters, Department of the Army.

b. DD Form 771 (Eyewear Prescription)

for gas mask spectacle inserts (AR 40-3, or as indicated in item 75 of SF 88) will be prepared when required for those individuals identified by HQDA (DAPC) for oversea deployment. See paragraph 3-27a (1) for POR processing.

3-27. Out-processing. *a. Replacement stream personnel.* Out-processing will be completed by the graduation date.

(1) *POR processing.* To eliminate personnel arriving at oversea replacement stations with POR deficiencies, all training activities will insure that personnel are completely and properly POR processed in accordance with AR 612-2.

(2) *Personnel records check.* All personnel records will be checked for accuracy and completeness. Disposition of personnel records will be in accordance with AR 640-10.

(3) *Personal affairs.* Trainees will be given an opportunity to settle personal affairs as required during the final week of training.

(4) *Pay.* Upon receipt of assignment orders, personnel will be given an opportunity to request partial pay, advance pay, and/or advance travel allowances, as appropriate.

(5) *Nuclear duty positions.* Individuals being assigned in response to assignment instructions coded with D, Q, R, or S in column 25 of the assignment instruction card will have been screened as required by AR 50-5. If not previously initiated, DA Form 3180 will be initiated. All personnel will assure that individuals selected meet criteria contained in AR 50-5.

(6) *Enlistment Contracts.* The assignment instructions for each AIT graduate will be compared with the Enlistment Contract (DD Form 4) and all attachments thereto, such as the DA Form 3286-R. If the assignment instructions do not direct shipment to either follow-on MOS training or to the committed unit/station as required by the contract, the discrepancy will be immediately reported to Training Input Branch, MILPERCEN (Autovon 221-8491 or 8492). The individual involved will not be shipped prior to resolution of the discrepancy.

b. REP 63 initial ADT personnel. These individuals will be outprocessed as prescribed in paragraph 3-29.

Section IV. PROCESSING DURING BASIC UNIT TRAINING FOR REP 63 PERSONNEL

3-28. Applicatory training. Applicatory training is a phase of initial ADT which certain MOS trainees undergo following completion of AIT. The training provides practical experience (not qualification) in the MOS for which individuals were trained and qualified in AIT in that they perform duties in their MOS with a TOE or TDA unit until the expiration of their active duty for training period. This training normally will be conducted at the same installation where AIT was given. This training will be conducted under the appropriate Army Training Program.

3-29. Out-processing. *a. General.* Upon completion of required training, REP 63 initial ADT personnel may be released from active duty for training at a date which, including travel time to the place from which ordered to active duty for training, will not be less than four months from the date the individual entered on active duty depending on the time required to qualify the individual in the desired MOS, except as indicated in *c* below.

b. Early release from initial ADT. REP 63 personnel on their initial tour of ADT will be

considered for early release under the provisions of AR 635-200, unless specifically excluded by the particular separation program.

c. Extensions for REP 63 initial ADT personnel.

(1) *Commander's evaluation.* Commanders will continually evaluate the individual's progress and recycle him when appropriate. An individual may be recycled one or more weeks for additional training. In such instance, care will be taken to insure that the individual will complete the course during ADT. If the course cannot be completed during this period, the individual will be retained to complete the course in accordance with his training agreement. The training activity commander will issue amendatory orders extending the individual's period of ADT for the period required to complete the course of training. (For ARNGUS personnel, see NGB Form 21b; for USAR, see DA Form 3538.) If for any reason the individual cannot satisfactorily complete the required training in the MOS for which he originally entered on active duty for training, he will be required to train for the purpose of qualifying in an alternate MOS in accordance

with his training agreement. Request for training in an alternate MOS will be referred to the appropriate State adjutant general, in case of ARNGUS personnel or to the appropriate unit commander, in the case of USAR personnel, for determination of the alternate MOS for which training is desired. Upon determination of an alternate training MOS, personnel will be telephonically reported to CG MILPERCEN DAPC-EPT-I AUTOVON 221-8479, 8488) for allocation of training quota.

(2) *For emergency re-administering of medical examination.* This extension will be made when it is considered to be in the best interest of the service, but only with the consent of the individual. For ARNGUS personnel, extension must be approved by the appropriate State adjutant general. When approval is received to extend for emergency re-administering a medical examination to an individual, amendatory orders will be issued and distributed to each headquarters concerned. Five copies of the amendatory orders will be sent to the State adjutant general or commander who issued the original ADT orders.

(3) *To complete line of duty determination, physical disability processing, medical care or hospitalization.* Notification of retention will be furnished the State adjutant general for ARNGUS trainees, or the commander who issued the original ADT orders for USAR personnel. This notification will be furnished by the training activity commander or, when the trainee is a patient in a hospital, by the hospital commander, stating the reason for retention in accordance with the provisions of AR 135-200.

d. CONUS residents. These individuals will be out-processed at the training activity as follows:

(1) *Medical examination.* Each individual will be administered a medical examination not earlier than 30 days nor later than 15 days before the expected date of departure from the training activity.

(2) *Preparation of DD Form 214 (Report of Separation From Active Duty).* DD Form 214 will be prepared in accordance with AR 635-5.

(3) *Group orientation.* The orientation will include, as a minimum, information on the following items:

(a) Remaining service obligation. See AR 135-91.

(b) Preserving the copy (individual's copy) of DD Form 214 (Report of Separation From Active Duty) which he will receive before departing the separation activity or which will be mailed to the address provided by the individual.

(c) Furnishing copies of DA Pam 635-1.

(d) Advising against throwing away orientation materials given to them, since this material contains information of importance.

(e) Reemployment rights. See DA Pam 135-2.

(f) Information on the opportunity to purchase short-term health insurance coverage. (Persons being separated after 4 or more months of ADT under 10 U.S.C. 511 (d) may be given an opportunity to purchase short-term health insurance coverage.)

(4) *Clothing and equipment inventory.* A complete inventory of clothing and equipment items of the individual will be made. The statement required by paragraph 6-1c, AR 700-84 will be recorded on last page of DA Form 3326 (Individual/Organizational Clothing and Equipment Record—Female) or DA Form 3327 (Individual/Organization Clothing and Equipment Record—Male). The statement will be signed by the individual before departure from the unit.

(5) *Outgoing records processing.* Each individual's personnel records will be examined for completeness and accuracy. Errors or omissions will be corrected immediately. Records will be distributed in accordance with AR 635-10.

(6) *Final pay.* All pay and allowances will be given these individuals as prescribed in Part 8, AR 37-104-3.

(7) *Identification cards.*

(a) *DD Form 2A (green) (Active Duty Identification Card).* Each individual will be required to surrender his DD Form 2A (green) before departure from the unit. If a member cannot surrender his DD Form 2A, he will be required to submit a sworn statement explaining the circumstances surrounding the loss. See paragraphs 16 and 17, AR 606-5.

(b) *DD Form 1173 (Uniformed Services Identification and Privilege Card).* Obtain from the individual DD Form 1173 issued to each of his dependents, where applicable. If the individual cannot surrender DD Form 1173, he will be required to complete Section II, DD Form 1407 (Dependent Medical Care) and DD Form 1173 (Statement).

(8) *Dependent medical care statement.* Each individual will complete Section I, DD Form 1407 and DD Form 1173 to the effect that he does or does not have a dependent receiving either civilian medical care or medical care in a uniformed services medical facility on date released from ADT. If the individual checks box 3b on the form, commanders will comply with the provisions of AR 40-121 regarding notification in item 9 on the form, as appropriate. This form will be filed as a permanent document in individual's MPRJ.

(9) *DA Form 664 (Serviceman's Statement Concerning Application for Compensation from the Veterans Administration).* During out-processing, this form will be prepared in duplicate only for those individuals who file an application for compensation from the Veterans Administration (VA Form 21-526e is prepared). The original form will be forwarded to Commander, RCPAC, 9700 Page Blvd., St. Louis, MO 63132; the duplicate, when applicable, will be filed in the individual's MPRJ. VA Form 21-526e (Veteran's Application for Compensation or Pension at Separation from Service) will be executed at this time if the individual specifies a desire to apply for compensation from the Veterans Administration.

e. Non-CONUS resident.

(1) REP-63 individuals from Alaska, Hawaii, Puerto Rico and the Virgin Islands will be fully out-processed by CONUS training activities. These individuals will be processed at CONUS training activities as indicated below:

(a) Training center commanders will insure that each individual MPRJ contains the Financial Data Records Folder (FDRF) in order to expedite separation of the REP 63 upon arrival in home of residence.

(b) Request port call instructions for the individual from the appropriate area Military Traffic Management and Terminal Service (MTMTS), at least 45 days before the date individual is due at the overseas transfer activity for release from ADT. Port call requests will be submitted in accordance with AR 55-28.

(c) Administer medical and dental examinations (AR 40-501) not earlier than 30 days nor later than 15 days before the expected date of departure from the training activity.

(d) Issue orders attaching these individuals to an appropriate overseas transfer activity

or out-processing and return to USAR or ARNGUS control. See AR 635-10 for location of appropriate separation/transfer activity.

(e) *The overseas transfer activity commander is responsible for completion of out-processing for residents of Alaska, Hawaii, Puerto Rico and Virgin Islands as prescribed in d.(2) through (9) above.*

✓(2) A check will be made of each individual's records to insure that the items below are available and accurate:

(a) DA Form 201 (Military Personnel Records Jacket, US Army) containing the following:

1. DD Form 4 (Enlistment Contract—Armed Forces of the United States).

2. DD Form 98 (Armed Forces Security Questionnaire).

3. ~~DD Form 220 (Active Duty Report).~~

4. DA Forms 2 and 2-1 (Personnel Qualification Record).

5. DA Form 20B (Record of Court-Martial Conviction), when applicable.

6. DA Form 41 (Record of Emergency Data).

7. DA Form 873 (Certificate of Clearance and/or Security Determination).

8. DA Form 3326 (Individual/Organizational Clothing and Equipment Record—Female) or DA Form 3327 (Individual/Organizational Clothing and Equipment Record—Male).

(b) DD Form 772 (Health Record) and DD Form 722-1 (Health Record—Dental). Contents of DD Form 722 will include:

1. Standard Form 88 (Report of Examination).

2. Standard Form 93 (Report of Medical History).

3. PHS Form 691 (VD) (Separation Epidemiologic Report), when applicable. (Form is available through normal publications supply channels.)

4. Reports of the separation medical examination.

(c) DA Form 3176 (Personal Financial Records (PFR)) containing DA Form 841, DA Form 1996, all copies No. 2 of DA Form 2139 and/or DA Form 2349 (Military Pay Voucher), and copy No. 5 of last payment made.

(3) Orders issued will *attach* the individual to the appropriate overseas transfer activity.

(4) MPRJ will be transmitted to the oversea transfer activity in accordance with AR 640-10.

f. Reemployment rights. Individuals will be briefed on their reemployment rights in accordance with DA Pam 135-2.

Section V. SPECIFIC ASSIGNMENTS AND STRENGTH ACCOUNTING TO BE ACCOMPLISHED BY ORDERS ISSUED AT BASIC OR BASIC COMBAT TRAINING ACTIVITIES AND AT ADVANCED INDIVIDUAL TRAINING ACTIVITIES¹

3-30. Assignment of trainees to either on-post or off-post training activity for advanced individual training (AIT). *a.* Orders issued will relieve the individual from his training unit and will assign him to an appropriate on-post or off-post AIT unit.

b. Insure compliance with security investigation/clearance requirements when ordering OCS selectees to school and when ordering individuals to certain courses of instruction. See AR 351-5 and paragraph 12, DA Pam 350-10.

3-31. Assignment of scientific and engineering assistant and certain individuals. Scientific and engineering assistants and certain individuals selected by the CG, MILPERCEN, Headquarters, Department of the Army, who have completed 8 weeks of training and have been awarded an MOS will be assigned as follows:

a. Assignment to on-post unit. Orders issued will relieve the individual from his training unit and will assign him direct to the specified on-post unit.

b. Assignment to off-post unit within CONUS. Orders issued will relieve the individual from his training unit and will assign him direct to the specified off-post unit in CONUS.

c. Assignment to specific organization and station in oversea command. Upon receipt of assignment instructions for certain prior-service personnel, including those indicated in AR 601-210 and chapter 8, AR 614-200, orders issued will relieve the individual from his training unit and will direct him to comply with port call instructions for shipment to the specific unit designated in his original assignment instructions.

3-32. Assignment of OJT trainees direct to units. Upon receipt of instructions or determination concerning assignment of trainees to

units for OJT, assignment of trainees to Medical Holding Detachments or Disciplinary Barracks, assignment of certain prior-service personnel to units (AR 601-210), or assignment of immediately available personnel to units (chap. 8, AR 614-200), the following assignment method will apply:

a. Assignment to on-post unit. See paragraph 3-31a.

b. Assignment to off-post unit. Assignment to off-post unit within CONUS, Alaska, Hawaii, or to US territories overseas will be made in accordance with paragraph 3-31b.

c. Assignment to specific organization and station in oversea command. Upon receipt of assignment instructions for certain prior-service personnel, including those indicated in AR 601-210 or chapter 8, AR 614-200, orders issued will relieve the individual from his training unit and will assign him to an oversea command for further assignment as specified in his assignment instructions.

3-33. Assignment of individuals eligible for separation. *a. CONUS residents.* Upon determination that an individual is to be separated, he will be assigned to the on-post transfer activity for separation processing. Orders will be issued assigning the individual to the on-post transfer activity. See AR 635-10.

b. Non-CONUS residents. Processing of non-CONUS personnel stationed in CONUS for return to home of record area for separation will be as prescribed in AR 635-10.

3-34. Assignment of conscientious objectors. Any individual who is classified as a noncombatant conscientious objector (I-A-O) after arrival at a training activity will be assigned to a BCT company but will receive Modified Basic Training which excludes training and use of ammunition, weapons, and munitions. Any individual who is classified as a noncombatant conscientious objector (I-A-O) after arrival at an AIT activity will be reported to

¹Strength accounting in all assignment orders will be accomplished in accordance with procedures in paragraph 1-7, 3-14, and table 3-6, AR 680-1.

DAPC-EPT-I as prescribed by chapter 8, AR 614-200.

3-35. Assignment of trainees from AIT activity to either on-post or off-post training activity for further AIT. *a.* Upon receipt of instructions, orders issued will relieve the individual from his training unit and will assign him to a specified on-post or off-post AIT unit.

b. Insure compliance with security investigation/clearance requirements when ordering OCS selectees to school and when ordering individuals to certain courses of instruction. See AR 351-5 and paragraph 12, DA Pam 350-10.

3-36. Assignment of AIT trainees direct to units. Upon receipt of assignment instructions for advanced individual trainees or immediately available personnel, the following assignment method will apply:

a. Assignment to on-post unit. See paragraph 3-31a.

b. Assignment to off-post unit within CON-US. See paragraph 3-31b.

c. Assignment to specific organization and station in oversea command. Upon receipt of assignment instructions for advanced individual trainees or certain prior-service personnel, including those indicated in AR 601-210 or chapter 8, AR 614-200, orders issued will relieve the individual from his training unit and will assign him to an oversea command for further assignment to the specific unit designated in his original assignment instructions. In this connection, transient detachments, replacement battalions, and similar organizations are considered to be specific units of assignments for purposes of issuing orders under the provisions of this section.

CHAPTER 4

CONTROL AND DISTRIBUTION OF TRAINEES— MILPC-17 REPORT (MIN)

Section I. GENERAL

4-1. Purpose. The MILPC-17 Report is a separate automated system used by HQDA to—

a. Identify the quality and quantity of receptees.

b. Select individuals for training.

c. Assign individuals to training. This report provides HQDA with personal data necessary to assign Active Army personnel to basic training, BCT, AIT, higher skill level training (e.g., NCO Basic Course), and ultimately to Active Army TOE or TDA units. Input to the system is prepared in the form of electric accounting machine punch cards and submitted by commanders of reception stations and training activities.

4-2. Scope. This system includes all individuals who undergo basic training, BCT, and/or AIT and are subject to assignment by the CG, US Army Military Personnel Center. Specifically excluded from the system are—

a. Prior-service personnel who process through reception station, but require no training.

b. Active Army personnel on TDY to a training activity from their parent unit.

c. Individuals completing courses of instruction at Army service schools, who are not part of the training base and are attending in a PCS or TDY status. Such personnel are processed in accordance with chapter 8, AR 614-200.

4-3. Objectives. *a.* To establish and maintain separate master records on magnetic tape for Active Army personnel. The master record will contain the name of each man or woman in-

cluded in the training base and all other data necessary to establish control and distribution programs. This includes—

(1) Creating a record for each person who enters the training base.

(2) Maintaining and monitoring the record as each person progresses through processing and training.

(3) Updating the record when necessary.

(4) Deleting the record from the master record after the individual departs from the training base and all reports have been processed.

(5) Providing input data to the HQDA Enlisted Master File.

b. To monitor each individual's progress through training and to initiate assignment and control actions as required.

(1) Upon completion of the first week of basic training, data from the master record are used by HQDA to develop assignments for personnel to proceed from basic training to AIT or to a permanent unit. During the fourth week of BCT the Training Assignment Card (chap. 5) for each Active Army individual is sent to the appropriate basic training activity. At least 2 weeks before the start of each AIT class, reports of class files are sent to the appropriate training activity.

(2) Before completion of AIT, assignment instructions are issued for Active Army personnel to proceed to units or to further training. Punched cards with assignment instructions, or manually prepared assignment instructions for each individual are sent to the losing activity not later than the second week before completion of AIT. Advance notification of personnel scheduled to arrive is furnished the gaining units.

(3) Adjustments are made to training requirements and input and output reports if an individual's progress through training is interrupted.

c. To assist HQDA, TRADOC, and training activities concerning their respective responsibilities for managing training.

4-4. Active Army personnel trainee reports.

a. The Training Card One and Training Card Two are prepared for each receptee who will undergo basic or basic combat training, who is subject to assignment by HQDA.

b. The Training Card One and Training Card Two will be prepared, matched, verified, and forwarded together to HQDA not later than Friday of the first week of basic or basic combat training. The cards are read and data contained on them placed in the DA system. Changes or corrections to name, SSN, or service component are reported using the Change Identification Card. Changes except name, SSN, or component will be reported to DA (MILPERCEN) WASHDC//DAPC-EPT-I by electrically transmitted messages.

c. The data submitted on the Training Card One and Training Card Two are analyzed while the individual is undergoing basic training. A decision, based on the trainee's education, training, civilian experience, aptitude area test scores, desires, and the needs of the service, is reached as to the AIT the individual will undergo. The results are furnished the basic training unit by means of a Training Assignment Card during the fourth week of basic training.

d. The MOS the individual will receive upon graduation from AIT, considering the date he will graduate, is matched against requisitions submitted in accordance with chapter 2, AR 614-200, to determine his permanent assignment. Because conditions such as AWOL, recycling due to academic deficiency, and illness can delay the date an individual will graduate from BCT/AIT, a Training Control Card is prepared and submitted any time a condition arises which will extend the training time of the individual, change his assigned training, or delay his availability for assignment.

e. US Army Military Personnel Center, Department of the Army will furnish AIT ac-

tivity commanders with assignment instruction cards containing the assignment of individuals attending AIT not later than the second week before completion of AIT. The cards provide advance notification of each individual's assignment and permit verification of the data contained therein. Subsequently, detailed information as to the unit to which the individual is to be assigned is furnished to the gaining commander. If an individual is unable to comply with the assignment furnished, or is entitled to a deferment, the losing commander will take action as required in chapter 7, AR 614-200. Additionally, a Training Control Card is submitted in accordance with section I, this chapter.

4-5. Local procedures. a. Training activity commanders will provide supplemental information when necessary to insure proper control, assignment, or utilization of trainees. Supplemental data may be furnished at any time. This procedure is designed to provide for situations where information needs cannot be foreseen or provided for in the present cards or codes.

b. Commanders of training activities and commandants of Army service schools will use punchcard machines and tranceiver communications facilities to submit data required at HQDA. If the installation or school does not have these facilities, obtain support from a nearby installation which does have these facilities. Communications pertaining to Active Army personnel in MOS 09B, 09C, and 09E will be addressed to HQDA (DAPC-EPT-I), 2461 Eisenhower Ave., Alexandria, VA 22331. All other correspondence will be addressed to HQDA (DAPC-EPC-A), 2461 Eisenhower Ave., Alexandria, VA 22331 except as shown:

Division	Branch	MOS controlled/ assigned
General Support (DAPC-EPC-G)	Administrative/ Specialties (DAPC-EPC- GA)	71H3, 71C, 71D, 71E, 71F, 71G, 71M, 71Q, 71R.
	General/Techni- cal (DAPC- EPC-GT)	91C, 91D, 91Q, 91R, 91T, 92B, All WAC per- sonnel.
Communications— Supply Opera- tions/Mainte- nance (DAPC- EPC-Y)	Communications (DAPC-EPC- YC)	32, 36H, 72G
Combined Arms	Field Artillery/	15, 16, 21, 22, 23,

Division	Branch	MOS controlled/ assigned
(DAPC-EPC-C)	Air Defense (DAPC-EPC- CA)	25, 27, 34G. 46D, 52W, 62C, 00G, 51S.
Special Categories (DAPC-EPC-U)	Special Activities DAPC-EPC- UA)	00D, 01, 02, 71S, U, 95B, 95C, 95D, SQI "S".
	ADP (DAPC- EPC-UA)	34B, 34D, 74C, 74D, 74E, 74F, 74G, 74Z.
	Intelligence (DAPC-EPC- UI)	04, 96, 97, 05D, 05G, 05H, 05K, 33, 72D.
	Command Sergeants Major/Enlisted Aide (DAPC- EPC-UO)	00H, 00Z.

c. Transaction cards received from HQDA will be reproduced on General Purpose Card Form 5280, interpreted as indicated below, and filed in the individual's Military Personnel Records Jacket upon receipt. All cards will be interpreted as follows:

Columns	Interpreted positions
1-15	1-15U
70-80	50-60U
16-69	4-57L

4-6. Transaction codes. a. All cards for MILPC-17 Reports sent to HQDA will be punched with the following codes in the columns indicated:

Columns	Code
70	G
71	High (12) punch
79	B
80	I

b. All cards for MILPC-17 Reports received from HQDA will be punched with the following codes in the columns indicated:

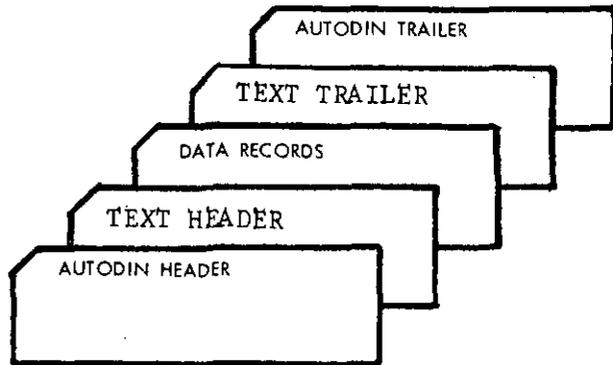
Columns	Code
70	G
71	I
79	B
80	High (12) punch

c. Assignment Information Cards for MILPC-17 Reports received from HQDA (column 79) will be punched "T" for AIT, and "S" for OJT or civilian-acquired skills assignments from training.

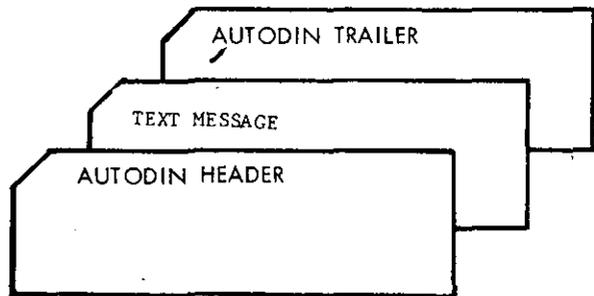
d. Assignment cards for MILPC-17 Reports received from HQDA (column 79) will be punched "L" for AIT, and "K" for OJT or

civilian-acquired skills assignments from training.

4-7. Text header and text trailer. Text header and text trailer will be prepared in accordance with the provisions of AR 680-6 and transmitted to HQDA, sequenced as shown below:



4-8. Negative reports. Negative reports will be prepared in accordance with the provisions of AR 680-6 and transmitted to HQDA, sequenced as shown below:



4-9. Shipment control cycle code. The shipment control date consists of—

a. A single-position month code (col 77) used to identify the strength month in which the status change is transceived or due at HQDA (except for Training Cards One and Two which will indicate the Monday following the date of transmission). The months January through December will be coded alphabetically A through L.

b. A single-position shipment code (alphabetic-col 78) used to identify the shipment number in which the status change is due at HQDA, except for Training Cards One and Two which will indicate the Monday fol-

lowing date of transmission. This code is assigned to each calendar day of the strength month, beginning with the seventh workday of the month and ending with the sixth workday of the following month.

Example: Transactions transmitted to HQDA for a strength month will begin on the seventh workday and will be identified by "A" in shipment number column 78. The following calendar days will be identified as "B" through "Z," and "1" through "8," as needed, through the sixth workday of the following month. (Refer to shipment control calendar issued annually by DAPC-PSF.)

4-10. Transmission procedures. a. Text headers and text trailers will be prepared, sequenced, and transmitted to HQDA in accordance with AR 680-6.

b. When submitting the matched Training Card One and Training Card Two to HQDA, the text headers and text trailers will contain the shipment date code of the Monday follow-

ing the date of transmission. *No other type transaction will be sent to HQDA with Monday shipment date codes under this regulation.* The complete class starting basic training on Monday of any week will be considered a shipment. The cards will be broken down into batches of no more than 500 each, including headers and trailers. Reports will be routed to US Army Personnel Data Support Center, ATTN: Central Registry Unit, Edgewood Arsenal, MD 21010. All input for the MILPC-17, TC1, TC2, and TCC will be addressed as directed above.

The precedence of PRIORITY is assigned to this report. Negative reports prepared in accordance with AR 680-6, are required any week when no Training Card One and Training Card Two are submitted.

c. AUTODIN headers and end of transmission records for all submissions will be prepared in accordance with JANAP 128, using Content Indicator Code "ADPO." Negative reports will have a Content Indicator Code "ZYUW."

Section II. PREPARATION AND SUBMISSION OF TRAINING CARD ONE

4-11. Training Card One. This card will be prepared for every individual who comes within the scope of this chapter. Information on the Training Card One is the basis for creating a master record for the individual. Data required for the preparation of this card will be collected, punched, machine verified, and placed in the individual's MPRJ while the individual is assigned to a reception station for processing.

4-12. Format—Training Card One.

Element of data	Columns punched
Service component	1
SSN	2-10
Name	11-27
Security investigation status code	28
Leave blank	29
Citizenship	30
Term of service	31
Physical profile	32-38
Training:	
Preferred or combat arm	39-41
Leave blank	42
Recommended	43-45
Leave blank	46
Education:	
Years	47

Element of data	Columns punched
School subjects	48-49
College	50-52
DLAT score	53-54
Correctable vision	55
Control reason	56-57
Color perception	58
Leave blank	59-63
Height	64
AFQT or ECFA or AFWST	65-66
Leave blank	67-69
Transceiver code	70-71 and 79-80
Card code	72-73
Reporting activity	74-78

4-13. Coding instructions. a. *Service component and SSN (col 1-10).* Code service component and SSN for the individual as prescribed in paragraph A-1.

b. *Name (col 11-27).* Code the name as prescribed in paragraph A-2.

c. *Security investigation status code (col 28).* Code the security investigation status of the individual as prescribed in paragraph A-3a.

d. *Leave blank (col 29).*

e. *Citizenship (CIT)* (col 30). Code as prescribed in paragraph A-3c.

f. *Term of service (TOS)* (col 31). Code as prescribed in paragraph A-3d.

g. *Physical profile* (col 32-38).

(1) Code the actual physical profile character (1,2,3, or 4) in columns indicated below:

Column	Physical profile factor
32	P
33	U
34	L
35	H
36	E
37	S
38	(see (8) below)

(2) Indicate with high (12) zone punch in column 32 if a male individual is less than 5 feet 7 inches or the female individual is less than 5 feet 4 inches in height.

(3) Indicate with high (12) zone punch in column 33 if the individual will be less than 18 years, 10 months of age on completion of basic training. (Not applicable to WAC personnel and conscientious objectors.)

(4) Indicate with high (12) zone punch in column 34 if the individual was less than 17 years, 8 months old upon entry on current service tour.

(5) Indicate with high (12) zone punch in column 35 if the individual has been assessed a total of more than 6 points or more for single traffic offenses, or more than a total of 12 points in two or more offenses as defined in the point assessment table contained in AR 190-5, during the 12-month period immediately preceding the date of enlistment into the MP career field or date of entry into BCT. Points to be assessed will be determined in accordance with AR 190-5.

(6) Indicate with high (12) zone punch in column 36 if the individual does not have normal color vision. Indicate with high (12) zone punch in column 37 if the individual does not have distance vision correctable to 20-30 in each eye.

(7) Indicate with high (12) zone punch in column 37 if the individual is a former member of the Peace Corps.

(8) Code the actual alphabetic "Description/assignment/limitation" in column 38 as prescribed in paragraph A-3e.

✓ h. *Training*. Enter codes in columns 39-41 and 43-45 to identify and/or describe one of the following:

✓ (1) Training preferred or combat arm for which training will be given (col 39-41).

(a) Training preferred, as expressed by the individual personally, is the only measure of motivation available to the Army in selecting training available to the individual.

(b) The classification interview (sec II, chap 1), test scores, other information available concerning the recipient, and the needs of the Army will be considered on the first day of processing and will be discussed with the individual to assist him in his training preference.

(c) An MOS for which the individual does not have the minimum prerequisites, or which is not fed by 09B personnel, *will not be* reported in this field. If the individual expresses a preference for which he does not have the minimum prerequisites, or which is not fed by 09B personnel, the interviewer will explain thoroughly why he cannot be afforded the training. If the individual insists on a preference for which he is not physically qualified, the field will be coded in accordance with instructions for no preference (000) and the individual will be so advised.

(d) If the individual does not wish to express a preference or will not express a preference for which he is qualified, or if there is no MOS for which the individual can qualify, code columns 39-41 "000" (zeroes).

✓ (e) Preferences reported for WAC personnel will be in all MOS listed in AR 611-201, except those contained in Section IV, and DA Pam 350-10.

(f) Upon determination that the individual meets the prerequisites for training in his stated preference, the interviewer will code in columns 39-41 the first three characters of the MOS.

(g) For individuals enlisted UP (Tables 5-28, 5-32, 5-33, 5-34, 5-36, AR 601-210). Code the combat arm for which training will be given (INF—Infantry, ARM—Armor, ART—Artillery) in col 39-41.

✓ (h) Leave blank (col 42).

✓ (2) *Training recommended* (col 43-45).

(a) This information is of great importance to the Army in determining appropriate training for the individual. This data should reflect the objective opinion of the interviewer after thorough consultation with the individ-

ual and a review of his records. The interviewer, in making his recommendations, will consider factors which will include, but not be limited to, physical profile; aptitude area scores; education; civilian occupations and experience; hobbies and avocations; prior military experience; qualifications for training courses available; and period of utilization upon completion of course (the individual should be trained in a field which will utilize his qualifications to the maximum extent consistent with the best interest of the service); and the preference of the individual.

(b) Interviewers *will not* recommend training for which the individual is not fully qualified, or training in an MOS which is not fed by 09B personnel. Interviewers will also not recommend training in a Scientific and Engineering MOS (01B, 01C, 01D, 01E, 01F, 01G, 01H), or an MOS which is reported as a civilian-acquired skill (colm 46-51 Training Card Two). If an individual submits a DA Form 1294, he will be considered for a Scientific and Engineering MOS. Selection for these MOS is made before the normal assignments are processed. If the individual is not selected for a Scientific and Engineering MOS, then the training recommended by the interviewer will be given consideration. If an individual is reported with a civilian-acquired skill and is not selected for award of PMOS based thereon, the individual will automatically be considered for training in the civilian-acquired skill MOS.

(c) Recommendations for training for WAC personnel will be for all MOS listed in DA Pam 350-10 and AR 611-201.

(d) Interviewers will code their recommendations for training using the first three characters of the MOS which will be coded in columns 43-45. If no recommendation is made by the interviewer, code "000" (zeros) in columns 43-45. The code for "no recommendation" will be used only if the individual is not qualified for any available training.

(e) Recommended and preferred training must be considered as two separate items of data. Frequently, the interviewer's recommendation may be the same, or similar to, the individual's preference. However, it is not mandatory that they agree. Data in "recommended training" should reflect results of the interviewer's carefully considered evaluation of the individual's qualifications.

(f) Leave blank (colm 46).

i. Education (colm 47-52).

(1) *Civilian education level.* Code column 47 from codes listed below:

Code	Designation
0 (zero) -----	No formal education.
1 -----	1 year elementary school completed.
2 -----	2 years elementary school completed.
3 -----	3 years elementary school completed.
4 -----	4 years elementary school completed.
5 -----	5 years elementary school completed.
6 -----	6 years elementary school completed.
7 -----	7 years elementary school completed.
8 -----	8 years elementary school completed.
A -----	1 year high school (9th grade) completed.
B -----	2 years high school (10th grade) completed.
C -----	3 years high school (11th grade) completed.
D -----	4 years high school (12th grade) completed (did not graduate from high school).
E -----	High school graduate (this code will be used to indicate high school graduate without regard to number of years of high school completed).
F -----	General education development level (high school).
H -----	General education development level (college).
I -----	Associate Degree from accredited college or university.
J -----	1 year college completed.
K -----	2 years college completed (also graduate of 2-year junior college.)
L -----	3 years college completed.
M -----	4 years college completed (did not graduate).
N -----	College graduate (this code will be used to indicate college graduate without regard to number of years college completed).
O -----	Bachelor of Laws—LL.B
P -----	Doctor of Laws—LL.D
Q -----	Juris Doctor—J.D.
R -----	Doctor of Juridical Science—J.J.S.
S -----	Graduate work of 1 year or more completed, but no graduate degree received.
T -----	Masters degree received.
U -----	Doctorate degree received.
V -----	Other professional degree (beyond undergraduate level) received.

(2) *School subjects.* If credit was obtained at high school level or higher and considering the following subjects only, code each individual within the priority sequences listed below. The subject or combination of subjects will be reported even though the individual may be already reported with an enlistment commitment or related college fields. Use the highest priority code which is applicable to the individual:

(a) *Math.* Code column 48 as follows:

Code	Subject	Priority
1	Trigonometry, Geometry, and Algebra	1
2	Trigonometry and Geometry	2
3	Trigonometry and Algebra	3
4	Geometry and Algebra	4
5	Trigonometry	6
7	Algebra	7
8	None of above	8

(b) *Science.* Code column 49 as follows:

Code	Subject	Priority
1	Physics, Chemistry and General Science	1
2	Physics and Chemistry	2
3	Physics and General Science	3
4	Chemistry and General Science	4
5	Physics	5
6	Chemistry	6
7	General Science	7
8	None of above	8

A high (12) zone punch will be entered in column 49 if the individual has training or education in electronics (radio, TV repair).

(3) *College field(s)* (cols 50-52). Using the appropriate code prescribed by paragraph 1-31, AR 680-29 indicate for each individual who has completed one or more years of college, the subject area(s) in which the individual received his college degree(s) and/or in which he did a substantial portion of his college work. If this field is not applicable, no entry will be made.

j. Defense Language Aptitude Test (DLAT) score (cols 53-54). Code the test score as prescribed by AR 611-6 for each individual who has been administered the Defense Language Aptitude Test (DLAT).

k. Correctable vision code. (col 55). Indicate with high (12) zone punch if the individual has distance vision correctable to 20-30 in each eye.

l. Cols 56-57. Code 25 will be punched to indicate the individual reentered the training base.

m. Color perception (col 58). Code "C" will be punched to indicate that the individual is not capable of distinguishing vivid red and vivid green (pass the red and green color vision test).

n. Columns 59 through 63. Leave blank.

o. Column 64. Code "1" (numeric) to indicate that the individual is less than 5 feet 7 inches in height.

p. Armed Forces Qualification Test (AFQT) (cols 65-66). Code the actual test scores achieved on the test. If an individual achieves a score of 99 or higher, enter code "99." Enter zeros (00) if an individual was not tested or a score is not available.

q. Columns 67-69. Leave blank.

r. Transmission identification (cols 70-71). Code column 70 "G" and column 71 with a high (12) punch.

s. Card code (cols 72-73). Training Card One will be coded "11."

t. Reporting activity (cols 74-78). Code as indicated in paragraph A-5.

u. Transmission identification (cols 79-80). Code column 79 "B" and column 80 "I."

Section III. PREPARATION AND SUBMISSION OF TRAINING CARD TWO

4-14. **Training Card Two.** This card will be prepared at the basic training activity for each individual who comes within the scope of the system. In preparing the card, information will be verified to insure that Training Card One and Training Card Two are compatible and accurate. The Training Card Two will be punched, machine verified, and transmitted, together with the matching Training Card One, to HQDA no later than 0800 hours eastern standard time on Friday of the individual's first week of basic training. The Training Card One will be followed by the Training Card Two in sequence for the same individual when the

cards are transceived. The "reporting activity" (cols 74-78) must identify the basic training class in which the individual originally started basic training. The "start training date" (cols 67-69) must identify the date on which the class identified in columns 74-78 started training.

4-15. Format—Training Card Two.

Element of data	Columns punched
Service component	1
SSN	2-10
Name	11-15
Aptitude area scores and US Army Bonus	

Element of data	Columns punched	Score	Examples of scoring	Code
Enlistment Option:		55		55
Aptitude areas	16-35	100	(zero, zero with a high (12) zone code over the first position).	12) 00)
Bonus Enlistment Option	36			
Leave blank	37	123	(two, three with a high (12) zone code over the first position).	12) 23)
Typing	38-39			
Auditory Perception	40-41			
Driver Aptitude Battery I	42-43			
Language code	44-45			
Preselected—civilian-acquired skill—band	46-51			
Leave blank	52			
Special Reporting	53-55			
Area preference:				
CONUS	56-57			
Oversea area	58			
Commitment:				
MOS	59-62			
Type	63-64			
Oversea area	65			
Race	66			
Start training date	67-69			
Transceiver code	70-71 and 79-80			
Card code	72-73			
Reporting activity	74-78			

(2) *US Army Cash Bonus Enlistment Option (col 36)*. Code "B" for the individual who has the US Army Cash Bonus Enlistment Option.

(3) *Column 37*. Leave blank.

(4) *Typing (cols 38-39)*. Use the same coding instructions as for the aptitude areas to indicate typing speed in words per minute. Report the score achieved on typing test, beginning with minimum of 15 words per minute. Typing ability will be reported without regard to other civilian qualifications. Code "00" to indicate that an individual was not tested or did not attain a score of 15 words per minute or higher on the typing test.

(5) *Auditory Perception (cols 40-41)*. Code the score achieved on the Auditory Perception test. Use the same coding instructions as indicated for all other aptitude areas.

(6) *Driver Aptitude Battery I (cols 42-43)*. Code the score achieved on the Driver Aptitude Battery. Use the same coding instructions as for the aptitude tests. In addition, indicate with a high (12) punch in column 43 if the individual has a valid State driver's license. MDB may be waived for personnel with a valid license.

d. *Language proficiency (cols 44-45)*. Language proficiency (other than English) will be reported by use of the language codes prescribed in AR 611-6 for personnel who claim proficiency in a foreign language and who successfully complete the appropriate language proficiency test. Individuals claiming to be competent in more than one foreign language will be coded in the language of highest proficiency as determined by listening and reading comprehension. Report any other language in which they are proficient by message to DA(MILPERCEN) WASHDC//DAPC-EPT-I.

e. *Preselected/civilian-acquired skill/band (col 46-51)*. This field may be used any of the three ways described below. The most significant skill will be reported in this field when

4-16. **Coding instructions.** a. *Service component and SSN (cols 1-10)*. Code service component and SSN of the individual, as indicated in paragraph A-1.

b. *Name (cols 11-15)*. Code name of individual as indicated in paragraph A-2.

c. *Aptitude area scores and US Army Cash Bonus Enlistment Option (cols 16-43)*.

(1) *Aptitude areas (cols 16-35) and 40-41*. Code the actual score achieved on each of the aptitude areas. If the score is below 100, code the actual score in the two appropriate columns. If the score is 100 or above, code the last two numbers of the score in the appropriate columns and indicate with a high (12) zone code in the tens position that 100 should be added to the numeric score reported. A score must be reported for each of the aptitude areas. If it is impossible to report a score (i.e., if the individual cannot be tested if the score is invalidated, unsatisfactory, or unavailable), code zeros, "00," in the appropriate columns.

Columns punched	Aptitude areas	Test score code
16-17		CO
18-19		FA
20-21		EL
22-23		OF
24-25		GM
26-27		MM
28-29		CL
30-31		ST
32-33		GT
34-35		SC
40-41		AP

an individual has multiple qualifications in these categories (i.e., an individual has more than one civilian-acquired skill or is qualified in more than one band instrument). The additional qualifications will be reported by electrical message.

(1) *Preselected.* Personnel selected for specific training or assigned in accordance with separate directives issued by DAPC will be coded as "Preselected" in this field. The actual preselection of individuals will be done by the reporting activity or other activity directed to do so. No agency or headquarters is authorized to conduct screening or interviewing of personnel who are under HQDA control for assignment purposes, unless specifically authorized by DAPC. The first character of the code (col 46) will always be the letter "P." The remaining five characters (col 47-51) will consist of alphanumeric characters specified by DAPC. The following codes are exceptions to this procedure:

<i>Code (col 46/47)</i>	<i>Meaning</i>
PC	Chaplain's Assistant—Catholic
PJ	Chaplain's Assistant—Jewish
PP	Chaplain's Assistant—Protestant
PK	Rescinded.

(2) *Civilian-acquired skills.* These are an individual's skills that are acquired in civilian life and have a MOS counterpart. It is highly important that these skills be identified and reported. Precise standards cannot be given, but these skills normally will have been acquired in the occupations of business administration, metalworking, woodworking, equipment operation, equipment repair, data processing, communications, printing, photography, or construction and utilities. Particular emphasis will be placed on reporting an individual's skills acquired by successful completion of trade or vocational school courses. Recency, duration, duties performed, and skill levels attained will be related to skills and knowledge required in military occupations. Interviewers will not establish arbitrary standards with regard to recency or length of time an individual performed in the civilian specialty. If an interviewer is unable to determine the qualifications of an individual, the individual should be referred to a qualified person at the reporting activity for a determination of qualifications. All civilian-acquired skills for which there is an MOS counterpart will be reported.

(a) In columns 46-48, code the first three characters of the MOS counterpart of civilian-acquired skill. In column 49, use one of the following codes to indicate how the skill was acquired:

<i>Code</i>	<i>Meaning</i>
0	None of the codes below apply.
1	On-the-job training.
2	Formal apprenticeship.
3	Successful completion of one or more years of training at a technical, trade or business school.

(b) In column 50, use one of the following codes:

<i>Code</i>	<i>Meaning</i>
1	Ability or level of skill in the MOS reported cannot be determined by interviewer or other qualified person at this reporting activity. (If code 1 is used, additional information must be provided on DA Form 1294, if applicable, or by other appropriate means.)
2	Further training is needed before the individual can be utilized in this skill.
*3	Individual can be utilized in this MOS without further formal training.
*4	Individual is highly qualified for utilization in this MOS without further advanced training, and is recommended that he be assigned accordingly. (This code will be used only for individuals who are usually well qualified for utilization in an MOS without further advanced training.)
5	Individual has an enlistment commitment under tables 5-3, 5-10, 5-12, 5-20, 5-35, 5-4, or 5-45, AR 601-210.

(c) Indicate with a "1" in column 51 if the individual wishes to be utilized in the MOS reported in this field. Enter "0" if individual does not desire to be utilized in the MOS reported in this field.

(d) MOS "57A" (Duty Soldier) and scientific and engineering MOS will not be used in this field. MOS "91J" (Physical Therapy Specialist) will not be used to identify chiropractors.

(e) Report the skill on DA Form 1294, if applicable, or by other appropriate means when an individual has a civilian-acquired skill for which there is no MOS counterpart (but which may be used in determining the individual's assignment). In this case, it is not neces-

*Indicate with a pencil entry on DA Form 2-1 (item 4) the MOS in which qualified when an individual is coded 3 or 4. When an individual is not selected for utilization in his civilian acquired skill by HQDA upon completion of the directed AIT, the AIT commander will award the individual a secondary MOS in the civilian-acquired skill reported. The AIT commander will accomplish this action automatically, citing this regulation as the authority.

sary to report the civilian-acquired skill in this field.

(f) Rare and unusual occupations reported on DA Form 1294, in accordance with f below, also will be coded in this field if there is an MOS counterpart.

(g) Civilian-acquired skills which still remain unreported after the appropriate columns in Training Card Two have been used will be reported by using DA Form 1294.

(h) Band MOS will not be reported using the civilian-acquired skill format in this field. The Band format (i below) will be used for these MOS.

(i) Trainees who do not have enlistment commitment and who profess proficiency with a musical instrument for which an MOS (except MOS 02S, Special Bandsman) is authorized will be auditioned in accordance with instructions issued by TAG and Table 5-15, AR 601-210. Those individuals identified as potential bandmen and recommended for assignment to bands by the training center bandmaster (see code 60) and all personnel who have enlistment commitments for assignment to an Army band (enlistment commitment codes 61-67) will be reported in this field in columns 46-50. The first three characters (col 46-48) will denote the MOS of the instrument in which the individual is proficient; the next two characters will denote the score awarded by the auditioner, except that no score will be reported for MOS 02S. MOS 02S will be used only for reporting trainees who have a specified enlistment commitment for one of the three special bands (codes 63, 64, and 65). Examples of coding bandmen: a cornet/trumpet player (MOS 02B) with an audition score of 93 would be coded "02B93"; all special bandmen will be coded "02S00."

(j) Column 52. Leave blank.

✓ f. Special reporting (cols 53-55).

(1) Volunteers (col 53). Code as follows:

Codes		Meaning
Ap- proved	Pending approval	
1	1	None of the codes below is applicable.
B	2	Individual is an Airborne Volunteer.
C	3	Individual is a Special Forces Volunteer.
D	4	Individual is a volunteer for Infantry OCS, Fort Benning, Georgia.
E	5	Individual is a volunteer for Artillery OCS, Fort Sill, Oklahoma.
F	6	Individual is a volunteer for aviation WO.

Codes		Meaning
Ap- proved	Pending approval	
	8	EOD Volunteer.
	9	1st Bn (Reinf), 3d Inf (The Old Guard), Fort Myer, Virginia.
	H	Buddy-Volunteer for training, area/unit option only.

Note. Use a code from the "Approved" column if individual's application has been approved. Use the "Pending Approval" codes if the individual's application has been submitted, but has not yet been either accepted or rejected. Personnel who have enlistment commitments which will result in the award of an MOS found in airborne TOE may volunteer for airborne without waiving their option. The individual with an enlistment commitment which does not include airborne training must waive his enlistment commitment in accordance with paragraph 5-4d, AR 601-210, prior to volunteering to attend airborne training. Special Forces volunteers who have an enlistment commitment will not be coded as a Special Forces volunteer in this column until the enlistment commitment is waived. Personnel who volunteer during basic training will be reported by message to DA (MILPERCEN) WASHDC//DAPC-EPT-I. Personnel undergoing AIT may volunteer through the second week of training only and will be reported on a Training Control Card as prescribed in paragraph 4-20. Personnel who fail to qualify for airborne training after being reported as a volunteer for such training will be reported to HQDA (DAPC-EPC) in accordance with chapter 8, AR 614-200, as immediately available under category "H."

(2) Restrictions (col 54). Code as shown in Table 4-1.

✓ (3) Special assignment consideration (col 55). Code as indicated below when an individual has grounds for special consideration for assignment. If grounds for a compassionate assignment exist in accordance with section II, chapter 1, AR 614-200, send details to HQDA (DAPC-EPA) by appropriate means.

Code	Meaning
1	None of the codes below is applicable.
2	Sole surviving son, or is eligible for designation as such and intends to apply.
3	Twin. If individual has a twin on active duty in the US Army (2 years' active duty or longer), report the other twin's name, SSN, unit, and location of assignment to HQDA (DAPC-EPC) by appropriate means.
4	Individual is married to a service member (2 years' active duty or longer). Report the spouse's name, SSN, unit, and location of appropriate means.
5	Both of the following conditions apply to this individual: Twin Married to service member.

Code	Meaning
6	Both of the following conditions apply to this individual: <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Married to service member. Sole surviving son. </div>
7	Compassionate (see II , chap. 1, AR 614-200).

✓ *g. Area of preference (cols 56-58).* Consideration will be given to the individual statement of preference for assignment; however, assignment to any area will be contingent on worldwide requirements and individual's qualifications. An individual with an enlistment commitment may state a preference for assignment (CONUS or overseas), but the enlistment commitment will take precedence over any stated preference.

(1) *CONUS area (cols 56-57).* If the individual expresses a preference for a CONUS assignment or expresses a preference, for a CONUS assignment which is different from his enlistment commitment (cols 63-64), except ARADCOM metropolitan area of choice and USACC enlistment option personnel, code columns 56-57 as prescribed in paragraph 1-13, AR 680-29.

✓ (2) *Metropolitan area (cols 56-57) for use by ARADCOM only.* If the individual has an enlistment commitment coded 58 in columns 63-64 for ARADCOM metropolitan area of choice, code columns 56-57/ as prescribed below:

For Metropolitan Areas (ARADCOM only)

Code	Designation
1A	1st Region ARADCOM, Stewart Field, Newburg, NY
1B	52d ADA Bde Highlands AADS, NJ
1C	1 Bn 51ADA Highlands AADS, NJ
1D	3 Bn 43 ADA Pedricktown, NJ
1E	24th ADA Group Coventry, RI
1F	18th ADA Gp Oakdale, PA
1G	35th ADA Bde Ft George G. Meade, MD
1H	4 Bn 1 ADA Edgewood Arsenal, MD
1J	31st ADA Bde Homestead AFB, FL
1K	3 Bn 68 ADA Homestead AFB, FL
1L	2 Bn 52 ADA Homestead AFB, FL
1M	7th Bn 65 ADA Key West, FL
1N	45th ADA Bde Ft Sheridan, IL
1P	28th ADA Gp SANGB, MI
1Q	2 Bn 52 ADA Ft Bliss, TX
1R	ARADCOM Service Practice Unit Ft Bliss, TX
1S	6th Region ARADCOM Ft Baker, CA
1T	49th ADA Group Ft Lawton, WA
1U	13th ADA Group Presidio of San Francisco, CA
1V	19th ADA Gp Ft MacArthur, CA
1W	2 Bn 65 ADA Van Nuys, CA
1X	HQ ARADCOM Ent AFB, CO
1Y	9th Data Processing Unit ARADCOM Ent AFB, CO

(3) *Oversea area (col 58).* If the individual volunteers for an oversea area, code as prescribed below, the CONUS area preference will also be coded in columns 56-57:

Volunteer code	Area
A	US Army, Alaska.
B	North Atlantic area.
C	US Army Forces Southern Command.
D	Africa/Middle East areas (except those below).
E	US Army, Europe.
F	USARPAC Short Tour (except Korea).
G	Eighth Army (Korea).
H	USARPAC Long Tour.

(4) *States in CONUS and oversea areas (cols 56-57) for use with USACC enlistment option only.* If the individual has an enlistment commitment coded 94 in columns 63-64 for USACC, code columns 56-57 as prescribed below:

Preference code	State designator
AZ	Arizona
CA	California
CO	Colorado
DC	District of Columbia
FL	Florida
IL	Illinois
KS	Kansas
KY	Kentucky
MD	Maryland
MI	Michigan
NC	North Carolina
NJ	New Jersey
NY	New York
PA	Pennsylvania
RI	Rhode Island
VA	Virginia
WA	Washington

Oversea area designator

01	Germany
03	Alaska
04	Korea
05	Okinawa
06	Japan
07	Hawaii
08	Puerto Rico
09	Panama
10	Italy
12	Turkey
14	Taiwan
15	Philippines
16	Thailand
26	Iran
27	Spain

✓ *h. Enlistment commitments (col 59-65).* This field is used to report the complete enlistment commitment of an individual as indicated in item 48 of DD Form 4. Orders issued by recruiting main stations for enlistees who

have a commitment for a specific school course will indicate the course number, class reporting date, and date individual should commence basic training. Every effort will be made to insure an enlistee completes his training and leave and reports for the course as scheduled. Personnel selected for specific training and/or assignment in accordance with separate directives issued by HQDA will not be reported as enlistment commitments but will be reported as specified in *e* above.

(1) *MOS commitments (cols 59-62).*

(a) If the enlistment commitment is for a specific school course, code the first four characters of the MOS in columns 59-62.

(b) If the enlistment is for a career group, code the two-character numeric career group designation in columns 59-60 and enter the alpha characters "CG" in columns 61-62.

(c) If the enlistment commitment is for Armor career group (MOS 11D and 11E), columns 59-60 will be coded 11 (numeric), and the alpha characters "AG" entered in columns 61-62.

✓(2) *Type commitments (cols 63-64).* Indicate the type of individual's commitment by using one of the codes listed below. Leave columns 63-64 blank only if individual does not have an enlistment commitment.

Enlistment Commitments

Hospitals		Designation	
Code			
12	Walter Reed General Hospital.	F5	Kimbrough Army Hospital—US Army Special Unit.
17	Fitzsimons General Hospital.	F6	Patterson Army Hospital—US Army Special Unit.
18	Madigan General Hospital.	F7	US Army Dispensary—US Army Special Unit, Ft Monroe, VA.
19	Letterman General Hospital.	F8	Andrew Radar US Army Health Clinic—US Army Special Unit.
44	William Beaumont General Hospital.	F9	Martin Army Hospital—US Army Special Unit.
45	Brooke General Hospital.	G1	Womack Army Hospital—US Army Special Unit.
46	Valley Forge General Hospital.	G2	US Army Hospital—US Army Special Unit, Ft Campbell, KY.
47	US Army General Hospital, Fort Gordon, GA	G3	Moncrief Army Hospital—US Army Special Unit.
C8	Tripler Army Medical Center—US Army Special Unit.	G4	Noble Army Hospital—US Army Special Unit.
D6	Kirk Army Hospital—US Army Special Unit.	G5	US Army Hospital—US Army Special Unit, Ft McPherson, GA.
D7	DeWitt Army Hospital—US Army Special Unit.	G6	US Army Hospital—US Army Special Unit, Redstone Arsenal, AL.
D8	Dunham Army Hospital—US Army Special Unit.	G7	Lyster Army Hospital—US Army Special Unit.
D9	Cutler Army Hospital—US Army Special Unit.	G8	Medical Department Activities/Tuttle US Army Hospital—US Army Special Unit.
F1	Walson Army Hospital—US Army Special Unit.	G9	US Army Hospital—US Army Special Unit, Ft Stewart, GA.
F2	Ireland Army Hospital—US Army Special Unit.	H1	Darnall Army Hospital—US Army Special Unit.
F3	Kenner Army Hospital—US Army Special Unit.	H2	Reynolds Army Hospital—US Army Special Unit.
F4	McDonald Army Hospital—US Army Special Unit.	H3	Beach Army Hospital—US Army Special Unit.
		H4	US Army Hospital—US Army Special Unit, Ft Polk, LA.
		H5	US Army Hospital—US Army Special Unit, Ft Benjamin Harrison, IN.
		H6	Munson Army Hospital—US Army Special Unit.
		H7	Irwin Army Hospital—US Army Special Unit.
		H8	Medical Department Activities—US Army Special Unit.
		H9	General Leonard Wood Army Hospital—US Army Special Unit.
		J1	US Army Hospital—US Army Special Unit, Ft Carson, CO.
		J2	Raymond W. Bliss Army Hospital—US Army Special Unit.
		J3	US Army Hospital—US Army Special Unit, Ft MacArthur, CA.
		J4	Silas B. Hayes Army Hospital—US Army Special Unit.
		J5	US Army Hospital—US Army Special Unit, Dugway Proving Grounds, UT.
		J6	US Army Med Research and Development Cmd—US Army Special Unit.
		J7	Walter Reed Army Institute of Research—US Army Special Unit, DC.
		J8	US Army Institute of Dental Research—US Army Special Unit, DC.
		J9	US Army Medical Bioengineering Research and Development Lab—US Army Special Unit.

Code	Designation
K1	US Army Medical Research Institute of Infectious Diseases—US Army Special Unit.
K2	US Army Research Institute of Environmental Medicine—US Army Special Unit.
K3	US Army Institute of Surgical Research—US Army Special Unit.
K4	Letterman Army Institute of Research—US Army Special Unit.
K5	US Army Medical Research Laboratory—US Army Special Unit, Ft Knox, KY.
K6	US Army Aeromedical Research Laboratory—US Army Special Unit.

Band/Bandsman

Code	Designation
60	Potential Bandsman (include all personnel identified as potential bandsmen after entry into service).
61	US Army Bandsman, unassigned.
62	Instructor, US Army Element School of Music, Naval Amphibious Base (Little Creek), Norfolk, VA.
63	Special Bandsman, The US Army Band, Fort Myer, VA.
64	Special Bandsman, The US Army Field Band, Fort George G. Meade, MD.
65	Special Bandsman, The US Army Military Academy Band, West Point, NY.
66	Special Assignment, 336th Army Band (NORAD), Ent Air Force Base, Colorado Springs, CO.
67	Specific Band assignment (other than above). Report band of assignment as recorded on DD Form 4 to HQDA (DAPS-EPT-I).

**United States Army Military Police—
US Army Special Unit Option**

Code	Designation
32	504th Military Police Battalion.
33	503d Military Police Battalion.
34	508th Military Police Battalion.
35	720th Military Police Battalion.
36	519th Military Police Battalion.
37	759th Military Police Battalion.

Miscellaneous

Code	Designation
20	US Army Security Agency.
40	Infantry Officer Candidate School.
41	Artillery Officer Candidate School.
58	US Army Air Defense Command (plus four character MOS)—US Army Special Unit.
59	Combat Developments Experimentation Command—US Army Special Unit.
72	Special Intelligence.
94	US Army Communications Command.
95	Junior College/Technical/Vocational School Graduate.
96	US Army, Alaska—US Army Special Unit.
K7	US Military Academy—US Army Special Unit.
L8	Dugway Proving Grounds, UT.
L9	Training or Travel.
M5	67th Signal Brigade, Fort Gordon, GA—US Army Special Unit

CONUS Station of Choice

Code	Designation
01	Fort Devens, MA
02	Fort Dix, NJ
03	Fort Knox, KY
04	Fort Benning, GA
05	Fort Bragg, NC
06	Fort Hood, TX
07	Fort Campbell, KY
08	Fort Carson, CO
09	Fort Riley, KS
21	Fort Meade, MD
27	Fort Eustis, VA
38	Fort Gordon, GA
39	Fort Jackson, SC
42	Fort Rucker, AL
48	Fort Bliss, TX
49	Fort Polk, LA
50	Fort Sill, OK
53	Fort Leonard Wood, MO
57	Fort Huachuca, AZ
68	Fort Lewis, WA
69	Fort Ord, CA
71	Cameron Station, VA
A5	Fort Belvoir, VA
A6	Fort Monmouth, NJ
A7	Fort Lee, VA
A8	Fort McClellan, AL
A9	Fort McPherson, GA
B1	Fort Stewart/Hunter Army Airfield, GA
B2	Fort Sam Houston, TX
B3	US Army Military District of Washington
B4	Fort Monroe, VA
B5	Fort Hamilton, NY
B7	Aberdeen Proving Ground, MD
B8	Redstone Arsenal, AL
B9	Military Ocean Terminal, Bayonne, NJ
C1	Oakland Army Terminal, Oakland, CA
C2	Fort Benjamin Harrison, IN
C3	Fort Leavenworth, KS
C4	Fort Sheridan, IL
C5	Fort MacArthur, CA
C6	Presidio of San Francisco, CA
C7	1st Battalion, 29 Infantry Division, Fort Benning, GA.
K9	Savanna Army Depot
L1	Seneca Army Depot
L2	Sierra Army Depot
L4	Yuma Proving Grounds
L5	White Sands Missile Range
L6	Fort Story, VA
M6	46th Engineer Battalion, Ft Rucker, AL
M7	US Army Intelligence School Element (Prov. Bn) Ft Huachuca, AZ.

Training School Course

Code	Designation
26	Special Forces Training.
70	Warrant Officer Flight Training.
80	Airborne only.
84	Airborne plus Army career group (dual option). (Two-character MOS must also be coded in MOS field, columns 59-62, as indicated in (1) (b) above.)
85	Special Forces. Airborne plus Army career

Add

add - m5
m6
m7

Code	Designation
	GROUP (triple option). (Two-character MOS must also be coded in MOS field, columns 59-62, as indicated in (1) (b) above.)
86	Ranger assignment. MOS training (11B1 or 05B2) plus airborne plus Ranger training and assignment to a Ranger company. (Four-digit MOS must be coded in MOS field, columns 59-62, as indicated in (1) (a) above.)
87	Army Engineer Skills. Report the Engineer MOS for which enlisted in columns 59-62 for personnel who qualify for grade E-4 (AR 601-210).
90	School course. (Four-character MOS must be coded in columns 59-62, as indicated in (1) (a) above.)
92	MOS training and Noncommissioned officer Candidate Course. (Four-character MOS must be coded in columns 59-62, as indicated in (1) (a) above.)

*Division/Regiments/Brigades/Corps/
Battalions*

Code	Designation
10	197th Infantry Brigade—US Army Special Unit.
11	3d Armored Cavalry Regiment—US Army Special Unit.
18	101st Airborne Division (Airmobile)—US Army Special Unit.
14	9th Infantry Division—US Army Special Unit.
16	1st Battalion (reinf) 3d Inf (The Old Guard)—US Army Special Unit.
23	25th Infantry Division—US Army Special Unit.
24	193d Infantry Brigade.
28	194th Armored Brigade—US Army Special Unit.
29	III Corps Artillery—US Army Special Unit.
30	XVIII Airborne Corps Artillery—US Army Special Unit.
51	1st Infantry Division—US Army Special Unit.
52	4th Infantry Division—US Army Special Unit.
54	82d Airborne Division—US Army Special Unit.
55	1st Cavalry Division (TRICAP)—US Army Special Unit.
56	2d Armored Division—US Army Special Unit.
73	3d Armored Division.
74	1st Armored Division.
75	3d Infantry Division.
76	8th Infantry Division.
77	2d Armored Cavalry Regiment.
78	11th Armored Cavalry Regiment.
79	3d Brigade, 1st Infantry Division.
89	US Army, Berlin Brigade.
K8	2d Battalion, 4th Infantry, 56th Artillery Brigade—US Army Special Unit.
C9	2d Battalion, 4th Infantry, 56th Artillery Brigade—Combat Arms Unit of Choice.

changed
ad add m5

Code	Designation
D2	7th Brigade.
D5	53d Battalion, 509th Infantry (ABN BCT).
M9	5th Engineer Battalion (COMBAT)—US Army Special Unit of Choice.
N1	First Brigade—First Infantry Division, Ft Polk, LA—CONUS Unit and US Army Special Unit of Choice.
N2	First Brigade—Seventh Infantry Division, Ft Ord, CA—CONUS Unit and US Army Special Unit of Choice.
N3	First Brigade—24th Infantry Division, Ft Stewart, GA—CONUS Unit and US Army Special Unit of Choice.
N4	2d Battalion, 75th Rangers, Ft Lewis, WA—CONUS Unit and US Army Special Unit of Choice.

add

Groups

Code	Designation
15	931st Engineer Group—US Army Special Unit.
M1	5th Special Forces Group, Fort Bragg, NC—CONUS Unit and US Army Special Unit of Choice.
M2	7th Special Forces Group, Fort Bragg, NC—CONUS Unit and US Army Special Unit of Choice.
M3	10th Special Forces Group, Fort Devens, MA—CONUS Unit and US Army Special Unit of Choice.
M8	7th Transportation Group—US Army Special Unit of Choice.

add

Commands/Support Commands

Code	Designation
A1	US Army V Corps Support Command.
A2	US Army VII Corps Support Command.
A3	US Theater Army Support Command.
A4	32d Army Air Defense Command.
D1	US Army Engineer Command, Europe.
D3	Medical Command, Europe.
D4	Southern European Task Force (Italy).
L3	US Army Forces Southern Command.

add

Oversea Area

Code	Designation
22	US Army Support Command, Hawaii.
43	USARV/MACV Support Command.
82	Oversea area only. (Oversea area must also be coded in column 65, using alpha code indicated in (3) below.)
88	Oversea area plus Army career group (dual option). (Two-character MOS must be coded in MOS field, columns 59-62, as indicated in (1) (b) above, and code oversea area in column 65, using alpha code from list in (3) below.)
M4	US Army Korea—US Army Special Unit of Choice.

ADD

(3) Oversea area (coln 65). That portion of an oversea area commitment (if any) will be punched in column 65 as follows:

Leave Blank

Code	Oversea area
Alpha X	No oversea area commitment.
A	US Army, Alaska.
C	US Army Forces, Southern Command.
E	US Army, Europe and Seventh Army.
F	US Army, Pacific (short tour).
G	Eighth US Army (Korea).
H	US Army, Pacific (long tour).

i. *Racial group (colom 66)*. Code as follows:

Code	Meaning
C	Caucasian
N	Negro
X	Other
Z	Unknown

j. *Start training date this location (colms 67-69)*. The date on which individual will begin training. Enter the day of year as indicated in paragraph A-3g. This date cannot be changed except by submission of a Training Control Card.

Section IV. PREPARATION AND SUBMISSION OF TRAINING CONTROL CARD

4-17. **General.** a. A Training Control Card will be prepared and submitted to Headquarters, Department of the Army to report the following:

(1) Arrival of each individual for AIT at a US Army training activity, arrival of each individual for on-the-job training AIT (OJT-AIT) in an Active Army TOE or TDA unit at the AIT installation, or arrival of each individual for Train and Retain as Permanent Party (TRAPP) in an active army unit. Code column 18 of the training control card "4," "7," or "8," as appropriate.

(2) Individuals who enter courses of less than 4 weeks' duration. Submit Training Control Card not later than Monday of the first week of training.

(3) Start or end of a control condition (AWOL, hospitalization, etc.) which extends the date on which an individual will be available for further training or assignment.

(4) Changes of initial training directed by Headquarters, Department of the Army.

(5) Recommendation for further advanced individual training in a higher skill level of the same or allied MOS.

(6) Personnel who are assigned from one AIT to another for further AIT.

(7) Request for retention of an individual at the training center as an instructor will be

k. *Transmission identification (colms 70-71)*. Code as indicated in paragraph 4-6a.

l. *Card code (colms 72-73)*. Training Card Two will be coded "21" in columns 72-73.

m. *Reporting activity (colms 74-78)*. Code as indicated in paragraph A-5.

n. *Transceiver identification (colms 79-80)*. Code as indicated in paragraph 4-6a.

Table 4-1. Coding for Restrictions

Code	Individual classified as Conscientious Objector by local Selective Service Board (not applicable to WAC personnel)	Individual has record of military or civilian conviction for other than minor traffic violation; or enlistment waiver for a discharge other than honorable
1	NO	NO
2	YES	NO
3	NO	YES
4	YES	YES

submitted not later than the second week of AIT. The individual will be utilized within current grade, MOS, and strength authorizations.

(8) Personnel who volunteer for airborne while undergoing AIT.

(9) Any error in the Training Assignment Card (see chap. 5), or conflict between the data in the training Assignment Card and the individual's actual situation, status, or condition.

(10) Personnel undergoing self-pace AIT with a graduation date of 4 weeks. Submit a training control card not later than Monday of the first week of training, as in (2) above.

b. The Training Control Card will be prepared as follows:

(1) Immediately upon arrival of each individual at the AIT installation, the AIT activity commander will review the Training Assignment Card and prepare a Training Control Card. Columns 1-15 of the Training Control Card will be coded identically to columns 1-15 of the Training Card One; columns 16 through 80 will be coded in the format shown in Table 4-3. The data coded in columns 16-37 and 39-60 will be identical if there will be no actual change in the training and start dates specified in the Training Assignment Card. Reason code 70 will be punched in columns 68-69. The Training Control Card will

be forwarded to Headquarters, Department of the Army, within 5 days of the individual's date of arrival. Personnel undergoing training of less than 4 weeks' duration and self-pace AIT personnel with a graduation date of less than 8 weeks' will be reported as if graduation date is the 4th week. Self-pace classes of 8 weeks or longer will be reported as the POI graduation week; e.g., personnel in training for class course 67U20 which is normally 13 weeks will be reported as graduating 13 weeks from the course start date. Example: Course 67U20 start date 4 Feb 74 (coded 74035) would graduate normally on 3 May 74 (coded 74I23). All reports will be submitted using the Training Control Card.

(2) In the event an individual arrives at an AIT activity other than that designated on the Training Assignment Card, and the individual's records contain no backup material specifying that the instructions on the Training Assignment Card were changed, he may be retained if the installation offers training in the MOS specified in the Training Assignment Card or other backup material. Code the Training Control Card as prescribed in (1) above and forward to Headquarters, Department of the Army not later than 5 days after the individual arrives. If the individual cannot be given training in the MOS specified in the Training Assignment Card or other backup material, DA (MILPERCEN) WASH DC//DAPC-EPT-I, will be informed by electrical messages, of the facts and circumstances.

(3) A start control date Training Control Card will be submitted when the ending date of the control condition is not known. When the end date becomes known a Training Control Card indicating both the start and end dates will be submitted. In the event the end date of the control condition is known, both dates may be submitted as a single submission.

(4) A "Start and End" Training Control Card will be prepared and submitted to report the entire control condition if the condition ends before any Training Control Card has been submitted.

4-18. Training Control Card. Tables 4-2 through 4-6 depict the formats of training control cards and specific coding instructions for reporting the control reasons.

Table 4-2. Control Condition (Delay in training)

<i>Element of data</i>	<i>Column</i>
Service component	1
Social security number	2-10
Name	11-15
Location of new training	16-20
New start training date	21-25
New graduation date	26-30
New MOS	31-35
Language/ASI	36-37
Leave blank	38
Obsolete training location	39-43
Obsolete start training date	44-48
Obsolete graduation date	49-53
Obsolete MOS	54-58
Language/ASI	59-60
Leave blank	61
Control start date	62-64
Control end date	65-67
Control reason	68-69
Transceiver code	70-71
Card code "51"	72-73
Reporting activity code	74-78
Transaction code	79-80

Coding instructions:

(1) *Columns 1-15.* Code as prescribed by paragraphs A-1 and A-2.

(2) *Columns 16-20.* The location where the individual will undergo training will be coded as prescribed by paragraph A-5.

(3) *Columns 21-25.* Code the date the new training cycle will start, if known, as prescribed by paragraph A-3g.

(4) *Columns 26-30.* Code the date the individual will graduate from new training, if known, as prescribed by paragraph A-3g.

(5) *Columns 31-35.* Code the 5 character MOS to be awarded upon successful completion of training.

(6) *Columns 36-37.* Code language qualification as prescribed by AR 611-6. However, if the individual is to be assigned to further advanced training in a functional course which will result in award of an ASI, code the ASI (AR 611-201) expected to be awarded, instead of language qualification.

(7) *Columns 39-43.* Code as prescribed by paragraph A-5.

(8) *Columns 44-53 and 62-67.* Code as prescribed by paragraph A-3g.

(9) *Columns 54-58.* Code the 5 character MOS which is obsolete.

(10) *Columns 59-60.* Code as prescribed by AR 611-6 or AR 611-201, as applicable.

(11) *Columns 68-69.* Code appropriate control reason from paragraph A-4.

(12) *Columns 70-71.* Code as prescribed by paragraph 4-6a.

(13) *Columns 74-78.* Code as prescribed by paragraph A-5.

(14) *Columns 79-80.* Code appropriate transceiver code.

Table 4-3. Corrected Training Assignment (DA Directed or Commandant Fill)

<i>Element of data</i>	<i>Column</i>
Service component	1
Social security number	2-10
Name	11-15
Location of new training	16-20
New start training date	21-25
New graduation date	26-30
New MOS	31-35
Leave blank	36-67
Control reason "70"	68-69
Transmission code	70-71
Card code "51"	72-73
Reporting activity code	74-78
Transceiver code	79-80

Coding instructions:

(1) *Columns 1-15.* Code as prescribed by paragraphs A-1 and A-2.

(2) *Columns 16-20.* The location where the individual will be trained will be coded as prescribed by paragraph A-5. If the location where the individual is to be trained is different from the present AIT activity, the gaining activity will comply with paragraph 4-17. A Training Control Card is also required if the individual will receive AIT at the same activity.

(3) *Columns 21-25.* Code the date the new training cycle will start as prescribed by paragraph A-3g.

(4) *Columns 26-30.* Code the date the individual will graduate from new training as prescribed by paragraph A-3g.

(5) *Columns 31-35.* Code the MOS in which individual will train.

(6) *Columns 36-37.* Leave blank.

(7) *Columns 68-69.* Enter code "70"

(8) *Columns 70-71.* Code as indicated in paragraph 4-6a.

(9) *Columns 74-78.* Code as prescribed by paragraph A-5.

(10) *Columns 79-80.* Code as indicated in paragraph 4-6a.

Table 4-4. Change to Volunteer Status

<i>Element of data</i>	<i>Column</i>
Service component	1
Social Security number	2-10
Name	11-15
Location of current training	16-20
Start date of current training	21-25
Graduation date of current training	26-30
MOS of current training	31-35
Language/ASI	36-37
Volunteer code	38
Leave blank	39-69
Transmission code	70-71
Card code "51"	72-73
Reporting activity code	74-78
Transceiver code	79-80

Coding instructions:

(1) *Columns 1-15.* Code as prescribed by paragraphs A-1 and A-2.

(2) *Columns 16-20.* The location of the current training will be coded as prescribed by paragraph A-5.

(3) *Columns 21-25.* Code the date the current training began or will begin as prescribed by paragraph A-3g.

(4) *Columns 26-30.* Code the current graduation date as prescribed by paragraph A-3g.

(5) *Columns 31-35.* Code the 5 character MOS of current training.

(6) *Columns 36-37.* Code as prescribed by AR 611-6 or AR 611-201, as applicable. Code the language unless the individual has or will acquire an ASI, in which case ASI will be coded.

(7) *Column 38.* Code "B" for Airborne Volunteer; Code "A" for Vietnam Volunteer; Leave blank for Airborne withdrawal.

(8) *Columns 39-67.* Leave blank.

(9) *Columns 68-69.* Code "73" for Airborne Volunteer; Code "74" for withdrawal of Airborne application; Code "75" for Vietnam Volunteer.

(10) *Columns 70-71.* Code as prescribed by paragraph 4-6a.

(11) *Columns 74-78.* Code as prescribed by paragraph A-5.

(12) *Columns 79-80.* Code as prescribed by paragraph 4-6a.

Table 4-5. Recommend for Further Training (not to be used for Commandant Fill)

<i>Element of data</i>	<i>Column</i>
Service component	1
Social security number	2-10

Element of data	Column
Name	11-15
Location of recommended training	16-20
Start date of recommended training	21-25
Graduation date of recommended training	26-30
MOS recommended	31-35
Language/ASI	36-37
Code "F"	38
Location of current training	39-43
Start date of current training	44-48
Graduation date of current training	49-53
MOS of current training	54-58
Language/ASI	59-60
Blank	61-69
Transmission code	70-71
Card code "51"	72-73
Reporting activity code	74-78
Transceiver code	79-80

Coding instructions:

- (1) Columns 1-15. Code as prescribed by paragraphs A-1 and A-2.
- (2) Columns 16-20. Code location of recommended training as prescribed by paragraph A-5.
- (3) Columns 21-25. Code the date the recommended training will begin as prescribed by paragraph A-3g.
- (4) Columns 26-30. Code the graduation date from recommended training as prescribed by paragraph A-3g.
- (5) Columns 31-35. Code the 5 character MOS which is recommended.
- (6) Columns 36-37. Code as prescribed by AR 611-6 or AR 611-201, as applicable. Code the language unless the individual has or will acquire an ASI, in which case ASI will be coded.
- (7) Column 38. Code the letter "F" to indicate the individual is recommended for further training.
- (8) Columns 39-43. Code current training location as prescribed by paragraph A-5.
- (9) Columns 44-48. Code the date current training began as prescribed by paragraph A-3g.
- (10) Columns 49-53. Code the graduation date from current training as prescribed by paragraph A-3g.
- (11) Columns 54-58. Code MOS of current training with 5 characters (AR 611-201).
- (12) Columns 59-60. Code as prescribed by AR 611-6 or AR 611-201, as applicable.
- (13) Columns 61-69. Leave blank.
- (14) Columns 70-71. Code as prescribed by paragraph 4-6a.

(15) Columns 74-78. Code as prescribed by paragraph A-5.

(16) Columns 79-80. Code as prescribed by paragraph 4-6a.

Table 4-6. Request for Retention as Instructor

Element of data	Column
Service component	1
Social security number	2-10
Name	11-15
Number of students in class	16-18
EPD control and line number	19-25
Leave blank	26-30
Instructor MOS to be used	31-35
Language/ASI	36-37
Code "I"	38
Location of current training	39-43
Start date of current training	44-48
Graduation date of current training	49-53
MOS of current training	54-58
Language/ASI	59-60
Leave blank	61-69
Transmission code	70-71
Card code "51"	72-73
Reporting activity code	74-78
Transceiver code	79-80

Coding instructions:

- (1) Columns 1-15. Code as prescribed by paragraphs A-1 and A-2.
- (2) Columns 16-18. Enter the number of individuals who are scheduled to graduate in the same class with the individual requested. Do not include TDY or REP personnel in this number.
- (3) Columns 19-25. Indicate the EPD control and line number of the requisition to which the trainee will be applied.
- (4) Columns 26-30. Leave blank.
- (5) Columns 31-35. Code the duty MOS in which the individual will be performing.
- (6) Columns 36-37. Code as prescribed by AR 611-6 or AR 611-201, as applicable. Code the language unless the individual has or will acquire an ASI, in which case ASI will be coded.
- (7) Column 38. Code the letter "I" to show that individual is being requested for assignment as an instructor.
- (8) Columns 39-43. Code the location of current training as prescribed by paragraph A-5.
- (9) Columns 44-48. Code the current training start date as prescribed by paragraph A-3g.

(10) *Columns 49-53.* Code the date the individual will graduate from current training as prescribed by paragraph A-3g.

(11) *Columns 54-58.* Code MOS of current training with 5 characters (AR 611-201).

(12) *Columns 59-60.* Code as prescribed by AR 611-6 or AR 611-201, as applicable.

(13) *Columns 70-71.* Code as prescribed by paragraph 4-6a.

(14) *Columns 74-78.* Code as prescribed by paragraph A-5.

(15) *Columns 79-80.* Code as prescribed by paragraph 4-6a.

Table 4-7. AIT Arrival for Follow-On Training Assignment

Element of data	Column
Service component	1
Social security number	2-10
Name	11-15
Location of initial training	16-20
Training start date	21-25
Training graduation date	26-30
Training MOS	31-35
Leave blank	36-40
Location of follow-on training	41-43
Report date to follow-on training	44-48
Graduation date from follow-on training	49-53
MOS for follow-on training	54-58
ASI	59-60
Leave blank	61-67
Control reason "95"	68-69
Transmission code	70-71
Card code "51"	72-73
Reporting activity code	74-78
Transceiver code	79-80

Section V. PREPARATION AND SUBMISSION OF CHANGE IDENTIFICATION CARD

4-19. **Change Identification Card.** This card will be submitted when an incorrect name, service component, or SSN of an individual has been reported on Training Card One. This card will also be used to change a temporary identification number to a permanent SSN. Submission of a Change Identification Card is the only authorized means of changing these three items of data.

4-20. Format for Change Identification Card.

Data	Columns punched
Old identification data:	
Service component	1
SSN	2-10
Name	11-27
Leave blank	28

4-18

Coding instructions:

(1) *Columns 1-15.* Code as prescribed by paragraphs A-1 and A-2.

(2) *Columns 16-20.* Code location of initial training as prescribed by paragraph A-5.

(3) *Columns 21-25.* Code as prescribed by paragraph A-3g.

(4) *Columns 26-30.* Code the training graduation date as prescribed by paragraph A-3g.

(5) *Columns 31-35.* Code the five character training MOS.

(6) *Columns 36-40.* Leave blank.

(7) *Columns 41-43.* Code as prescribed by paragraph A-5.

(8) *Columns 44-48.* Code as prescribed by paragraph A-3g.

(9) *Columns 49-53.* Code as prescribed by paragraph A-3g.

(10) *Columns 54-58.* Code the five character MOS for follow-on training.

(11) *Columns 59-67.* Leave blank.

(12) *Columns 68-69.* Code 95 to indicate follow-on training.

(13) *Columns 70-71.* Code as prescribed by paragraph 4-6a.

(14) *Columns 72-73.* Code card 51.

(15) *Columns 74-78.* Code as prescribed by paragraph A-5.

(16) *Columns 79-80.* Code as prescribed by paragraph 4-6a.

Data	Columns punched
Corrected identification data:	
Service component	29
SSN	30-38
Name	39-55
Not used	56-69
Transceiver code	70-71
Card code	72-73
Reporting activity	74-78
Transceiver code	79-80

4-21. **Coding instructions.** a. *Old identification data (cols 1-28).*

(1) *Service component and SSN (cols 1-10).* Code as indicated in Training Card One and Training Card Two.

(2) *Name (cols 11-27).* Code as indicated in Training Card One and Training Card Two.

(3) *Not used (colom 28).*

b. *Corrected identification data (colms 29-56).*

(1) *Service component and SSN (colms 29-38).* Code as prescribed in paragraph A-1.

(2) *Name (colms 39-55).* Code as prescribed in paragraph A-2.

c. *Not used (colms 56-69).*

d. *Transceiver identification (colms 70-71 and 70-80).*

e. *Card code (colms 72-73).* Code "91" will be punched in these columns.

f. *Reporting activity (colms 74-78).* Code as prescribed in paragraph A-5.

Section VI. PREPARATION AND SUBMISSION OF CHANGE DATA CARD

4-22. Change Data Card. This card will be prepared and submitted when an incorrect commitment has been reported on the Training Card Two. Submission of this card is mandatory when an error is detected, to preclude erroneous training and assignment of an individual with an enlistment commitment.

4-23. Format for Change Data Card.

<i>Data</i>	<i>Columns punched</i>
Service component	1
Social security number	2-10
Name	11-15
Leave blank	16-35
US Army bonus enlistment option	36
Leave blank	37-55
Area preference:	
CONUS	56-57
Oversea	58
Enlistment commitment:	
MOS	59-62
Type	63-64
Oversea area	65
Leave blank	66-69
Transceiver code	70-71
Card code	72-73
Reporting activity code	72-73
Reporting activity code	74-78
Transceiver code	79-80

4-24. Coding instructions. All coded columns in the card will have an entry even if only one element of data is incorrect. A blank col-

umn will post to the master tape as if the information were not necessary and will delete the previous entry from the master tape.

a. *Columns 1-15.* Code service component, social security number, and name as indicated on the Training Cards One and Two and the Training Assignment Card.

b. *Columns 16-35.* Leave blank.

c. *Column 36.* Code alpha "B" for individual who has US Army cash bonus enlistment commitment.

d. *Columns 37-55.* Leave blank.

e. *Columns 56-57.* Code CONUS area preference as prescribed by paragraph 4-16g (1) and (2).

f. *Column 58.* Code oversea area preference as prescribed by paragraph 4-16g (3).

g. *Columns 59-65.* Code the commitment MOS, type, and oversea area commitment as prescribed by paragraph 4-16h.

h. *Columns 66-69.* Leave blank.

i. *Columns 70-71 and 79-80.* Code as prescribed by paragraph 4-6a.

j. *Columns 72-73.* Code these columns "22."

k. *Columns 74-78.* Code as prescribed by paragraph A-5.

CHAPTER 5

TRAINING ASSIGNMENT INSTRUCTIONS

5-1. **Training assignments.** *a.* The US Army Military Personnel Center will determine individual assignments to fulfill advanced individual training requirements, based on the number and qualifications of personnel reported in accordance with sections II and III, chapter 4, and required training prerequisites:

b. Assignment instructions from the US Army Military Personnel Center will be transmitted to the losing training activities during the fourth week of basic training in the form of a Training Assignment Card. Training assignment listings will be mailed in the sixth week of BCT to both the losing and gaining training activities. Late changes will be made by HQDA on these rosters and will be confirmed by a Change Training Assignment. No change or substitution of assignment instructions will be made by any commander, unless specifically authorized by US Army Military Personnel Center. The Training Assignment Card will serve as the source document for the preparation of assignment orders and initiation of security investigations. The Training Assignment Card will be placed in an envelope and attached to left top inside of the individual's records before the individual departs the BCT activity. This envelope will be marked in bold letters TRAINING ASSIGNMENT CARD DO NOT REMOVE UNTIL FIRST PERMANENT DUTY STATION. If an assignment to training is changed or deleted, a Change Training Assignment Card will be transmitted to the training activity. The format of the Change Training Card is identical with the Training Assignment Card.

c. Upon receipt of the Training Assignment Card, the BCT Commander will verify that each individual is fully qualified for the AIT assignment. Personnel assigned to training for which they do not qualify will be reported to Training Input Branch, MILPERCEN (AUTOVON 221-8491 or 8492) except those individuals with valid Enlistment Contracts and those

who are HQDA directed coded "I" in Column 61 of the Training Assignment Card. The assignment instructions for each individual will be compared with the Enlistment Contract (DD Form 4) and all attachments thereto, such as the DA Form 3246-R, to insure the instructions are in agreement with the contract. Any differences will be reported to Training Input Branch, MILPERCEN (AUTOVON 221-8491 or 8492).

d. The following actions will be taken when changes in assignment instructions for personnel selected for training by the US Army Military Personnel Center are necessary:

(1) BCT activity commanders will verify that all trainees reported to HQDA are accounted for on training assignment instructions. HQDA will be informed by telephone (AUTOVON 221-8479 or 8490) when assignment instructions are not received for personnel assigned to the BCT training activity. BCT activity commanders will notify HQDA by telephone as soon as it is determined that a BCT trainee (includes BCT graduates who have not departed the BCT activity) will not comply with AIT assignment instructions. The US Army Military Personnel Center will telephonically issue a new AIT assignment if a new availability date is known. If the availability date is not known, the BCT activity commander will notify the US Army Military Personnel Center by telephone as soon as the availability date is known. The procedures in this paragraph do not change the reporting procedures prescribed in paragraphs 4-17 and 4-18.

(2) Selection of personnel for further training will be accomplished at the earliest practicable time. The training activity will replace selected personnel that cannot continue in further training courses with a qualified substitute.

(3) An individual who arrives at an installation for assignment to OJT-AIT may be

assigned to an unfilled space in a formal course on the same installation if the start date and MOS in the Training Assignment Card coincide and the individual meets the minimum qualifications for such assignment. Submit a Training Control Card to report the assignment to the appropriate formal course as prescribed in paragraph 4-17. *This does not constitute authority to change MOS training.*

5-2. Format of Training Assignment Card

Element of data	Columns
Service component	1
SSN	2-10
Name	11-18
Training MOS	19-26
AIT activity code	27-28
Type training code	29
AIT/school or UIC	30-36
Station name	37-41
EPD week month	42-43
HQDA-directed training	44
AIT report date	45-49
AIT graduation date	50-44
AIT activity (follow-on training)	55-56
Type training	57
Special instructions	58
Security investigation requirements	59
Enlistment commitment	60-66
CONUS preference	67-68
Leave	69
Transceiver code	70-71
	and
	79-80
Card code	72-73
Reporting activity	74-78

5-3. Coding instructions. *a. Service component and SSN (cols 1-10).* Coded as prescribed in paragraph A-1.

b. Name (cols 11-18). Coded as prescribed in paragraph A-2.

c. Training MOS (cols 19-26). Coded with the MOS to be awarded upon successful completion of AIT. Columns 19-22 will contain the basic MOS, and columns 23-26 will contain the MOS for follow-on training.

d. AIT activity (cols 27-28). Coded as prescribed in paragraph A-5a.

e. Type training code (col 29). Coded as prescribed in paragraph A-5b. If column is coded "8," assign the individual to OJT-AIT. Trainee will be attached to the organization (UIC) indicated in columns 30-36 for OJT-

AIT in the MOS coded in columns 19-26. If the training activity code (col 27-28) is an Army area code, the trainee will be assigned to the unit indicated by the UIC for OJT-AIT.

f. Name of training activity (cols 37-41). Abbreviated designation of the school or training activity.

g. EPD week and month (cols 42-43). These columns will be coded with a one-position BCT start week and month.

h. HQDA-directed training (col 44). Alpha "I" indicates that training is directed by HQDA, regardless of the qualifications of the individual concerned. Orders will specify that the assignment has been directed by HQDA.

i. AIT report date (initial training) (cols 45-49). Five-position Julian date.

j. Estimated AIT graduation date (initial training) (cols 50-54). Five-position Julian date.

k. AIT activity for follow-on training (cols 55-57). Coded in accordance with paragraph A-5. When an individual is selected for assignment to follow-on training the orders will specify such assignment (e.g., "Assigned for AIT in MOS 71B1/71H2").

l. Special instructions (col 58). Alpha code "D" indicates the individual must be processed under the provisions of AR 50-5. Code "A" indicates that any request for Airborne training must be denied due to MOS training.

m. Security investigation requirement (col 59). See definition of codes in paragraph A-3.

n. Enlistment commitment (cols 60-66). Columns 60-63 will indicate the committed MOS; columns 64-65 will indicate the type commitment; column 66 will be coded as required in paragraph 4-16(h)(3).

o. CONUS preference code (cols 67-68). Coded as required in paragraph 4-16g.

p. Leave (col 69). Coded to indicate individual was granted leave upon completion of basic training. If not applicable, column 69 will be left blank.

q. Transceiver code (cols 70-71).

r. Card code (cols 72-73). Code "61" indicates an initial assignment to training; code

"63" indicates a change in assignment to training.

s. Reporting activity (colms 74-78). Indicates current location of an individual and will be coded as prescribed in paragraph A-5.

t. Transceiver codes (colms 79-80).

5-4. Action to be taken by AIT commanders. The AIT commander will—

a. Verify all data contained in the Training Assignment Card.

b. Retain an individual who has reported to an installation, other than that designated in the Training Assignment Card, provided he can be trained in the MOS specified in Training Assignment Card. In such cases, a Training Control Card with reason code 70 will be submitted to inform HQDA of the change in AIT activity. If the individual cannot be given training in the MOS specified in the Training Assignment Card DA (MILPERCEN) WASH DC// DAPC-EPT-I, will be notified by electrical message of the facts and circumstances (para 4-17).

c. Use code "70" to report an individual who has successfully completed one AIT and is scheduled for training at a different AIT installation in a new or allied MOS.

d. Make no changes in MOS training without prior approval of the US Army Military Personnel Center, HQDA.

e. Notify HQDA (DAPC-EPC) (appropriate branch) by telephone when personnel have been selected for further training. Such notification will be telephoned in not later than 5½ weeks prior to the indicated output date to preclude AIT report of personnel for assignment. Personnel with specific units, stations, commands or geographical areas *will not* be selected for further training unless assigned by Headquarters, Department of the Army.

f. Request deletion as prescribed in chapter 7, AR 614-200 if assignment instructions are received for individuals selected for follow-on training.

5-5. Action to be taken by USATC/Service School, Active Army TOE or TDA unit commanders. *a.* Upon arrival of an individual for OJT-AIT, the training activity commander will—

(1) Review the Training Assignment Card. Based on such review, a Training Control Card will be prepared, coded in the format shown in table 4-5, and forwarded to HQDA within 5 days after the arrival date of the individual. Identify type of training—code "8" (OJT-AIT) in column 18 following "Location of current training."

(2) Issue orders attaching the individual for training to the Active Army TOE or TDA unit as indicated by the unit identification code (UIC) in the Training Assignment Card.

(3) Account the trainee on a Trainee Morning Report of the USATC/Service school and maintain the trainee's personnel record during the OJT-AIT.

(a) The individual will be carried on a separate morning report which will be prepared under the provisions paragraph 1-23b(2) (b), AR 680-1 and forwarded to US Army Personnel Data Support Center, ATTN: Central Registry Unit, Edgewood Arsenal, MD 21010.

(b) For those activities that do not currently have a separate morning report for this element, a derivative UIC must be procured as prescribed in chapters 2 and 5, AR 525-10. For these units, morning report indicator code "Z" is required and will be entered in item 3, DA Form 1.

(4) Notify the Active Army TOE or TDA unit of the completion date of OJT-AIT shown in columns 49-53 of the Training Assignment Card and the MOS in which the individual is to receive training as shown in columns 54-58 of the Training Assignment Card.

(5) Advise the TOE or TDA unit performing the OJT-AIT to notify the USATC or Service school of any changes in the scheduled graduation date required to qualify the individual for award of the MOS.

b. The US Army Service School commandant is authorized to select enlisted trainees from students of basic skill level for input into advanced skill level training conducted at the same school, based on quotas allocated by Commander, TRADOC (Commandant Fill), or HQDA (DAPC-EPT-S). In such cases, a Training Control Card will be submitted for each individual, as prescribed in paragraph 4-17 in the format of Table 4-4. Personnel with commitments for a specific unit, station, command or geographical area will not be selected

for advanced skill level training unless specifically enlisted for that skill.

c. Submit a Training Control Card to HQDA coded to indicate any changes in the individual's training status. Any changes which will cause a delay in the scheduled completion date of training will be reported by submission of a Training Control Card in order to preclude duplicate assignment actions by HQDA.

d. Forward by message to HQDA (appropriate branch) for retention of an individual submitted by the Active Army TOE or TDA unit no later than 6 weeks before the trainee is scheduled to complete training. Trainees may be assigned to the Active Army TOE or TDA unit where the OJT-AIT is being conducted, provided an authorized vacancy exists. The following elements of data will be included in each message request:

- (1) Name.
- (2) Service component.
- (3) SSN.
- (4) Training activity to which assigned.
- (5) Unit to which attached for training.
- (6) Start date of training.
- (7) Scheduled completion date of training.
- (8) MOS in which being trained.

(9) Statement that enlisted man is being requested for retention and assignment to the Active Army TOE or TDA unit in which trained and identification of the authorized vacancy.

e. Upon completion of MOS training, issue orders assigning the individual in accordance with the assignment instructions issued by HQDA.

f. Record entries on the individual's DA Forms 2 and 2-1 as prescribed by AR 640-2-1.

5-6. Action to be taken by Active Army TOE or TDA unit commander. Upon arrival of the individual assigned directly to the Active Army TOE or TDA unit for an individual for AIT, the commander will--

a. Submit a separate morning report for trainee personnel. The personnel status of the morning report will be "Trainee (TR)," as prescribed in paragraph 1-23, AR 680-1.

b. Record entries on the individual's DA Forms 2 and 2-1 as prescribed by AR 640-2-1.

c. Upon completion of training, prepare orders assigning the individual in accordance with assignment instructions issued by HQDA.

APPENDIX A

STANDARD REPORTING CODES FOR USE IN RCS MILPC-17 REPORTS

Service component and social security numbers submitted in the Training Card One are recorded on the master file and the service component and social security number in all future card inputs are compared against these numbers. If the numbers for the same individual are not identical, an error report will be produced and forwarded to the reporting activity for correction. In view of this procedure, accuracy in coding, keypunching, and verifying service component and SSN in all input cards cannot be overemphasized.

A-1. Service component code. Code service component and SSN of the individual in card columns 1-10 as shown below. The SSN will be reported without the dashes:

<i>Standard description</i>			<i>Code</i> <i>(column 1)</i>
<i>Service component</i>	<i>Sex</i>	<i>Dual service</i>	
Regular Army	Male	N/A	A
Regular Army	Male	Reserve warrant	B
Regular Army	Male	Reserve commission	C
Reserves	Male	N/A	D
Temporary (AUS)	Male	Reserve warrant or commission	E
Temporary (AUS)	Male	N/A	F
Temporary (AUS)	Male	N/A (CUBAN volunteer)	G
Regular Army	Female	N/A	H
Regular Army	Female	Reserve commission	I
Regular Army	Female	Reserve warrant	J
Reserves	Female	N/A	K
National Guard	Male	N/A	L
National Guard	Female	N/A	M

A-2. Name codes. *a.* Name is punched left justified in the name field. Names shown are, last name, space, first name, space, middle initial, space and suffix such as Sr, Jr, III. When the name exceeds the number of positions reserved for the name field as many characters as possible will be punched. However, if the entire suffix cannot be punched in the field it will be eliminated.

b. Names prefixed with "Mac," "Mc," "De," "Van," etc. will be spaced when the first letter after the prefix is capitalized, except when preceded by an apostrophe. *Examples:*

<i>Name</i>	<i>Punch</i>
McAfee -----	MC AFEE
Mcafee -----	MCAFEE
O'Brien -----	OBRIEN
Van Heusen -----	VAN HEUSEN

c. A high (12) punch will be punched between compound names.
SMITH-CONNALY.

A-3. Military personnel data codes. a. Security investigation status.

<i>Code</i>	<i>Designation</i>
A	Favorable background investigation.
B	Favorable National Agency Check.
C	Favorable local files check.
D	Favorable National Agency Check and local files check, plus 15 years of continuous service (AR 604-5).
F	National Agency Check completed; background investigation initiated.
G	Favorable Entrance National Agency Check.
K	Favorable local files check; NAC initiated.
M	Background investigations initiated.
P	Entrance National Agency Check initiated.
X	No investigation initiated.
Y	Not eligible for security clearance (AR 604-10).
Z	Review of USAIRR dossier required prior to security clearance determination.

b. Grade.

<i>Code</i>	<i>Abbreviation</i>	<i>Pay grade</i>	<i>Designation</i>
9	SMA	E-9	Sergeant major of the Army.
9	CSM	E-9	Command sergeant major.
R	SGM	E-9	Sergeant major.
8	MSG	E-8	Master sergeant.
Y	1SG	E-8	First sergeant.
7	SFC	E-7	Sergeant first class.
X (alpha)	PSG	E-7	Platoon sergeant.
P	SP7	E-7	Specialist 7.
6	SSG	E-6	Staff sergeant.
O (alpha)	SP6	E-6	Specialist 6.
5	SGT	E-5	Sergeant.
N	SP5	E-5	Specialist 5.
4	CPL	E-4	Corporal.
M	SP4	E-4	Specialist 4.
3	PFC	E-3	Private first class.
2	PV2	E-2	Private.
1	PV1	E-1	Private.

c. Citizenship status.

<i>Code</i>	<i>Designation</i>
1	Native born citizen of United States.
2	Naturalized citizen of United States.
3	Alien.
4	Derivative citizen.

d. Term of enlistment or service.

<i>Code</i>	<i>Designation</i>
1	12-15 months.
2	2 years.
3	3 years.
4	4 years.
5	5 years.
6	6 years.
7	7 years.
8	8 years.
9	9 years.
0 (zero)	10 years.
Z	Indefinite (applicable to those individuals currently on active duty, who enlisted in the Regular Army for an unspecified period of time on a career basis).

*✓ e. Physical Category Code.**(1) Profile serial 111111.*

<i>Code</i>	<i>Designation</i>
A	No assignment limitations.

(2) Profile serial with a numeric 2 as the lowest grade in any factor.

<i>Code</i>	<i>Designation</i>
B	No significant limitations.

✓ (3) Profile serial with a numeric 3 as the lowest grade in any factor.

When more than one of the assignment limitations listed below appear in item 7, DA Form (20), the code designation which most limits performance of duty in PMOS will be selected.

<i>Code</i>	<i>Designation</i>
C	No crawling, stooping, running, jumping, prolonged standing, or marching.
D	No strenuous physical activity.
E	No assignment to units requiring continued consumption of combat rations.
F	No assignment to isolated areas where definite medical care is not available (MAAG, Military Missions, etc.).
G	No assignment requiring prolonged handling of heavy materials, including weapons. No overhead work, no pullups, or pushups.
H	No assignment to units where sudden loss of consciousness would be dangerous to self or others such as work on scaffolding, handling ammunition, vehicle driving, or work near moving machinery.
J	No assignment involving habitual or frequent exposure to loud noises or firing of weapons (not to include firing for POR qualification).
L	No assignment which requires prolonged or repeated exposure to extreme cold.
M	No assignment requiring prolonged or repeated exposure to high environmental temperature.

<i>Code</i>	<i>Designation</i>
N	No continuous wearing of combat-type boots.
P	No continuous wearing of woolen clothes.
U	Limitation not otherwise described; to be considered individually.

(4) *Profile serial with number 4 as lowest grade in any factor.*

<i>Code</i>	<i>Designation</i>
V	Department of the Army Flag. This code identifies the case of a member with a disease, injury, or medical defect which is below the prescribed medical criteria for retention, but who is continued in the military service pursuant to AR 635-40.
W	Code identifies the case of an individual with a disease, injury, or medical defect which is below the prescribed medical criteria for retention, but who is accepted under the special provisions of paragraph 8-4, AR 40-501, or who is granted a waiver by direction of the Secretary of the Army.

f. Major subject of college education. Codes will be in accordance with paragraph 1-31, AR 680-29, when reporting major subject taken at colleges or universities for Active Army Personnel.

g. Date codes.

(1) *Ordinal date (5-position date).* Enter the last two positions of year and the sequential day of the year.

	<i>Date</i>	<i>Original date</i>
Examples:	1 January 1970	70001
	31 January 1970	70031
	1 February 1970	70032
	30 September 1970	70273

(2) *Day of year (3-position date).* Enter the sequential day of the year.

	<i>Date</i>	<i>Day of Year</i>
Examples:	1 January 1970	001
	31 January 1970	031
	1 February 1970	032
	30 September 1970	273

A-4. Control reasons.

<i>Code</i>	<i>Reason</i>
02	Placed on administrative hold during BCT or AIT (emergency leave, court-martial witness or other delay not specified by another control reason).
03	Bonus Option enlistee academic failure
04	Bonus Option enlistee failure for physical reasons
05	Placed in Functional Literacy training
07	AWOL
08	Hospitalized (not yet dropped from rolls)

<i>Code</i>	<i>Reason</i>
12	Reassigned to PCF, CTF, or Retraining Brigade
26	Discharged from the Army, deceased, or dropped from the rolls as a deserter
70	Corrected training assignment, or acknowledgement of arrival at AIT activity (ATC, Service Schools, Units) from BCT, PCF, CTF, Retraining Brigade, another AIT activity or different MOS at the same AIT activity
73	Volunteer for airborne training
80	Waived enlistment commitment and available for worldwide assignment
81	Recycled within BCT or in the same MOS during AIT
95	Selected for follow-on training

A-5. Location and reporting activity codes for training activities only (chap. 4). *a.* The location/reporting activity code is to identify the activity at which the individual is presently located, departing from, or scheduled to arrive. The first four columns are to identify the specific training installation and type of training being furnished the individual. Code first and second columns (Army area/installation and training activity) as follows:

<i>Code</i>	<i>Installation</i>
	First Army Area
01	Military Ocean Terminal, Bayonne, NJ.
03	Fort George G. Meade, MD.
04	519th Military Police Battalion, Fort Meade, MD
05	759th Military Police Battalion, Fort Dix, NJ.
06	Fort Belvoir, VA—Defense Mapping School.
07	Valley Forge General Hospital, Phoenixville, PA
08	Boston, MA.
M6	46 th Engineer Battalion, Fort Rucker, AL
M8	7th Transportation Group, Fort Eustis, VA
09	New York, NY.
10	First Army area (units not specifically listed below).
11	Fort Dix, NJ—USATC.
✓13	Fort Hamilton, NY.
14	Fort Devens, MA—ASA School.
15	Fort Eustis, VA—Transportation School.
16	Fort Lee, VA—Quartermaster School.
17	Fort Belvoir, VA—Dewitt Army Hospital.
18	Fort Monmouth, NJ—Signal School.
19	Fort Devens, MA.
20	Philadelphia, PA.
21	Fort Knox, KY—Armor School.
22	Fort Knox, KY—USATC Armor.
23	Fort Belvoir, VA—Engineer School.
24	Aberdeen Proving Ground, MD.
25	Fort Lee, VA.
26	Fort Eustis, VA.
2Z	Fort Monmouth, NJ.
28	Little Creek, VA—School of Music.
2A	Pittsburgh, PA.
2B	Washington, DC/Baltimore, MD.
2C	Norfolk, VA.

<i>Code</i>	<i>Installation</i>
2D	Fort Belvoir, VA.
2E	Fort Dix, NJ.
2F	Fort Knox, KY.
2J	Edgewood Arsenal, MD.
2K	Aberdeen Proving Ground, MD.
2L	Fort Monroe, VA.
2M	Fort Ritchie, MD.
2N	Vint Hill Farms, VA.
2P	US Military Academy, West Point, NY.
2Q	Cameron Station, Alexandria, VA.
29	Kirk Army Hospital, Aberdeen Proving Grounds, MD.
2S	Dewitt Army Hospital, Ft Belvoir, VA.
2T	Dunham Army Hospital, Carlisle Barracks, PA.
2U	Cutler Army Hospital, Ft Devens, MA.
2V	Walson Army Hospital, Ft Dix, NJ.
2W	Ireland Army Hospital, Ft Knox, KY.
2X	Kenner Army Hospital, Ft Lee, VA.
2Y	McDonald Army Hospital, Ft Eustis, VA.
31	Fort Jackson, SC—USATC.
32	Fort Gordon, GA—S.E. Signal School.
33	Fort Gordon, GA—Military Police School.
34	Fort Gordon, GA—USATC.
36	Fort Gordon, GA—WAC Center.
37	Fort McClellan, AL—Chemical Center.
38	Fort Benning, GA—US Army Infantry Center.
39	Fort Rucker, AL—Aviation School.
3A	Keesler, AFB, MS.
3B	Redstone Arsenal, AL—US Army Missile and Munitions Center and School.
3C	Fort Bragg, NC—Womack Army Hospital.
3D	Fort Bragg, NC—US Army John F. Kennedy Center for Military Assistance.
3E	GLYNCO NSA, GA—Technical Training Center.
3F	Fort Bragg, NC.
3G	Fort Campbell, KY—USATC.
3H	Fort McCellan, AL.
3I	Fort Benning, GA—Infantry School.
3J	US Army Garrison, Fort McPherson, GA.
3K	Third US Army Logistical Support, FAC, Homestead AFB, FL.
3L	Fort Stewart/Hunter Army Airfield, GA.
3M	1st Battalion, 29th Infantry Division, Fort Benning, GA.
3N	503d Military Police Battalion, Fort Bragg, NC.
3P	931st Engineer Group, Fort Benning, GA.
3Q	US Army General Hospital, Fort Gordon, GA.
3R	Miami, FL.
3S	Key West, FL.
3T	Fort Campbell, KY.
3U	Fort Gordon, GA.
3V	Fort Jackson, SC.
3W	Fort Rucker, AL.
3X	Fort Benning, GA.
3Y	Fort McPherson, GA.
3Z	Redstone Arsenal, AL.

<i>Code</i>	<i>Installation</i>
83	197th Infantry Brigade, Fort Benning, GA.
84	82d Airborne Division, Fort Bragg, NC.
93	XVIII Airborne Corps Artillery, Fort Bragg, NC.
89	194th Armored Brigade, Fort Knox, KY
L1	Seneca Army Depot, Romulus, NY.
88	US Naval Hospital, Portsmouth, VA.
M1	5th Special Forces Group, Ft. Bragg, NC.
M2	7th Special Forces Group, Ft. Bragg, NC.
M5	67th Signal Brigade, Ft. Gordon, GA.
4D	Kimbrough Army Hospital, Ft Meade, MD.
4I	Patterson Army Hospital, Ft Monmouth, NJ.
4S	US Army Dispensary, Ft Monroe, VA.
4T	Andrew Rader US Army Health Clinic, Ft Myer, VA.
4U	Martin Army Hospital, Ft Benning, GA.
4V	Womack Army Hospital, Ft Bragg, NC.
4W	US Army Hospital, Ft Campbell, KY.
4X	Moncrief Army Hospital, Ft Jackson, SC.
4Y	Noble Army Hospital, Ft McClellan, AL.
4Z	US Army Hospital, Ft McPherson, GA.
49	US Naval Justice School, Newport, RI.
50	US Army Hospital, Redstone Arsenal, AL.
5M	Medical Department Activities/Tuttle US Army Hospital, Hunter Army Air Field, GA.
5N	US Army Hospital, Ft Stewart, GA.
6V	US Army Medical Research Laboratory, Ft Knox, KY.
6W	US Army Aeromedical Research Laboratory, Ft Rucker, AL.
6X	USMA, West Point, NY.
6Y	US Naval Hospital, Naval Medical Center, Bethesda, MD.
76	US Army Medical Bioengineering Research and Development Lab, Ft Detrick, MD.
77	US Army Medical Research Institute of Infectious Diseases, Ft Detrick, MD.
78	US Army Research Institute of Environmental Medicine, Natick, MA.
L6	Fort Story, VA.
M3	10th Special Forces Group, Ft Devens, MA.
N3	First Brigade, 24th Infantry Division, Ft Stewart, GA.

Fifth Army Area

40	Fifth Army Area (units not specifically listed below).
41	Fort Polk, LA—USATC.
42	Fort Sill, OK—USATCFA.
43	Fort Sill, OK—Field Artillery School.
44	Fort Hood, TX.
45	El Paso, TX.
46	Fort Bliss, TX—Air Defense School.
47	Fort Bliss, TX—USATC Air Defense.
48	Sandia Base, NM.
4A	Fort Sam Houston, TX—Medical Field Service School.
4B	Fort Sam Houston, TX—Medical Training Center.
4C	Fort Wolters, TX—Helicopter School.
4E	Sheppard AFB, TX.
4F	384th Replacement Company, Fort Hood, TX.
4G	508th Military Police Battalion, Fort Riley, KS.

<i>Code</i>	<i>Destination</i>
4H	720th Military Police Battalion, Fort Hood, TX.
4J	Fort Leavenworth, KS.
4K	White Sands, NM.
4L	Fort Bliss, TX.
4M	Fort Polk, LA.
4N	Fort Sill, OK.
4P	Fort Leonard Wood, MO.
4Q	Fort Sam Houston, TX.
4R	Headquarters & Headquarters Command, Fort Bliss, TX.
51	Fort Leonard Wood, MO—USATC.
52	US Army Institute of Administration, Fort Benjamin Harrison, IN.
58	Fort Benjamin Harrison, IN—Adjutant General's School.
54	Fort Benjamin Harrison, IN—Finance School.
55	Fort Sheridan IL—USA Medical Service Veterinary School.
56	Fort Benjamin Harrison, IN—Defense Information School.
58	Headquarters, Camp McCoy, WI.
59	US Army Garrison, Replacement Detachment, Fort Riley, KS.
5A	Fort Sheridan, IL.
5C	William Beaumont General Hospital, El Paso, TX.
5D	Brooks General Hospital, Fort Sam Houston, TX.
5E	Chicago, IL.
5G	Detroit, MI.
5J	Fort Riley, KS.
5K	Fort Benjamin Harrison, IN.
K9	Savanna Army Depot, Savanna, IL.
81	1st Infantry Division, Fort Riley, KS.
85	1st Cavalry Division, Fort Hood, TX.
86	2d Armored Division, Fort Hood, TX.
87	3d Armored Cavalry Regiment, Fort Bliss, TX.
92	III Corps Artillery, Fort Sill, OK.
95	Savanna Army Depot, Savanna, IL.
L7	Chanute Air Force Base, IL.
5P	Darnall Army Hospital, Ft Hood, TX.
5Q	Reynolds Army Hospital, Ft Sill, OK.
5R	Beach Army Hospital, Ft Wolters, TX.
5S	US Army Hospital, Ft Polk, LA.
5T	US Army Hospital, Ft Benjamin Harrison, IN.
5U	Munson Army Hospital, Ft Leavenworth KS.
5V	Irwin Army Hospital, Ft Riley, KS.
5W	Medical Department Activities, Ft Sheridan, IL.
5X	General Leonard Wood Army Hospital, Ft Leonard Wood, MO.
79	US Army Institute of Surgical Research, Ft Sam Houston, TX—US Army Special Unit
M9	5th Engineer Battalion (Combat), Fort Leonard Wood, MO.
N1	First Brigade, Fifth Infantry Division, Ft Polk, LA.

Sixth Army Area

5B	Fitzsimons General Hospital, Denver, CO.
5F	Colorado Springs, CO.
5H	Fort Carson, CO.
57	4th AG Administration Company (Rep.), Fort Carson, CO.
5Y	US Army Hospital, Ft Carson, CO.

<i>Code</i>	<i>Destination</i>
5Z	Raymond W. Bliss Army Hospital, Ft Huachuca, AZ.
60	Sixth Army area (units not specifically listed).
61	Fort Ord, CA.
62	Fort Huachuca, AZ—CSTASCH.
63	Presidio of Monterey, CA.
66	Dugway Proving Ground, UT.
67	Fort Lewis, WA—USATC.
68	Fort MacArthur, CA.
69	Headquarters Company, US Army Garrison, Yakima Firing Center, WA.
6A	Presidio of San Francisco, CA.
6B	504th Military Police Battalion, Presidio of San Francisco, CA.
6C	9th Infantry Division, Fort Lewis, WA.
6D	Madigan General Hospital, Tacoma, WA.
6E	Letterman General Hospital, San Francisco, CA.
6F	Seattle, WA.
6G	Los Angeles, CA.
6H	San Francisco, CA.
L8	Dugway Proving Ground, UT.
M7	US Army Intelligence School Element (Prov Bn) Ft Huachuca, AZ.
N2	First Brigade, Seventh Infantry Division, Ft Ord, CA.
6J	Fort Huachuca, AZ—Intelligence School.
6K	Fort MacArthur, CA.
6L	Oakland Army Base, CA.
6M	Fort Huachuca, AZ.
6N	Fort Lewis, WA.
82	4th Infantry Division, Fort Carson, CO.
6R	US Army Hospital, Ft MacArthur, CA.—US Army Special Unit.
6S	Silas B. Hayes Army Hospital, Ft Ord, CA.—US Army Special Unit.
6T	US Army Hospital, Dugway Proving Grounds, UT.—US Army Special Unit.
6U	Letterman Army Institute of Research, San Francisco, CA.—US Army Special Unit.
L2	Sierra Army Depot, Herlong, GA.—US Army Special Unit.
L4	Yuma Proving Grounds, AZ.—CONUS Station of Choice.
L5	White Sands Missile Range, New Mexico—CONUS Station of Choice

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District of Columbia Area

70	US Army Military District of Washington (units not specifically listed below).
71	Washington, DC—Walter Reed General Hospital.
72	Washington, DC—Armed Forces Institute of Pathology, Walter Reed Army Medical Center.
73	US Army Medical Research and Development Command, Washington, DC—US Army Special Unit.
74	Walter Reed Army Institute of Research, Washington, DC.—US Army Special Unit.
75	US Army Institute of Dental Research, Washington, DC.—US Army Special Unit.

Overseas Area

Code	Destination
6P	US Army Alaska—US Army Special Unit.
6Q	Tripler Army Medical Center—US Army Special Unit.
02	US Army, Alaska.
12	US Army Support Command, Hawaii.
90	US Army Southern Command Area, CZ.
91	US Army Forces Southern Command, Fort Buchanan, PR.
94	US Army Berlin Brigade, APO NY 09742.
96	25th Infantry Division, Hawaii.
97	United States Army, Europe and Seventh Army.
X 98	USARV/MACV Support Command.
99	United States Army, Japan.
2G	US Army V Corps Support Command, APO NY 09079.
2H	US Army VII Corps Support Command, APO NY 09160.
2S	US Theater Army Support Command, APO NY 09058.
2T	32d Army Air Defense Command, APO NY 09227.
M4	Eighth US Army, Korea.

b. Code the third column (type of training) as shown below:

Code	Type of training activity
1	Reception station.
2	Basic training (combat).
3	Basic training (noncombat).
4	AIT.
5	Civilian-acquired skill—Paragraph 2-25d, AR 600-200.
6	English language training.
7	TRAPP (Train and Retain as Permanent Party).
8	OJT (on-the-job training) training only, in Active Army units.
9	Other training (leadership, OCS, flight training).

c. Code the fourth and fifth columns (Routing) to indicate the individual's location within the installation and type of training. *Example:* In the case of BCT, different characters might be used to identify BCT Companies and Battalions or other types of units. These columns are provided solely for the use of the training activity as an aid in locating the individual. If only one column is needed, enter zero "0" in fourth column. If no identification is used, enter zeros "00" in fourth and fifth columns. *Example:*

	5	3	4	43
Fifth Army Area _____				
Fort Benjamin Harrison, Adjutant General's School _____				
AIT _____				
Class number (or whatever the local commander designates) _____				

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By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:

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

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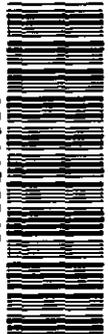
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