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**PERSONNEL PROCESSING**

**PROCESSING PROCEDURES AT US ARMY**

**RECEPTION STATIONS AND TRAINING**

**CENTERS AND**

**CONTROL AND DISTRIBUTION OF TRAINEES**

**RCS OPO-65(MIN)**

**Effective 1 September 1972**

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AR 612-201

JOINT MESSAGEFORM						SECURITY CLASSIFICATION UNCLASSIFIED			
PAGE	DRAFTER OR RELEASER TIME	PRECEDENCE ACT INFO		LMF	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY		
01 OF 05					UUUU		DATE - TIME	MONTH	YR
							110700Z	APR	74
BOOK NO	MESSAGE HANDLING INSTRUCTIONS								
<p>FROM: GDR MILPERCEN ALEX VA//DAPC-EPP-P//</p> <p>TO: ALL HOLDERS OF ID COPIES OF AR 612-201</p> <p>UNCLAS</p> <p>SUBJECT: INTERIM CHANGE TO AR 612-201 (CHANGE 4)</p> <p>A. AR 612-201</p> <p>B. INTERIM CHANGE TO AR 612-201 (CHANGE 3)</p> <p>1. THIS INTERIM CHANGE IS BEING DISTRIBUTED THROUGH PUBLICATIONS PINPOINT DISTRIBUTION SYSTEM TO ALL HOLDERS OF AR 612-201.</p> <p>2. THIS CHANGE SUPERSEDES REF B AND ALL CHANGES WILL BE INCLUDED IN A REVISION TO REF A SCHEDULED FOR PUBLICATION 1ST QTR FY 75.</p> <p>3. EFFECTIVE UPON RECEIPT FOL CHANGES ARE ADDED TO REF A AS INDICATED:</p> <p>A. PARA 3-10B IS SUPERSEDED AS FOL:</p> <p>PAGE 3-6, PARA 3-10B. 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 3-10 C BELOW.</p> <p>B. PARA 4-21:</p>									
<p>DISTR:</p> <p>DAAG-PAR, DAPC, DAPE</p>									
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MRS. C. W. WILSON, MIL PERS MGT SP DAPC-EPP-P, 58440, 11 APR 74						RETURN TO ARMY LIBRARY ROOM 1 A 518 PENTAGON			
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	WADE HAMPTON, LTC, USA, DAPC-EPP, 57785					UNCLASSIFIED		110700Z APR 74	
SIGNATURE <i>W. L. Hampton</i>					SECURITY CLASSIFICATION		DATE TIME GROUP		
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REPLACES DD FORM 173, 1 JUL 68, WHICH WILL BE USED.

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<p style="text-align: center;">FROM: <span style="float: right;">7</span></p> <p style="text-align: center;">TO:</p> <p>PAGE 4-21 ADD TABLE 4-7. AIT ARRIVAL FOR FOLLOW-ON TRAINING ASSIGNMENT:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">ELEMENT OF DATA</td> <td style="text-align: right;">COLUMN</td> </tr> <tr> <td>SERVICE COMPONENT</td> <td style="text-align: right;">1</td> </tr> <tr> <td>SOCIAL SECURITY NUMBER</td> <td style="text-align: right;">2-10</td> </tr> <tr> <td>NAME</td> <td style="text-align: right;">11-15</td> </tr> <tr> <td>LOCATION OF INITIAL TRAINING</td> <td style="text-align: right;">16-20</td> </tr> <tr> <td>TRAINING START DATE</td> <td style="text-align: right;">21-25</td> </tr> <tr> <td>TRAINING GRAD DATE</td> <td style="text-align: right;">26-30</td> </tr> <tr> <td>TRAINING MOS</td> <td style="text-align: right;">31-35</td> </tr> <tr> <td>LEAVE BLANK</td> <td style="text-align: right;">36-40</td> </tr> <tr> <td>LOCATION OF FOLLOW-ON TRAINING</td> <td style="text-align: right;">41-43</td> </tr> <tr> <td>REPORT DATE TO FOLLOW-ON TRAINING</td> <td style="text-align: right;">44-48</td> </tr> <tr> <td>GRAD DATE FOR FOLLOW-ON TRAINING</td> <td style="text-align: right;">49-53</td> </tr> <tr> <td>MOS FOR FOLLOW-ON TRAINING</td> <td style="text-align: right;">54-58</td> </tr> <tr> <td>LEAVE BLANK</td> <td style="text-align: right;">59-67</td> </tr> <tr> <td>CONTROL REASON "95"</td> <td style="text-align: right;">68-69</td> </tr> </table>										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 GRAD 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	GRAD DATE FOR FOLLOW-ON TRAINING	49-53	MOS FOR FOLLOW-ON TRAINING	54-58	LEAVE BLANK	59-67	CONTROL REASON "95"	68-69
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<p style="text-align: center;">FROM: <span style="float: right;">7</span></p> <p style="text-align: center;">TO:</p> <p>TRANSMISSION CODE <span style="float: right;">70-71</span></p> <p>CARD CODE "51" <span style="float: right;">72-73</span></p> <p>REPORTING ACTIVITY CODE <span style="float: right;">74-78</span></p> <p>TRANSCEIVER CODE <span style="float: right;">79-80</span></p> <p>CODING INSTRUCTIONS:</p> <p>(1) COLUMNS 1-15. CODE AS PRESCRIBED BY PARAGRAPHS A-1 AND A-2.</p> <p>(2) COLUMNS 16-20. CODE LOCATION OF INITIAL TRAINING AS PRESCRIBED BY PARAGRAPH A-5.</p> <p>(3) COLUMNS 21-25. CODE AS PRESCRIBED BY PARAGRAPH A-5G.</p> <p>(4) COLUMNS 26-30. CODE THE TRAINING GRADUATION DATE AS PRESCRIBED BY PARAGRAPH A-3G.</p> <p>(5) COLUMNS 31-35. CODE THE FIVE CHARACTER TRAINING MOS.</p> <p>(6) COLUMNS 36-40. LEAVE BLANK.</p> <p>(7) COLUMNS 41-43. CODE AS PRESCRIBED BY PARAGRAPH A-5.</p> <p>(8) COLUMNS 44-48. CODE AS PRESCRIBED BY PARAGRAPH A-3G.</p> <p>(9) COLUMNS 49-53. CODE AS PRESCRIBED BY PARAGRAPH A-3G.</p>									
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BOOK	MESSAGE HANDLING INSTRUCTIONS																		
<p style="text-align: center;">FROM: <span style="float: right;">7</span></p> <p style="text-align: center;">TO:</p> <p>(10) COLUMNS 54-58. CODE THE FIVE CHARACTER MOS FOR FOLLOW-ON TRAINING.</p> <p>(11) COLUMNS 59-67. LEAVE BLANK.</p> <p>(12) COLUMNS 68-69. CODE 95 TO INDICATE FOLLOW-ON TRAINING.</p> <p>(13) COLUMNS 70-71. CODE AS PRESCRIBED BY PARAGRAPH 4-6A.</p> <p>(14) COLUMNS 72-73. CODE CARD 51.</p> <p>(15) COLUMNS 74-78. CODE AS PRESCRIBED BY PARAGRAPH A-5.</p> <p>(16) COLUMNS 79-80. CODE AS PRESCRIBED BY PARAGRAPH 4-6A.</p> <p>C. PARA A-4 CONTROL REASONS IS SUPERSEDED AS FOL:</p> <p>PAGE A-8, PARA A-4, CONTROL REASONS:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">CODE</th> <th style="text-align: left;">REASON</th> </tr> </thead> <tbody> <tr> <td style="padding-left: 20px;">02</td> <td>PLACED ON ADMINISTRATIVE HOLD DURING BCT OR AIT (EMERGENCY LEAVE, COURT MARTIAL WITNESS OR OTHER DELAY NOT SPECIFIED BY ANOTHER CONTROL REASON)</td> </tr> <tr> <td style="padding-left: 20px;">03</td> <td>BONUS OPTION ENLISTEE ACADEMIC FAILURE</td> </tr> <tr> <td style="padding-left: 20px;">04</td> <td>BONUS OPTION ENLISTEE FOR PHYSICAL REASONS</td> </tr> <tr> <td style="padding-left: 20px;">05</td> <td>PLACED IN FUNCTIONAL LITERACY TRAINING <span style="float: right;">J</span></td> </tr> </tbody> </table>										CODE	REASON	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 FOR PHYSICAL REASONS	05	PLACED IN FUNCTIONAL LITERACY TRAINING <span style="float: right;">J</span>
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<p style="text-align: center;">FROM: <span style="float: right;">7</span></p> <p style="text-align: center;">TO:</p> <p>07           AWOL</p> <p>08           HOSPITALIZED (NOT YET DROPPED FROM ROLLS)</p> <p>12           REASSIGNED TO PCF, CTF, OR RETRAINING BRIGADE</p> <p>26           DISCHARGED FROM THE ARMY, DECEASED, OR DROPPED FROM THE ROLLS AS A DESERTER</p> <p>70           CORRECTED TRAINING ASSIGNMENT OR ACKNOWLEDGEMENT OF ARRIVAL AT AIT ACTIVITY (ATC, SVC SCH, UNITS) FROM BCT, PCF, CTF, RETRAINING BRIGADE, ANOTHER AIT ACTIVITY OR DIFFERENT MOS AT THE SAME AIT ACTIVITY</p> <p>73           VOLUNTEER FOR AIRBORNE TRAINING</p> <p>80           WAIVED ENLISTMENT COMMITMENT AND AVAILABLE FOR WORLDWIDE ASSIGNMENT</p> <p>81           RECYCLED WITHIN BCT OR IN THE SAME MOS DURING AIT</p> <p>95           SELECTED FOR FOLLOW-ON TRAINING ASSIGNMENT</p> <p style="text-align: right;">└</p>									
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BOOK NO

MESSAGE HANDLING INSTRUCTIONS

**FROM:** CDR MILPERCEN ALEX VA//DAPC-EPP-P//

**TO:** ALL HOLDERS OF ID COPIES OF AR 612-201

UNCLAS

*Rec'd 13 Mar 74*

**SUBJECT:** INTERIM CHANGE TO AR 612-201 (CHANGE 3)

A. AR 612-201

1. THIS INTERIM CHANGE IS BEING DISTRIBUTED THROUGH PUBLICATIONS PINPOINT DISTRIBUTION SYSTEM TO ALL HOLDERS OF AR 612-201.
2. EFFECTIVE 11 FEBRUARY 1974, PARA A-4 CONTROL REASONS IS SUPERSEDED AS FOLLOWS:

PAGE 8, PARA A-4, CONTROL REASONS

CODE	REASON
02	PLACED ON ADMINISTRATIVE HOLD DURING BCT OR AIT (HOSPITALIZED, EMERGENCY LEAVE, COURT MARTIAL WITNESS OR OTHER DELAY NOT SPECIFIED BY ANOTHER CONTROL REASON)
05	PLACED IN FUNCTIONAL LITERACY TRAINING
07	AWOL
12	REASSIGNED TO PCF, CTF, OR RETRAINING BRIGADE
26	DISCHARGED FROM THE ARMY, DECEASED, OR DROPPED FROM

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MRS. C.W. WILSON, MIL PERS MGT SP  
DAPC-EPP-P, 58440, 1 FEB 74

SPECIAL INSTRUCTIONS

TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE  
H.A. YODER, COL, USA, DAPC-EPP, 57785

SIGNATURE  
*H.A. Yoder*

SECURITY CLASSIFICATION  
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DATE TIME GROUP  
010830Z FEB 74

**DD FORM 173**  
1 DEC 73

REPLACES DD FORM 173, 1 JUL 68, WHICH WILL BE USED.

**JOINT MESSAGEFORM**

SECURITY CLASSIFICATION

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PAGE	DRAFTER OR RELEASER TIME	PRECEDENCE		LMF	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY		
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BOOK NO

MESSAGE HANDLING INSTRUCTIONS

FROM:

TO:

THE ROLLS AS A DESERTER

- 70 CORRECTED TRAINING ASSIGNMENT OR ACKNOWLEDGEMENT OF ARRIVAL AT AIT ACTIVITY (ATC, SVC SCH, 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

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CDRMILPERCEN ALEX VA//DAPC-EPP-P//

ALL HOLDERS OF INITIAL DISTRIBUTION OF COPIES  
OF AR 612-201

*Rec'd 10/1/73*

UNCLAS

SUBJECT: INTERIM CHANGE TO AR 612-201

1. THIS INTERIM CHANGE IS BEING DISTRIBUTED THROUGH PUBLICATIONS  
PINPOINT DISTRIBUTION SYSTEM TO ALL HOLDERS OF AR 612-201.

2. PARAGRAPH 3-13A(4) IS ADDED AS FOLLOWS:

{4} COMMANDERS OF BASIC TRAINING ACTIVITIES WILL COMPARE  
ASSIGNMENT INSTRUCTIONS WITH THE SOLDIERS 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}.

3. PARAGRAPH 3-15G IS ADDED AS FOLLOWS:

G. THE ASSIGNMENT INSTRUCTIONS FOR EACH BASIC TRAINING GRADUATE  
WILL BE COMPARED 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

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MRS. C.W. WILSON, MIL PERS MGT SP  
DAPC-EPP-P, 58441, 24 AUG 73

H.A. YODER, COL, USA, DAPC-EPP, 57785

*H.A. Yoder*

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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 IS NOT TO BE SHIPPED PRIOR TO RESOLUTION OF THE DISCREPANCY BY TRAINING INPUT BRANCH.

4. PARAGRAPH 3-27A{b} IS ADDED AS FOLLOWS:

{b} 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 IS NOT TO BE SHIPPED PRIOR TO RESOLUTION OF THE DISCREPANCY.

5. PARAGRAPH 5-1C IS SUPERSEDED AS FOLLOWS:

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

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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 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}.

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HEADQUARTERS  
DEPARTMENT OF THE ARMY  
WASHINGTON, DC, 15 August 1973

PERSONNEL PROCESSING

PROCESSING PROCEDURES AT US ARMY  
RECEPTION STATIONS AND TRAINING CENTERS  
AND  
CONTROL AND DISTRIBUTION OF TRAINEES  
RCS OPO-65 (MIN)

Effective 15 September 1973

*Significant changes included are: Addition of Joint Uniform Military Pay System Army (JUMPS-ARMY) options to the personal affairs orientation; addition of CONUS Station of Choice enlistment options and reporting activity codes for training activities; update for administration of the ACB-73; update of reference for screening and assignment of personnel to nuclear duty positions; assignment of conscientious objectors to training at Fort Polk, LA, and addition of new office symbols for US Army Military Personnel Center, Enlisted Personnel Directorate.*

AR 612-201, 30 June 1972, is changed as follows:

1. Added or changed material is indicated by a star.
2. Remove old pages and insert new pages as indicated below:

<i>Remove pages</i>	<i>Insert pages</i>
<del>iii</del> .....	iii
<del>1-1 and 1-2</del> .....	1-1 and 1-2
<del>1-7 through 1-10</del> .....	1-7 through 1-10.i
<del>2-3 through 2-10</del> .....	2-3 through 2-10.1
<del>2-13 through 2-16</del> .....	2-13 through 2-15
<del>3-1 through 3-14</del> .....	3-1 through 3-14.1
<del>3-17</del> .....	3-17 and 3-18
<del>4-1 through 4-25</del> .....	4-1 through 4-25
<del>5-1 through 5-4</del> .....	5-1 through 5-4
<del>A-1 through A-6</del> .....	A-1 through A-6.1
<del>A-9 through A-14</del> .....	A-9 through A-14
<del>B-1 and B-2</del> .....	B-1 and B-2

\*This change supersedes the following DA messages: DAPO-EPP-P 111209Z Jan 73 (U), subject: Additional CONUS Station of Choice Enlistment Options; DAPC-EPP-P 231316Z Jan 73 (U), subject: Suspension; DAPC-EPP-P 291601Z Jan 73 (U), subject: Suspension of Aptitude Test Score Codes; DAPC-EPP-P 211216Z Feb 73 (U), subject: Expanded Unit of Choice; DAPC-EPP-P 261415Z Mar 73 (U), subject: Changes for Submission of Training Control Card; DAPC-EPP-P 121325Z Apr 73 (U) subject: New ACB-73 Test.

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

The proponent agency of this regulation is the US Army Military Personnel Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publication) direct to HQDA (DAPC-EPP-P), 2461 Eisenhower Avenue, Alexandria, VA 22331.

By Order of the Secretary of the Army:

CREIGHTON W. ABRAMS  
*General, United States Army*  
*Chief of Staff*

Official:

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

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*USAR:* C (CONUS) (Qty rqr block no. 409)

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CHANGE }  
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HEADQUARTERS  
DEPARTMENT OF THE ARMY  
WASHINGTON, DC, 27 December 1972

**PERSONNEL PROCESSING**  
**PROCESSING PROCEDURES AT US ARMY**  
**RECEPTION STATIONS AND TRAINING CENTERS**  
**AND**  
**CONTROL AND DISTRIBUTION OF TRAINEES**  
**RCS OPO-65 (MIN)**

*Effective 15 February 1973*

*Significant changes included are: US Army Special Unit of Choice Enlistment Commitment codes and location and reporting activity codes for training activities; a new section IV, chapter 4, to require reporting to HQDA of all REP 63 personnel on ADT; and new provisions for out-processing non-CONUS residents from Puerto Rico and the Virgin Islands and their return to ARNGUS or USAR control.*

AR 612-201, 30 June 1972, is changed as follows:

1. Added or changed material is indicated by a star.
2. Remove old pages and insert new pages as indicated below:

<i>Remove pages</i>	<i>Insert pages</i>
<del>iii</del> -----	iii
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3. File this sheet in front of the publication for reference purposes.

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

\*This change supersedes the following DA messages: DAPO-EPP-P 011617Z May 72 (U), subject: Amendment to DA message DTG 211603Z Apr 72, DAPO-EPP-P 071911Z Jun 72 (U), subject: Changes to Enlistment Codes; DAPO-EPP-P 141246 Jul 72 (U), subject: Added US Army Special Unit Enlistment Options; DAPO-EPP-P 261640Z Jul 72 (U), subject: Expansion of US Army STRATCOM Enlistment Option and Location and Reporting Activity codes; DAPO-EPP-P 221437Z Sep 72 (U), subject: CONUS Station of Choice Enlistment Option.

27 December 1972

By Order of the Secretary of the Army:

CREIGHTON W. ABRAMS  
*General, United States Army*  
*Chief of Staff*

Official:

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ARMY REGULATION }  
 No. 612-201

HEADQUARTERS  
 DEPARTMENT OF THE ARMY  
 WASHINGTON, DC, 30 June 1972

PERSONNEL PROCESSING  
 PROCESSING PROCEDURES AT US ARMY  
 RECEPTION STATIONS AND TRAINING CENTERS  
 AND  
 CONTROL AND DISTRIBUTION OF TRAINEES  
 RCS OPO-65(MIN)

Effective 1 September 1972

*This is a consolidation of trainee processing and assignment regulations previously published as separate documents. Local limited supplementation of this regulation is permitted but is not required. If supplements are issued, Army staff agencies and major commanders will furnish one copy of each to HQDA (DAPO-EPP-P), WASH DC 20310; other commanders will furnish one copy of each to the next higher headquarters.*

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## CHAPTER 1

### GENERAL POLICIES

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#### 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, 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) 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 conducted at the US Women's Army Corps Center (USWACC) and US Army Medical Training Center (USAMEDTC) in fundamentals of basic military training, less combat.

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

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

*f. In-cycle processing.* Processing accomplished during basic or basic combat training which commences on a Monday. Processing scheduled during the BCT cycle will be as indicated in ATP 21-114, Male Military Personnel Without Prior Service; ATP 21-111, Modified Basic Training Program for Conscientious Objectors (1-A-O) Without Prior Service; ATP 21-121, Basic Training Program for Female Military Personnel.

★*g. 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.

*h. Preparation of replacements for oversea movement (POR).* A system of personnel policies and procedural requirements to qualify personnel for oversea service.

*i. 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.*

*j. 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). Reserve component nonprior-service personnel age 26 or over 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.

★*k. 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 (*i* 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, this regulation 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.* Conscientious objectors (1-A-O) will not be assigned to BCT.

*i.* 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.

*j.* REP 63 personnel assigned ADT will not be released to their parent unit without having completed at least 120 days on ADT and have fulfilled their ADT commitment as specified by the enlistment contract unless they have been recommended for discharge. 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.

*k.* 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.

**1-7. 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 will be prepared for each recipient as prescribed by paragraph 4, AR 600-26. Standard personnel plates will be used for initial preparation of all finance forms. (See para 3-1, AR 37-104-2 for preparation of financial data record folders.)

**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 Commanding Officer, USAPDSC ATTN: Central Registry Section, Edgewood Arsenal, MD 21010 for BCT personnel or from the Commanding Officer, United States Personnel Services Support Center, FT Benjamin Harrison, IN 46249 for AIT personnel.

(*b.*) When the DA Form 20 (Enlisted Qualification Record) is missing, the procedure in AR 640-2 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 Commanding General 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 1968 (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 responsible for and will insure that the personnel rec-

ords 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 Specialties 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 purpose 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 thereof, it is inherent that they be conducted orderly and data collected accurately.

a. *Initial 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 Form 20 (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 Personnel 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, this regulation 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 individual 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 and section IV, AR 611-201.

(6) Evaluate and record recommendation for MOS training in item 26, DA Form 20 of the individual as prescribed by AR 640-2.

*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 32, DA Form 20 of the individual as prescribed by AR 640-2.

**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 Form 20 and must be accurate and legible. (AR 640-2).

*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 the Training Card One and 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	Placed/Filed in DA Form 201(MPRJ)		Filed in DD Form 722	Placed/Filed in DA Form 2143		To/thru servicing DPA	Special instructions or disposition
					Placed	Filed		Placed	Filed		
	Training Card One	Chapter 4	1		X						Training Card one will be punched and machine verified. Placed in MPRJ when transmitting personnel records from USARECSTA to training center UP AR 640-10. Issue if processing schedule will permit. Transmit IAW paragraph 1-9, AR 640-10. Do not perforate or fasten this form in MPRJ. If original erroneously received, forward to TAG UP AR 600-10. Assist individuals who meet minimum requirements for OCS and who indicate desire to apply for OCS in completing application (DA Form 61). Application will not be endorsed. It will be forwarded with personnel records to gaining training activity commander for processing. Forwarded to next unit of assignment UP AR 640-10. Forwarded to next unit of assignment UP AR 640-10. Active Army personnel, see instructions on DA Form 330. For Reserve component ADT personnel, see note. <sup>1</sup> Insure that picture is securely fastened to
	Standard Personnel Plate.	AR 600-26	1 (plate)		X						
	Identification Tags	AR 606-5	2 (tags)		X						
DA Form 20	Enlisted Qualification Record.	AR 640-2; NGR 601-200; AR 140-111.			X						
DA Form 41	Record of Emergency Data.	AR 600-10; NGR 601-200.	2 (set)			X (dupe)					
DA Form 61	Application for Appointments	AR 351-5	3		X						
DA Form 201	Military Personnel Records Jacket, US Army.	AR 640-10	1								
DA Form 201a	Field Personnel File Divider.	AR 640-10	1								
DA Form 330 <sup>1</sup>	Language Proficiency Questionnaire.	AR 611-6	3 (set)			X(cy2)					
DA Form 42S	Application for Identification Card.	AR 606-5	2			X					

See footnotes at end of table.

Form No.	Title	Applicable regulation(s)	Form(s) used for each receiptee	Furnished receiptee	Placed/Filed in DA Form 201 (MPRJ)		Filed in DD Form	Placed/Filed in DA Form 2143		To/thru servicing DPA	Special instructions or disposition
					Placed	Filed		Placed	Filed		
DA Form 481..... DA Form 669.....	Military Leave Record GED Individual Record.	AR 630-5..... AR 621-5.....	1..... 1.....						X		DA Form 428 IAW AR 606-5. Duplicate retained by issuing officer and filed in numerical order by serial number of card. (Following items on DA Form 428 may be eliminated: 3, 4, 8 through 16, and signature of applicant if not prepared by individual concerned.)
DA Form 1294 <sup>2</sup> ..... DA Form 1315.....	Record of Personnel With Special Qualifications. Reenlistment Data Card.	AR 600-200..... AR 601-280.....	2..... 1.....		X (orig and dupe). X						Prepare DA Form 669 only for those personnel with less than a high school diploma or equivalency certificate. Place in MPRJ for transmittal to BCT activity. Transmit IAW paragraph 1-9, AR 640-10.
DA Form 1341S, A, or C. <sup>2</sup>	Allotment Authorization (to start, stop, and change allotments).	Part 6, chapter 6, DOD Military Pay and Allowances Entitlements Manual; chapter 2. AR 37-104-2	4 (set).....	Trip				X			
DA Form 1811.....	Physical and Mental Status on Release from Active Service.	AR 601-210.....	Duplicate received from RMS.				X				
DA Form 1996..... DA Form 2035-R..... DA Form 2139.....	Tax Withholding Record. Computation of ACB Aptitude Area Scores. Military Pay Voucher	Chapter 2, AR 37-104-2. AR 601-270..... Chapter 4, AR 37-104-2.	1..... 1..... 5 (set).....						X  Copy 5		Destroy after recording on DA Form 20. Copies 1 through 4. To finance and accounting officer. Place in MPRJ when transmitting personnel records IAW AR 640-10.
*DA Form 3716.....	Personal financial record, US Army.	AR 37-104-3.	1.....		X						

See footnotes at end of table.

DA Form 2981	Application for Determination of Moral Eligibility for Induction.	AR 601-270				Cy (if atch to DD) Form 1584, file as allied paper).				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.	Sec I, chap. 7, AR 37-125, Para 80204, DODPM.	2						X (copy)	Original to VA Office having jurisdiction over members claim.
DA Form 3208	Worksheet for National Agency Check Request.	AR 381-130	1		X					When existing, this form will be maintained in the Action Pending section of MPRJ; remove upon completion of DD Form 1584. Need not be executed when required background data are contained on a current, properly executed and signed DD Form 398 (Statement of Personal History). Under these circumstances, the data required for accomplishment of the DD Form 1584 may be taken from the DD Form 398.
DA Form 3298*	Authorization to start and stop BAQ Credit.	Chapter 2, AR 37-104-2.	2 (set)					X		
*DA Form 6170-3	Worksheet for computing Aptitude Area Scores.	AR 601-210 AR 601-270	1			Cy (attached to DD Form 47).				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 Storing 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. Duplicate retained by issuing officer.
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.

See footnotes at end of table.

Form No.	Title	Applicable regulation(s)	Form(s) used for each receiptee	Furnished receiptee	Placed/Filed in DA Form 201(MPRJ)		Filed in DD Form 722	Placed/Filed in DA Form 2143		To/thru servicing DPA	Special instructions or disposition
					Placed	Filed		Placed	Filed		
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 <sup>3</sup> .....	Enlisted Contract-Armed Forces of the United States.	AR 601-210.... AR 140-111	Duplicate received from RMS or Army Reserve units.			X					
		NGR 601-200	2 copies received from Army National Guard Units.			X (orig if received).					*Copy to Commander, RCPAC, 9700 Page Blvd., St. Louis, MO 63132. <sup>4</sup>
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 <sup>2</sup> .....	Notification of Entry into Active Military Service.	AR 601-49 .....	1 .....								To State Director of Selective Service IAW AR 601-49.
DD Form 98 .....	Armed Forces Security Questionnaire.	AR 604-10.... NGR 601-200	Received from RMS, entrance station or Reserve component units.			X					
DD Form 137 <sup>2</sup> .....	Application for Basic Allowance for Quarters for Members with Dependents.	DOD Military Pay and Allowances Entitlements Manual: AR 37-104-2.	1 .....					X			

See footnotes at end of table.

DD Form 220.....

Active Duty Report ...

AR 135-200.....  
(ADT)

(For  
ARNGUS  
for tours  
of 90 days  
or more).

•Original—w/copy of or-  
ders attached—to Com-  
mander, RCPAC, 9700  
Page Blvd, St. Louis,  
MO 63132.

15 August 1973

C 2, AR 612-201

			2 (For USAR for tours of 90 days or more).					X (Dupe w/copy of orders attached to Res unit comdr thru DPA servicing home station).	Original—w/copy of orders attached—to CG, RCPAC, 9700 Blvd, St Louis, MO 63132.
		AR 135-210 (Active Duty)	1 (For ARNGUS for tours of 90 days or more).						Original to CO, AGPER-SCEN, Fort Benjamin Harrison, IN 46249. <sup>5</sup>
			2 (For USAR for tours of 90 days or more).					X (Dupe w/copy of orders attached to Commander who issued the active duty orders thru DPA servicing member prior to entry on active duty).	Original to CO, AGPER-SCEN, Fort Benjamin Harrison, IN 46249. <sup>5</sup>
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 393	Statement of Personnel History.	AR 381-130 AR 601-210 AR 601-270 NGR 601-290	1 copy received from RMS, AFES, or Reserve component units.				X		

See footnotes at end of table.

Form No.	Title	Applicable regulations(s)	Form(s) used for each receiptee	Furnished receiptee	Placed/Filed in DA Form 201 (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 722	Health Record	AR 40-403	1		X						Placed in MPRJ when transmitting personnel records UP AR 640-10.
DD Form 722-1	Health Record—Dental.	AR 40-403	1		X						Placed in MPRJ when transmitting personnel records UP AR 640-10.
DD Form 1172	Appl for Unif Svc Ident 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 dependent or, if appropriate, through military channels to CG, Finance Center US Army, ATTN: Allotments and Deposits Operations, Indianapolis, IN 46249, as expeditiously as possible.
DD Form 1584	DOD National Agency Check Request.	AR 381-180 AR 604-5	1 (set)		X						For processing by training activity or initial unit of assignment.
SF 88	Report of Medical Examination.	AR 40-501 AR 185-200 AR 185-210 AR 601-210 AR 601-270  NGR 601-200	Duplicate received from RMS, AFES, or Army Reserve units.  2 copies received from Army National Guard units.				X				Copy to CG, BCPAC, 9700 Page Blvd., St. Louis, MO 63182. <sup>5</sup>
SF 98	Report of Medical History.	AR 40-501 AR 185-200 AR 185-210 AR 601-210 AR 601-270  NGR 601-200	Duplicate received from RMS, AFES, or Army Reserve units.  2 copies				X				Copy to CG, BCPAC,

			received from Army National Guard units.			(orig if re- ceived).			9700 Page Blvd., St. Louis, MO 63182. <sup>5</sup>
SF 600	Health Record— Chronological Record of Medical Care.	AR 40-403	1			X			
SF 601	Health Record— Immunization Record.	AR 40-403 NGR 601-200	1			X			
SF 602	Health Record— Syphilis Record.	AR 40-403	1 (if re- quired).			X			
SF 603	Health Record— Dental.	AR 40-403	1			X			
VA Form 29- 8286 <sup>6</sup> .	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 With- holding Exemption Certificate.	DOD Military Pay and Allowances Entitle- ments Manual; AR 37- 104-2; NGR 601-200	1					X	
PHS Form 731 <sup>7</sup> .	International Certificate of Vaccination.	AR 40-562 AR 40-403	1						The medical officer will comply with the pro- visions of paragraph 3-5, AR 40-403. For disposition, see note. <sup>1</sup>
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 re- ceived from RMS or AFEES, when appli- cable.			X			
SS-5	Application for Social Security Number or Re- placement of Lost Card.	AR 600-2	Dupe re- ceived from AFEES, when appli- cable.		Dupe				If not received from AFEES and form is applicable, comply with procedures set forth in table 2-2, line 3a.

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

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

<sup>5</sup> Attached to the duplicate copy of DD Form 4 for Army Reserve personnel enlisted under the provisions of the Reserve Enlistment Program of 1963 (REP 63) will be a copy of the written agreement acknowledging the training and service obligation incurred by the member by enlistment under this program. This agreement will remain attached to the duplicate copy of DD Form 4 and filed in the member's personnel records jacket.

<sup>1</sup> Attached to duplicate will be one copy of the orders, duplicate SF 88, original SF 93, DD Form 98 (if required) and DD Form 1584 (if required).

<sup>2</sup> The original DD Form 220 covering entry on active duty, a copy of the orders and, as applicable, the original application and allied papers (for voluntary active duty only) the original SF-88, the original DD Form 4 (for member of ARNGUS), and the original DD Form 98, will be forwarded to CO, AGPERSCEN. As an exception, for enlisted mem-

ber whose application was forwarded to HQ, Department of the Army for approval, only the DD Form 220 and a copy of the orders will be furnished.

<sup>4</sup> Issue if receiptee waives his right to SGLI or elects to reduce the amount of insurance from \$10,000 to \$5,000. Place Xerox or locally determined similar copy in DA Form 2143.

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

## CHAPTER 2

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

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#### Section I. GENERAL

**2-1. Purpose.** This chapter prescribes the procedures for reception processing at USARECSTA of inductees, enlistees, REP 68 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.* Non-prior service Active Army and active duty for training (ADT) recretees will be processed in the order in which they arrive. Whenever possible prior-service personnel will be given priority in processing over the other personnel arriving at the same time.

**2-4. Scheduling processing.** US Army reception station commanders will insure that recretees are processed within 4 workdays. Recretees arriving after normal duty hours will be received with efficiency, welcomed warmly, and treated considerately. Only the minimum essential processing will be accomplished for recretees arriving after normal duty hours, and other processing will be initiated the next day. To preclude delay into training, recretees will be processed on Saturdays, when necessary. Commanders may vary the processing schedule (Table 2-2) 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 1-4a 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. Non-prior 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. Recettees 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. Recettees who reenlist within 3 months after the date of last discharge or release from active duty will be issued clothing as prescribed in AR 700-84.

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

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

**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 non-prior-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 mess only. Two men may be retained for messes serving 50 receptees or

less and one additional man is authorized for each additional 50 receptees or major fraction thereof.

**2-14. 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 provisions of paragraphs 1-7, 3-10, and table 3-3, AR 680-1.

★(1) *Conscientious objectors.* Direct to the United States Army Reception Station, Fort Polk, LA for processing and integration into the Modified Basic Training Co. (Provisional), Fort Polk, LA.

(2) *Inducted physicians, dentists and allied medical specialists.* Direct to Brooke Army Medical Center, Fort Sam Houston, Texas. (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, HQDA 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), AR 37-104-2, and DA Pam 608-26.

(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 5, AR 608-2. Emphasize responsibility to next of kin; individual's right to name beneficiary of own choice; requirement to complete VA Form 29-8286; option not be insured or to be insured for \$5,000, \$10,000 or \$15,000; order of preference set by law if no beneficiary is named.

*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.

TABLE 2-1

## COMMANDER RESPONSIBILITIES

Line	Commander	Responsible for
1	TRADOC	Operation of continental US Army reception stations.
★2	Army commanders and installation commanders exercising command control of USARECSTA.	<ol style="list-style-type: none"> <li>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.</li> <li>2. Providing qualified personnel and equipment as authorized for reception station operations.</li> <li>3. Providing logistical support for US Army reception stations under their control to include appropriate recreational facilities/activities.</li> </ol>
3	USARECSTA commanders	<ol style="list-style-type: none"> <li>1. Receiving and processing receptees.</li> <li>2. Checking processing to determine if backlogs occur and taking action to eliminate conditions which delay processing.</li> <li>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.</li> <li>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 4 day processing schedule.</li> <li>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.</li> <li>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.)</li> <li>7. Accounting for each receptee on DA Form 1 (Morning Report); reporting of additions, deletions.</li> <li>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.</li> <li>9. Authorizing leave for receptees only in cases of verified emergency.</li> <li>10. Preparing, editing, and verifying Training Card One in accordance with section II, chapter 4.</li> <li>11. Preparing section A, Personnel Processing Station Operations Report (DA Form 3422-R) (RCS OPO-112) in accordance with procedure in paragraph 8, AR 612-90.</li> <li>12. Assigning or attaching receptees, as appropriate, to a training activity as directed by Headquarters, TRADOC.</li> </ol>

TABLE 2-2

PROCESSING SCHEDULE<sup>1</sup>

Line	Action required	1st processing day	2d processing day	3d processing day	4th 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 of 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 Financial Data Records Folder (FDRF). 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 98 (Armed Forces Security Questionnaire)—properly prepared and executed.</p> <p>c. 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>d. 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>	X			
		X			
		X			
		X			

<sup>1</sup> See footnotes at end of table.



TABLE 2-2 --Continued

PROCESSING SCHEDULE<sup>1</sup>

Line	Action required	1st processing day	2d processing day	3d processing day	4th processing day
	Clothing Record—Enlisted Men) or DA Form 3326 (Personal Clothing Record—Enlisted Women).				
6	Make blood group and type determinations (AR 40-3).	X			
7	Administer adenovirus vaccine, meningococcal disease vaccine, tetanus-diphtheria toxoid, poliomyelitis vaccine, and the tuberculin tine test (tuberculin tine test) see para 2-10c and "Note". The tuberculin tine test results will be read approximately 72 hours after administration. Recipients 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 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)		
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 recipients 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 (Administer tests not given on 2d processing day.)	
12	Issue and mark clothing and duffel bag.		X		
13	Issue name tapes as prescribed in (para 1-6, AR 670-5).		X		
14	Prepare two fingerprint records—reverse of DD Form 369 (Police Record Check). (Attach one record to DD		X		

<sup>1</sup>See footnotes at end of table.

TABLE 2-2—Continued					
PROCESSING SCHEDULE'					
Line	Action required	1st Proc- essing day	2d proc- essing day	3d proc- essing day	4th proc- essing day
	Form 1584; file the other one in individual's MPRJ (DA Form 201) as a permanent document.)				
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		
16	Take necessary action on personal problems.		X		
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 pre- viously )

TABLE 2-2--Continued					
PROCESSING SCHEDULE'					
Line	Action required	1st processing day	2d processing day	3d processing day	4th 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	
19	Arrange for eye examination for purpose of spectacle, prescription, when required.			X	
20	Complete DOD National Agency Check Request (DD Form 1584) and DA Form 3208 (Worksheet for National Agency Check Request). <sup>2</sup> Upon completion of such action, attach DD Form 369 and (when applicable) duplicate copy of DA Form 2981 (Application for Determination of Moral Eligibility for Induction); place all documents in receptee's military personnel records jacket. <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	
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 will be left blank.			X	
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	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:  <i>Subject</i> AUS Reenlistment Officer Candidate School Warrant Officer Flight Training  <i>Procedural/Informational Reference</i> Para 6-3; AR 601-280 AR 351-5; DA Pam 601-1 AR 601-210				X

See footnotes at end of table.

TABLE 2-2--Continued					
PROCESSING SCHEDULE <sup>1</sup>					
Line	Action required	1st processing day	2d processing day	3d processing day	4th processing day
24	Issue identification tags if not previously issued. (Para 79, AR 606-5, requires issuance of identification tags as soon as practicable after entry into service.)				X
25	Initiate DOD Form 1172 (Application for Uniform Service Identification and Privilege Card) if receiptee claims dependents.				X
26	Arrange for partial payment to each receiptee.				X
27	Administer inoculations. (Immunizations for typhus, yellow fever, cholera, and plague will not be administered to class 1-A-O personnel at USARECSTA.)				X (if not previously administered, and those which must be given after testing.)
28	Assign or attach receiptees to designated training activities or units.				X
29	Prepare and distribute special orders.				X
30	Outprocess records.				X
31	Move receiptees and their records to training activities or units.				X

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

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

TABLE 2-3

**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 areas 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"> <li>1. 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.</li> <li>2. Score test answer sheets.</li> <li>3. Compute aptitude area scores.</li> <li>4. Record ACB aptitude area scores and any ACB retest scores in item 24, DA Form 20 (Enlisted Qualification Record).</li> </ol>	<ol style="list-style-type: none"> <li>1. Transcribe aptitude area scores and scores of "Other Tests" to DA Form 20.</li> <li>2. File duplicate DA Form 1811 in individual's DD Form 722 (Health Record) in lieu of initial SF 88 (Report of Medical Examination).</li> </ol>
Motor Vehicle Driver Selection Battery I (MDB-I).	All personnel processing through US Army Reception Stations.	<ol style="list-style-type: none"> <li>1. Administer test in accordance with DA Pam 611-119.</li> <li>2. Compute final standard test scores.</li> <li>3. Record test score on DA Form 20.</li> </ol>	
Defense Language Aptitude Test (DLAT).	Army personnel processing through US Army Reception Stations who attained a standard score of 100 or higher on the GT aptitude area and meet other requirements prescribed in AR 611-6.	<ol style="list-style-type: none"> <li>1. Administer test in accordance with DA Pam 611-131.</li> <li>2. Compute final test score.</li> <li>3. Record test score on DA Form 20.</li> </ol>	
Appropriate Language Proficiency Test.	All personnel processing through US Army Reception Stations who claim proficiency in a foreign language.	<ol style="list-style-type: none"> <li>1. Administer the specific Language Proficiency Test, if a test is available. See DA Pam 310-8 to determine availability of test. If a test is not available, evaluate personnel based on a personal interview as described in appendix C, AR 611-6.</li> <li>2. Record test scores and test or interview ratings (Reading and Speaking Comprehension) on DA Form 20.</li> </ol>	

TABLE 2-3—Continued

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
		3. Prepare DA Form 330 (Language Proficiency Questionnaire) for qualified personnel. Except for Reserve component ADT personnel disposition of the three copies of DA Form 330 will be in accordance with the instructions contained thereon.	DA Form 330 (Language Proficiency Questionnaire) will be prepared for qualified Reserve component ADT personnel and all three copies will be filed in the individual's DA Form 201 (Military Personnel Records Jacket).
Typing and Dictation Tests.	All personnel processing through US Army Reception Stations who claim skill in typing and/or shorthand.	1. Administer tests in accordance with DA Pam 611-126. 2. Compute final standard scores. 3. Record scores on DA Form 20 (Item 25—Other Tests).	
Officer Candidate Test (OCT-3) and (OCT-4). <i>Male personnel only.</i>	All personnel processing through US Army Reception Stations who attained a GT score of 110 or higher and are otherwise qualified for selection for Officer Candidate School as provided in AR 351-5.	1. Administer test in accordance with DA Pam 611-262. 2. Compute final standard score. 3. Record test score on DA Form 20.	
Officer Qualification Inventory (QOI-1). <i>Male personnel only.</i>	All personnel processing through US Army Reception Stations who— a. Attain a score of 115 or higher on the OCT-3 or OCT-4, and— b. Indicate a desire to become a candidate for an officer commission.	1. Administer test in accordance with DA Pam 611-263. 2. Compute final score. 3. Record score on DA Form 20.	

TABLE 2-1

## IDENTIFICATION OF SPECIALLY DESIGNATED AND CERTAIN OTHER PERSONNEL

Line	If recipient	Action required	
		Identify as prescribed in AR 600-200 and record information on DA Form 20.	As indicated below
1	has civilian-acquired skills and/or education which fully qualifies him in a related MOS.	X	Enter the five-character MOS code appropriate to the apprentice, journeyman, or advanced journeyman level of skill only in item 26 of DA Form 20.
2	claims qualification in a foreign language or dialect.  qualifies as a linguist.		As prescribed in AR 611-6, administer language proficiency tests or conduct interview; score tests and record scores and/or ratings resulting from tests or interview on DA Form 20. Prepare and submit DA Form 1-1 (Personnel Data Report) IAW provisions of AR 640-2. Determine language code; record language code on DA Form 1-1; prepare and submit DA Form 330 (Language Proficiency Questionnaire). See AR 640-2, AR 611-6, and AR 611-201.
3	has <i>special qualifications</i> and <i>aptitudes</i> and meets the criteria outlined in paragraph 2-15, AR 600-200.	X	Prepare DA Form 1294 in duplicate as required in AR 600-200. (DA Form 1294 will <i>not</i> be prepared for Reserve component ADT recipients.) Forward original and duplicate of DA Form 1294 to training activity with recipient's personnel records.
★4	is classified as conscientious objector, 1-A-O, by Selective Service local board.	X	Assign to Reception Station, Fort Polk, LA for processing and integration into the Modified Basic Training Co (Provisional), Fort Polk, LA.
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 recipient he may request instrumental audition by an Active Army bandmaster. Provided it <i>does not interfere</i> with the 4-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 13, DA Form 20, to insure compliance with enlistment contract and timely entry into basic or basic combat training IAW procedure in table 5-1, AR 601-210. <i>Include the name of the option and guaranteed MOS, unit and/or station.</i>
8	has potential for career development but lacks satisfactory educational background or experience for admission to		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

TABLE 2-4—Continued

IDENTIFICATION OF SPECIALLY DESIGNATED AND CERTAIN OTHER PERSONNEL

Line	If recipient	Action required											
		Identify as prescribed in AR 600-200 and record information on DA Form 20.	As indicated below										
8	—Continued an appropriate Service school or for promotion to higher responsibilities.		DA Form 201 (MPRJ) containing following statement "EDUCATIONAL COUNSELING REQUIRED."										
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 18, DA Form 20, "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 98 (Armed Forces Security Questionnaire)</td> <td>One signed original.</td> </tr> <tr> <td>DD Form 398 (Statement of Personal History)</td> <td>One complete, legible, and signed original</td> </tr> <tr> <td>DD Form 1584 (DOD National Agency Check Request)</td> <td>One complete set.</td> </tr> <tr> <td>FD Form 258 (Fingerprint Card (Applicant))</td> <td>Two (must be legible and prints classifiable).</td> </tr> </table> <p>(The above requirements are <i>in addition to any</i> other requirements for these forms.)</p>	<i>Form</i>	<i>No. required</i>	DD Form 98 (Armed Forces Security Questionnaire)	One signed original.	DD Form 398 (Statement of Personal History)	One complete, legible, and signed original	DD Form 1584 (DOD National Agency Check Request)	One complete set.	FD Form 258 (Fingerprint Card (Applicant))	Two (must be legible and prints classifiable).
<i>Form</i>	<i>No. required</i>												
DD Form 98 (Armed Forces Security Questionnaire)	One signed original.												
DD Form 398 (Statement of Personal History)	One complete, legible, and signed original												
DD Form 1584 (DOD National Agency Check Request)	One complete set.												
FD Form 258 (Fingerprint Card (Applicant))	Two (must be legible and prints classifiable).												

## CHAPTER 3

### PROCESSING AND REPORTING PROCEDURES AT US ARMY TRAINING CENTERS

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#### 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 as 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 Monday 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 review 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 OPO 65 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 aptitude area scores test scores have been properly recorded on DA Form 20 as prescribed in AR 640-2.

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

(except REP 63 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 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 re-

cruiting 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, 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) 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 verifying eligibility for training of individuals who have enlistment commitments, the commanders of train-*

ing activities will use the Army Qualification Battery (AQB) scores entered on the enlistment contracts of those individuals. The Army Classification Battery (ACB) scores entered on the DA Form 20 at USARECSTA, will not be used to determine training eligibility of individuals with enlistment options.

★(4) 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:

Form	No. required
DD Form 98 (Armed Forces Security Questionnaire).	One signed original.
DD Form 398 (Statement of Personal History).	One complete, legible, and signed original.
DD Form 1584 (DOD National Agency Check Request).	One complete set.
FD Form 258 (FBI Department of Justice Fingerprint Card (applicant)).	Two (must be legible and prints classifiable).

Packets will be reviewed for presence of required 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 (DAP C-EPC-UI), 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 Surgeon General, HQDA (DASG-PTT-T), 20314, not later than the fourth week of training. Individuals will not be ordered to preflight training until the final results are received from the Office of The Surgeon General. Every effort will be made to insure that the final results are received prior to the individual's completion of basic training.

*f. Personnel who fail class 1A medical standards.* Individuals who do not meet class 1A medical standards for flying and are disqualified by The Surgeon General will be offered 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' 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 alternate training assignment to HQDA (DAPC-EPT-1), AUTOVON 53426 or 56286.

(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 11-2e(3), AR 614-200.

(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.

**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 Financial Data Records Folder (FDRF). 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 FDRF. If 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 HQDA (PCPDS), Edgewood Arsenal, MD 21010. (See chapter 3, AR 600-2.)

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 (Applica-

tion 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 inprocessing 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 20 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 AR 635-206).

(2) When the results of an ENTNAC are favorable, appropriate entries will be made on DA Form 20 as required in AR 640-2. 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 DODNACC, 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 Form 20 in accordance with the provisions prescribed in AR 640-2. 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 will be required to undergo the complete basic training or basic combat training program upon entry on active duty with the Army. Person-

nel undergoing training under the provisions of this paragraph who display a marked proficiency in a given subject, may be excused from participation in that subject, and used to assist in instruction thereof where this action will—

- (1) Contribute to the training effort.
- (2) Tend to maintain the self-respect and morale of the individual concerned.

*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 8 weeks of basic combat training.

*b.* Prior-service personnel requiring less than 8 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 at OX 53426 or OX 54336. (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 neces-

sary for those individuals who are physically incapable of completing specific requirements of the appropriate Army Training Program (ATP). This action will not preclude application 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 permanent physical defects will be referred to a profile classification board in accordance with AR 40-501. Changes in an individual's physical profile will be recorded on the DA Form 20.

(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 V, 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 (22) 56029 or 54336 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.** *a. Replacement stream personnel.* Upon receipt of assignment instructions from Headquarters, Department 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 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 MPRJ.

(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 V, chapter 4.

*b. REP 63 initial ADT personnel.*

(1) These individuals will be *attached* for training in accordance with instructions 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 225-6286 or 53495 (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 21-111 or ATP 21-121) or basic combat training (ATP 21-114) will be made on personnel records as prescribed by AR 640-2 for all personnel undergoing training.

**3-15. Out-processing.** Upon receipt of assignment 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.

**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 completion 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 number 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 63132.

(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 AQB 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 V, chap. 4).

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

(1) Enlisted Qualification Record (DA Form 20) 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. *AQB 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 (OX 53495). 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 V, chapter 4. The individual concerned will also be reported by telephone to DAPC EPT-I AUTOVON 54336 or 56029.

(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.

**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 53495, 56286.

**3-21. On-the-job training.** *a.* The training activity commander will enter into on-the-job train-

ing 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 duration. 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 EN-TNAC 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 assigned 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 per-

sonnel 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 an 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 Enlisted Qualification Record (DA Form 20) as prescribed in AR 640-2.

**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.

*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) 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.

(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 ap-

proval is received to extend for emergency readministering of 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 (Armed Forces of the United States Report of Transfer or Discharge).* 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 (Armed Forces of the United States Report of Transfer or Discharge) 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 135-1.

(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.

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(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/Organizational 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, DODPM, chapter 6, AR 37-104-2, and chapter 7, AR 37-125.

(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) Processing individuals from Alaska and Hawaii will not be fully out-processed by CONUS training activities. These individuals will be processed at CONUS training activities as follows:

(a) 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 oversea transfer activity for release from ADT. Port call requests will be submitted in accordance with AR 55-28.

(b) 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.

(c) Issue orders attaching these individuals to an appropriate oversea transfer activity or out-processing and return to USAR or ARNGUS control. See AR 635-10 for location of appropriate separation/transfer activity.

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

★(2) All REP 63 trainees who are non-CONUS residents from Puerto Rico and the Virgin Islands will be returned to the US Army Transfer Station, Puerto Rico, for final out-processing and return to ARNGUS or USAR control. Accordingly, CONUS training activity commanders will—

★(a) Request port call instructions for these individuals from the appropriate area MTMTS at least 45 days before the date individual is scheduled for relief from ADT. Port call request will indicate that these individuals

are REP 63 trainees and that since their ADT orders are self-executing, reservists are not eligible for assignment in CONUS. Hence, they will be port called so that they may be returned to the transfer activity in Puerto Rico 2 days prior to the terminal date of their ADT tours.

★(b) Accomplish preprocessing of these personnel as prescribed in chapter 2, AR 635-10.

(3) 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 Form 20 (Enlisted 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 2143 (Military Personnel Financial Data Records, US Army) containing DA Form 481, 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.

(4) Orders issued will *attach* the individual to the appropriate oversea transfer activity.

(5) 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 ACTIVITIES<sup>1</sup>

**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 wnd 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 Chief of Personnel Operations, 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*

<sup>1</sup> Strength 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.

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 relieved from his BCT training unit and assigned direct to the USA Training Center, Ft. Polk, LA, for completion of modified Basic Training. Any individual who is classified as a noncombatant conscientious objector (I-A-O) after arrival at an AIT activity will be reported to 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 CONUS.* 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

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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— RCS OPO-65 REPORT (MIN)

#### Section I. GENERAL

**4-1. Purpose.** The RCS OPO-65 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. It also includes REP 63 personnel and allows HQDA to monitor and control REP 63 training. REP-63 personnel assigned to basic training, BCT, and AIT are determined prior to the individual's entry on active duty for training (ADT). 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 HQDA. 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.

★d. Rescinded.

**4-3. Objectives.** a. To establish and maintain

separate master records on magnetic tape for Active Army and Reserve component personnel. The master record will contain the name of each man or woman included 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. Trainee reports.** *a. Active Army personnel.*

(1) 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.

(2) 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 DAPC-EPT-I by electrically transmitted messages.

(3) 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.

(4) 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.

★(5) US Army Military Personnel Center, Department of the Army will furnish AIT activity 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.

*b. Reserve Enlisted Personnel (REP) 63.*

(1) A REP Information Card is prepared for each REP 63 individual who will undergo basic or basic combat training.

(2) The REP Information Card will be prepared, verified, and forwarded to HQDA not later than Wednesday of the first week of BCT.

(3) Data reported on the Reserve Information Card are placed in the Reserve Assignment and Management Information System at HQDA and assist in managing the input to AIT.

(4) Training centers will report telephonically to HQDA (OX 52383, OX 56286) any condition that would preclude the individual from starting AIT as originally scheduled by his "Through-Ticket" assignment instructions.

**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 transceiver 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 and REP 63 personnel in MOS 09B, 09C, and 09E will be addressed to HQDA (DAPC-EPT-I), Alexandria, VA 22331. All other correspondence will be addressed to HQDA (DAPC-EPC-A), Alexandria, VA 22331 except as indicated below:

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/Technical (DAPC-EPC-GT)	91C, 91D, 91Q, 91R, 91T, 92B, All WAC personnel.
Communications — Supply Operations/ Maintenance (DAPC-EPC-Y)	Communications (DAPC-EPC-YC)	32, 36H, 72G
Combined Arms (DAPC-EPC-C)	Field Artillery/ Air Defense (DAPC-EPC-CA)	15, 16, 21, 22, 23, 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.* Transmitted data will be in the sequence specified in the formats of cards contained in figures 4-1, 4-2, and 4-9.

*d.* 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 RCS OPO-65 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

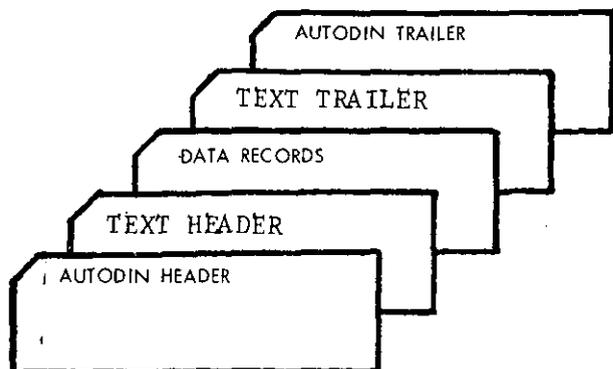
*b.* All cards for RCS OPO-65 Reports received from HQDA will be punched with the following codes in the columns indicated:

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

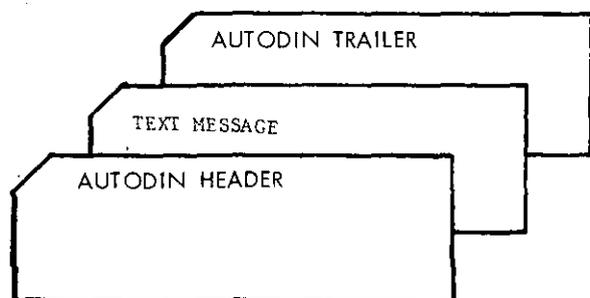
*c.* Assignment Information Cards for RCS-OPO Reports received from HQDA (column 79) will be punched "T" for AIT; and "S" for OJT or civilian-acquired skills assignments from training.

*d.* Assignment cards for RCS-OPO 65 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 and the REP Information Card to HQDA, the text headers and text trailers will contain the shipment date code of the Monday following 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 the DA AUTODIN Magnetic Tape Terminal, Routine Indicator Code RUEWRHA. and to USA AG PDSC, Edgewood Arsenal, MD, Routing Indicator code RUEBBFB. All input for the OPO 65, 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** (also see fig. 4-1).

<i>Element of data</i>	<i>Columns punched</i>
Service component .....	1
SSN .....	2-10
Name .....	11-27
Security investigation status code .....	28
Leave blank .....	29
Citizenship .....	30
Term of service—prior service .....	31
Physical profile .....	32-38
Training:	
Preferred .....	39-41
Leave blank .....	42
Recommended .....	43-45
Leave blank .....	46
Education:	
Years .....	47
School subjects .....	48-49
College .....	50-52
DLAT score .....	53-54
Correctable vision .....	55
Control reason .....	56-57
Color perception .....	58
Code "1" .....	59
Leave blank .....	60-64
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:

<i>Column</i>	<i>Physical profile factor</i>
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 the individual is less than 5 feet 8 inches in height. (Not applicable to WAC personnel.)

(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 55 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 (colm 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 limited to those MOS listed in DA Pam 350-10 and section IV, AR 611-201.

(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) Leave blank (colm 42).

★(2) *Training recommended (colm 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 individual 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 limited to those MOS listed in DA Pam 350-10, and section IV, 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).
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

Code	Designation
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
5	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)* (colm 50-52). Using the appropriate code prescribed by paragraph A-3f 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 (col 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. Col 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. Column 59. code "1" (numeric) if the individual will not be 19 years, 10½ months of age upon completion of BCT.*

*o. Columns 60 through 64.* Leave blank.

*p. Armed Forces Qualification Test (AFQT) (col 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 (col 70-71).* Code column 70 "G" and column 71 with a high (12) punch.

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

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

*u. Transmission identification (col 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 transeived. The "reporting activity" (col 74-78) must identify the basic training class in which the individual originally started basic training. The "start training date" (col 67-69) must identify the date on which the class identified in columns 74-78 started training.

**4-15. Format—Training Card Two (also see fig. 4-2).**

<i>Element of data</i>	<i>Columns punched</i>
Service component .....	1
SSN .....	2-10
Name .....	11-15
Aptitude area scores and US Army Bonus	
Enlistment Option:	
★Aptitude areas .....	16-35
★Bonus Enlistment Option .....	36
★Leave blank .....	37
Typing .....	38-39
★Leave blank .....	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
Transeiver code .....	70-71 and 79-80
Card code .....	72-73
Reporting activity .....	74-78

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

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

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

(1) *Aptitude areas (col 16-35).* 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.

<i>Aptitude areas</i>		
<i>Column punched</i>		<i>Test score code</i>
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
<i>Examples of scoring</i>		
<i>Score</i>		<i>Code</i>
55 .....		55
100 .....		12)
(zero, zero with a high (12) zone code over the first position).		00)
123 .....		12)
(two, three with a high (12) zone code over the first position).		23)
Not available or unsatisfactory .....	00	(zero, zero).

**★(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 (col 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) Columns 40-41.** Leave blank.

**(6) Driver Aptitude Battery I (col 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:

*d. Language proficiency (col 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 HQDA (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 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)</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 table 5-21 combined with tables 5-30, 5-41A, 5-41B, 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 necessary to report the civilian-acquired skill in this field.

\*Indicate with a pencil entry on DA Form 20 (item 26) 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.

(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 (col 53-55).

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

Codes		Meaning
Approved	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.

Codes		Meaning
Approved	Pending approval	
E	5	Individual is a volunteer for Artillery OCS, Fort Sill, Oklahoma.
F	6	Individual is a volunteer for aviation WO.
	8	EOD Volunteer.
	9	1st Bn (Reinf), 3d Inf (The Old Guard), Fort Myer, Virginia.
H		Buddy-Volunteer for training, area/unit option only.
I		Buddy-Airborne Volunteer, area/unit option only.
J		Buddy-Special Forces Volunteer, 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 HQDA (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.

Code	Meaning
*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.
6	Both of the following conditions apply to this individual: Married to service member. Sole surviving son.
7	Compassionate (sec II, chap. 1, AR 614-200).

Code	Designation
32	3 Bn 68 ADA Homestead AFB FL (UIC-AXFG)
33	2 Bn 52 ADA Homestead AFB FL (UIC-AWJM)
34	7th Bn 65 ADA Key West FL (UIC-AWNF)
51	45th ADA Bde Ft Sheridan IL (UIC-AU5A)
52	28th ADA Gp SANGB MI (UIC-AWJB)
53	2 Bn 52 ADA Ft Bliss TX (UIC-OAHA)
54	ARADCOM Service Practice Unit Ft Bliss TX (UIC-OAHA)
61	6th Region ARADCOM Ft Baker CA (UIC-OAEA)
62	49th ADA Group Ft Lawton WA (UIC-FFWA)
63	13th ADA Group Presidio of San Francisco CA (UIC-AVEA)
64	19th ADA Gp Ft MacArthur CA (UIC-AVHA)
65	2 Bn 65 ADA Van Nuys CA (UIC-EZBE)
66	HQ ARADCOM Ent AFB CO (UIC-OAAA)
67	9th Data Processing Unit ARADCOM Ent AFB CO (UIC-CTTA)

*g. Area of preference (col 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 (col 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 (col 63-64), except ARADCOM metropolitan area of choice and USASTRATCOM enlistment option personnel, code columns 56-57 as prescribed in paragraph E-2, AR 614-200.

★(2) *Metropolitan area (col 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:

(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 (col 56-57) for use with USASTRATCOM enlistment option only.* If the individual has an enlistment commitment coded 94 in columns 63-64 for USASTRATCOM, code columns 56-57 as prescribed below:

Code	Designation
11	1st Region ARADCOM, Stewart Field, Newburg, NY (UIC-OABA)
12	52d ADA Bde Highlands AADS NJ (UIC-AU7A)
13	1 Bn 51ADA Highlands AADS NJ (UIC-D2TD)
14	3 Bn 43 ADA Pedricktown NJ (UIC-AXND)
15	24th ADA Group Coventry RI (UIC-AVJA)
16	18th ADA Gp Oakdale PA (UIC-AVGA)
21	35th ADA Bde Ft George G. Meade MD (UIC-AU3A)
22	4 Bn 1 ADA Edgewood Arsenal MD (UIC-AWSF)
31	31st ADA Bde Homestead AFB FL (UIC-AU2A)

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

<i>Preference code</i>	<i>State designator</i>
NC .....	North Carolina
NJ .....	New Jersey
NY .....	New York
PA .....	Pennsylvania
RI .....	Rhode Island
VA .....	Virginia
WA .....	Washington

	<i>Oversea area designator</i>
01 .....	Germany
03 .....	Alaska
05 .....	Okinawa
06 .....	Japan
07 .....	Hawaii
09 .....	Panama
10 .....	Italy
11 .....	Vietnam
12 .....	Turkey
14 .....	Taiwan
16 .....	Thailand
25 .....	Ethiopia
26 .....	Iran

*h. Enlistment commitments (colm 59-65).*  
This field is used to report the complete enlistment commitment of an individual. 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 (colm 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 (colm 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

<i>Code</i>	<i>Designation</i>
12 ....	Walter Reed General Hospital
17 ....	Fitzsimons General Hospital
18 ....	Madigan General Hospital
19 ....	Letterman General Hospital
44 ....	William Beaumont General Hospital
45 ....	Brooke General Hospital
46 ....	Valley Forge General Hospital
47 ....	US Army General Hospital, Fort Gordon, GA.
C8 ....	Tripler Army Medical Center—US Army Special Unit.

#### Band/Bandsman

<i>Code</i>	<i>Designation</i>
60 ....	Potential Bandsman (include all personnel identified as potential bandmen 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 (DAPC-EPT-I).

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

<i>Code</i>	<i>Designation</i>
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

<i>Code</i>	<i>Designation</i>
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

Code	Designation
59	Combat Developments Experimentation Command—US Army Special Unit
72	Special Intelligence
94	US Army Strategic Communications Command
95	Junior College/Technical/Vocational School Graduate
96	US Army, Alaska—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, KA
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, 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, 29th Infantry Division, Fort Benning, GA

*Training School Course*

Code	Designation
25	US Army Training and Travel
26	Special Forces Training
70	Warrant Officer Flight Training
80	Airborne only

Code	Designation
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.)
81	Army Career Group. (Two-character MOS only and MOS must also be coded in MOS field, columns 59-62, as indicated in (1) (b) above.)
85	Special Forces. Airborne plus Army career 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).
88	Army Engineer Skills. Report the Engineer MOS for which enlisted in columns 59-62 for personnel who qualify for grade E-5 (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.)
93	Army Medical Skills. Report the medical MOS for which enlisted in columns 59-62.

*Division/Regiments/Brigades/Corps*

Code	Designation
10	197th Infantry Brigade—US Army Special Unit
11	3d Armored Cavalry Regiment—US Army Special Unit
13	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
★31	Rescinded.

Division/Regiments/Bridades/Corps—CONTINUED

Code	Designation
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

Groups

Code	Designation
15 ....	931st Engineer Group—US Army Special Unit

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

Overseas Area

Code	Designation
22 ....	US Army Support Command, Hawaii
43 ....	USARV/MACV Support Command
82 ....	Overseas area only. (Overseas area must also be coded in column 65, using alpha code indicated in (3) below.)
83 ....	Overseas 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 overseas area in column 65, using alpha code from list in (3) below.)

(3) Overseas area (col 65). That portion of an overseas area commitment (if any) will be punched in column 65 as follows:

Code	Overseas area
Alpha X .	No overseas 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 (col 66). Code as follows:

Code	Meaning
C .....	Caucasian
N .....	Negro
X .....	Other
Z .....	Unknown

j. Start training date this location (col 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.

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

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

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

n. Transceiver identification (col 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

Section IV. PREPARATION AND SUBMISSION OF RESERVE ENLISTED PERSONNEL INFORMATION CARD

4-17. REP Information Card. A REP Information Card will be submitted on each REP 63 individual who reports to a basic training or basic combat training center for AIT. The

data submitted on this card are placed in the Reserve Assignment and Management Information System and are used to assist HQDA in managing input to AIT. Data required for

preparation of this card will be collected, punched, verified, and transmitted to HQDA not later than 0800 hours eastern standard time, on Wednesday of the individuals' first week of training.

#### 4-18. Format—REP Information Card. (Also see fig. 4-9.)

<i>Element of data</i>	<i>Columns punched</i>
Service component .....	1
SSN .....	2-10
Name .....	11-15
Organization/State code .....	16-17
BCT start date .....	18-22
First AIT location .....	23-27
Leave blank .....	28
AIT start date .....	29-33
MOS .....	34-38
Ultimate MOS .....	39-43
Ultimate training location .....	44-48
Leave blank .....	49
Training start date .....	50-54
ASI .....	55-56
Leave blank .....	57-62
★EPD allocation .....	63-69
Transceiver code .....	70-71
Card code .....	72-73
Reporting activity code .....	74-78
Transceiver code .....	79-80

**4-19. Coding instructions.** *a. Service component (col 1).* Code service component for the individual as prescribed in paragraph A-1.

*b. SSN (col 2-10).* Code without dashes as prescribed in paragraph A-1.

*c. Name (col 11-15).* Code first five characters of the individual's last name.

*d. Organization or State code (col 16-17).* Code the organization code for Army Reserve personnel as prescribed in paragraph B-1 and the State code for National Guard personnel as prescribed in paragraph B-2.

*e. BCT start date (col 18-22).* Code five-position date that BCT or basic training cycle will start as prescribed in paragraph A-3g(1).

*f. AIT location (col 23-27).* Code location where the individual will undergo initial MOS

training, as prescribed in paragraph A-5.

*g. Column 28.* Leave blank.

*h. AIT start date (col 29-33).* Code five-position date that initial AIT will start, as prescribed in paragraph A-3g(1).

*i. MOS (col 34-38).* Code five-character MOS in which the individual is to receive initial MOS training.

*j. Ultimate MOS (col 39-43).* Code five-character MOS in which the individual is to receive final MOS training. Leave blank if MOS coded in columns 34-38 is ultimate MOS.

*k. Training location (col 44-48).* Code location where the individual will receive ultimate MOS training. Leave blank if columns 39-43 are blank.

*l. Column 49.* Leave blank.

*m. Training start date (col 50-54).* Code five-position date that the individual will start ultimate MOS training. Leave blank if columns 44-48 are blank.

*n. ASI (col 55-56).* Code the ASI (AR 611-201) that will be awarded if the individual is to be further assigned to advanced training in functional course that will result in award of an ASI.

*o. Columns 57-62.* Leave blank.

**★p. EPD allocation number (col 63-69).** Code the position EPD allocation number, without dashes, as shown on the individual's active duty orders as follows:

(1) Code columns 63-64 as prescribed in paragraph B-1 or B-2, as appropriate.

(2) Code column 65 with the appropriate numeric to indicate week of training.

(3) Code columns 66-67 with the appropriate month code to indicate month of training, as prescribed in paragraph B-3.

(4) Code columns 68-69 to indicate calendar year of training (72, 73, etc.).

*q. Transceiver code (col 70-71).* Code "G" in column 70 and a high (12) zone punch in column

*r. Card code (col 72-73).* Code these columns "31."

s. *Reporting activity code (coln 74-78).* Code as prescribed in paragraph A-5.

t. *Transceiver code (coln 79-80).* Code "B" in column 79, and "I" in column 80.

## Section V. PREPARATION AND SUBMISSION OF TRAINING CONTROL CARD

4-20. **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 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) **Rescinded.**

(10) 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.

★(11) *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.

(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, HQDA (DAPC-EPO-TI), will be informed, by electrical message, 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.

**4-21. 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).**  
(also see fig. 4-3)

Element of data	Column
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)**  
(also see fig. 4-4)

Element of data	Column
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

<i>Element of data</i>	<i>Column</i>
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 4-20. 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 36-67.* 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 (also see fig. 4-5)*

<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 "72" 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. Recommended for Further Training (not to be used for Commandant Fill) (also see fig. 4-6)*

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

Table 4-5 (continued)

Element	Column
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  
(also see fig. 4-7)

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.

**Section VI. PREPARATION AND SUBMISSION OF CHANGE IDENTIFICATION CARD**

**4-22. 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.

**4-23. Format for Change Identification Card (also see fig. 4-8).**

<i>Data</i>	<i>Columns punched</i>
<i>Old identification data:</i>	
Service component .....	1
SSN .....	2-10
Name .....	11-27
Leave blank .....	28
<i>Corrected identification data:</i>	
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

**4-24. Coding instructions.** *a. Old identification data (colm 1-28).*

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

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

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

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

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

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

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

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

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

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

**★SECTION VII. PREPARATION AND SUBMISSION OF CHANGE DATA CARD**

**4-25. 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.

**4-26. Format for Change Data Card (also see fig. 4-10).**

<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

<i>Data</i>	<i>Columns punched</i>
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

**4-27. Coding instructions.** All coded columns in the card will have an entry even if only one element of data is incorrect. A blank column 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.

Training Card One ★ CARD CODE 11	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
	SERVICE COMPONENT	SOCIAL SECURITY NUMBER										NAME										KEY INVERT STATUS LEAVE BLANK	CITIZENSHIP TERM OF SERVICE	PHYSICAL P U L H R S					TRAINING PREFERRED	LEAVE BLANK	RECOMMENDED	LEAVE BLANK	LEAVE BLANK	SCHOOL SUBJECT	EDUCATION COLLEGE PRIMARY		DIAT SCORE	CORRECTABLE MATCH	CONTROL STATUS	COLOR PERCEPTION	CODE "1"	LEAVE BLANK	ADPT	LEAVE BLANK	TRANSMISSION CODE	CARD CODE "11"	Reporting Activity	TRANSMISSION CODE																																

Figure 4-1

Training Card Two ★ CODE 21	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
	SERVICE COMPONENT	SOCIAL SECURITY NUMBER										NAME										TEST SCORES APTITUDE TEST SCORES CO FA EL OF GH HH CL ST GT SC										BONUS ENLISTMENT OPTION	LEAVE BLANK	TYPING	LEAVE BLANK	DRIVER BATTERY	LANGUAGE PROFICIENCY	PRESLECTED CIVILIAN ACQUIRED SKILL OR BAND	LEAVE BLANK	SPECIAL REPORTING	AREA PREP	COMMITMENT MOS TYPE		OS AREA RAVE	START TRAINING DATE	TRANSMISSION CODE	CARD CODE "21"	REPORTING ACTIVITY	TRANSMISSION CODE																															

Figure 4-2

TRAINING CONTROL CARD FORMAT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
	SERVICE COMPONENT	SOCIAL SECURITY NUMBER										NAME										LOCATION OF NEW TRAINING	NEW START TRAINING DATE	NEW GRADUATION DATE	NEW MOS	LANGUAGE ASI LEAVE BLANK	OBsolete TRAINING LOCATION	OBsolete START TRAINING DATE	OBsolete GRADUATION DATE	OBsolete MOS	LANGUAGE ASI LEAVE BLANK	CONTROL DATES START END		CONTROL REASON CODE	TRANSMISSION CODE	CARD CODE "51"	REPORTING ACTIVITY CODE	TRANSMISSION CODE																																										

Figure 4-3

CORRECTED TRAINING ASSIGNMENT (DA DIRECTED OR COMANDANT FILL) TRAINING CONTROL CARD	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
	SERVICE COMPONENT	SOCIAL SECURITY NUMBER										NAME										LOCATION OF NEW TRAINING	NEW START TRAINING DATE	NEW GRADUATION DATE	NEW MOS	LEAVE BLANK										CONTROL REASON "70"	TRANSMISSION CODE	CARD CODE "51"	REPORTING ACTIVITY CODE	TRANSMISSION CODE																																								

Figure 4-4

CHANGE IN VOLUNTEER STATUS TRAINING CONTROL CARD	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
	SERVICE COMPONENT	SOCIAL SECURITY NUMBER										NAME										LOCATION OF CURRENT TRAINING	START DATE OF CURRENT TRAINING	GRADUATION DATE OF CURRENT TRAINING	MOS OF CURRENT TRAINING	LEAVE BLANK										VOLUNTEER CODE	REPORTING ACTIVITY	TRANSMISSION CODE																																										

Figure 4-5

RECOMMENDED FOR FURTHER TRAINING TRAINING CONTROL CARD	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
	SVC COMPONENT	SOCIAL SECURITY NUMBER				NAME				LOCATION OF RECOMMENDED TRAINING				START DATE OF RECOMMENDED TRAINING				GRADUATION DATE OF RECOMMENDED TRAINING				MOS RECOMMENDED				LANGUAGE OR ASI				CONGR RECON CODE				LOCATION OF CURRENT TRAINING				START DATE OF CURRENT TRAINING				GRADUATION DATE OF CURRENT TRAINING				MOS OF CURRENT TRAINING				LANGUAGE/ASI				LEAVE BLANK				TRANSMITTER CODE				CARD CODE				REPORTING ACTIVITY CODE				TRANSMITTER CODE										

Figure 4-6

REQUEST FOR RETENTION AS INSTRUCTOR TRAINING CONTROL CARD	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
	SVC COMPONENT	SOCIAL SECURITY NUMBER				NAME				EPD CONTROL AND LINE NUMBER				LEAVE BLANK				INSTRUCTION MOS TO BE USED				LANGUAGE OR ASI				CONGR RECON CODE				CURRENT TRAINING LOCATION				START DATE OF CURRENT TRAINING				GRADUATION DATE OF CURRENT TRAINING				MOS OF CURRENT TRAINING				LANGUAGE OR ASI				LEAVE BLANK				TRANSMITTER CODE				CARD CODE				REPORTING ACTIVITY CODE				TRANSMITTER CODE														

Figure 4-7

CID CARD CODE 91	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
	SVC COMPONENT	OLD IDENTIFICATION										CORRECT IDENTIFICATION										LEAVE BLANK										TRANSMITTER CODE				CARD CODE				REPORT ACTIVITY CODE				TRANSMITTER CODE																																				

Figure 4-8

REP-63 INFORMATION CARD "31"	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
	SVC COMPONENT	SOCIAL SECURITY NUMBER				NAME				ORGANIZATION/STATE CODE				BCI START DATE				FIRST AIT LOCATION				LEAVE BLANK				FIRST AIT START DATE				MOS				ULTIMATE MOS				ULTIMATE TRAINING LOCATION				LEAVE BLANK				ULTIMATE TRAINING START DATE				ASI				LEAVE BLANK				OPO ALLOCATION NUMBER				TRANSMITTER CODE				CARD CODE				REPORTING ACTIVITY CODE				TRANSMITTER CODE						

Figure 4-9

CHANGE DATA CARD CODE "22"	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
	SERVICE COMMITMENT	SOCIAL SECURITY NUMBER									NAME																		LEAVE 36-55 BLANK												AREA PREF	COMMITMENT										LEAVE 66-69 BLANK				TRANS CODE	CARD CODE	REPORT ACTIVITY				TRANS CODE																		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	

★Figure 4-10

## 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 Card. 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 the individual's records before the individual departs the BCT activity. 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 Assignment Card is identical with the Training Assignment Card.

*c.* Upon receipt of the Training Assignment Card, the BCT commander will verify that all personnel are fully qualified for their AIT assignments. Personnel assigned to training for which they do not qualify will be reported to HQDA (OX 53426, OX 79159, OX 75251, OX 56029, OX 54336), *except* those individuals with valid enlistment contracts and those who are HQDA directed to (coded "I" in colm 61 of the Training Assignment Card).

*d.* The following actions will be taken when changes in assignment instructions for per-

sonnel 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 (OX 56286 or OX 71420) 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 4-20 and 4-21.

(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 4-20. *This does not constitute authority to change MOS training.*

★(4) Select personnel for NCO Basic Course as soon as possible while the individual is undergoing AIT. Advise HQDA (DAPC-EPC-E) by electrical message of

selected individuals. If assignment instructions are received which conflict with NCO Basic Course training, request for deletion will be submitted as prescribed in chapter 7, AR 614-200, and assignment of selected individual to the NCO Basic Course will be effected. Request for PCS assignment of individual will be as prescribed in chapter 8, AR 614-200.

### 5-2. Format of Training Assignment Card (also see fig. 5-1).

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	50-54
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 (colm 1-10).* Coded as prescribed in paragraph A-1.

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

*c. Training MOS (colm 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 code (colm 27-28).* Coded as prescribed in paragraph A-5a.

*e. Type training code (colm 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 (colm 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 (colm 37-41).* Abbreviated designation of the school or training activity.

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

*h. HQDA-directed training (colm 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) (colm 45-49).* Five-position Julian date.

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

*k. AIT activity for follow-on training (colm 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 (colm 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 (colm 59).* See definition of codes in paragraph A-3.

*n. Enlistment commitment (colm 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 (colm 67-68).* Coded as required in paragraph 4-16g.

*p. Leave (colm 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 (colm 70-71).*

*r. Card code (col 72-73).* Code "61" indicates an initial assignment to training; code "62" indicates an assignment with further training; code "63" indicates a change in assignment to training.

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

*t. Transceiver codes (col 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, HQDA (DAPC-EPT-I) will be notified by electrical message of the facts and circumstances (para 4-20).

*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.** Upon arrival of an individual for OJT-AIT, the training activity commander will—

*a.* 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."

*b.* 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.

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

(1) 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 the Commander, US Army Personnel Data Support Center, Edgewood Arsenal, MD 21010.

(2) 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.

*d.* 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.

*e.* 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.

★*f.* 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 4-20 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.

*g.* 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.

★*h.* 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.

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

*j.* Record entries on the individual's DA Form 20 as prescribed in AR 640-2.

**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 Form 20, as prescribed in AR 640-2.

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

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
TRAINING ASSIGNMENT CARD 51(orig) 52(air trg) 53(change)	SERVICE COMPONENT	SOCIAL SECURITY NUMBER				NAME				TRAINING MOS				AIT ACTIVITY CODE	TYPE TRAINING	AIT/SUMMO/ OR UIC				STATION NAME				OPO WEEK	DIRECTED TRG	AIT REPORT DATE				AIT GRAD DATE				AIT (FOLLOW-UP TRAINING)		TYPE TRAINING	SPECIAL INSTR		SGY INVEST RGR		ENLISTMENT COMMITMENT				CONUS PREF				LEAVE		TRANSMITTER CODE		CARD CODE				REPORTING ACTIVITY				TRANSMITTER CODE																		

★Figure 5-1.

## APPENDIX A

### STANDARD REPORTING CODES FOR USE IN RCS OPO-65 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>Service component</i>	<i>Sex</i>	<i>Dual service</i>	<i>Code (column 1)</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 investigation 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 17, 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.
- 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.

- | Code    | Designation   |
|---------|---|
| 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 for reporting major subject taken at colleges or universities for Active Army personnel.

Code	Designation	Code	Designation
<b>A</b>	<b>HUMANITIES</b>	BBA	Administration Public
AXX	Art—Classics General	BAN	ADPS—Business
AAA	Art—Commercial	BAC	Advertising
AAX	Art General	BAD	Banking and Financing
AGA	Broadcasting (Announcer)	BAX	Business Administration
AFB	Dramatics	★BCX	Business Economics
ACA	Education, Religious	BXX	Business General
ADX	English	★BBM	Church Management
★AFC	Homiletics and Communications Skills	BAF	Commerce Marketing Merchandising
AKX	Journalism	BBD	Commercial Aviation Transportation
ABX	Language Literature Classical	BAM	Comptrollership
AHX	Language Literature Foreign	★BBC	Correctional Administration
AEX	Music	★BAE	Finance General
ACB	Pastoral Counseling	BCA	Foreign Trade
ALX	Philosophy	BBH	Health Services Administration
AGE	Photography	BAK	Labor Relations
AGB	Production Motion Picture	BBL	Management Aerospace
AGC	Production Television	BBX	Management General
AFA	Public Speaking	BBK	Management Industrial
ACC	Religion Theology	BBH	Management Institutional
<b>B</b>	<b>BUSINESS</b>	BBF	Management Logistics
BAA	Accounting Auditing	BAL	Operations Research Analyst (Business)
		★BBB	Personnel Management Administration
		★BBE	Research Program Management
		BBG	Transportation and Traffic Management

<i>Code</i>	<i>Designation</i>	<i>Code</i>	<i>Designation</i>
<b>C</b>	<b>ENGINEERING</b>	CCE	Engineering Public Health Sanitation
CUA	Engineering—ADPS	CHB	Engineering Radio
CGX	Engineering Administration	CCK	Radiological Safety and Defense
CFX	Engineering Aeronautical	CKC	Engineering Railway
CFA	Aero Space Engineering (Space Travel)	CLB	Engineering Reactor
CBX	Engineering Agriculture	CKD	Engineering Refrigeration
CKE	Engineering Air Conditioning	CTX	Engineering Safety
CAA	Engineering Architectural	CCE	Sanitation Science and/or Environmental Health Science
CAC	Architecture Landscape	CCN	Engineering Space Facilities
CAX	Architecture General	CCF	Structural Engineering
CKL	Engineering Automotive	CUX	Systems Engineering
CDX	Engineering Ceramic	CWX	Textile Engineering
CCL	City Planning	CCH	Engineering Transportation
CCX	Civil Engineering	CXX	Engineering General
★CLD	Civil Engineering (Construction)	<b>D</b>	<b>PHYSICS</b>
CLX	Civil Engineering (Nuclear Engineering)	DLN	Acoustics
CCG	Civil Engineering (Structural Dynamics)	DLP	Aerodynamics
CEX	Engineering Chemical	DAA	Agriculture—General
CHE	Communications	DAX	Agriculture—Forestry General
CKM	Engineering Diesel	DAB	Agronomy Soil Science
CHX	Engineering Electrical	DLK	Applied Mechanics
CHA	Engineering Electronics	DBA	Astrodynamics
CKN	Engineering Explosive	DBX	Astronomy
CRA	Fuel Technology	DBC	Astrophysics
CKP	Guided Missiles	DCC	Bacteriology
CCP	Environmental Health Engineering	DDA	Biochemistry General
CKK	Engineering Heating	DCX	Biological Sciences General
CKF	Engineering Hydraulic	DCX	Biology General
CYX	Engineering Industrial	★DAR	Biometry
CHD	Engineering Instrumentation	DCA	Botany General
★CLE	Maintainability Engineering	DDB	Chemistry Analytical General
CMX	Engineering Marine	DDG	Chemistry Ceramics Glass
★CKX	Mechanical Engineering	DDK	Chemistry Electrochemistry
★CKH	Engineering Mechanics	DDX	Chemistry General
CNX	Engineering Metallurgical	DDN	Chemistry Industrial
CPX	Engineering Mining	DDC	Chemistry Inorganic General
CAB	Engineering Naval Architecture	DDF	Chemistry Nuclear
CLX	Engineering Nuclear	DDD	Chemistry Organic
CLA	Engineering Nuclear Effects	DDM	Chemistry Paper
CUC	Operations Research Analyst (Engineering)	DDE	Chemistry Physical General
CKB	Engineering Ordnance	DDL	Chemistry Textile
CRX	Engineering Petroleum	DAD	Dairy Science
CSX	Engineering Physics	DAI	Embryology
CFB	Physics Space	DCB	Entomology
★CGA	Production Design Engineering	DAE	Fish Resources
		DAF	Food Technology
		★DAX	Forestry General

<i>Code</i>	<i>Designation</i>	<i>Code</i>	<i>Designation</i>
DEX	Geodetic Science	DKD	No Major (United States Coast Guard Academy)
DFX	Geography Economic Political	DKA	No Major (United States Military Academy)
DFX	Geography General	DKB	No Major (United States Naval Academy)
DGK	Geological Engineering	DKF	Military Science (other than United States Academies)
DGE	Geology Economic		
DGF	Geology General	<b>E</b>	<b>SOCIAL SCIENCE</b>
DGB	Geology Stratigraphy	ENF	Administration Social Welfare
DGA	Geology Surficial	EAX	Anthropology
DGD	Geology Terrestrial Mag-Electricity	EAA	Archeology
DGX	Geophysics	EBX	Area Studies
DDH	Glass Technology	ELX	Arts Industrial
DAG	Histology	EKD	Communication Sciences
DAH	Horticulture	ECX	Criminology/Corrections
DAK	Husbandry—Animal	EAB	Cultural Foundations
DAL	Husbandry—Poultry	EDX	Economics General
DLG	Jet Propulsion	EHX	Economics Home
DHC	Mathematics Ballistics	EEX	Education General
DHB	Mathematics Cryptanalysis	EEC	Education Industrial
DHX	Mathematics General	EFC	Education Physical
DDP	Metallurgy	EAC	Ethnology
DGL	Meteorology Climatology	EKC	Foreign Affairs
DCG	Medical Microbiology	ERA	Geopolitics
DGH	Mineralogy Petrology	ENC	Government Civil
DGN	Nautical Sciences	END	Government Military
DBB	Navigation Celestial	EGX	History General
DEA	Navigation Terrestrial	EEB	Instructional Technology
DLL	Nuclear Science	EKB	International Relations
DGP	Oceanography Hydrology	EMX	Library Science Archives
DCD	Parasitology	ETX	Mortuary Science
DGG	Palentology	ECA	Police Science and Administration
DXX	Physical Sciences General	ERX	Political Science
DLA	Physics Biophysics and Radiobiology	EPA	Psychology Abnormal
DLB	Physics Electricity Magnetism Electronics	EPE	Psychology Applied
DLX	Physics General	EPH	Psychology Child
DLD	Physics Nuclear	EPC	Psychology Clinical
DLE	Physics Optics Light (Optics)	EPL	Psychology Counseling
DLF	Physics Thermal	EPK	Psychology Educational
DAM	Plant Pathology	EPB	Psychology Experimental
DLM	Radiological Physics	EPX	Psychology General
DGC	Seismology	★EPM	Psychology Industrial
DHA	Statistics	EPD	Psychology Social
DAN	Sugar Technology	EPF	Psychometrics Psychophysics
DCE	Taxonomy	ENA	Public Health
DLH	Technology Nuclear Reactor	ENX	Public Relations
★DED	Topography including Photogrammetry	ENB	Public Safety
★DAP	Wildlife Resources	EFA	Recreations
DCF	Zoology	EXX	Social Science General
DKC	No Major (United States Air Force Academy)		

<i>Code</i>	<i>Designation</i>
ENE	Social Work
EXS	Sociology
EED	Vocational and Educational Guidance
EEE	Vocational Subjects (Crafts, Trade)

**F MEDICAL ALLIED SCIENCE**  
FDA Anatomy

<i>Code</i>	<i>Designation</i>
FEX	Audiology
FGA	Bacteriology
FAX	Chiropody
FBX	Dietetics
FBX	Dietician Administrative
FBX	Dietitian Clinical
FBX	Dietitian Therapeutic

<i>Code</i>	<i>Designation</i>	<i>Code</i>	<i>Designation</i>
FHX	Immunology	GCC	Proctology Non-Surgical
FBX	Nutrition	GNF	Proctology Surgical
FCX	Occupational Therapy	GLA	Psychiatry
FCX	Occupational Therapy Arts and Crafts	GCL	Rheumatic Diseases
FCX	Occupational Therapy Kinesiology	GMA	Roentgenology Diagnostic
FEA	Pathology Speech	GMC	Roentgenology Therapeutic
FIB	Pharmacology	GEX	Surgery Eye
FDX	Physical Therapy	GNX	Surgery General
FDX	Physical Therapy Corrective Exercise	GNB	Surgery Genitourinary
FDX	Physical Therapy Electrophysics	GKB	Surgery Industrial
FDX	Physical Therapy Neurology	GNH	Surgery Maxillofacial
FKX	Physiology	GNC	Surgery Neurologic
FHA	Serology	GNE	Surgery Orthopaedic
FIA	Toxicology	GND	Surgery Plastic
FGC	Virology	GNA	Surgery Thoracic
<b>G</b>	<b>MEDICINE AND SURGERY</b>	GCF	Syphilology
GCA	Allergy	GCN	Tropical Medicine
GAX	Anaesthesiology	GCD	Tuberculosis
GCL	Arthritis	GCH	Urology Non-Surgical
GMF	Atomic Medicine	GNG	Vascular Surgery
GPX	Basic Science	<b>H</b>	<b>VETERINARY MEDICINE</b>
GKF	Biomedical Engineering	HGX	Laboratory Animal Sciences
GFX	Bronchoscopy	HXX	Medicine Veterinary
GCB	Cardiology	HAX	Pathology Tissue (Oncology)
GBX	Dermatology	HCE	Surgery Large Animal
GCI	Endocrinology	HCB	Surgery Small Animal
GKE	Epidemiology	HBX	Veterinary Inspection Dairy Products
GCC	Gastroenterology	HBX	Veterinary Inspection Meat Products
GCC	Gastrology	HEX	Veterinary Microbiology
GDX	Gynecology	HBX	Veterinary Public Health
GKB	Industrial Hygiene	<b>I</b>	<b>DENTISTRY</b>
GPX	Medical Science General	IJX	Dental Materials
GKA	Medicine Aviation	IIX	Dental Prosthesis
GHA	Medicine Forensic	ICX	Dental Roentgenology
GOX	Medicine General	ICX	Dentistry General
GCX	Medicine Internal	ICX	Dentistry Operative
GJX	Medicine Physical	IAA	Dentistry Preventive
GKX	Medicine Preventive	IBX	Endodontics
GLC	Neurology	IEA	Exodontia
GDX	Obstetrics	IDA	Oral Medicine
GDX	Obstetrics/Gynecology	IFX	Orthodontia
GEX	Ophthalmology	IGX	Pedodontics
GNE	Orthopaedics	IHX	Peridontia
GOX	Osteopathy	IEX	Surgery Oral
GFX	Otorhinolaryngology	<b>J</b>	<b>NURSING</b>
GGX	Pathology	JCX	Nurse Flight
GIX	Pediatrics	JHB	Nursing Administration
GPX	Pre-Dental and Pre-Vet	JAX	Nursing Anesthesiology
GPX	Pre-Medical		

<i>Code</i>	<i>Designation</i>	<i>Code</i>	<i>Designation</i>
JCC	Nursing, Cardio-Vascular Diseases	P	LAW
JGX	Nursing, Education	PBA	Law Administration
JXX	Nursing General	PAX	Law Admiralty
JDX	Nursing, Maternal and Child Health	PBX	Law Civil (Corporation, Torts, Real Estate)
JCX	Nursing, Medical—Surgical	PBH	Law Contracts
JEC	Nursing, Mental Health	PCX	Law Criminal
JEX	Nursing Neuropsychiatry	PBF	Law Customs Immigration
JDD	Nursing Obstetrical	PXX	Law General
JBX	Nursing Operating Room	PDX	Law International
JDA	Nursing Pediatric	PBI	Law Labor Relations
JFX	Nursing Public Health	PBG	Law Patent
		PEX	Law Pre-Law
<b>K</b>	<b>PHARMACY</b>	PBD	Law Procurement
KXX	Pharmacy	PBK	Law Tax
<b>L</b>	<b>OPTOMETRY</b>	<b>R</b>	<b>EDUCATIONAL EQUIVALENT</b>
LXX	Optometry	RAX	No indication of major subject
LAX	Physiologic Optics	RBX	Cooperative General Culture Test (2C-X Test)
<b>M</b>	<b>GRADUATE STUDY—MEDICAL</b>	RCX	General Educational Development (GED) Test
MXX	Graduate Study—Medical	RDX	Officers' Educational Qualification (OEQ) Test
<b>N</b>	<b>GRADUATE STUDY—DENTAL</b>	REX	Three Year Hospital School of Nursing
NXX	Graduate Study—Dental	RFX	DA Education Equivalent (do not use for ANC officers)
<b>O</b>	<b>GRADUATE STUDY—OSTEOPATHY</b>		
OXX	Graduate Study—Osteopathy		

*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>
01	-----Judicial (courts, boards, investigations).

<i>Code</i>	<i>Reason</i>
02	Administrative (leave, recycles, or any other delay).
03	Nonprior-service combat bonus option enlistee—academic failure (AIT only).
04	Nonprior-service combat bonus option enlistee—failure for physical reasons (AIT only).
06	Prior-service combat bonus option enlistee—academic failure (AIT only).
25	Reentry to training base (personnel control facility correctional hold returnees or recycle from another BCT).
26	Dropped from training rolls. (Applicable to deserters, deceased, discharged from BCT, reassignments to personnel control facility, or correctional holding facilities personnel.)
62	Special Forces volunteer—awaiting instructions.
63	Airborne volunteer—awaiting instructions.
65	Special assignment—awaiting instructions.
70	Corrected training assignment or to acknowledge arrival of individual at AIT activity.
71	Reassignment by choice of training base commander.
73	Volunteer for airborne training.
74	Airborne disqualified.
75	Volunteer for Vietnam assignment.
76	Special Forces disqualified.
81	Recycle.
85	Reassignment due to accelerated training schedule.
86	Leadership training.
91	Late processing.
★92	Reassigned by DAPC.
★93	No assignment received from DAPC.
95	Assigned to further training directed by HQDA.
97	EOD volunteer.
98	1st Battalion (Reinf) 3d Infantry (The Old Guard).

**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>
00	HQDA.
<b>First Army Area</b>	
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.

<i>Code</i>	<i>Installation</i>
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.
29	..... <b>Rescinded.</b>
2A	.....Pittsburg, PA.
2B	.....Washington, DC/Baltimore, MD.
2C	.....Norfolk, VA.
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.
89	.....194th Armored Brigade, Fort Knox, KY.

#### Third Army Area

30	.....Third Army area (units not specifically listed below).
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 McClellan, AL—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.

<i>Code</i>	<i>Installation</i>
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 McClellan, 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, 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.
83	197th Infantry Brigade, Fort Benning, GA.
84	82d Airborne Division, Fort Bragg, NC.
93	XVIII Airborne Corps Artillery, Fort Bragg, NC.

#### 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—Field Command, DASA.
4A	Fort Sam Houston, TX—Medical Field Service School.
4B	Fort Sam Houston, TX—Medical Training Center.
4C	Fort Walters, TX—Helicopter School.
4E	Sheppard AFB, TX.
4f	384th Replacement Company, Fort Hood, TX.
4G	508th Military Police Battalion, Fort Riley, KS.
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.

<i>Code</i>	<i>Installation</i>
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.
53	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	Brooke General Hospital, Fort Sam Houston, TX.
5E	Chicago, IL.
5G	Detroit, MI.
5J	Fort Riley, KS.
5K	Fort Benjamin Harrison, IN.
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.

#### 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.
60	Sixth Army area (units not specifically listed).
61	Fort Ord, CA.
62	Fort Huachuca, AZ—CSTASCH.
63	Presidio of Monterey, CA.
64	Fort Ord, CA—USATC.
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.

<i>Code</i>	<i>Installation</i>
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.

#### 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.

#### Oversea Area

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.
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.

★*b.* Code the third column (type of training) as shown below:

<i>Code</i>	<i>Type of training activity</i>
1	Reception station.
2	Basic training (combat).
3	Basic training (noncombat).
4	AIT.
5	Civilian-acquired skill—paragraph 2-25 <i>d</i> , 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) _____				

A-6. AIT Qualification Card. Rescinded.

## APPENDIX B

## ORGANIZATION STATE CODES

*For use by commanders reporting Army Reserve or National Guard information (coln 16-17) only.*

**B-1. Organization codes for Army Reserve personnel.**

<i>Code</i>	<i>Organization</i>	<i>Code</i>	<i>Organization</i>
0A.....	US Army, Alaska	3I.....	Puerto Rico
0C.....	US Army Forces, Southern Command	5A.....	.86 USAR CMD
0E.....	US Army, Europe	5B.....	.30 MD HQ HOSP CEN
0P.....	US Army, Pacific	5C.....	.88 USAR CMD
09.....	USA, ELM SSVCSYS ORG	5D.....	.103 LG HHC SPT BDE
1A.....	.77 USAR CMD	5E.....	.5501 USA HSP 1000 BED
1B.....	.301 LG HHC SPT BDE	5F.....	.90 USAR CMD
1C.....	.411 EN HHC BDE	5G.....	.102 USAR CMD
1D.....	.818 MD HQ HOSP CEN	5H.....	.122 USAR CMD
1E.....	.79 USAR CMD	5I.....	.123 USAR CMD
1F.....	.31MD HQ HOSP CEN	5J.....	.70 DIV Training
1G.....	.83 USAR CMD	5K.....	.75 Maneuver AR CMD
1H.....	.2291 USA HSP 1000B	5L.....	.84 DIV Training
1I.....	.94 USAR CMD	5M.....	.85 DIV Training
1J.....	.804 MD HQ HOSP CEN	5N.....	.89 DIV Training
1K.....	.97 USAR CMD	5O.....	.95 DIV Training
1L.....	.2290 USA HSP 1000B	5P.....	.156 QM HHC PET INT CMD
1M.....	.99 USAR CMD	5Q.....	.205 IN BDE Separate
1N.....	.76 DIV Training	5R.....	.300 MP HHC POW CMD
1O.....	.78 DIV Training	5S.....	.377 LG HHC SPT BDE
1P.....	.80 DIV Training	5T.....	.416 EN HHC CMD
1Q.....	.98 DIV Training	5U.....	.420 EN HHC BDE
1R.....	.100 DIV Training	5V.....	.425 TC HHC MT CMD
1S.....	.157 IN BDE Separate	5W.....	.3 TC HHC RWY CMD
1T.....	.187 IN BDE Separate	5X.....	.807 MD HQ HOSP CEN
1U.....	.310 LG HQ SP.TPS FASCO	5Y.....	.USAADMIN SPT DET
1V.....	.352 CA HHC AREA A	6A.....	.63 USAR CMD
1W.....	.353 CA HHC AREA A	6B.....	.311 LG HHC SPT BDE
3A.....	.3297 USA HSP 7000B	6C.....	.96 USAR CMD
3C.....	.120 USAR CMD	6D.....	.124 USAR CMD
3D.....	.121 USAR CMD	★6E.....	.91 DIV Training
3E.....	.87 Maneuver AR CMD	6F.....	.104 DIV Training
3F.....	.108 DIV Training	6G.....	.351 CA HHC AREA A
3G.....	.143 TC HHC BDE	6H.....	.6253 USA HSP 1000B
3H.....	.412 EN HHC CMD		

**B-2. State codes for National Guard person-**

<i>Code</i>	<i>State</i>	<i>Code</i>	<i>State</i>
01.....	Alabama	05.....	Arkansas
02.....	Alaska	06.....	California
04.....	Arizona	08.....	Colorado

<i>Code</i>	<i>State</i>	<i>Code</i>	<i>State</i>
09	Connecticut	33	New Hampshire
10	Delaware	34	New Jersey
11	District of Columbia	35	New Mexico
12	Florida	36	New York
13	Georgia	37	North Carolina
15	Hawaii	38	North Dakota
16	Idaho	39	Ohio
17	Illinois	40	Oklahoma
18	Indiana	41	Oregon
19	Iowa	42	Pennsylvania
20	Kansas	44	Rhode Island
21	Kentucky	45	South Carolina
22	Louisiana	46	South Dakota
23	Maine	47	Tennessee
24	Maryland	48	Texas
25	Massachusetts	49	Utah
26	Michigan	50	Vermont
27	Minnesota	51	Virginia
28	Mississippi	53	Washington
29	Missouri	54	West Virginia
30	Montana	55	Wisconsin
31	Nebraska	56	Wyoming
32	Nevada	RQ	Puerto Rico

**B-3. Month codes to report training month.**

<i>Code</i>	<i>Month</i>	<i>Code</i>	<i>Month</i>
01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

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

By Order of the Secretary of the Army:

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

Official:

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

Distribution:

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

*Active Army:* C (CONUS) (Qty Rqr Block No. 472).

*ARNG:* D (CONUS) (Qty Rqr Block No. 473).

*USAR:* C (CONUS) (Qty Rqr Block No. 472).

S/S

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## CHAPTER I

### GENERAL POLICIES

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#### 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). This regulation further prescribes procedures for reporting to Headquarters, Department of the Army 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, 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 recruiting main stations direct to CONUS stations or to a US Army oversea replacement station for oversea movement.

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) who process at USARECSTA and are assigned 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 as-

signed 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 training.* Training conducted at the US Women's Army Corps Center (USWACC) and US Army Medical Training Center (USAMEDTC) in fundamentals of basic military training, less combat.

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

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

e. *In-cycle processing.* Processing accomplished during basic or basic combat training which commences on a Monday. Processing scheduled during the BCT cycle will be as indicated in ATP 21-114, Male Military Personnel Without Prior Service; ATP 21-111, Modified Basic Training Program for Conscientious Objectors (1-A-O) Without Prior Service; ATP 21-121, Basic Training Program for Female Military Personnel.

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

*g. Preparation of replacements for oversea movement (POR).* A system of personnel policies and procedural requirements to qualify personnel for oversea service.

*h. 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.*

*i. 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). Reserve component nonprior-service personnel age 26 or over 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.

*j. 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 (*h* above).

**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.

*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 USA-RECSTA (para 2-10c(2)).

*h.* Conscientious objectors (1-A-O) will not be assigned to BCT.

*i.* 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.

*j.* REP 63 personnel assigned ADT will not be released to their parent unit without having completed at least 120 days on ADT and have fulfilled their ADT commitment as specified by the enlistment contract unless they have been recommended for discharge. 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 commander.

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

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	Placed/Filed in DA Form 201 (MPRJ)		Filed in DD Form 722	Placed/Filed in DA Form 2143		To/thru servicing DPA	Special instructions or disposition
					Placed	Filed		Placed	Filed		
	Training Card One	Chapter 4	1		X						Training Card one will be punched and machine verified.
	Standard Personnel Plate.	AR 600-26	1 (plate)		X						Placed in MPRJ when transmitting personnel records from USARECSTA to training center UP AR 640-10.
	Identification Tags	AR 606-5	2 (tags)		X						Issue if processing schedule will permit.
★DA Form 20	Enlisted Qualification Record.	AR 640-2; NGR 601-200; AR 140-111.			X						Transmit IAW paragraph 1-9, AR 640-10. Do not perforate or fasten this form in MPRJ.
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 <sup>1</sup>	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 retained by issuing officer and filed in

See footnotes at end of table.

Form No.	Title	Applicable regulation(s)	Form(s) used for each receiptee	Furnished receiptee	Placed/Filed in DA Form 201 (MPRJ)		Filed in DD Form 722	Placed/Filed in DA Form 2143		To /thru servicing DPA	Special instructions or disposition
					Placed	Filed		Placed	Filed		
DA Form 481	Military Leave Record GED Individual Record.	AR 630-5	1						X		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 669		AR 621-5	1		X						
DA Form 1294	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						
★DA Form 1341S, A, or C <sup>2</sup> .	Allotment Authorization (To start, stop, and change allotments).	Part 6, chapter 6, DOD Military Pay and Allowances Entitlements Manual; chapter 2.	4 (set)	Trip					X		
DA Form 1811	Physical and Mental Status on Release from Active Service.	AR 37-104-2 AR 601/210	Duplicate received from RMS.				X				
DA Form 1996	Tax Withholding Record.	Chapter 2, AR 37-104-2.	1						X		
DA Form 2035-R	Computation of ACB Aptitude Area Scores.	AR 601-270	1								Destroy after recording on DA Form 20.
DA Form 2139	Military Pay Voucher	Chapter 4, AR 37-104-2.	5 (set)						Copy 5		
DA Form 2143	Military Personnel Financial Data Records, US Army.	Chapter 3, AR 37-104-2.	1		X						Place in MPRJ when transmitting personnel records IAW AR 640-10.
DA Form 2981	Application for Determination of	AR 601-270					Cy (if atch to DD)				

	Moral Eligibility for Induction.								detached from DDS Form 47 and destroyed.
DA Form 3053	Declaration of Benefits Received and Waivers.	Sec I, chap 7, AR 37-125, Para 80204, DODPM.	2					X (copy)	Original to VA Office having jurisdiction over members claim. (See AR 930-10 for listing of VA regional offices.)
DA Form 3208	Worksheet for National Agency Check Request.	AR 331-130	1		X				When existing, this form will be maintained in the Action Pending section of MPRJ; remove upon completion of DD Form 1584. Need not be executed when required background data are contained on a current, properly executed and signed DD Form 398 (Statement of Personal History). Under these circumstances, the data required for accomplishment of the DD Form 1584 may be taken from the DD Form 398.
DA Form 3298 <sup>1</sup>	Authorization to Start and Stop BAQ Credit.	Chapter 2, AR 37-104-2.	2 (set)					X	
DA Form 6022	Army Qualification Battery, AQB, Scoring Worksheet.	AR 601-210 AR 601-270	1				Cy (attached to DD Form 47).		DA Form 6022 received from AFEEES 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. Duplicate retained by issuing officer.
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.

See footnotes at end of table.

Form No.	Title	Applicable regulations(s)	Form(s) used for each receiptee	Furnished receiptee	Placed/Filed in DA Form 201 (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 2A	Armed Forces Identification Card (green).	AR 606-5	1	X							Issue to each receiptee. (See para 25, AR 606 5.)
DD Form 4 <sup>2</sup>	Enlisted Contract—Armed Forces of the United States.	AR 601-210 AR 140-111	Duplicate received from RMS or Army Reserve units.			X					
		NGR 601-200	2 copies received from Army National Guard Units.			X (orig if received).					Copy to CG, RCPAC, 9700 Page Blvd., St. Louis, MO 63132.*
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 <sup>2</sup>	Notification of Entry into Active Military Service.	AR 601-49	1								To State Director of Selective Service IAW AR 601-49.
DD Form 98	Armed Forces Security Questionnaire.	AR 604-10 NGR 601-200	Received from RMS, entrance station or Reserve component units.			X					
DD Form 137 <sup>2</sup>	Application for Basic Allowance for Quarters for Members with Dependents.	DOD Military Pay and Allowances Entitlements Manual; AR 37-104-2.	4					X			
DD Form 220	Active Duty Report.	AR 155-200 (ADT)	(For ARNGUS for tours of 90 days or more).								Original—w/copy of orders attached—to CG, RCPAC, 9700 Page Blvd, St. Louis, MO 63132.

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

**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 non-prior 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 mess only. Two men may be retained for messes serving 50 receptees or less and one additional man is authorized for each

additional 50 receptees or major fraction thereof.

**2-14. 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 Chief of Personnel Operations, Headquarters, Department of the Army.

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

*b. Movement of receptees to 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 provisions of paragraphs 1-7, 3-10, and table 3-3, AR 680-1.

(1) *Conscientious objectors.* Direct to the United States Army Medical Training Center, Fort Sam Houston, Texas. (Para 3-7b, AR 600-200.)

(2) *Inducted physicians, dentists and allied medical specialists.* Direct to Brooke Army Medical Center, Fort Sam Houston, Texas. (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 Chief of Personnel Operations, Department of the Army, receptees will be relieved from the reception station and will be assigned direct to the specific CONUS unit.

*d. Movement of receptees scheduled for separation.*

(1) *CONUS residents.* The processing of CONUS residents will be accomplished at the on-post transfer activity. Orders will 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 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.*

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

(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), AR 37-104-2, and DA Pam 608-26.

(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 10, 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 paragraph 36, 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, 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. 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 IV, paragraph 131, 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 5, AR 608-2. Emphasize responsibility

to next of kin; individual's right to name beneficiary of own choice; requirement to complete VA Form 29-8286; option not be insured or to be insured for \$5,000, \$10,000 or \$15,000; order of preference set by law if no beneficiary is named.

*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, DA Pam 608-2.

TABLE 2-1		
COMMANDER RESPONSIBILITIES		
Line	Commander	Responsible for
1	CG CONARC	Operation of continental US Army reception stations.
1	Army commanders and installation commanders exercising command control of USARECSTA.	<ol style="list-style-type: none"> <li>1. Operations of the US Army reception stations within their command in accordance with this regulation and supplemental instructions issued by the CG CONARC pursuant to Headquarters, Department of the Army directives.</li> <li>2. Providing qualified personnel and equipment as authorized for reception station operations.</li> <li>3. Providing logistical support for US Army reception stations under their control to include appropriate recreational facilities/activities.</li> </ol>
3	USARECSTA commanders	<ol style="list-style-type: none"> <li>1. Receiving and processing receptees.</li> <li>2. Checking processing to determine if backlogs occur and taking action to eliminate conditions which delay processing.</li> <li>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.</li> <li>4. Limiting reception station processing to that authorized by this regulation and supplemental instructions issued by the CG CONARC. Deviation from the processing prescribed in table 2-2 may be made, provided it does not interfere with the 4 day processing schedule.</li> <li>5. Insuring that adequate on-post training space is available and notifying HQ CONARC by telephone or teletype (through channels) when insufficient training space occurs.</li> <li>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.)</li> <li>7. Accounting for each receptee on DA Form 1 (Morning Report); reporting of additions, deletions.</li> <li>8. Taking action to obtain missing records. Pending receipt of original records, temporary records will be prepared and the receptee will be processed and moved to the training activity or unit of assignment.</li> <li>9. Authorizing leave for receptees only in cases of verified emergency.</li> <li>10. Preparing, editing, and verifying Training Card One in accordance with section II, chapter 4.</li> <li>11. Preparing section A, Personnel Processing Station Operations Report (DA Form 3422) (RCS OPO-112) in accordance with procedure in paragraph 8, AR 612-90.</li> <li>12. Assigning or attaching receptees, as appropriate, to a training activity as directed by Headquarters, CONARC.</li> </ol>

TABLE 2-2

PROCESSING SCHEDULE<sup>1</sup>

Line	Action required	1st processing day	2d processing day	3d processing day	4th 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 of 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 Financial Data Records Folder (FDRF). 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 98 (Armed Forces Security Questionnaire)—properly prepared and executed.</p> <p>c. 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>d. 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>	X			
		X			
		X			
		X			

See footnotes at end of table.

TABLE 2-2—Continued		PROCESSING SCHEDULE <sup>1</sup>			
Line	Action required	1st processing day	2d processing day	3d processing day	4th processing day
★3	Continued e. Report individuals whose enlistment commitment is contingent on qualifications and subsequently found not qualified to HQDA (DAPO-EPT-S), or AUTOVON 54480 or 55724, as an unused asset against training quota. (1) Counsel each individual and advise of alternate options available for which they qualify. (2) Make every effort to obtain a waiver of enlistment option. (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.	X			
4	Initiate required records/forms, including Standard Personnel Plate and Processing Rosters. Issue identification cards and identification tags if processing schedule will permit. (Mechanical writing equipment, if available, may be used in preparing records and forms.)	X			
5	Issue health and comfort items, as appropriate. These issues will be recorded on DA Form 3327 (Personal Clothing Record—Enlisted Men) or DA Form 3326 (Personal Clothing Record—Enlisted Women).	X			
6	Make blood group and type determinations (AR 40-3).	X			
★7	Administer adenovirus vaccine, meningococcal disease vaccine, tetanus-diphtheria toxoid, poliomyelitis vaccine, and the tuberculin tine test (tuberculin tine test) see para 2-10c and "Note"). The tuberculin tine test results will be read approximately 72 hours after administration. Receipts 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)		
★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			

See footnotes at end of table.

TABLE 2-2—Continued

## PROCESSING SCHEDULE

Line	Action required	1st processing day	2d processing day	3d processing day	4th processing day
10	Arrange for receiptees to procure a haircut, if necessary (AR 600-20).	X			
11	Administer the Army personnel selection and classification tests listed in table 2-3.		X	X (administer tests not given on 2d processing day.)	
12	Issue and mark clothing and duffel bag.		X		
13	Issue name tapes as prescribed in AR 670-5.		X		
★14	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		
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		
16	Take necessary action on personal problems.		X		
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 2-3

## 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
<p>Army Classification Battery (ACB). (See column D for special instructions.)</p>	<p><i>All personnel</i> processing through US Army Reception Stations except:</p> <ol style="list-style-type: none"> <li>a. Personnel who possess a valid DA Form 1811 (Physical and Mental Status on Release from Active Service), and who do not desire a retest.</li> <li>b. WAC enlistees.</li> </ol>	<ol style="list-style-type: none"> <li>1. Administer tests in accordance with DA Pam 611-100.</li> <li>2. Determine final standard test scores.</li> <li>3. Compute aptitude area scores.</li> <li>4. Record ACB test and aptitude area scores and any ACB retest scores in item 24, DA Form 20 (Enlisted Qualification Record).</li> </ol>	<ol style="list-style-type: none"> <li>1. The two forms of each test contained in the Army Classification Battery will be administered on alternate days to preclude compromise of test material (e.g., if the Arithmetic Reasoning Test AR-3B is administered on one day, the Arithmetic Reasoning Test AR-4B will be administered on the following day).</li> <li>2. For personnel who possess a valid DA Form 1811 take the following action: <ol style="list-style-type: none"> <li>a. Transcribe ACB aptitude area scores and scores of "Other Tests" to DA Form 20.</li> <li>b. File duplicate DA Form 1811 in individual's DD Form 722 (Health Record) in lieu of initial SF 88 (Report of Medical Examination).</li> </ol> </li> <li>3. WAC enlistees. See Women's Army Classification Battery.</li> <li>4. PERSONS ENLISTED FOR SPECIFIC OPTIONS ON THE BASIS OF AQB SCORES ATTAINED DURING AFEES TESTING WILL BE ASSIGNED TO THE TRAINING OR DUTY FOR WHICH ENLISTED REGARDLESS OF SCORES ATTAINED ON THE ACB AT RECEPTION STATIONS.</li> <li>5. Army Radio Code test ARC-1 need not be administered to recipients tested with ARC-1 at AFEES. ARC-1 score from DA Form 6022, AQB scoring worksheet, may be used. However, aptitude area RC score will be recomputed using VE test score resulting from ACB testing. Provisions of paragraph 4, above, are applicable to the use of aptitude area</li> </ol>

TABLE 2-3—Continued

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
			RC score resulting from AQB testing as qualification for enlistment and training or duty.
Motor Vehicle Driver Selection Battery I (MDB-I).	All personnel processing through US Army Reception Stations.	1. Administer test in accordance with DA Pam 611-119. 2. Compute final standard test scores. 3. Record test score on DA Form 20.	
Defense Language Aptitude Test (DLAT).	Army personnel processing through US Army Reception Stations who attained a standard score of 100 or higher on the GT aptitude area and meet other requirements prescribed in AR 611-6.	1. Administer test in accordance with DA Pam 611-131. 2. Compute final test score. 3. Record test score on DA Form 20.	
Appropriate Language Proficiency Test.	All personnel processing through US Army Reception Stations who claim proficiency in a foreign language.	1. Administer the specific Language Proficiency Test, if a test is available. See DA Pam 310-8 to determine availability of test. If a test is not available, evaluate personnel based on a personal interview as described in appendix C, AR 611-6. 2. Record test scores and test or interview ratings (Reading and Speaking Comprehension) on DA Form 20. 3. Prepare DA Form 330 (Language Proficiency Questionnaire) for qualified personnel. Except for Reserve component ADT personnel disposition of the three copies of DA Form 330 will be in accordance with the instructions contained thereon.	DA Form 330 (Language Proficiency Questionnaire) will be prepared for qualified Reserve component ADT personnel and all three copies will be filed in the individual's DA Form 201 (Military Personnel Records Jacket).
Typing and Dictation Tests.	All personnel processing through US Army Reception Stations who claim skill in typing and/or shorthand.	1. Administer tests in accordance with DA Pam 611-126. 2. Compute final standard scores. 3. Record scores on DA Form 20 (Item 25—Other Tests):	

TABLE 2-3--Continued

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

Tests to be administered <b>A</b>	To whom applicable <b>B</b>	Action required <b>C</b>	Special instructions <b>D</b>
Officer Candidate Test (OCT-3) and (OCT-4). <i>Male personnel only.</i>	All personnel processing through US Army Reception Stations who attained a GT score of 110 or higher and are otherwise qualified for selection for Officer Candidate School as provided in AR 351-5.	1. Administer test in accordance with DA Pam 611-262. 2. Compute final standard score. 3. Record test score on DA Form 20.	
Officer Qualification Inventory (OQI-1). <i>Male personnel only.</i>	All personnel processing through US Army Reception Stations who— a. Attain a score of 115 or higher on the OCT-3 or OCT-4, and— b. Indicate a desire to become a candidate for an officer commission.	1. Administer test in accordance with DA Pam 611-263. 2. Compute final score. 3. Record score on DA Form 20.	
Women's Army Classification Battery (WACB).	WAC enlistees.	1. Record WACB test and aptitude area scores attained at AFEES on DA Form 20. 2. Destroy DA Form 6040 (Women's Army Classification Battery, WACB Scoring Work Sheet) <i>after</i> verification of test and aptitude area scores.	1. Combat A and B or IN and AE aptitude area scores will not be computed. 2. Personnel administered the WACB will not be tested with the ACB, except under retesting provisions of AR 600-200.

TABLE 2-4

## IDENTIFICATION OF SPECIALLY DESIGNATED AND CERTAIN OTHER PERSONNEL

Line	If recipient	Action required	
		Identify as prescribed in AR 600-200 and record information on DA Form 20.	As indicated below
1	has civilian-acquired skills and/or education which fully qualifies him in a related MOS.	X	Enter the five-character MOS code appropriate to the apprentice, journeyman, or advanced journeyman level of skill only in item 26 of DA Form 20.
★2	claims qualification in a foreign language or dialect.  qualifies as a linguist.		As prescribed in AR 611-6, administer language proficiency tests or conduct interview; score tests and record scores and/or ratings resulting from tests or interview on DA Form 20. Prepare and submit DA Form 1-1 (Personnel Data Report) IAW provisions of AR 640-2. Determine language code; record language code on DA Form 1-1; prepare and submit DA Form 330 (Language Proficiency Questionnaire). See AR 640-2, AR 611-6, and AR 611-201.
3	has <i>special qualifications</i> and <i>aptitudes</i> and meets the criteria outlined in paragraph 2-15, AR 600-200.	X	Prepare DA Form 1294 in duplicate as required in AR 600-200. (DA Form 1294 will <i>not</i> be prepared for Reserve component ADT recipients.) Forward original and duplicate of DA Form 1294 to training activity with recipient's personnel records.
4	is classified as conscientious objector, 1-A-O, by Selective Service local board.	X	Assign to US Army Medical Training Center, Fort Sam Houston, TX, upon completion of reception processing.
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 recipient he may request instrumental audition by an Active Army bandmaster. Provided it does not interfere with the 4-day processing schedule, audition may be conducted by the local Active Army bandmaster.
★7	has an enlistment commitment		Enter enlistment commitment or program for which volunteered in item 13, DA Form 20, to insure compliance with enlistment contract and timely entry into basic or basic combat training IAW procedure in table 5-1, AR 601-210. Also, make following permanent entry in item 13, DA Form 20 of an individual who was enlisted for an option on the basis of qualifying AQB tests scores: "AQB qualified; see DD Form 4."
8	has potential for career development but lacks satisfactory educational background or experience for admission to		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

## CHAPTER 3

### PROCESSING AND REPORTING PROCEDURES AT US ARMY TRAINING CENTERS

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#### 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. Also see the appendix.

**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 O-6 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 as 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 Monday 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 review 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 OPO 65 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 aptitude area scores of the Army Classification Battery and other test scores have been properly recorded on DA Form 20 as prescribed in AR 640-2.

(3) Insure that Military Personnel Records Jacket (DA Form 201) of all enlistees (except REP 63 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 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 non-prior 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 continued clearance.

*b. Personnel with civilian-acquired skills.* Personnel with usable civilian-acquired skills will be identified in accordance with AR 600-200.

*c. Enlistment commitments.*

(1) All commitments will be reported on the Training Card Two (chap. 4) to enable the Chief of Personnel Operations, 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, 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 Chief of Personnel Operations (HQDA (DAPO-EPO-TI), Washington, DC 20310), 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 verifying eligibility for training of individuals who have enlistment commitments, the commanders of training activities will use the Army Qualification Battery (AQB) scores entered on the enlistment contracts of those individuals. The Army Classification Battery (ACB) scores entered on the DA Form 20 at USARECSTA will not be used to determine training eligibility of individuals with enlistment options.*

(4) 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:

Form	No. required
DD Form 98 (Armed Forces Security Questionnaire).	One signed original.
DD Form 398 (Statement of Personal History).	One complete, legible, and signed original.
DD Form 1584 (DOD National Agency Check Request).	One complete set.
FD Form 258 (FBI Department of Justice Fingerprint Card (applicant)).	Two (must be legible and prints classifiable).

Packets will be reviewed for presence of required 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 (DAPO-EPC-SI), WASH DC 20310.

*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 Surgeon General, HQDA (DASG-PTT-T), 20314, not later than the fourth week of training. Individuals will not be ordered to preflight training until the final results are received from the Office of The Surgeon General. Every effort will be made to insure that the final results are received prior to the individual's completion of basic training.

★*f. Personnel who fail class 1A medical standards.* Individuals who do not meet class 1A medical standards for flying and are disqualified by The Surgeon General will be offered 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 individual'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 alternate training assignment to HQDA (DAPO-EPO-TI), AUTOVON 53426 or 56286.

(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 11-2e(3), AR 614-200.

(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.

**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 Financial Data Records Folder (FDRF). 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 (PEPS-G), Edgewood Arsenal, MD 21010, and forward the duplicate copy to the custodian of the FDRF. If 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 HQDA (PEPS-G), Edgewood Arsenal, MD 21010. (See chapter 3, AR 600-2.)

*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 DD Form 1175 (Change of Address and Directory Record) prepared by individuals as required in AR 606-5. Individuals will be encouraged to prepare a DD Form 1175 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 Na-

tional 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 inprocessing 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 20 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 AR 635-206).

(2) When the results of an ENTNAC are favorable, appropriate entries will be made on DA Form 20 as required in AR 640-2. 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 30 days after the date submitted, tracer action will be initiated in the form of a PRIORITY message to DODNACC, Fort Holabird, MD 21219. Message will include name, date, and place of birth, SSN of the trainee, and date ENTNAC was requested. If the results of the ENTNAC are not received by the time the individual is scheduled to complete basic combat training, the same information required by the tracer action will be sent by PRIORITY message. The message will be forwarded by close of business on the last Monday preceding the graduation date of the BCT class. The 30 day tracer action and BCT end-of-cycle messages 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 Form 20 in accordance with the provisions prescribed in AR 640-2. 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 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 informational 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 will be required to undergo the complete basic training or basic combat training program upon entry on active duty with the Army. Personnel undergoing training under the provisions of this paragraph who display a marked proficiency in a given subject, may be excused from participation in that subject, and used to assist in instruction thereof where this action will—

- (1) Contribute to the training effort.

(2) Tend to maintain the self-respect and morale of the individual concerned.

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 Chief of Personnel Operations will be assigned into advanced individual training in accordance with chapter 5.

(1) Replacement stream personnel.

(2) Prior-service personnel requiring 8 weeks of basic combat training.

b. Prior-service personnel requiring less than 8 weeks of basic combat training will be reported by name to the Chief of Personnel Operations, 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 (DAPO-EPO-TI) 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 Chief of Personnel Operations, Enlisted Personnel Directorate, Training Input Branch at OX 53426 or OX 54336. (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 application of the provisions of AR 350-4 which re-

quire 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 permanent physical defects will be referred to a profile classification board in accordance with AR 40-501. Changes in an individual's physical profile will be recorded on the DA Form 20.

(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 (DAPO-EPO-TI) in accordance with section V, 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, untrain-

able, 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 or AR 635-212 for all personnel for whom they consider this action appropriate. Training activities will retain personnel for whom proceedings under AR 635-212 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 635-212.

*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 611-15. DA Form 3180 (Nuclear Duty Position Screening Evaluation) will be initiated, and trainees will be evaluated against the selection criteria contained in AR 611-15.

*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 (22) 56029 or 54336 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.** *a. Replacement stream personnel.* Upon receipt of assignment instructions from Headquarters, Department 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 Chief of Personnel Operations 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 Chief of Personnel Operations of individuals selected to attend specific MOS courses.

(b) Assignment instructions from the Chief of Personnel Operations (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 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 MPRJ.

(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 Chief of Personnel Operations.

(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 V, chapter 4.

*b. REP 63 initial ADT personnel.*

(1) These individuals will be *attached* for training in accordance with instructions furnished by the Chief of Personnel Operations.

(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 Commanding General 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 225-6286 or 53495 (Office of Personnel Operations) 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 21-111 or ATP 21-121) or basic combat training (ATP 21-114) will be made on personnel records as prescribed by AR 640-2 for all personnel undergoing training.

**3-15. Out-processing.** Upon receipt of assignment instructions from the Chief of Personnel Operations, 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 as-

sistant 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 him 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.

**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 completion 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 number 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 Commanding General, United States Army Reserve Components Personnel and Administrative Center, 9700 Page Boulevard, St. Louis, MO 63132.

(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 *AQB scores entered on the enlistment contracts of those individuals*. The *ACB scores entered on the DA Form 20 at USARECSTA* will not be used to

determine training eligibility of individuals with enlistment options.

**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 V, chap. 4).

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

(1) Enlisted Qualification Record (DA Form 20) 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. *AQB 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 (DAPO-EPO-TI) by the most expeditious means (OX 53495). 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 not be enrolled. The MOS will be awarded to personnel considered fully qualified. Requests for assignment instructions for these individuals will be prepared and submitted to the Chief of Personnel Operations, 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 to Headquarters, Department of the Army as prescribed by section V, chapter 4.

(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.

**3-20. REP 63 initial ADT personnel.** These individuals will be processed and trained in a manner similar to other trainees, except as mentioned herein.

**3-21. On-the-job training.** *a.* The training activity commander will enter into on-the-job training only those individuals designated by the Chief of Personnel Operations, 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 Chief of Personnel Operations, in accordance with the provisions of this regulation or chapter 8, AR 614-200. Personnel with MOS indicated in par-

agraph 4-2e will also be reported under the provisions of 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 2 weeks for any one trainee in any one course of instruction of 8 weeks or less duration. 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.*

(1) Personnel who are expected to qualify in an MOS with a minimum of additional training may be recycled one time for one or more 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 (DAPO-EPO-TI), in order that *programming 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 (DAPO-EPO-TI), 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 635-212 or other appropriate authority.

(5) AIT graduates for whom final ENT-

NAC 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 Chief of Personnel Operations, 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 assigned 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 635-212 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 635-212.

**3-24. Award of MOS.** Individuals completing AIT will be awarded an 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 Enlisted Qualification Record (DA Form 20) as prescribed in AR 640-2.

**3-26. Assignment of replacement stream personnel.** *a.* Upon receipt of assignment instructions from the Chief of Personnel Opera-

tions, 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 (DAPO-EP) 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.

#### 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

(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 37 will have been screened as required by AR 611-15. If not previously initiated, DA Form 3180 will be initiated. All personnel will assure that individuals selected meet criteria contained in AR 611-15.

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

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) 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.

(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 readministering of 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 (Armed Forces of the United States Report of Transfer or Discharge).* 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 (Armed Forces of the United States Report of Transfer or Discharge) 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

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 assign him to an oversea replacement station for further assignment 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 replacement station 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 relieved from his training unit and assigned direct to the US Army Medical Training Center, Fort Sam Houston, TX, for completion of training.

**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 CONUS.* 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 replacement station 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— RCS OPO-65 REPORT (MIN)

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#### Section I. GENERAL

★4-1. **Purpose.** The RCS OPO-65 Report is a separate automated system used by HQDA to—

*a.* Identify the quality and quantity of receepees.

*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. It also includes REP 63 personnel and allows HQDA to monitor and control REP 63 training. REP 63 personnel assigned to basic training, BCT, and AIT are determined prior to the individual's entry on active duty for training (ADT). 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 HQDA. 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.

*d.* Individuals to be trained in the MOS listed below who will be reported to HQDA under the provisions of this regulation; however, requests for assignment will be as prescribed in chapter 8, AR 614-200:

#### *MOS*

15E  
16M  
17L  
21G, H, J, K, L, M  
26M, N  
28B, C, D, M, N, P, Q, R  
31D  
32D, E, F  
34B, D  
36H  
46M, N  
51S  
52H, J, L, M, N, W  
62P  
67A  
68B  
71D, E  
72G  
74C, D, E, F, G, Z  
91C20  
93H, J, K  
96 and 97 series  
00H  
Special Qualification Identifier "S"

★4-3. **Objectives.** *a.* To establish and maintain separate master records on magnetic tape for Active Army and Reserve component personnel. The master record will contain the name of each man or woman included 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, rosters of Active Army individuals scheduled to enter advanced training 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 and rosters with assignment instructions, or manually prepared 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, CONARC, and training activities concerning their respective responsibilities for managing training.

★4-4. Trainee reports. *a.* Active Army personnel.

(1) 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.

(2) 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 DAPO-EPT-I by electrically transmitted messages.

(3) 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.

(4) 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.

(5) As prescribed in AR 614-200, Department of the Army will furnish AIT activity commanders with Assignment Information Cards, Assignment Cards, and a roster containing the assignment of individuals attending AIT not later than the second week before completion of AIT. (See AR 614-200.) 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.

*b. Reserve Enlisted Personnel (REP) 63.*

(1) A REP Information Card is prepared for each REP 63 individual who will undergo basic or basic combat training.

(2) The REP Information Card will be prepared, verified, and forwarded to HQDA not later than Wednesday of the first week of BCT.

(3) Data reported on the Reserve Information Card are placed in the Reserve Assignment and Management Information System at HQDA and assists in managing the input to AIT.

(4) Training centers will report telephonically to HQDA (OX-52383, OX-56286) any condition that would preclude the individual from starting AIT as originally scheduled by his "Through-Ticket" assignment instructions.

**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 transceiver 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 and REP 63 personnel in MOS 09B, 09C, and 09E will be addressed to HQDA (DAPO-EPT-I), WASH DC 20310. All other

correspondence will be addressed to HQDA (DAPO- ) (see (1) through (5) below), WASH DC 20310. In the event of condition MINIMIZE, data will continue to be transmitted via electrical means or by telephone (use appropriate media).

(1) (DAPO-EPC-RC) for personnel in MOS area 1 and WAC.

(2) (DAPO-EPC-RM) for personnel in MOS areas 2 through 6.

(3) (DAPO-EPC-RG) for personnel in MOS areas 7 through 9, except MOS 96 and 97.

(4) (DAPO-EPC-SI) for personnel in MOS 96 and 97 series.

(5) All other personnel identified in paragraph 4-2e to DAPO-EPC-S.

★*c.* Transmitted data will be in the sequence specified in the formats of cards contained in figures 4-1, 4-2, and 4-9.

*d.* 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
18-69	4-57L

**4-6. Transaction codes.** *a.* All cards for RCS OPO-65 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 RCS OPO-65 Reports received from HQDA will be punched with the following codes in the columns indicated:

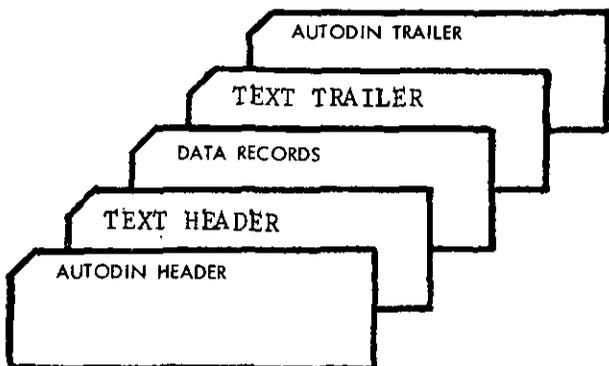
Columns	Code
70	G
71	I
79	B
80	High (12) punch

*c.* Assignment Information Cards for

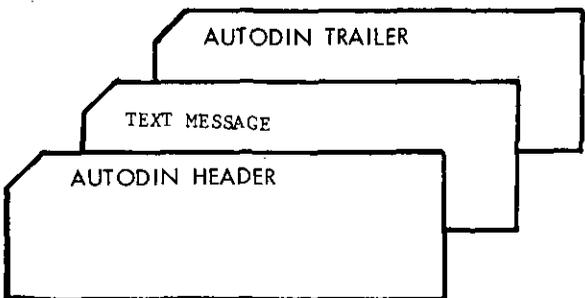
RCS-OPO Reports received from HQDA (column 79) will be punched "T" for AIT, and "S" for OJT or civilian-acquired skills assignments from training.

d. Assignment cards for RCS-OPO 65 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 (colm 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-colm 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 following 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 DAPE-PEPS-F.)

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 and the REP Information Card to HQDA, the text headers and text trailers will contain the shipment date code of the Monday following 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 the DA AUTODIN Magnetic Tape Terminal, Routine Indicator Code RUE-WRHA. 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** (also see fig. 4-1).

<i>Element of data</i>	<i>Columns punched</i>
Service component -----	1
SSN -----	2-10
Name -----	11-27
Security investigation status code -----	28
Grade -----	29
Citizenship -----	30
Term of service—prior service -----	31
★Physical profile -----	32-38
Training:	
Preferred -----	39-42
Recommended -----	43-46
Education:	
Years -----	47
School subjects -----	48-49
College -----	50-52
DLAT score -----	53-54
Correctable vision -----	55
Control reason -----	56-57
Color perception -----	58
Leave blank -----	59-64
AFQT or ECFA or AFWST -----	65-66
Code "1" -----	67
Leave blank -----	68-69
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. *Grade code (col 29).* Code as prescribed in paragraph A-3b.

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:

<i>Column</i>	<i>Physical profile factor</i>
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 the individual is less than 5 feet 8 inches in height. (Not applicable to WAC personnel.)

(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 55 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 (coln 39-46).* Enter codes in these columns to identify and/or describe one of the following:

(1) That the individual already has a complete and final assignment to AIT (i.e., assignment instructions issued by DAPO-EP, including MOS in which to be trained, location where training will be undertaken, and date to start such training). Code as follows:

(a) *Column 39.* Code the letter "A" in this column.

(b) *Columns 40-44.* Code the actual MOS in which the individual is assigned to be trained.

(c) *Columns 45-46.* If the individual is to be trained in a language MOS (04B, 04C, or 96C), code the language in columns 45-46, using the codes listed in AR 611-6.

(2) That the individual does not fall into the above category, but has a specific MOS enlistment commitment, or an enlistment commitment to USAINTC or USASA. Code columns 39-46 "00000000" (zeros).

(3) That the individual does not fall into either of the above categories, or it is determined that he has failed to attain a passing score in an aptitude area or motor driver battery test required for his Army Career Group enlistment. Code columns 39-46 in accordance with the following instructions:

(a) *Training preferred (coln 39-42).*

1. 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.

2. The classification interview (sec II,

chap 1), test scores, other information available concerning the receptee, 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.

3. 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 (0000) and the individual will be so advised.

4. 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 39-42 "0000" (zeroes).

5. Preferences reported for WAC personnel will be limited to those MOS listed in DA Pam 350-10 and section IV, AR 611-201.

6. If the individual expresses a preference for an MOS for which he is unqualified due to test scores, the interviewer will explain the unlikelihood of the trainee's being assigned to that MOS; however, report the MOS to HQDA.

7. 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 most closely related to the preference and, based on one of the following codes, determine and enter in column 42 the degree of importance the preference should be afforded in considering the individual for assignment.

Code	Evaluation
1	Preference expressed by individual is not supported by either background (hobbies, occupations, vocations education) or any apparent strong desire.
2	Individual's preference is supported by background, but no apparent strong desire.
3	Individual's preference is supported by strong desire, but not by background.
4	Individual's preference is supported by both background and strong desire.

(b) *Training recommended* (Colm 43-46).

1. 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 individual 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.

2. 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.

3. Recommendations for training for WAC personnel will be limited to those MOS listed in DA Pam 350-10, and section IV, AR 611-201.

4. 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 "0000" (zeros) in columns 43-46. The code for "no recommenda-

tion" will be used only if the individual is not qualified for any available training.

5. 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.

6. In *Evaluation of Recommendation* (colm 46), the interviewer will indicate the degree of importance his recommendation should be accorded, using the following code:

Code	Evaluation
1	Minimum recommendation based on limited civilian experience and/or below average test score.
2	Average recommendation based on meeting course prerequisites and/or average test scores.
3	Strong recommendation based on extensive civilian experience and/or above average test score.

*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).

Code	Designation
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 .....	5
6	Geometry .....	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 col-

umn 49 if the individual has training or education in electronics (radio, TV repair).

(3) *College field(s) (col 50-52).* Using the appropriate code prescribed by paragraph A-3f 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 (col 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. Col 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 64.* Leave blank.

*o. Armed Forces Qualification Test (AFQT) (col 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.

*p. Soldier candidate (col 67).* Code "1" (numeric) will be punched to indicate the individual is a Selection Center Experiment soldier candidate, if not applicable leave column 67 blank.

*q. Columns 68-69.* Leave blank.

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

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

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

u. Transmission identification (col 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" (col 74-78) must identify the basic training class in which the individual originally started basic training. The "start training date" (col 67-69) must identify the date on which the class identified in columns 74-78 started training.

4-15. Format—Training Card Two (also see fig. 4-2).

Element of data	Columns punched
Service component .....	1
SSN .....	2-10
Name .....	11-15
Test scores and US Army Special Unit Enlistment Option:	
★Aptitude tests .....	16-35
★Leave blank .....	36-37
Typing .....	38-39
US Army Special Unit Enlistment Option .....	40
Leave Blank .....	41
Driver Aptitude Battery I .....	42-43
Language code .....	44-45
Preselected—civilian-acquired skill—band .....	46-51
Special reporting .....	52-55
Area preference:	
CONUS .....	56-57
Oversea area .....	58
Commitment:	
MOS .....	59-62

Element of data	Columns punched
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

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

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

c. Test scores and US Army Special Unit Enlistment Option (col 16-43).

★(1) Aptitude tests (col 16-35). Code the actual score achieved on each of the 11 aptitude tests. 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 tests. 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.

Aptitude tests		
Columns punched		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

Score	<i>Examples of scoring</i>	Code
55	-----	55
		12)
100	-----	00)
	(zero, zero with a high (12) zone code over the first position).	
		12)
123	-----	23)
	(two, three with a high (12) zone code over the first position).	
Not available or unsatisfactory	-----	00 (zero, zero).

(2) *Typing (colm 38-39)*. Use the same coding instructions as for the aptitude tests 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.

(3) *US Army Special Unit Enlistment Option (colm 40)*. Code "1" (numeric) for the individual who has the US Army Special Unit Enlistment Option as shown in table 5-41, AR 601-210. If the individual does not have this option, code this column "0" (zero).

(4) *Column 41*. Leave blank.

(5) *Driver Aptitude Battery I (colm 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.

★*d. Language proficiency (colm 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 HQDA (DAPO-EPT-I).

*e. Preselected/civilian-acquired skill/band (colm 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 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 DAPO-EP, 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 conduct screening or interviewing of personnel who are under HQDA control for assignment purposes, unless specifically authorized by DAPO-EP. The first character of the code (colm 46) will always be the letter "P." The remaining five characters (colm 47-51) will consist of alphanumeric characters specified by DAPO-EP. The following codes are exceptions to this procedure:

<i>Code (colm 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:

Code	Meaning
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:

Code	Meaning
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 table 5-21 combined with tables 5-30, 5-41A, 5-41B, 5-41C, 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.

\*Indicate with a pencil entry on DA Form 20 (Item 26) 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.

(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 necessary 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 (coln 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 bandsmen will be coded "02S00."

*f. Special reporting (col 52-55).*

(1) *Special qualifications (col 52).* Code as follows:

Code	Meaning
1	None of the codes below are applicable.
2	None of the codes below are applicable; however, DA Form 1294 has been or will be submitted for this individual.
3	Individual is a college graduate with a baccalaureate or higher degree in one of the specialties listed in AR 600-200. Additional reporting procedures prescribed in AR 600-200 are applicable. DA Form 1294 will be forwarded as prescribed in paragraph 2-15, AR 600-200 not later than one day prior to transmitting Training Card Two.
4	Individual is classified as rare and unusual as described in AR 600-200. Additional reporting procedures prescribed in AR 600-200 are applicable. DA Form 1294 will be forwarded as prescribed in paragraph 2-15, AR 600-200, not later than one day prior to transmitting the Training Card Two.
5	Individual is a physician (AR 600-200).
6	Individual is a dentist (AR 600-200).
7	Individual is under name control of HQDA (DAPO-EP). (This code will be used only upon receipt of special instructions from HQDA (DAPO-EP).)
8	Individual is a college graduate with a baccalaureate or higher degree in food technology, dietetics, or home economics.
9	Individual has had 2 or more years of practical experience as a restaurateur or other food service fields at the managerial level.
0	Individual has 2 years of practical experience as a restaurateur or other food service fields at the managerial level and is a college graduate with a baccalaureate or higher degree in food technology, dietetics, or home economics.

(2) *Volunteers (col 53).* Code as follows:

Codes	Pending approval	Meaning
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	Pending approval	Meaning
8		EOD volunteer.
9		1st Bn (Reinf), 3d Inf (The Old Guard), Fort Myer, Virginia.
H		Buddy-volunteer for training, area/unit option only.
I		Buddy-airborne volunteer, area/unit option only.
J		Buddy-Special Forces volunteer, 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. Personnel with an enlistment commitment which will result in the award of an MOS not compatible with airborne are ineligible to volunteer until the enlistment commitment is waived. 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 HQDA (DAPO-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 (DAPO-EPC) in accordance with chapter 8, AR 614-200, as immediately available under category "H."

(3) *Restrictions (col 54).* Code as shown in table 4-1.

(4) *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 (DAPO-EPA) by appropriate means.

Codes	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 (DAPO-EPC) by appropriate means.

<i>Code</i>	<i>Meaning</i>
4	Individual is married to a service member (2 years' active duty or longer). Report the spouse's name, SSN, unit, and location of assignment to HQDA (DAPO-EPC) by appropriate means.
5	Both of the following conditions apply to this individual: Twin. Married to service member.
6	Both of the following conditions apply to this individual: Married to service member. Sole surviving son.
7	Compassionate (sec II, chap. 1, AR 614-200).

*g. Area of preference (col 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 (col 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 (col 63-64), except ARADCOM metropolitan area of choice and USASTRATCOM enlistment optional personnel, code columns 56-57 as prescribed in paragraph E-2, AR 614-200.

(2) *Metropolitan area (col 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:

<i>Preference code</i>	<i>Metropolitan area</i>
11	Boston, MA
12	New York, NY
13	Philadelphia, PA
14	Pittsburgh, PA
15	Washington, DC/Baltimore, MD
16	Norfolk, VA
17	Miami, FL
18	Key West, FL
19	Chicago, IL
20	El Paso, TX
21	Colorado Springs, CO
22	Detroit, MI
23	Seattle, WA

<i>Preference code</i>	<i>Metropolitan area</i>
24	Los Angeles, CA
25	San Francisco, CA

(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:

<i>Volunteer code</i>	<i>Area</i>
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 (col 56-57) for use with USASTRATCOM enlistment option only.* If the individual has an enlistment commitment coded 94 in columns 63-64 for USASTRATCOM, code columns 56-57 as prescribed below:

<i>Preference code</i>	<i>State designator</i>
AZ	Arizona
CA	California
CO	Colorado
DC	District of Columbia
FL	Florida
IL	Illinois
KS	Kansas

<i>Preference code</i>	<i>State designator</i>
KY	Kentucky
MD	Maryland
MI	Michigan
NC	North Carolina
NJ	New Jersey
NY	New York
PA	Pennsylvania
RI	Rhode Island
VA	Virginia
WA	Washington

<i>Preference code</i>	<i>Oversea area designator</i>
01	Germany
03	Alaska
05	Okinawa
06	Japan
07	Hawaii
09	Panama
10	Italy
11	Vietnam
12	Turkey
14	Taiwan
16	Thailand
25	Ethiopia
26	Iran

*h. Enlistment commitments (col m 59-65).* This field is used to report the complete enlistment commitment of an individual. 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 (col m 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.

*(d)* If the enlistment commitment is for the US Army Cash Bonus Enlistment Option plus a Combat Arms Unit of Choice or other Unit of Choice Option, column 62 will be punched with code B. *(Example 1. US Army Cash Bonus plus Armor Career Group—code 11A in columns 59-61, code B in column 62, and code 81 in columns 63-64. Example 2. US Army Cash Bonus plus Unit of Choice Option—code "000" (zeroes) in columns 59-61, code "B" in column 62, and code columns 63-64 with the appropriate Unit of Choice Option code).*

*(e)* If the individual does not meet the minimum prerequisites for his MOS commitment, code the commitment in columns 59-62 as prescribed in *(a)* through *(d)* above.

*(f)* Leave columns 59-62 blank if an individual has no commitment for a four- or two-character MOS.

*(2) Type commitments (col m 62-64).* 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*

Code	Designation
12	Walter Reed General Hospital
17	Fitzsimons General Hospital
18	Madigan General Hospital
19	Letterman General Hospital
44	William Beaumont General Hospital
45	Brooke General Hospital
46	Valley Forge General Hospital
47	US Army General Hospital, Fort Gordon, GA.

*Band/Bandsman*

Code	Designation
60	Potential Bandsman (include all personnel identified as potential bandmen 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 (DAPO-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

<i>Code</i>	<i>Designation</i>
★59 -----	Combat Developments Command Experimentations Command—US Army Special Unit
72 -----	Special Intelligence
94 -----	US Army Strategic Communications Command
95 -----	Junior College/Technical/Vocational School Graduate

## ★CONUS Station of Choice

<i>Code</i>	<i>Designation</i>
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 -----	Ford Ord, CA
71 -----	Cameron Station, VA

*Training School Course*

<i>Code</i>	<i>Designation</i>
25 -----	US Army Training and Travel
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.)
81 -----	Army Career Group. (Two-character MOS only and MOS must also be coded in MOS field, columns 59-62, as indicated in (1) (b) above.)
85 -----	Special Forces. Airborne plus Army career 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.)

*Training School Course—Continued*

<i>Code</i>	<i>Designation</i>
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).
88 -----	Army Engineer Skills. Report the Engineer MOS for which enlisted in columns 59-62 for personnel who qualify for grade E-5 (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.)
93 -----	Army Medical Skills. Report the medical MOS for which enlisted in columns 59-62.

## ★Division/Regiments/Brigades/Corps

<i>Code</i>	<i>Designation</i>
10 -----	197th Infantry Brigade—US Army Special Unit
11 -----	3d Armored Cavalry Regiment—US Army Special Unit
13 -----	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)
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
31 -----	172d Light Infantry Brigade
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

*Divisions/Regiments/Brigades/Corps—continued*

Code	Designation
79	3d Brigade, 1st Infantry Division
89	US Army, Berlin Brigade

★Groups

Code	Designation
15	931st Engineer Group—US Army Special Unit

★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

Overseas Area

Code	Designation
★22	US Army Support Command, Hawaii
★43	USARV/MACV Support Command
82	Overseas area only. (Overseas area must also be coded in column 65, using alpha code indicated in (3) below.)
83	Overseas 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 overseas area in column 65, using alpha code from list in (3) below.)

(3) Overseas area (col 65). That portion of an overseas area commitment (if any) will be punched in column 65 as follows:

Code	Overseas area
Alpha X	No overseas 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).

★Section IV. PREPARATION AND SUBMISSION OF RESERVE ENLISTED PERSONNEL INFORMATION CARD

4-17. REP Information Card. A REP Information Card will be submitted on each REP 63 individual who reports to a basic training or basic combat training center for AIT. The data submitted on this card are placed in the Reserve Assignment and Management Information System and are used to assist HQDA in managing input to AIT. Data required for preparation of this card will be collected, punched, verified, and transmitted to HQDA

i. Racial group (col 66). Code as follows:

Code	Meaning
C	Caucasian
N	Negro
X	Other
Z	Unknown

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

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

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

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

n. Transceiver identification (col 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

not later than 0800 hours eastern standard time, on Wednesday of the individuals' first week of training.

4-18. Format—REP Information Card. (Also see fig. 4-9.)

Element of data	Columns punched
Service component	1
SSN	2-10
Name	11-15

<i>Element of data</i>	<i>Columns punched</i>
Organization/State code -----	16-17
BCT start date -----	18-22
First AIT location -----	23-27
Leave blank -----	28
AIT start date -----	29-33
MOS -----	34-38
Ultimate MOS -----	39-43
Ultimate training location -----	44-48
Leave blank -----	49
Training start date -----	50-54
ASI -----	55-56
Leave blank -----	57-62
OPO allocation -----	63-69
Transceiver code -----	70-71
Card code -----	72-73
Reporting activity code -----	74-78
Transceiver code -----	79-80

**4-19. Coding instructions.** *a. Service component (col 1).* Code service component for the individual as prescribed in paragraph A-1.

*b. SSN (col 2-10).* Code without dashes as prescribed in paragraph A-1.

*c. Name (col 11-15).* Code first five characters of the individual's last name.

*d. Organization or State code (col 16-17).* Code the organization code for Army Reserve personnel as prescribed in paragraph B-1 and the State code for National Guard personnel as prescribed in paragraph B-2.

*e. BCT start date (col 18-22).* Code five-position date that BCT or basic training cycle will start as prescribed in paragraph A-3g(1).

*f. AIT location (col 23-27).* Code location where the individual will undergo initial MOS training, as prescribed in paragraph A-5.

*g. Column 28.* Leave blank.

*h. AIT start date (col 29-33).* Code five-position date that initial AIT will start, as prescribed in paragraph A-3g(1).

*i. MOS (col 34-38).* Code five-character MOS in which the individual is to receive initial MOS training.

*j. Ultimate MOS (col 39-43).* Code five-character MOS in which the individual is to receive final MOS training. Leave blank if MOS coded in columns 34-38 is ultimate MOS.

*k. Training location (col 44-48).* Code location where the individual will receive ultimate MOS training. Leave blank if columns 39-43 are blank.

*l. Column 49.* Leave blank.

*m. Training start date (col 50-54).* Code five-position date that the individual will start ultimate MOS training. Leave blank if columns 44-48 are blank.

*n. ASI (col 55-56).* Code the ASI (AR 611-201) that will be awarded if the individual is to be further assigned to advanced training in functional course that will result in award of an ASI.

*o. Columns 57-62.* Leave blank.

*p. OPO allocation number (col 63-69).* Code the position OPO allocation number, without dashes, as shown on the individual's active duty orders as follows:

(1) Code columns 63-64 as prescribed in paragraph B-1 or B-2, as appropriate.

(2) Code column 65 with the appropriate numeric to indicate week of training.

(3) Code columns 66-67 with the appropriate month code to indicate month of training, as prescribed in paragraph B-3.

(4) Code columns 68-69 to indicate calendar year of training (72, 73, etc.).

*q. Transceiver code (col 70-71).* Code "G" in column 70 and a high (12) zone punch in column

*r. Card code (Col 72-73).* Code these columns "31".

*s. Reporting activity code (col 74-78).* Code as prescribed in paragraph A-5.

*t. Transceiver code (col 79-80).* Code "B" in column 79, and "I" in column 80.

## Section V. PREPARATION AND SUBMISSION OF TRAINING CONTROL CARD

**4-20. 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, or arrival of each individual for on-the-job training AIT (OJT-AIT) in an Active Army TOE or TDA unit at the AIT installation. Code column 18 of the Training Control Card "4" 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 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) Personnel who volunteer for assignment to Vietnam while in AIT. The Training Control Card will be submitted not later than 40 days before graduation date for posting the list of trainees available for assignment by the Chief of Personnel Operations.

(10) 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.

**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.

(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 forwarded 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, HQDA (DAPO-EPO-TI), will be informed, by electrical message, 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.

**4-21. 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) (also see fig. 4-3)*

<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)*

*(also see fig. 4-4)*

<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 4-17b(1). 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 36-67.* 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 (also see fig. 4-5)*

<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	39-67
Application code	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 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. Recommended for Further Training (not to be used for Commandant Fill (also see fig. 4-6))*

<i>Element of data</i>	<i>Column</i>
Service component	1
Social security number	2-10
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  
(also see fig. 4-7)*

<i>Element of data</i>	<i>Column</i>
Service component .....	1
Social security number .....	2-10
Name .....	11-15
Number of students in class .....	16-18
OPO 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

<i>Element of data</i>	<i>Column</i>
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 OPO 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.

## Section VI. PREPARATION AND SUBMISSION OF CHANGE IDENTIFICATION CARD

4-22. **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.

4-23. **Format for Change Identification Card** (also see fig. 4-8).

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

4-24. **Coding instructions.** *a. Old identification data (colm 1-28).*

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

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

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

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

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

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

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

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

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

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

Training Card One		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
CARD CODE 11	SOCIAL SECURITY NUMBER	NAME																										SCT INVENT STATUS GRADE	CITIZENSHIP TOB	PHYSICAL					TRAINING PREP		RECOMMENDED		YEARS SCHOOL SUBJECT	EDUCATION		DIAT SCORE	CORRECTABLE VISION	CONDUCT	PERFORMANCE	CODE PERCEPTION	LEAVE		REPORT	CODE "1" LEAVE	TRANSMISSION CODE	CARD CODE "11"	Reporting Activity	TRANSMISSION CODE																											
		P	U	L	H	R	S	PREP	RECOMMENDED	COLLEGE PRIMARY	DIAT SCORE	LEAVE	LEAVE																																																																				

Figure 4-1.

Training Card Two		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
CODE 21	SOCIAL SECURITY NUMBER	NAME	TEST SCORES										CO	FA	EL	OF	GN	HM	CL	ST	GT	SC	LEAVE BLANK	TYPING	OC	DRIVE BATTERY	LANGUAGE PROFICIENCY	PRESPECTED CIVILIAN ACQUIRED SKILL OR BAND	SPECIAL REPORTING	AREA PREF	COMMITMENT		START TRAINING DATE	REPORTING ACTIVITY	TRANSACTION CODE																																														
			MOS	TYPE																																																																													

★Figure 4-2.

TRAINING CONTROL CARD FORMAT		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
CONTROL CONDITIONING	SOCIAL SECURITY NUMBER	NAME	LOCATION OF NEW TRAINING	NEW START TRAINING DATE	NEW GRADUATION DATE	NEW MOS	LANGUAGE OF ASI	LEAVE BLANK	OBSOLETE TRAINING LOCATION	OBSOLETE START TRAINING DATE	OBSOLETE GRADUATION DATE	OBSOLETE MOS	LANGUAGE OF ASI	LEAVE BLANK	CONTROL DATES		CONTROL REASON CODE	TRANSMISSION CODE	CARD CODE "51"	REPORTING ACTIVITY CODE	TRANSMISSION CODE																																																												
															START	END																																																																	

Figure 4-3.

CORRECTED TRAINING ASSIGNMENT (DA DIRECTED OR COMMANDANT FILL)		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
TRAINING CONTROL CARD	SOCIAL SECURITY NUMBER	NAME	LOCATION OF NEW TRAINING	NEW START TRAINING DATE	NEW GRADUATION DATE	NEW MOS	LEAVE BLANK															CONTROL REASON "70"	TRANSMISSION CODE	CARD CODE "51"	REPORTING ACTIVITY CODE	TRANSMISSION CODE																																																							

Figure 4-4.

CHANGE IN VOLUNTEER STATUS TRAINING CONTROL CARD		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
TRAINING CONTROL CARD	SOCIAL SECURITY NUMBER	NAME	LOCATION OF CURRENT TRAINING	START DATE OF CURRENT TRAINING	GRADUATION DATE OF CURRENT TRAINING	MOS OF CURRENT TRAINING	LANGUAGE OF ASI	VOLUNTEER CODE	LEAVE BLANK															VOLUNTEER CODE	TRANSMISSION CODE	CARD CODE "51"	REPORTING ACTIVITY	TRANSMISSION CODE																																																					

Figure 4-5.

RECOMMENDED FOR FURTHER TRAINING TRAINING CONTROL CARD	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80																				
SVC COMPONENT	SOCIAL SECURITY NUMBER										NAME										LOCATION OF RECOMMENDED TRAINING										START DATE OF RECOMMENDED TRAINING										GRADUATION DATE OF RECOMMENDED TRAINING										MOS OF CURRENT TRAINING										LEAVE BLANK										TRANSMITTER CODE										REPORTING ACTIVITY CODE										TRANSMITTER CODE									

Figure 4-6.

REQUEST FOR RETENTION AS INSTRUCTOR TRAINING CONTROL CARD	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80																																																		
SVC COMPONENT	SOCIAL SECURITY NUMBER										NAME										OPO CONTROL AND LINE NUMBER										LEAVE BLANK										INSTRUCTION TO BE USED										CURRENT TRAINING LOCATION										START DATE OF CURRENT TRAINING										GRADUATION DATE OF CURRENT TRAINING										MOS OF CURRENT TRAINING										LEAVE BLANK										TRANSMITTER CODE										REPORTING ACTIVITY CODE										TRANSMITTER CODE									

Figure 4-7.

CID CARD CODE 91	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
SVC COMPONENT	OLD IDENTIFICATION										CORRECT IDENTIFICATION										LEAVE BLANK										TRANSMITTER CODE										REPORT ACTIVITY										TRANSMITTER CODE																													
SVC COMPONENT	SOCIAL SECURITY NUMBER										NAME										SOCIAL SECURITY NUMBER										NAME										LEAVE BLANK										TRANSMITTER CODE										REPORT ACTIVITY										TRANSMITTER CODE									

Figure 4-8.

★ RESP-63 INFORMATION CARD "31"	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80																																																																																																				
SERVICE COMPONENT	SOCIAL SECURITY NUMBER										NAME										ORGANIZATION/STATE CODE										RCT START DATE										FIRST AIT LOCATION										FIRST AIT START DATE										MOS										ULTIMATE MOS										ULTIMATE TRAINING LOCATION										LEAVE BLANK										ULTIMATE TRAINING START DATE										ASI										LEAVE BLANK										OPO ALLOCATION NUMBER										TRANSMITTER CODE										HICM CARD CODE										REPORTING ACTIVITY CODE										TRANSMITTER CODE									

★Figure 4-9.

## CHAPTER 5

### TRAINING ASSIGNMENT INSTRUCTIONS

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5-1. **Training assignments.** *a.* The Chief of Personnel Operations 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 Chief of Personnel Operations 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 the Chief of Personnel Operations. 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 the individual's records before the individual departs the BCT activity. 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 Assignment Card is identical with the Training Assignment Card.

*c.* Upon receipt of the Training Assignment Card, the BCT commander will verify that all personnel are fully qualified for their AIT assignments. Personnel assigned to training for which they do not qualify will be reported to HQDA (OX 53426, OX 79159, OX 75251, OX 56029, OX 54336), *except* those individuals with valid enlistment contracts and those who

are HQDA directed to (coded "I" in colm 61 of the Training Assignment Card).

*d.* The following actions will be taken when changes in assignment instructions for personnel selected for training by the Chief of Personnel Operations 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 (OX 56286 or OX 71420) 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 Chief of Personnel Operations 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 Chief of Personnel Operations by telephone as soon as the availability date is known. The procedures in this paragraph do not change the reporting procedures prescribed in paragraphs 4-20 and 4-21.

(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 qualifi-

cations for such assignment. Submit a Training Control Card to report the assignment to the appropriate formal course as prescribed in paragraph 4-20. *This does not constitute authority to change MOS training.*

(4) Select personnel for NCO Basic Course as soon as possible while the individual is undergoing AIT. Advise HQDA (DAPO-EPC-RG) by electrical message of selected individuals. If assignment instructions are received which conflict with NCO Basic Course training, request for deletion will be submitted as prescribed in chapter 7, AR 614-200, and assignment of selected individual to the NCO Basic Course will be effected. Request for PCS assignment of individual will be as prescribed in chapter 8, AR 614-200.

★5-2. Format of Training Assignment Card (also see fig. 5-1).

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
OPO week month -----	42-43
HQDA-directed training -----	44
AIT report date -----	45-49
AIT graduation date -----	50-54
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 (col 1-10).* Coded as prescribed in paragraph A-1.

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

*c. Training MOS (col 19-26).* Coded with the MOS to be awarded upon successful comple-

tion 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 code (col 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 (col 37-41).* Abbreviated designation of the school or training activity.

*g. OPO week and month (col 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) (col 45-49).* Five-position Julian date.

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

*k. AIT activity for follow-on training (col 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 611-15. 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 (col 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 paragraph 4-16(h)(3).

*o. CONUS preference code (col 67-68).* Coded as required in paragraph 4-16p.

*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 (col 70-71).*

*r. Card code (col 72-73).* Code "61" indicates an initial assignment to training; code "62" indicates an assignment with further training; code "63" indicates a change in assignment to training.

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

*t. Transceiver codes (col 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, HQDA (DAPO-EPT-I) will be notified by electrical message of the facts and circumstances (para 4-20).

*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 Chief of Personnel Operations.

*e.* Notify HQDA (DAPO-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.

*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.** Upon arrival of an individual for OJT-AIT, the training activity commander will—

*a.* 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."

*b.* 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.

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

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

(2) 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.

*d.* 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.

*e.* 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.

f. 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 CG CONARC (Commandant Fill), or HQDA (DAPO-EPT-S). In such cases, a Training Control Card will be submitted for each individual, as prescribed in paragraph 4-20 in the format of table 4-4.

g. 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.

h. Forward by message to HQDA (DAPO-EPC-RA) 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.

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

j. Record entries on the individual's DA Form 20 as prescribed in AR 640-2.

**★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 Form 20, as prescribed in AR 640-2.

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 OPO-65 REPORTS**

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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>Service component</i>	<i>Standard description</i>		<i>Code (column 1) applicable to chapter 3 only</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.* The complete name of an individual will be shown, beginning in the left-most position of a data field, designated to include "name", as complete last name (surname), space, *full first name*, space, *full middle name* or, if no middle name, *middle initial*, space, additional middle initials (if any), space, and designations such as Jr, Sr, II, (2d), III (3d), as applicable, following the middle name or initials.

*b.* Apostrophe or hyphen contained within a name is not to be shown,

and spaces are not to be inserted between sections of names, nor is a space to be used as a substitute for an apostrophe or hyphen. Examples are:

<i>Name</i>	<i>Code</i>
McAffee	MCAFFEE
O'Brien	OBRIEN
Smith-Connally	SMITHCONNALLY

**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 investigation 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 17, 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.

Code	Designation
M -----	No assignment requiring prolonged or repeated exposure to high environmental temperature.
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.

Code	Designation
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 for reporting major subject taken at colleges or universities for Active Army personnel.

Code	Designation
<b>A</b>	<b>HUMANITIES</b>
AXX	Art—Classics General
AAA	Art—Commercial
AAX	Art General
AGA	Broadcasting (Announcer)
AFB	Dramatics
ACA	Education, Religious
ADX	English
AKX	Journalism
ABX	Language Literature Classical
AHX	Language Literature Foreign
AEX	Music
ACB	Pastoral Counseling
ALX	Philosophy
AGE	Photography
AGB	Production Motion Picture
AGC	Production Television
AFA	Public Speaking
ACC	Religion Theology

<b>B</b>	<b>BUSINESS</b>
BAA	Accounting Auditing
BBA	Administration Public
BAN	ADPS—Business

Code	Designation
BAC	Advertising
BAD	Banking and Financing
BAX	Business Administration
BXX	Business General
BAF	Commerce Marketing Merchandising
BBD	Commercial Aviation Transportation
BAM	Comptrollership
BCA	Foreign Trade
BBH	Health Services Administration
BAK	Labor Relations
BBL	Management Aerospace
BBX	Management General
BBK	Management Industrial
BBH	Management Institutional
BBF	Management Logistics
BAL	Operations Research Analyst (Business)
BBX	Personnel Management/Administration
BBG	Transportation and Traffic Management
<b>C</b>	<b>ENGINEERING</b>
CUA	Engineering—ADPS
CGX	Engineering Administration
CFX	Engineering Aeronautical
CFA	Aero Space Engineering (Space Travel)
CBX	Engineering Agriculture

<i>Code</i>	<i>Designation</i>	<i>Code</i>	<i>Designation</i>
CKE	Engineering Air Conditioning	CUX	Systems Engineering
CAA	Engineering Architectural	CWX	Textile Engineering
CAC	Architecture Landscape	CCH	Engineering Transportation
CAX	Architecture General	CXX	Engineering General
CKL	Engineering Automotive		
CDX	Engineering Ceramic	D	PHYSICAL SCIENCES
CCL	City Planning	DLN	Acoustics
CCX	Civil Engineering	DLP	Aerodynamics
CLX	Civil Engineering (Nuclear Engineering)	DAA	Agriculture—General
		DAX	Agriculture—Forestry General
CCG	Civil Engineering (Structural Dynamics)	DAB	Agronomy Soil Science
CEX	Engineering Chemical	DLK	Applied Mechanics
CHE	Communications	DBA	Astrodynamics
CKM	Engineering Diesel	DBX	Astronomy
CHX	Engineering Electrical	DBC	Astrophysics
CHA	Engineering Electronics	DCC	Bacteriology
CKN	Engineering Explosive	DDA	Biochemistry General
CRA	Fuel Technology	DCX	Biological Sciences General
CKP	Guided Missiles	DCX	Biology General
CCP	Environmental Health Engineering	DAH	Biometry
CKK	Engineering Heating	DCA	Botany General
CKF	Engineering Hydraulic	DDB	Chemistry Analytical General
CYX	Engineering Industrial	DDG	Chemistry Ceramics Glass
CHD	Engineering Instrumentation	DDK	Chemistry Electrochemistry
CMX	Engineering Marine	DDX	Chemistry General
CKH	Engineering Mechanical	DDN	Chemistry Industrial
CNX	Engineering Metallurgical	DDC	Chemistry Inorganic General
CPX	Engineering Mining	DDF	Chemistry Nuclear
CAB	Engineering Naval Architecture	DDD	Chemistry Organic
CLX	Engineering Nuclear	DDM	Chemistry Paper
CLA	Engineering Nuclear Effects	DDE	Chemistry Physical General
CUC	Operations Research Analyst (Engineering)	DDL	Chemistry Textile
		DAD	Dairy Science
CKB	Engineering Ordnance	DAI	Embryology
CRX	Engineering Petroleum	DCB	Entomology
CSX	Engineering Physics	DAE	Fish Resources
CFB	Physics Space	DAF	Food Technology
CCE	Engineering Public Health Sanitation	DAG	Forestry General
CHB	Engineering Radio	DEX	Geodetic Science
CCK	Radiological Safety and Defense	DFX	Geography Economic Political
CKC	Engineering Railway	DFX	Geography General
CLB	Engineering Reactor	DGK	Geological Engineering
CKD	Engineering Refrigeration	DGE	Geology Economic
CTX	Engineering Safety	DGF	Geology General
CCE	Sanitation Science and/or Environmental Health Science	DGB	Geology Stratigraphy
		DGA	Geology Surficial
CCN	Engineering Space Facilities	DGD	Geology Terrestrial Mag-Electricity
CCF	Structural Engineering	DGX	Geophysics
		DDH	Glass Technology
		DAG	Histology

<i>Code</i>	<i>Designation</i>	<i>Code</i>	<i>Designation</i>
DAH	Horticulture	ELX	Arts Industrial
DAK	Husbandry—Animal	EKD	Communication Sciences
DAL	Husbandry—Poultry	ECX	Criminology/Corrections
DLG	Jet Propulsion	EAB	Cultural Foundations
DHC	Mathematics Ballistics	EDX	Economics General
DHB	Mathematics Cryptanalysis	EHX	Economics Home
DHX	Mathematics General	EEX	Education General
DDP	Metallurgy	EEC	Education Industrial
DGL	Meteorology Climatology	EFC	Education Physical
DCG	Medical Microbiology	EAC	Ethnology
DGH	Mineralogy Petrology	EKC	Foreign Affairs
DGN	Nautical Sciences	ERA	Geopolitics
DBB	Navigation Celestial	ENC	Government Civil
DEA	Navigation Terrestrial	END	Government Military
DLL	Nuclear Science	EGX	History General
DGP	Oceanography Hydrology	EEB	Instructional Technology
DCD	Parasitology	EKB	International Relations
DGG	Paleontology	EMX	Library Science Archives
DXX	Physical Sciences General	ETX	Mortuary Science
DLA	Physics Biophysics and Radiobiology	ECA	Police Science and Administration
DLB	Physics Electricity Magnetism Electronics	ERX	Political Science
DLX	Physics General	EPA	Psychology Abnormal
DLD	Physics Nuclear	EPE	Psychology Applied
DLE	Physics Optics Light (Optics)	EPH	Psychology Child
DLF	Physics Thermal	EPC	Psychology Clinical
DAM	Plant Pathology	EPL	Psychology Counseling
DLM	Radiological Physics	EPK	Psychology Educational
DGC	Seismology	EPB	Psychology Experimental
DHA	Statistics	EPX	Psychology General
DAN	Sugar Technology	EPD	Psychology Social
DCE	Taxonomy	EPF	Psychometrics Psychophysics
DLH	Technology Nuclear Reactor	ENA	Public Health
DCF	Zoology	ENX	Public Relations
DKC	No Major (United States Air Force Academy)	ENB	Public Safety
DKD	No Major (United States Coast Guard Academy)	EFA	Recreations
DKA	No Major (United States Military Academy)	EXX	Social Science General
DKB	No Major (United States Naval Academy)	ENE	Social Work
DKF	Military Science (other than United States Academies)	ESX	Sociology
		EED	Vocational and Educational Guidance
		EEE	Vocational Subjects (Crafts, Trade)
		F	<b>MEDICAL ALLIED SCIENCE</b>
<b>E</b>	<b>SOCIAL SCIENCE</b>	FDA	Anatomy
ENF	Administration Social Welfare	FEX	Audiology
EAX	Anthropology	FGA	Bacteriology
EAA	Archeology	FAX	Chiropody
EBX	Area Studies	FBX	Dietetics
		FBX	Dietitian Administrative
		FBX	Dietitian Clinical
		FBX	Dietitian Therapeutic

<i>Code</i>	<i>Reason</i>
02	-----Administrative (leave, recycles, or any other delay).
03	-----Nonprior-service combat bonus option enlistee—academic failure (AIT only).
04	-----Nonprior-service combat bonus option enlistee—failure for physical reasons (AIT only).
06	-----Prior-service combat bonus option enlistee—academic failure (AIT only).
25	-----Reentry to training base (personnel control facility correctional hold returnees or recycle from another BCT).
26	-----Dropped from training rolls. (Applicable to deserters, deceased, discharged from BCT, reassignments to personnel control facility, or correctional holding facilities personnel.)
62	-----Special Forces volunteer—awaiting instructions.
63	-----Airborne volunteer—awaiting instructions.
65	-----Special assignment—awaiting instructions.
70	-----Corrected training assignment or to acknowledge arrival of individual at AIT activity.
71	-----Reassignment by choice of training base commander.
73	-----Volunteer for airborne training.
74	-----Airborne disqualified.
75	-----Volunteer for Vietnam assignment.
76	-----Special Forces disqualified.
81	-----Recycle.
85	-----Reassignment due to accelerated training schedule.
86	-----Leadership training.
91	-----Late processing.
92	-----Reassigned by DAPO-EP.
93	-----No assignment received from DAPO-EP.
95	-----Assigned to further training directed by HQDA.
97	-----EOD volunteer.
98	-----1st Battalion (Reinf) 3d Infantry (The Old Guard).

★A-5. Location and reporting activity codes for training activities only (chap 4). 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>
00	-----HQDA.

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.

<i>Code</i>	<i>Installation</i>
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.
27	-----Fort Monmouth, NJ.
28	-----Little Creek, VA—School of Music.
29	-----Rescinded.
2A	-----Pittsburg, PA.
2B	-----Washington, DC/Baltimore, MD.
2C	-----Norfolk, VA.
2D	-----Fort Belvoir, VA.
2E	-----Fort Dix, NJ.
2F	-----Fort Knox, KY.
2J	-----Edgewood Arsenal, MD.
2K	-----Fort Holabird, 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.
89	-----194th Armored Brigade, Fort Knox, KY.
<b>Third Army Area</b>	
30	-----Third Army area (units not specifically listed below).
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 McClellan, AL—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.

<i>Code</i>	<i>Installation</i>
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 McClellan, 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, 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.
83	197th Infantry Brigade, Fort Benning, GA.
84	82d Airborne Division, Fort Bragg, NC.
93	XVIII Airborne Corps Artillery, Fort Bragg, NC.

#### 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—Field Command, DASA.
4A	Fort Sam Houston, TX—Medical Field Service School.
4B	Fort Sam Houston, TX—Medical Training Center.
4C	Fort Walters, TX—Helicopter School.
4E	Sheppard AFB, TX.
4F	384th Replacement Company, Fort Hood, TX.
4G	508th Military Police Battalion, Fort Riley, KS.
4H	720th Military Police Battalion, Fort Hood, TX.
4J	Fort Leavenworth, KS.
4K	White Sands, NM.
4L	Fort Bliss, TX.
4M	Fort Polk, LA.

<i>Code</i>	<i>Installation</i>
4N	Fort Sill, OK.
4P	Fort Leonard Wood, MO.
4Q	Fort Sam Houston, TX.
51	Fort Leonard Wood, MO—USATC.
53	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	Brooke General Hospital, Fort Sam Houston, TX.
5E	Chicago, IL.
5G	Detroit, MI.
5J	Fort Riley, KS.
5K	Fort Benjamin Harrison, IN.
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.

#### Sixth Army Area

5B	Fitzsimons General Hospital, Denver, CO.
5F	Colorado Springs, CO.
5H	Fort Carson, CO.
57	4th AG Administration Company (Repl), Fort Carson, CO.
60	Sixth Army area (units not specifically listed).
61	Fort Ord, CA.
62	Fort Huachuca, AZ—CSTASCH.
63	Presidio of Monterey, CA.
64	Fort Ord, CA—USATC.
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.
6J	Fort Huachuca, AZ—Intelligence School.

<i>Code</i>	<i>Installation</i>
6K	Fort MacArthur, CA.
6L	Oakland Army Base, CA.
6M	Fort Huachuca, AZ.
6N	Fort Lewis, WA.
82	4th Infantry Division, Fort Carson, CO.

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.

Oversea Area

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.
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.

**A-6. AIT Qualification Card.** A general purpose card to be forwarded only upon request of the Chief of Personnel Operations.

<i>Element of data</i>	<i>Columns punched</i>
Name	1-12
Service component	13
Sex	14
Military personnel class code "E"	15
SSN	16-24
Grade	25
MOS	26-30
AIT activity (para A-5)	31-33
Special assignment (note 1)	34
Security clearance (codes A, B, F, and M)	35
Leave blank	36-38
Physical category	39
Language/DLAT code	40-41
Assignment eligibility and availability code	42
Last oversea area	43

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<i>Element of data</i>	<i>Columns Punched</i>
ETS:	
Month -----	44
Year -----	45
DROS:	
Month -----	46
Year -----	47-48
Leave blank -----	49-52
Number of dependents -----	53
Basic pay entry date:	
Month -----	54
Year -----	55
Citizenship status (codes 3 and 4 indicate ALIEN) -----	56
Major college subject -----	57-59
Leave blank -----	60-61
Enlistment commitment -----	62
Airborne volunteer -----	63
Civilian education -----	64
GT aptitude score -----	65
OCS commitment -----	66
CONUS preference -----	67-68
Oversea preference (code V indicates VN VOL) -----	69
Leave blank -----	70-74
AIT completion date -----	75-77
Port delay code -----	78
Record identification number (note 2) -----	79
Leave blank -----	80

*Note 1.* Code E indicates EM under 18 years of age upon completion of AIT; code F for further training; code I for retention as instructor; code S for sole surviving son.

*Note 2.* Code B indicates EM graduating from BCT; code C indicates EM graduating from AIT.

TO BE FORWARDED HQDA ONLY UPON REQUEST OF COPO.

## ★APPENDIX B

## ORGANIZATION STATE CODES

*For use by commanders reporting Army Reserve or National Guard information (coln 16-17) only.*

**B-1. Organization codes for Army Reserve personnel.**

<i>Code</i>	<i>Organization</i>	<i>Code</i>	<i>Organization</i>
0A	US Army, Alaska	3I	Puerto Rico
0C	US Army Forces, Southern Command	5A	86 USAR CMD
0E	US Army, Europe	5B	30 MD HQ HOSP CEN
0P	US Army, Pacific	5C	88 USAR CMD
09	USA, ELM SSVC SYS ORG	5D	103 LG HHC SPT BDE
1A	77 USAR CMD	5E	5501 USA HSP 1000 BED
1B	301 LG HHC SPT BDE	5F	90 USAR CMD
1C	411 EN HHC BDE	5G	102 USAR CMD
1D	818 MD HQ HOSP CEN	5H	122 USAR CMD
1E	79 USAR CMD	5I	123 USAR CMD
1F	31MD HQ HOSP CEN	5J	70 DIV Training
1G	83 USAR CMD	5K	75 Maneuver AR CMD
1H	2291 USA HSP 1000B	5L	84 DIV Training
1I	94 USAR CMD	5M	85 DIV Training
1J	804 MD HQ HOSP CEN	5N	89 DIV Training
1K	97 USAR CMD	5O	95 DIV Training
1L	2290 USA HSP 1000B	5P	156 QM HHC PET INT CMD
1M	99 USAR CMD	5Q	205 IN BDE Separate
1N	76 DIV Training	5R	300 MP HHC POW CMD
1O	78 DIV Training	5S	377 LG HHC SPT BDE
1P	80 DIV Training	5T	416 EN HHC CMD
1Q	98 DIV Training	5U	420 EN HHC BDE
1R	100 DIV Training	5V	425 TC HHC MT CMD
1S	157 IN BDE Separate	5W	3 TC HHC RWY CMD
1T	187 IN BDE Separate	5X	807 MD HQ HOSP CEN
1U	310 LG HQ SP TPS FASCO	5Y	USAADMIN SPT DET
1V	352 CA HHC AREA A	6A	63 USAR CMD
1W	353 CA HHC AREA A	6B	311 LG HHC SPT BDE
3A	3297 USA HSP 7000B	6C	96 USAR CMD
3C	120 USAR CMD	6D	124 USAR CMD
3D	121 USAR CMD	6E	19 DIV Training
3E	87 Maneuver AR CMD	6F	104 DIV Training
3F	108 DIV Training	6G	351 CA HHC AREA A
3G	143 TC HHC BDE	6H	6253 USA HSP 1000B
3H	412 EN HHC CMD		

**B-2. State codes for National Guard personnel.**

<i>Code</i>	<i>State</i>	<i>Code</i>	<i>State</i>
01	Alabama	30	Montana
02	Alaska	31	Nebraska
04	Arizona	32	Nevada
05	Arkansas	33	New Hampshire
06	California	34	New Jersey
08	Colorado	35	New Mexico
09	Connecticut	36	New York
10	Delaware	37	North Carolina
11	District of Columbia	38	North Dakota
12	Florida	39	Ohio
13	Georgia	40	Oklahoma
15	Hawaii	41	Oregon
16	Idaho	42	Pennsylvania
17	Illinois	44	Rhode Island
18	Indiana	45	South Carolina
19	Iowa	46	South Dakota
20	Kansas	47	Tennessee
21	Kentucky	48	Texas
22	Louisiana	49	Utah
23	Maine	50	Vermont
24	Maryland	51	Virginia
25	Massachusetts	53	Washington
26	Michigan	54	West Virginia
27	Minnesota	55	Wisconsin
28	Mississippi	56	Wyoming
29	Missouri	RQ	Puerto Rico

**B-3. Month codes to report training month.**

<i>Code</i>	<i>Month</i>	<i>Code</i>	<i>Month</i>
01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

S/S CI

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## CHAPTER 1

### GENERAL POLICIES

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#### 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 Stations (AFEES) and elements of the United States Army Recruiting Command (USAREC). This regulation further prescribes procedures for reporting to Headquarters, Department of the Army 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, 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 male personnel who are assigned from recruiting main stations direct to CONUS stations, or to a US Army oversea replacement station for oversea movement.

*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) who process at USARECSTA and are assigned to 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 explanations 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 training.* Training conducted at the US Women's Army Corps Center (USWACC) and US Army Medical Training Center (USAMEDTC) in fundamentals of basic military training, less combat.

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

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

*e. In-cycle processing.* Processing accomplished during basic or basic combat training which commences on a Monday. Processing scheduled during the basic combat training cycle will be as indicated in ATP 21-114, Male Military Personnel Without Prior Service; ATP 21-111, Modified Basic Training Program for Conscientious Objectors (1-A-O) Without Prior Service; ATP 21-121, Basic Training Program for Female Military Personnel.

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

*g. Preparation of replacements for oversea movement (POR).* A system of personnel policies and procedural requirements to qualify personnel for oversea service.

*h. 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 Army National Guard of the United States or US Army Reserve 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.*

*i. 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). Reserve Component non-prior service personnel age 26 or over 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.

*j. 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 Headquarters, Department of the Army. 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 (*h* above).

**1-4. Restrictions.** *a.* Innoculations, except adenovirus vaccine, meningococcal disease vaccine, tetanus-diphtheria toxid, 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 /one 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.

*e.* Non-prior service receptees may be retained for only /one 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 USA-RECSTA (para 2-10c(2)).

*h.* Conscientious objectors (1-A-O) will not be assigned to basic combat training.

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

*j.* REP 63 personnel assigned ADT will not be released to their parent unit without having completed at least 120 days on ADT and have fulfilled their ADT commitment as specified by the enlistment contract unless they have been recommended for discharge. 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 commander.

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

Table 1-1. RECORDS INITIATED OR RECEIVED AT US ARMY RECEPTION STATIONS

Form No.	Title	Applicable regulations(s)	Form(s) used for each receiptee	Furnished receiptee	Placed/Filed in DA Form 201 (MPRJ)		Filed in DD Form 722	Placed/Filed in DA Form 2143		To/thru servicing DPA	Special instructions or disposition
					Placed	Filed		Placed	Filed		
	Training Card One	Chapter 4	1		X						Training Card one will be punched and machine verified.
	Standard Personnel Plate.	AR 600-26	1 (plate)		X						Placed in MPRJ when transmitting personnel records from USARECSTA to training center UP AR 640-10.
	Identification Tags	AR 606-5	2 (tags)		X						Issue if processing schedule will permit.
DA Form 20	Enlisted Qualification Record.	AR 600-200 NGR 601-200 AR 140-111			X						Transmit IAW paragraph 1-9, AR 640-10. Do not perforate or fasten this form in MPRJ.
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	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 retained by issuing officer and filed in nu-

See footnotes at end of table.

Form No.	Title	Applicable regulations (s)	Form (s) used for each receiptee	Furnished receiptee	Placed/Filed in DA Form 201 (MPRJ)		Filed in DD Form 722	Placed/Filed in DA Form 2143		To/thru servicing DPA	Special instructions or disposition
					Placed	Filed		Placed	Filed		
DA Form 481	Military Leave Record.	AR 630-5	1						X		merical 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 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	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 1341	Allotment Authorization (To start, Stop, and Change Allotments).	Part 6, chapter 6, DOD Military Pay and Allowances Entitlements Manual; chapter 2. AR 37-104-2	4 (set)	Trip				X			
DA Form 1811	Physical and Mental Status on Release from Active Service.	AR 601-210	Duplicate received from RMS.				X				
DA Form 1986	Tax Withholding Record.	Chapter 2, AR 37-104-2.	1						X		
DA Form 2025-R.	Computation of ACB Aptitude Area Scores.	AR 601-270	1								Destroy after recording on DA Form 20.
DA Form 2189	Military Pay Voucher.	Chapter 4, AR 37-104-2.	5 (set)						Copy 5		Copies 1 through 4. To finance and accounting officer.
DA Form 2148	Military Personnel Financial Data Records, US Army.	Chapter 3, AR 37-104-2.	1		X						Placed in MPRJ when transmitting personnel records IAW AR 640-10.
DA Form 2981	Application for Determination of	AR 601-270					Cy (if atch to DD				If received from AFES, DA Form 2981 will be

TABLE 2-2—Continued

## PROCESSING SCHEDULE

Line	Action required	1st processing day	2d processing day	3d processing day	4th processing day
3—Continued	<p>e. Report individuals whose enlistment commitment is contingent on qualifications and subsequently, found not qualified to HQDA (DAPO-EPO-TS.) AUTOVON 54480 or 55724 as an unused asset against training quota.</p> <p>(1) Counsel each individual and advise of alternate options available for which they qualify.</p> <p>(2) Make every effort to obtain a waiver of enlistment option.</p> <p>(3) If individual fails to qualify for alternate option or elects not to accept alternate course of action, process UP para 5-5, AR 601-210 and para 5-32, AR 635-200.</p>	X			
4	Initiate required records/forms, including Standard Personnel Plate and Processing Rosters. Issue identification cards and identification tags if processing schedule will permit. (Mechanical writing equipment, if available, may be used in preparing records and forms.)	X			
5	Issue health and comfort items, as appropriate. These issues will be recorded on DA Form 3327 (Personal Clothing Record—Enlisted Men) or DA Form 3326 (Personal Clothing Record—Enlisted Women).	X			
6	Make blood group and type determinations (AR 40-3).	X			
7	Administer adenovirus vaccine, meningococcal disease vaccine, tetanus-diphtheria toxoid, poliomyelitis vaccine, and the tuberculin tine test (tuberculin tine test) (see para 102-c and "Note"). The tuberculin tine test results will be read approximately 72 hours after administration. Recipients 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<sup>1</sup>

Line	Action required	1st processing day	2d processing day	3d processing day	4th processing day
9	Issue orientation material and show film, including but not necessarily limited to— a. DA Pam 21-13 (The Soldier's Handbook). b. DA Pam 360-83 (Tips for Dependents). c. "You've Come a Long Way." (Training film).	X			
10	Arrange for receptees to procure a haircut, if necessary. (AR 600-20)	X			
11	Administer the Army personnel selection and classification tests listed in Table 2-3.		X	X (Administer tests not given on 2d processing day)	
12	Issue and mark clothing and duffel bag.		X		
13	Issue name tapes as prescribed by AR 670-5.		X		
14	Prepare two fingerprint records—reverse of DD Form 369 (Police Record Check). To insure classifiable prints, follow carefully the finger printing procedures in TM 10-632. (Attach one record to DD Form 1584; file the other one in individual's MPRJ (DA Form 201) as a permanent document.)		X		
15	Conduct personal affairs interview. a. Initiate applications for allotments, SGLI allowances, and US Savings Bonds, when appropriate. b. Prepare partial pay voucher for each receptee; prepare reenlistment bonus voucher, when appropriate.		X		
16	Take necessary action on personal problems.		X		
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 2-3—Continued			
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
Officer Candidate Test (OCT-3) and (OCT-4). <i>Male personnel only.</i>	All personnel processing through US Army Reception Stations who attained a GT score of 110 or higher and are otherwise qualified for selection for Officer Candidate School as provided in AR 351-5.	1. Administer test in accordance with DA Pam 611-262. 2. Compute final standard score. 3. Record test score on DA Form 20.	
Officer Qualification Inventory (OQI-1). <i>Male personnel only.</i>	All personnel processing through US Army Reception Stations who— a. Attain a score of 115 or higher on the OCT-3 or OCT-4, and— b. Indicate a desire to become a candidate for an officer commission.	1. Administer test in accordance with DA Pam 611-263. 2. Compute final score. 3. Record score on DA Form 20.	
Women's Army Classification Battery (WACB).	WAC enlistees.	1. Record WACB test and aptitude area scores attained at AFEES on DA Form 20. 2. Destroy DA Form 6040 (Women's Army Classification Battery, WACB Scoring Work Sheet) <i>after</i> verification of test and aptitude area scores.	1. Combat A and B or IN and AE aptitude area scores will not be computed. 2. Personnel administered the WACB will not be tested with the ACB, except under retesting provisions of AR 600-200.

TABLE 2-4

## IDENTIFICATION OF SPECIALLY DESIGNATED AND CERTAIN OTHER PERSONNEL

Line	If receptee	Action required	
		Identify as prescribed in AR 600-200 and record information on DA Form 20.	As indicated below
1	has civilian-acquired skills and/or education which fully qualifies him in a related MOS.	X	Enter the five-character MOS code appropriate to the apprentice, journeyman, or advanced journeyman level of skill only in item 26 of DA Form 20.
2	claims qualification in a foreign language or dialect.  qualifies as a linguist.		As prescribed in AR 611-6, administer language proficiency tests or conduct interview; score tests and record scores and/or ratings resulting from tests or interview on DA Form 20. Prepare and submit DA Form 1-1 (Personnel Data Report) IAW provisions of AR 680-1. Determine language code; record language code on DA Form 1-1 (Personnel Data Report); prepare and submit DA Form 330 (Language Proficiency Questionnaire). See AR 680-1, AR 611-6, and AR 611-201.
3	has <i>special qualifications and aptitudes</i> and meets the criteria outlined in paragraph 2-15, AR 600-200.	X	Prepare DA Form 1294 in duplicate as required by AR 600-200. (DA Form 1294 will <i>not</i> be prepared for Reserve component ADT receptees.) Forward original and duplicate of DA Form 1294 to training activity with receptee's personnel records.
4	is classified as conscientious objector, 1-A-O, by Selective Service local board.	X	Assign to US Army Medical Training Center, Fort Sam Houston, TX, upon completion of reception processing.
5	is an inducted physician, dentist, or allied medical specialists.	X	Assign to Brooke Army Medical Center, Fort Sam Houston, TX upon completion of reception processing IAW paragraph 2-13, AR 600-200.
6	claims proficiency with a musical instrument, and does not have an enlistment commitment.		Identify as a potential bandsman. Inform receptee he may request instrumental audition by an Active Army bandmaster. Provided it does not interfere with the 4-day processing schedule, audition may be conducted by the local Active Army bandmaster.
7	has an enlistment commitment.		Enter enlistment commitment or program for which volunteered in item 13, DA Form 20, to insure compliance with enlistment contract and timely entry into Basic or Basic Combat Training IAW procedure in paragraph 5-41b, AR 601-210. Also, make following permanent entry in item 13, DA Form 20 of an individual who was enlisted for an option on the basis of qualifying AQB tests scores: "AQB qualified; see DD Form 4."
8	has potential for career development but lacks satisfactory		Identify for attention and assistance under <i>career development program</i> by placing a rub-

TABLE 2-4—Continued												
IDENTIFICATION OF SPECIALLY DESIGNATED AND CERTAIN OTHER PERSONNEL												
Line	If receiptee	Action required										
		Identify as prescribed in AR 600-200 and record information on DA Form 20.	As indicated below									
8—Continued	educational background or experience for admission to an appropriate service school or for promotion to higher responsibilities.	ber 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."										
9	is a non-prior 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 18, DA Form 20, "Not eligible for security clearance; see AR 604-10."										
11	has been enlisted for school training in MOS 96B or MOS 936D.	<p>Following documents will be prepared and placed as a packet in MPRJ for transmission to training activity:</p> <table border="0"> <thead> <tr> <th style="text-align: center;"><i>Form</i></th> <th style="text-align: center;"><i>No. required</i></th> </tr> </thead> <tbody> <tr> <td>DD Form 98, Armed Forces Security Questionnaire</td> <td>One signed original.</td> </tr> <tr> <td>DD Form 398, Statement of Personal History</td> <td>One complete, legible, and signed original.</td> </tr> <tr> <td>DD Form 1584, DOD National Agency Check Request</td> <td>One complete set.</td> </tr> <tr> <td>FD Form 258, Fingerprint Card (Applicant)</td> <td>Two (must be legible and prints classifiable).</td> </tr> </tbody> </table> <p>(The above requirements are <i>in addition</i> to any other requirements for these forms.)</p>	<i>Form</i>	<i>No. required</i>	DD Form 98, Armed Forces Security Questionnaire	One signed original.	DD Form 398, Statement of Personal History	One complete, legible, and signed original.	DD Form 1584, DOD National Agency Check Request	One complete set.	FD Form 258, Fingerprint Card (Applicant)	Two (must be legible and prints classifiable).
<i>Form</i>	<i>No. required</i>											
DD Form 98, Armed Forces Security Questionnaire	One signed original.											
DD Form 398, Statement of Personal History	One complete, legible, and signed original.											
DD Form 1584, DOD National Agency Check Request	One complete set.											
FD Form 258, Fingerprint Card (Applicant)	Two (must be legible and prints classifiable).											

held at the BCT activity pending receipt of results of security investigation. Exception to this policy are those 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 verifying eligibility for training of those individuals who have enlistment commitments, the commanders of training activities will use the Army Qualification Battery (AQB) scores entered on the enlistment contracts of those individuals. The Army Classification Battery (ACB) scores entered on the DA Form 20 at USARECSTA will not be used to determine training eligibility of individuals with enlistment options.*

(4) The packet of forms in the MPRJ of those 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 98, Armed Forces Security Questionnaire.	One signed original.
DD Form 398, Statement of Personal History.	One complete, legible, and signed original.
DD Form 1584, DOD National Agency Check Request.	One complete set.
FD Form 258, FBI Department of Justice Fingerprint Card (applicant).	Two (must be legible and prints classifiable).

Packets will be reviewed for presence of required 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 the DD Form 1584. Dispatch the forms as a packet to HQDA (DAPO-EPC-SI), Washington, DC 20310.

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

### 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 alternate training assignment to Headquarters, Department of the Army, (DAPO-EPO-TI), AUTOVON 53426 or 56286.

(2) Reported to Headquarters, Department of the Army by submission of a Training Control Card as prescribed by 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 by paragraph 11-2e(3), AR 614-200.

(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.

**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 the 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 a Form

SS-5 (Application for Social Security Number (or Replacement of Lost Card)) initiated by an AFEEES, forward this duplicate to the custodian of Financial Data Records Folder (FDRF). If no SSN card is present and the MPRJ contains an original and a duplicate copy of a Form SS-5 initiated at the USA-RECSTA, transmit the original to HQDA (PEPS-G), Edgewood Arsenal, MD 21010, and forward the duplicate copy to the custodian of the FDRF. If 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 HQDA (PEPS-G), Edgewood Arsenal, MD 21010. (See Chapter 3, AR 600-2).

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

c. Dental survey. See paragraph 11-7, AR 40-562.

d. Eye refraction, where 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 DD Form 1175 (Change of Address and Directory Record) prepared by individuals as required by paragraph 16b, AR 65-75. Individuals will be encouraged to prepare a DD 1175 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 indication but not eligible for a security clearance and/or assignment to specific geographical areas until such time as 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 inprocessing 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 20 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 AR 635-206).

(2) When the results of an ENTNAC are favorable, appropriate entries will be made on DA Form 20 (Enlisted Qualification Record) as required by AR 640-2. Upon return from

3327 (Individual/Organizational 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, DODPM, chapter 6, AR 37-104-2, and chapter 7, AR 37-125.

(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 (green), 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 (Dependent Medical Care) and DD Form 1173 (Statement) 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 form, commanders will comply with the provisions of AR 40-121 regarding notification in item 9 on 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 CG, 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 residents.*

(1) Processing individuals from Alaska and Hawaii will not be fully out-processed by CONUS training activities. These individuals will be processed at CONUS training activities as follows:

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

(b) 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.

(c) Issue orders attaching these individuals to an appropriate oversea transfer activity for out-processing and return to USAR or ARNGUS control. See AR 635-10 for location of appropriate separation/transfer activity.

(d) *The oversea transfer activity commander is responsible for completion of out-processing for residents of Alaska and Hawaii, as prescribed by d(2) through (9) above.*

(2) Non-CONUS residents from Puerto Rico and Virgin Islands will be processed at CONUS training activities as follows:

(a) Training activity commanders will request port call instructions for these individuals from the appropriate area Military Traffic Management and Terminal Service at least 45 days before the date individual is scheduled for relief from ADT. Port call request will indicate that these individuals are REP 63 train-

ees, and that since their ADT orders are self-executing, reservists are not eligible for assignment in CONUS. Hence, they will be port called so that they may be returned to their home address of record and to ARNGUS or USAR control on terminal date of their ADT tours.

(b) Training activity commanders will completely out-process individuals to include administering of medical and dental examinations (AR 40-501) not earlier than 30 days nor later than 15 days before expected date of departure of individuals from the training activity.

(3) 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 Form 20 (Enlisted 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) (Séparation Epidemiologic Report), when applicable. (Form is available through normal publications supply channels.)
4. Reports of the separation medical examination.

(c) DA Form 2143 (Military Personnel Financial Data Records, US Army) containing DD Form 481, 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.

(4) Orders issued will *attach* these individual to the appropriate oversea transfer activity.

(5) 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 ACTIVITIES<sup>1</sup>

**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- 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 paragraphs 4-8e and 5-8, AR 351-5; 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 Chief of Personnel

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

Operations, 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 assign him to an oversea replacement station for further assignment to the specific unit designated in his original assignment instructions.

**3-32. Assignment of 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 United States 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 601-201 or chapter 8, AR 614-200, orders issued will relieve the individual from his train-

ing unit and will assign him to an oversea replacement station 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 individuals who is classified as a noncombatant conscientious objector (I-A-O) after arrival at a training activity will be relieved from his training unit and assigned direct to the US Army Medical Training Center, Fort Sam Houston, TX, for completion of training.

**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- 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 paragraphs 4-8e and 5-8, AR 351-5; paragraph 12, DA Pam 350-10.

**3-36. Assignment of 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 CONUS.* 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 replacement sta-

tion 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— RCS OPO-65 REPORT (MIN)

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#### Section I. GENERAL

**4-1. Purpose.** The RCS OPO-65 Report is a separate automated system used by Headquarters, Department of the Army to—

*a.* Identify the quality and quantity of re-ceptees.

*b.* Select individuals for training.

*c.* Assign individuals to training.

This report provides Headquarters, Department of the Army with personal data necessary to assign personnel to basic training, basic combat training, advanced individual training, higher skill level training (e.g., NCO Basic Course) and ultimately to active Army TOE or TDA units. Input to the system is in the form of electric accounting machine punch cards, prepared and submitted by commanders of reception stations and training activities.

**4-2. Scope.** This system includes all individuals who undergo basic, basic combat, and/or advanced individual training and are subject to assignment by Headquarters, Department of the Army. Specifically excluded from the system are—

*a.* Reserve enlisted personnel (REP 63) on active duty for training.

*b.* Prior service personnel who process through reception station, but require no training.

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

*d.* 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.

*e.* Individuals to be trained in the MOS listed below who will be reported to Headquarters, Department of the Army under the provisions of this regulation; however, requests for assignment will be as prescribed by chapter 8, AR 614-200:

*MOS*

15E

16M

17L

21G, H, J, K, L, M

26M, N

28B, C, D, M, N, P, Q, R

31D

32D, E, F

34B, D

36H

46M, N

51S

52H, J, K, L, M, N, W

62P

67A

68B

71D, E

72G

74C, D, E, F, G, Z

91C20

93H, J, K

96 and 97 series

00H

Special Qualification Identifier "S"

**4-3. Objectives.** *a.* To establish and maintain an automated master record for each enlisted man or woman included in the training base. Each record contains all data necessary to establish control and distribution programs. This includes—

(1) Creation of 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 Headquarters, Department of the Army 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 is used by Headquarters, Department of the Army to develop assignments for personnel to proceed from basic training to advanced individual training or to a permanent unit. During the fourth week of BCT the Training Assignment Card (chap. 5) for each individual is sent to the appropriate basic training activity. At least 2 weeks before the start of each advanced individual training class, rosters of individuals scheduled to enter advanced training are sent to the appropriate training activity.

(2) Before completion of advanced individual training, assignment instructions are issued for personnel to proceed to units or to further training. Punched cards and rosters 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 Headquarters, Department of the Army, CONARC, and training activities concerning their respective responsibilities for managing training.

**4-4. 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 Headquarters, Department of the Army.

*b.* The Training Card One and Training Card Two will be prepared, matched, verified, and forwarded together to Headquarters, Department of the Army 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 DAPO-EPO-TI 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 advanced individual training 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 advanced individual training, 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, illness, etc., can delay the date an individual will graduate from BCT/AIT, and 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.* As prescribed by AR 614-200, Department of the Army will furnish AIT activity commanders with Assignment Information Cards, Assignment Cards, and a roster containing the assignment of individuals attending AIT not later than the second week before

completion of AIT. (See AR 614-200.) 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 by 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 transceiver communications facilities to submit data required at Headquarters, Department of the Army. If the installation or school does not have these facilities, obtain support from a nearby installation which does have these facilities. Communications pertaining to personnel in MOS 09B, 09C and 09E will be addressed to HQDA (DAPO-EPO-TI), WASH DC 20310. All other correspondence will be addressed to HQDA (DAPO- ) (see (1) through (5) below), WASH DC 20310. In the event of Condition MINIMIZE, data will continue to be transmitted via electrical means or by telephone (use appropriate media).

(1) (DAPO-EPC-RC) for personnel in MOS Occupational area 1 and WAC.

(2) (DAPO-EPC-RM) for personnel in MOS Occupational areas 2 through 6.

(3) (DAPO-EPC-RG) for personnel in MOS Occupational areas 7 through 9, except MOS 96 and 97.

(4) (DAPO-EPC-SI) for personnel in MOS 96 and 97 series.

(5) All other personnel identified in paragraph 4-2e to DAPO-EPC-S.

*c.* Transmitted data will be in the sequence specified in the formats of cards contained figures 4-1 and 4-2.

*d.* Transaction cards received from Headquarters, Department of the Army 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 RCS OPO-65 Reports sent to Headquarters, Department of the Army will be punched with the following codes in columns indicated:

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

*b.* All cards for RCS OPO-65 Reports received from Headquarters, Department of the Army will be punched with the following codes in columns indicated:

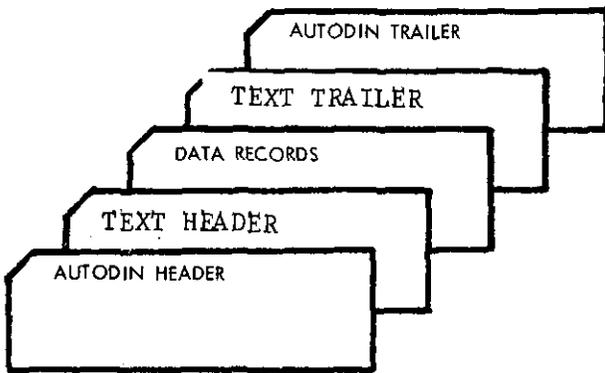
Columns	Code
70	G
71	I
79	B
80	High 12 punch

*c.* Assignment Information Cards for RCS-OPO Reports received from Headquarters, Department of the Army, column 79, will be punched "T" for AIT, and "S" for OJT or civilian-acquired skills assignments from training.

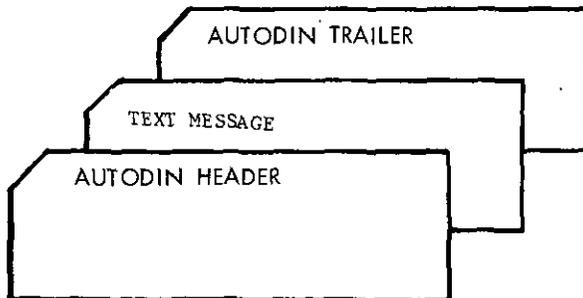
*d.* Assignment cards for RCS-OPO 65 Reports received from Headquarters, Department of the Army, column 79, will be punched "L" for AIT, and "K" for OJT or civilian-acquired skills assignments from training.

**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 Headquarters, Department of the Army 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 Headquarters, Department of the Army, 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 Department of the Army (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

Department of the Army except for Training Cards One and Two which will indicate the Monday following 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 Headquarters, Department of the Army, 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 DAPE-PEPS-F.)

**4-10. Transmission procedures.** *a.* Text headers and text trailers will be prepared, sequenced, and transmitted to Headquarters, Department of the Army in accordance with AR 680-6.

*b.* When submitting the matched Training Card One and Training Card Two to Headquarters, Department of the Army, the text headers and text trailers will contain the shipment date code of the Monday following the date of transmission. *No other type transaction will be sent to Headquarters, Department of the Army 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 the DA AUTODIN Magnetic Tape Terminal, Routine Indicator Code RUE-WRHA. 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 Military Personnel Records Jacket while the individual is assigned to a reception station for processing.

**4-12. Format—Training Card One (also see fig. 4-1).**

<i>Element of data</i>	<i>Columns punched</i>
Service component .....	1
Social security number .....	2-10
Name .....	11-27
Security investigation status code .....	28
Grade .....	29
Citizenship .....	30
Term of service—prior service .....	31
Physical profile .....	32-28
Training:	
Preferred .....	39-42
Recommended .....	43-46
Education:	
Years .....	47
School subjects .....	48-49
College .....	50-52
DLAT score .....	53-54
Correctable vision .....	55
Control reason .....	56-57
Color perception .....	58
Leave blank .....	59-64
AFQT or ECFA or AFWST .....	65-66
Code "1" .....	67
Leave blank .....	68-69
Transceiver code .....	70-71 and 79-80
Card code .....	72-73
Reporting activity .....	74-78

**4-13. Coding instructions.** *a. Service component and social security number (colm 1-10).* Code service component and social security number for the individual as prescribed by paragraph A-1.

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

*c. Security investigation status code (colm 28).* Code the security investigation status of

the individual as prescribed by paragraph A-3a.

*d. Grade code (colm 29).* Code as prescribed by paragraph A-3b.

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

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

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

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

<i>Column</i>	<i>Physical profile factor</i>
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 the individual is less than 5 feet 8 inches in height. (Not applicable to WAC personnel.)

(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 2 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 55 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 by paragraph A-3e.

*h. Training (col 39-46).* Enter codes in these columns to identify and/or describe one of the following:

(1) That the individual already has a complete and final assignment to advanced individual training (i.e., assignment instructions issued by DAPO-EP, which include MOS in which to be trained, location where training will be undertaken, and date to start such training). Code as follows:

(a) *Column 39.* Code the letter "A" in this column.

(b) *Columns 40-44.* Code the actual MOS in which the individual is assigned to be trained.

(c) *Columns 45-46.* If the individual is to be trained in a language MOS (04B, 04C, or 96C), code the language in columns 45-46 using the codes listed in AR 611-6.

(2) That the individual does not fall into the above category, but has a specific MOS enlistment commitment, or an enlistment commitment to USAINTC or USASA. Code columns 39-46 "00000000" (zeros).

(3) That the individual does not fall into either of the above categories, or it is determined that he has failed to attain a passing score in an aptitude area or motor driver battery test required for his Army Career Group enlistment. Code columns 39-46 in accordance with the following instructions:

(a) *Training preferred (col 39-42).*

1. 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.

2. The classification interview (sec II, chap 1), test scores, other information available concerning the receptee, 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.

3. 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 (0000) and the individual will be so advised.

4. 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 39-42 "0000" (zeroes).

5. Preferences reported for WAC personnel will be limited to those MOS listed in DA Pam 350-10 and section IV, AR 611-201.

6. If the individual expresses a preference for an MOS for which he is unqualified due to test scores, the interviewer will explain the unlikelihood of the trainee being assigned to that MOS. However, report the MOS to Headquarters, Department of the Army.

7. 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 most closely related to the preference and, based on one of the following codes, determine and enter in column 42 the degree of importance the preference should be afforded in considering the individual for assignment.

Code	Evaluation
1	Preference expressed by individual is not supported by either background (hobbies, occupations, vocations education) or any apparent strong desire.
2	Individual's preference is supported by background, but no apparent strong desire.
3	Individual's preference is supported by strong desire, but not by background.
4	Individual's preference is supported by both background and strong desire.

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

u. Transmission identification (col 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 Headquarters, Department of the Army, 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 on the same individual when the cards are transceived. The "reporting activity" (col 74-78) must identify the basic training class in which the individual originally started basic training. The "start training date" (col 67-69) must identify the date on which the class identified in columns 74-78 started training.

**4-15. Format—Training Card Two (also see fig. 4-2).**

<i>Element of data</i>	<i>Columns punched</i>
Service component .....	1
Social security number .....	2-10
Name .....	11-15
Test scores and US Army Special Unit Enlistment Option:	
Aptitude tests .....	16-17
Typing .....	38-39
US Army Special Unit Enlistment Option .....	40
Leave Blank .....	41
Driver Aptitude Battery I .....	42-43
Language code .....	44-45
Preselected—civilian-acquired skill—band .....	46-51
Special reporting .....	52-55
Area preference:	
CONUS .....	56-57
Oversea area .....	58
Commitment:	
MOS .....	59-62
Type .....	63-64

<i>Element of data</i>	<i>Columns punched</i>
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

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

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

c. Test scores and US Army Special Unit Enlistment Option (col 16-43).

(1) *Aptitude tests (col 16-37).* Code the actual score achieved on each of the 11 aptitude tests. 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 tests. 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.

<i>Aptitude tests</i>	
<i>Columns punched</i>	<i>Test score code</i>
16-17 .....	VE
18-19 .....	AR
20-21 .....	SM
22-23 .....	PA
24-25 .....	ACS
26-27 .....	AI
28-29 .....	MA
30-31 .....	ELI
32-33 .....	GIT
34-35 .....	CI
36-37 .....	ARC

## Examples of scoring

Score	Code
55 -----	55
	12)
100 -----	00)
(zero, zero with a high 12 zone code over the first position).	
	12)
123 -----	23)
(two, three with a high 12 zone code over the first position).	
Not available or unsatisfactory -----	00 (zero, zero).

(2) *Typing (colm 38-39)*. Use the same coding instructions as for the aptitude tests to indicate typing speed in words per minute. Report the score achieved on the typing test beginning with a 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.

(3) *US Army Special Unit Enlistment Option (SUE) (colm 40)*. Code "1" (numeric) for the individual who has the US Army Special Unit Enlistment Option as shown in Table 5-41, AR 601-210. If the individual does not have this option, code this column "0" (zero).

(4) *Column 41*. Leave blank.

(5) *Driver Aptitude Battery I (colm 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.

*d. Language proficiency (colm 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 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 HQDA (DAPO-EPO-TI).

*e. Preselected/civilian-acquired skill/band (colm 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 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 DAPO-EP, 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 Headquarters, Department of the Army control for assignment purposes, unless specifically authorized by DAPO-EP. The first character of the code (colm 46) will always be the letter "P." The remaining five characters (colm 47-51) will consist of alphanumeric characters specified by DAPO-EP. The following codes are exceptions to this procedure:

Code (colm 46-47)	Meaning
PC -----	Chaplain's Assistant—Catholic
PJ -----	Chaplain's Assistant—Jewish
PP -----	Chaplain's Assistant—Protestant
PK -----	DASA

(2) *Civilian-acquired skills*. These are skills acquired by individuals in civilian life which have a military occupational specialty (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 the skills of individuals which were acquired by successful completion of trade or vocational school courses. Recency, duration, duties performed, and skill levels attained will be related to skills and knowledges 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 the civilian-acquired skill. In column 49 use one of the following codes to indicate how the skill was acquired:

Code	Meaning
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:

Code	Meaning
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, (Record of Personnel with Special Qualifications), 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 it 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.)

\*Indicate with a pencil entry on the DA Form 20 (item 26) 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 Department of the Army 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.

(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 necessary 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 an enlistment commitment 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 The Adjutant General and table 5-15, AR 601-210. Those individuals identified as potential bandsmen 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 (coln 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 bandsmen: a cornet/trumpet player (MOS 02B) with an

audition score of 93 would be coded "02B93"; all special bandsmen will be coded "02S00."

*f. Special reporting (col 52-55).*

(1) *Special qualifications (col 52).* Code as follows:

Code	Meaning
1	None of the codes below are applicable.
2	None of the codes below are applicable; however, DA Form 1294 (Record of Personnel With Special Qualifications) has been or will be submitted for this individual.
3	Individual is a college graduate with a baccalaureate or higher degree in one of the specialties listed in AR 600-200. Additional reporting procedures prescribed in AR 600-200 are applicable. DA Form 1294 will be forwarded as prescribed in paragraph 2-15, AR 600-200 not later than one day prior to transmitting Training Card Two.
4	Individual is classified as rare and unusual as described in AR 600-200. Additional reporting procedures prescribed in AR 600-200 are applicable. DA Form 1294 will be forwarded as prescribed in paragraph 2-15, AR 600-200, not later than one day prior to transmitting the training Card Two.
5	Individual is a physician (AR 600-200).
6	Individual is a dentist (AR 600-200).
7	Individual is under name control of HQDA (DAPO-EP). (This code will be used only upon receipt of special instructions from HQDA (DAPO-EP).)
8	Individual is a college graduate with a baccalaureate or higher degree in Food Technology, Dietetics, or Home Economics.
9	Individual has had 2 or more years of practical experience as a restaurateur or other food service fields at the managerial level.
0	Individual has 2 years practical experience as a restaurateur or other food service fields at the managerial level and is a college graduate with a baccalaureate or higher degree in Food Technology, Dietetics, or Home Economics.

(2) *Volunteers (col 53).* Code as follows:

Codes	Meaning	
Approved	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.

Codes	Meaning	
Approved	Pending approval	
F	6	Individual is a volunteer for Aviation WO.
	8	EOD Volunteer.
	9	1st Bn (Reinf), 3d Inf (The Old Guard), Fort Myer, Virginia.
H		Buddy-Volunteer for training, area/unit option only.
I		Buddy-Airborne Volunteer, area/unit option only.
J		Buddy-Special Forces Volunteer, 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. Personnel with an enlistment commitment which will result in the award of an MOS not compatible with airborne are ineligible to volunteer until the enlistment commitment is waived. 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 HQDA (DAPO-EPO-TI). Personnel undergoing advanced individual training may volunteer through the second week of training only, and will be reported on a Training Control Card as prescribed in paragraph. Personnel who fail to qualify for airborne training after being reported as a volunteer for such training will be reported to HQDA (DAPO-EPC) in accordance with chapter 8, AR 614-200, as immediately available under category "H."

(3) *Restrictions (col 54).* Code as shown in table 4-1.

(4) *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 (DAPO-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, social security number, unit, and location of

Code	Meaning
	assignment to HQDA (DAPO-EPC) by appropriate means.
4	Individual is married to a service member (2 years' active duty or longer). Report the spouse's name, social security number, unit, and location of assignment to HQDA (DAPO-EPC), by appropriate means.
5	Both of the following conditions apply to this individual: Twin. Married to service member.
6	Both of the following conditions apply to this individual: Married to service member. Sole surviving son.
7	Compassionate (sec II, chap. 1, AR 614-200).

*g. Area of preference (col 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 oversea), but the enlistment commitment will take precedence over any stated preference.

(1) *CONUS area (col 56-57).* If the individual expresses a preference for a CONUS assignment or expresses a preference for a CONUS assignment which is different than his enlistment commitment (col 63-64), except USARADCOM Metropolitan area of choice, code columns 56-57 as prescribed by paragraph E-2, AR 614-200.

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

Preference code	Metropolitan area
11	Boston, MA
12	New York, NY
13	Philadelphia, PA
14	Pittsburgh, PA
15	Washington, DC/Baltimore, MD
16	Norfolk, VA
17	Miami, FL
18	Key West, FL
19	Chicago, IL
20	El Paso, TX
21	Colorado Springs, CO
22	Detroit, MI

Preference code	Metropolitan area
23	Seattle, WA
24	Los Angeles, CA
25	San Francisco, CA

(3) *Oversea area (col 58).*

(a) If the individual volunteers for an oversea area, code as prescribed below, the CONUS area preference will also be coded:

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.

*h. Enlistment commitments (col 59-65).* This field is used to report the complete enlistment commitment of an individual. Orders issued by recruiting main stations for those 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 that 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 Headquarters, Department of the Army will not be reported as enlistment commitments but will be reported as specified in *e* above.

(1) *MOS commitments (col 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 enter the alpha characters "AG" in columns 61-62.

(d) If the enlistment commitment is for the US Army Cash Bonus Enlistment Option plus a Combat Arms Unit of Choice or other Unit of Choice Option column 62 will be

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**Section IV. REPORTING REQUIREMENTS OF REP-63 PERSONNEL  
(To be published)**

**Section VI. PREPARATION AND SUBMISSION OF CHANGE IDENTIFICATION CARD**

**4-22. Change Identification Card.** This card will be submitted whenever it has been determined that an incorrect name, service component, or social security number of an individual has been reported on the Training Card One. This card will also be used to change a temporary identification number to a permanent social security number. Submission of a Change Identification Card is the only authorized means of changing these three items of data.

**4-23. Format for Change Identification Card.** (also see fig. 4-8).

Data	Columns punched
<i>Old identification data:</i>	
Service component .....	1
Social security number .....	2-10
Name .....	11-27
Leave blank .....	28
<i>Corrected identification data:</i>	
Service component .....	29
Social security number .....	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

**4-24. Coding instructions.** *a. Old identification data (colm 1-28).*

(1) *Service component and social security number (colm 1-10).* Code as indicated in the Training Card One and Training Card Two.

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

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

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

(1) *Service component and social security number (colm 29-38).* Code as prescribed by paragraph A-1.

(2) *Name (colm 39-55).* Code as prescribed by paragraph A-2.

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

*d. Transceiver identification (colm 70-71 and 79-80).*

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

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

Figure 4-1.

Figure 4-2.

TRAINING CONTROL CARD FORMAT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
CONTROL CONDITIONS	SERVICE COMPONENT		SOCIAL SECURITY NUMBER	NAME	LOCATION OF NEW TRAINING	NEW START TRAINING DATE	NEW GRADUATION DATE	NEW MOS	LANGUAGE ASST	LEAVE BLANK	OBsolete TRAINING LOCATION	OBsolete START TRAINING DATE	OBsolete GRADUATION DATE	OBsolete MOS	LANGUAGE ASST	LEAVE BLANK	CONTROL DATE	CONTROL REASON	TRANSMITTER CODE	CARD CODE '51'	REPORTING ACTIVITY CODE	TRANSMITTER CODE																																																										

Figure 4-3.

CORRECTED TRAINING	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
ADDITIONAL (DA DIRECTED OR COMMANDARY FILL) TRAINING CONTROL CARD	SERVICE COMPONENT		SOCIAL SECURITY NUMBER	NAME	LOCATION OF NEW TRAINING	NEW START TRAINING DATE	NEW GRADUATION DATE	NEW MOS	LEAVE BLANK										CONTROL REASON	TRANSMITTER CODE	CARD CODE '51'	REPORTING ACTIVITY CODE	TRANSMITTER CODE																																																									

Figure 4-4.

CHANGE IN RESERVE STATUS TRAINING CONTROL CARD	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
	SERVICE COMPONENT		SOCIAL SECURITY NUMBER	NAME	LOCATION OF CURRENT TRAINING	START DATE OF CURRENT TRAINING	GRADUATION DATE OF CURRENT TRAINING	MOB OF CURRENT TRAINING	LANGUAGE ASST	TRANSMITTER CODE	LEAVE BLANK										TRANSMITTER CODE	TRANSMITTER CODE	CARD CODE '51'	REPORTING ACTIVITY CODE	TRANSMITTER CODE																																																							

Figure 4-5.

RECOMMENDED FOR FUTURE TRAINING TRAINING CONTROL CARD	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
	SERVICE COMPONENT		SOCIAL SECURITY NUMBER	NAME	LOCATION OF RECOMMENDED TRAINING	START DATE OF RECOMMENDED TRAINING	GRADUATION DATE OF RECOMMENDED TRAINING	MOS OF RECOMMENDED TRAINING	LANGUAGE ASST	TRANSMITTER CODE	LOCATION OF CURRENT TRAINING	START DATE OF CURRENT TRAINING	GRADUATION DATE OF CURRENT TRAINING	MOS OF CURRENT TRAINING	LANGUAGE ASST	LEAVE BLANK	TRANSMITTER CODE	CARD CODE '51'	REPORTING ACTIVITY CODE	TRANSMITTER CODE																																																												

Figure 4-6.

ADVISORY FOR INSTRUCTOR AS INSTRUCTOR TRAINING CONTROL CARD	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
	SERVICE COMPONENT		SOCIAL SECURITY NUMBER	NAME	OFF CONTROL CARD LINE NUMBER	LEAVE BLANK	INSTRUCTOR MOS	LEAVE BLANK	LANGUAGE ASST	TRANSMITTER CODE	LOCATION OF CURRENT TRAINING	START DATE OF CURRENT TRAINING	GRADUATION DATE OF CURRENT TRAINING	MOS OF CURRENT TRAINING	LANGUAGE ASST	LEAVE BLANK	TRANSMITTER CODE	CARD CODE '51'	REPORTING ACTIVITY CODE	TRANSMITTER CODE																																																												

Figure 4-7.

CID CARD CODE BY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
	SERVICE COMPONENT		SOCIAL SECURITY NUMBER	NAME	LEAVE BLANK										TRANSMITTER CODE	CARD CODE '51'	REPORT ACTIVITY CODE	TRANSMITTER CODE																																																														

Figure 4-8.

## CHAPTER 5

### TRAINING ASSIGNMENT INSTRUCTIONS

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5-1. **Training assignments.** *a.* The Chief of Personnel Operations 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 Chief of Personnel Operations 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 Department of the Army on these rosters and will be confirmed by a Change Training Assignment Card. No change or substitution of assignment instructions will be made by any commander, unless specifically authorized by the Chief of Personnel Operations. 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 the individual's records before the individual departs the BCT activity. 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 Assignment Card is identical with the Training Assignment Card.

*c.* Upon receipt of the Training Assignment Card the BCT commander will verify that all personnel are fully qualified for their AIT assignments. Personnel assigned to training for which they do not qualify will be reported to Headquarters, Department of the Army (OX 53426, OX 79159, OX 75251, OX 56029, OX 54336), *except* those individuals with valid en-

listment contracts and those who are DA directed to training (coded "I" in colm 61 of the Training Assignment Card).

*d.* The following actions will be taken when changes in assignment instructions for personnel selected for training by the Chief of Personnel Operations are necessary:

(1) BCT activity commanders will verify that all trainees reported to Headquarters, Department of the Army are accounted for on training assignment instructions. Headquarters, Department of the Army will be informed by telephone (OX 56286, or OX 71420) when assignment instructions are received for personnel not assigned to the BCT training activity. BCT activity commanders will notify Headquarters, Department of the Army 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 Chief of Personnel Operations 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 Chief of Personnel Operations by telephone as soon as the availability date is known. The procedures in this paragraph do not change the reporting procedures prescribed in paragraphs 4-20 and 4-21.

(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 by paragraph 4-20. *This does not constitute authority to change MOS training.*

(4) Select personnel for NCO Basic Course as soon as possible while the individual is undergoing AIT. Advise HQDA (DA-PO-EPC-RG) by electrical message of selected individuals. If assignment instructions are received for such personnel which conflict with NCO Basic Course training, request for deletion will be submitted as prescribed by chapter 7, AR 614-200 and assignment of selected individual to the NCO Basic Course will be effected. Request for PCS assignment of individual will be as prescribed by chapter 8, AR 614-200.

### 5-2. Format of Training Assignment Card (also see fig. 5-1).

Element of data	Columns
Service component .....	1
Social security number .....	2-10
Name .....	11-21
Commitment .....	22-28
Station .....	29-37
Leave status .....	38
Station and activity .....	39-43
Date training starts .....	44-48
Graduation date .....	49-53
Training MOS .....	54-60
DA directed training .....	61
Security investigation required .....	62
Training activity .....	63-69
Transceiver code .....	70-71 and 79-80
Card code .....	72-73
Reporting activity .....	74-78

5-3. Coding instructions. *a. Service component and social security number (col 1-10).* Coded as prescribed by the appendix.

*b. Name (col 11-21).* Coded as prescribed by paragraph A-2.

*c. Commitments (col 22-28).* Coded as indicated in paragraph 4-16h(2).

*d. Station or requisition number (col 29-37).* Abbreviated designation of the station

where the individual will undergo training, if assigned to training at a US Army Training Center or school course. For example, Fort Jackson, SC will be designated "Jackson." Requisition number will be used for civilian-acquired skill and other assignments.

*e. Leave status (col 38).* Coded "L" to indicate an individual who will be granted leave upon completion of basic training, otherwise leave blank.

*f. Station (col 39-43) (for DA use only.)* The columns reflect station and activity within station at columns 39-41. When column 41 is coded "8", assign the individual OJT-AIT. A one position start BCT month and one position week will be punched in columns 42-43. Special instructions for individual assigned OJT-AIT will state trainee is to be attached to the organization indicated by the UIC punched in column 63-69 of the Training Assignment Card, for the purpose of undergoing OJT-AIT in the MOS punched in columns 54-60 of the Training Assignment Card. When the activity code (col 39-43) of the Training Assignment Card is an Army area code, the trainee will be assigned directly to the unit specified by the UIC (col 63-69) of the Training Assignment Card. Special instructions will specify that the assignment is for the purpose of OJT-AIT in the MOS shown in the Training Assignment Card. Place the Training Assignment Card in the Military Personnel Records Jacket of the individual before he departs the BCT activity.

*g. Start date (col 44-48).* Date when assigned training will start, i.e., month and year, 5 position Julian date.

*h. Graduation date (col 49-53).* Date when individual will graduate from assigned training, i.e. month and year, 5 position Julian date.

*i. MOS (col 54-60).* The actual MOS to be awarded upon successful completion of training.

(1) *Five character MOS.* MOS coded in columns 54-58 and zeros ("00") in columns 59-60, if (2) below is not applicable.

(2) *School course which does not produce an MOS.* The training will be identified by the last seven characters of the school course number, omitting period, dashes, and parentheses. For example, Property Disposal Operations "822-F9" does not produce an MOS and would be coded "822F9" in columns 54-58, and zeros "00" would appear in columns 59-60.

*j. Department of the Army directed training (col 61).* Alpha "I" to indicate the training specified in columns 54-60 is directed by Department of the Army, regardless of the qualifications of the individual concerned. Code "D" indicates individual must qualify for training in accordance with AR 611-15. Code "A" indicates Airborne volunteer request of individual is denied because of his MOS commitment.

*k. Security investigation required codes (col 62).* See definition of codes at paragraph A-3.

*l. Training activity (col 63-69).* Abbreviated designation of a specific training activity located at a training installation where the individual will undergo assigned training. For example, Engineer School at Fort Belvoir—Engr. Sch. Unit identification codes will be used for assignments which are not specifically clear by use of abbreviations.

*m. Transceiver codes (col 70-71).*

*n. Card code (col 72-73).*

(1) 61 indicates an initial assignment to training.

(2) 62 indicates an assignment to further training.

(3) 63 indicates a change in an assignment to training.

(4) 64 indicates an assignment to training is deleted.

*o. Reporting activity (col 74-78).* Indicates the current location of an individual. Coded as prescribed by paragraph A-5.

*p. Transceiver codes (col 79-80).*

**5-4. Action to be taken by AIT commanders.**

The advanced individual training 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 Headquarters, Department of the Army, of the change in AIT activity. If the individual cannot be given training in the MOS specified in the Training Assignment Card, HQDA (DAPO-EPO-TI) will be notified by electrical message of the facts and circumstances (para 4-20).

*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 Chief of Personnel Operations.

*e.* Notify HQDA (DAPO-EPC) (appropriate branch) by telephone when personnel have been selected for further training. Such notification will be telephoned in not later than five and one-half weeks prior to the indicated output date to preclude AIT report of personnel for assignment.

*f.* Request deletion as prescribed by 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 commanders.** Upon arrival of an individual for OJT-AIT the training activity commander will—

*a.* 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 Headquarters, Department of the Army within five days after the arrival date of the individual. Identify type

of training—code “8” (OJT-AIT) in column 18 following “Location of current training.”

b. 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.

c. Account the trainee on a Trainee Morning Report of the USATC/Service School and maintain the trainee's personnel record during the OJT-AIT.

(1) The individual will be carried on a separate Morning Report which will be prepared under the provisions of paragraph 1-23b(2) (b), AR 680-1 and forwarded to the Commanding Officer, US Army Personnel Data Support Center, Edgewood Arsenal, MD 21010.

(2) For those activities that do not currently have a separate Morning Report for this element, a derivative UIC must be procured as prescribed by 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.

d. Notify the Active Army TOE or TDA unit of the scheduled 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.

e. 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.

f. 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 CG CONARC (Commandant Fill), or HQDA (DAPO-EPO-TS). In such cases a Training Control Card will be submitted for each individual, as prescribed by paragraph 4-20 in the format of table 4-4.

g. Submit a Training Control Card to Head-

quarters, Department of the Army 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 the Department of the Army.

h. Forward by message to Headquarters, Department of the Army, (DAPO-EPC-RA) 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) Social security number (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.

i. Upon completion of MOS training, issue orders assigning the individual in accordance with the assignment instructions issued by Headquarters, Department of the Army.

j. Record entries on the individual's DA Form 20 as prescribed by AR 640-2.

**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 the commander will—

a. Forward a message to Headquarters, Department of the Army, (DAPO-EPO-TI), in-

dicating that the individual has arrived for training. Include the following elements of data in the message:

- (1) Name.
- (2) Service component.
- (3) Social security number (SSN).
- (4) Unit Identification Code and Morning Report Indicator Code of unit to which assigned.
- (5) Designation of TOE or TDA unit to which assigned.
- (6) Location of unit.
- (7) Start date of training.
- (8) Scheduled training completion date.
- (9) MOS in which being trained.

b. Submit a separate Morning Report for trainee personnel. The personnel status of the Morning Report will be "Trainee (TR)" as prescribed by paragraph 1-23, AR 680-1.

c. Notify Headquarters, Department of the Army, (DAPO-EPO-TI), by message when it is determined that a control condition exists as described in paragraph 4-20 including necessary training time to qualify for the award of

the MOS which will extend the individual's scheduled training completion date. Include the identifying information as prescribed in a above and state the circumstances. The new training completion date will be forwarded, if known. If the new training completion date is unknown so state and submit a second message, referencing the first message, providing the new completion date as soon as it becomes known.

d. Record entries on the individual's DA Form 20 as prescribed by AR 640-2.

e. In the event retention of the individual is desired upon completion of his MOS training, and an authorized vacancy exists, forward a message to Headquarters, Department of the Army, (DAPO-EPC-RA), at least six weeks before the trainee is scheduled to complete training. The message will include all elements of data as listed in paragraph 5-5g, and a statement that retention of the trainee is desired, and identify the authorized vacancy.

f. Upon completion of training, prepare orders assigning the individual in accordance with assignment instructions issued by Headquarters, Department of the Army.

TAC CARD CODE	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
01	NAME										COMBAT										STATION										ASSIGNED TRAINING SCHEDULE										TAC										REPORT																													
02	SOCIAL SECURITY NUMBER										LOCATION										START										COMBATE										MOS										ADAPTER										ACTIVITY																			

Figure 5-1.

**APPENDIX**  
**STANDARD REPORTING CODES FOR USE IN**  
**RCS OPO-65 REPORTS**

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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 on 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 social security numbers in all input cards cannot be overemphasized.

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

<i>Service component</i>	<i>Sex</i>	<i>Dual service</i>	<i>Code (column 1) Applicable to chapter 3 only</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

**A-2. Name codes.** *a.* The complete name of an individual will be shown beginning in the left-most position of a data field, designated to include "Name", as complete last name (surname), space *full first name*, space, *full middle name* or, if no middle name, *middle initial*, space additional middle initials (if any), space and designations such as Jr, Sr, II, (2nd), III (3d), as applicable, following the middle name or initials.

*b.* Apostrophe or hyphen contained within a name is not to be shown

and spaces are not to be inserted between sections of names nor is a space to be used as a substitute for an apostrophe or hyphen. Examples are:

<i>Name</i>	<i>Code</i>
McAfee	MCAFFEE
O'Brien	OBRIEN
Smith-Connally	SMITHCONNALLY

**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 (LFC).
D	Favorable National Agency Check and Local Files Check plus 15 years continuous service (AR 604-5).
F	National Agency Check Completed; Background Investigation initiated.
G	Favorable Entrance National Agency.
K	Favorable Local Files Check; NAC initiated.
M	Background Investigation 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	PVT	E-2	Private.
1	PVT	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 -----	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 significant 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 17, 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 materiel 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.
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.

Code	Designation
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 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 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.

Code	Designation	Code	Designation
<b>Agriculture-Forestry</b>			
001	Agriculture General	008	Husbandry Poultry
002	Agronomy Soil Science	009	Plant Pathology
003	Dairy Science	010	Wild Life Resources
004	Fish Resources	011	Sugar Technology
005	Forestry General	012	Food Technology
006	Horticulture	099	Agriculture-Forestry N.E.C.—
007	Husbandry Animal		Arboriculture
<b>Arts-Classics</b>			
101	Art General	109	Production Motion Picture
102	Art Commercial	110	Music
103	Language Literature Classical (Greek—Latin Ancient Hebrew)	111	Philosophy
104	Dramatics	112	Photography
105	English	113	Public Speaking
106	Language Literature Foreign	114	Religion Theology
107	Journalism Writing Editing	115	Broadcasting (Announcer)
		199	Arts-Classics General N.E.C.
<b>Biological Sciences</b>			
201	Biology General	207	Zoology
202	Botany General	208	Med Microbiology
203	Entomology	209	Molecular Biology
204	Bacteriology	299	Biological Sciences General
205	Parasitology General		N.E.C.
206	Taxonomy		
<b>Business</b>			
301	Accounting Auditing	303	Real Estate and Real Estate Brokerage
302	Advertising	304	Administration Business—
303	Banking General		Industrial
303	Finance General	305	Economics Business
303	Brokerage		

<i>Code</i>	<i>Designation</i>	<i>Code</i>	<i>Designation</i>
<b>Business—Continued</b>			
306	Commerce Marketing Merchandising Retailing	319	Commercial Aviation Transportation
307	Management Industrial	320	Operations Research Analyst (Business)
308	Management Institutional	321	Comptrollership
309	Arts Industrial	322	Management General
310	Economics Labor Relations—Industrial	323	Transportation and Traffic Management
312	Administration Personnel	324	ADPS—Business
314	Administration Public	325	Management Logistics
315	Management Research Program	330	Management Aerospace
316	Management Personnel	399	Business General N.E.C.
317	Foreign Trade		

**Engineering and Architecture**

401	Architect General	427	Fuel Technology
402	Engineering Aeronautical	428	Guided Missiles
403	Engineering Air Conditioning	429	Physics Space
404	Engineering Architectural	430	Radiological Safety and Defense
405	Engineering Automotive	431	Topography including Photogrammetry
406	Engineering Ceramic	432	Engineering Hydraulic
407	Engineering Chemical	433	Architecture Landscape
408	Engineering Civil	434	Communications
408	Engineering Highway	435	Engineering Ordnance
409	Engineering Diesel	436	Engineering Agriculture
410	Engineering Electrical	437	Engineering Explosive
410	Engineering Electrical Design	438	Engineering Nuclear Effects
411	Engineering Electronics	439	Engineering Nuclear
412	Engineering Heating	440	Engineering Physics
413	Engineering Industrial	441	Engineering Reactor
413	Engineering Industrial Design	442	Structural Dynamics
414	Engineering Marine	443	Engineering Instrumentation
415	Engineering Mechanical	444	Aero Space Engineering (Space Travel)
415	Engineering Mechanical Design	445	Geodesy
416	Engineering Metallurgical	446	Civil Engineering (Aerial Photo Interpretation)
417	Engineering Mining	447	Civil Engineering (Construction)
418	Engineering Naval Architecture	448	Civil Engineering (Engineering Physics)
419	Engineering Petroleum	449	Civil Engineering (Geodesy)
420	Engineering Public Health Sanitary	450	Civil Engineering (Structural Dynamics)
421	Engineering Radio	451	Engineering—ADPS
422	Engineering Railway	452	City Planning
423	Engineering Refrigeration		
424	Engineering Safety		
425	Engineering Structural		
426	Engineering Textile		

<i>Code</i>	<i>Designation</i>	<i>Code</i>	<i>Designation</i>
<b>Engineering and Architecture—Continued</b>			
453	Engineering Mechanics	461	Engineering Administration
454	Engineering (Transportation)	465	Engineering Space Facilities
455	Civil Engineering (Nuclear Engineering)	466	Civil Engineering (Resources)
456	Systems Engineering	470	Environmental Health Engineering
460	Operations Research Analyst (Engineering)	499	Engineering General N.E.C.
<b>Law</b>			
501	Law Admiralty	505	Law International
502	Law Civil (Corporation, Torts) (Real Estate)	506	Law Patent
503	Law Criminal	507	Law Pre-Law
504	Law Customs Immigration	599	Law General N.E.C.
<b>Medical Science</b>			
550	Nursing, Medical—Surgical	605	Bacteriology
551	Nursing, Cardio-Vascular Diseases	606	Biometry
552	Nursing, Maternal and Child Health	607	Bronchoscopy
553	Nursing, Mental Health	608	Cardiology
554	Audiology	609	Dental Prosthesis
555	Dietetics	610	Dental Roentgenology
556	Endodontics	611	Dentistry General
557	Obstetrics/Gynecology	612	Dentistry Operative
558	Pedodontics	613	Dermatology
559	Physiologic Optics	614	Dietitian Administrative
560	Veterinary Public Health	615	Dietitian Therapeutic
561	Pharmacology	616	Dietitian Clinical
562	Biomedical Engineering	617	Embryology
563	Immunology	618	Endocrinology
565	Sanitary Science and/or Environmental Health Science	619	Epidemiology
566	Graduate Study—Medical	620	Exodontia
567	Graduate Study—Dental	621	Gastroenterology
568	Graduate Study—Osteopathy	622	Gastrology
571	Oral Medicine	623	Gynecology
574	Physical Therapy	624	Histology
577	Dentistry Preventive	625	Health Services Administration
580	Occupational Therapy	626	Industrial Hygiene
581	Laboratory Animal Sciences	627	Medicine Aviation
582	Veterinary Microbiology	628	Medicine Forensic
601	Allergy	629	Medicine General
602	Anaesthesiology	630	Medicine Internal
603	Anatomy	631	Medicine Physical
604	Arthritis	632	Medicine Preventive
		633	Medicine Veterinary
		634	Neurology
		635	Nursing Administration

<i>Code</i>	<i>Designation</i>	<i>Code</i>	<i>Designation</i>
<b>Medical Science—Continued</b>			
636	Nursing Anesthesia	668	Roentgenology Diagnostic
637	Nurse Flight	669	Roentgenology Therapeutic
638	Nursing General	670	Serology
639	Nursing Neuropsychiatry	671	Surgery Eye
640	Nursing Obstetrical	672	Surgery General
641	Nursing Operating Room	673	Surgery Genitourinary
642	Nursing Pediatric	674	Surgery Industrial
643	Nutrition	675	Surgery Large Animal
644	Obstetrics	676	Surgery Maxillofacial
645	Occupational Therap. Kinesiology	677	Surgery Neurologic
646	Occupational Therapy Arts Crafts	678	Surgery Oral
647	Ophthalmology	679	Surgery Orthopaedic
648	Optometry	680	Surgery Plastic
649	Orthodontia	681	Surgery Small Animal
650	Orthopaedics	682	Surgery Thoracic
651	Osteopathy	683	Syphilology
652	Otorhinolaryngology	684	Toxicology
653	Pathology Clinical	685	Tropical Medicine
654	Pathology Speech	686	Tuberculosis
655	Pathology Tissue (Oncology)	687	Urology Non-Surgical
656	Pediatrics	688	Vascular Surgery
657	Peridontia	689	Virology
658	Pharmacy	690	Veterinary Inspection Meat Products
659	Physical Therapy Electro- physics	691	Veterinary Inspection Dairy Products
660	Physical Therapy Neurology	692	Basic Science
661	Physical Therapy Corrective Exercise	693	Atomic Medicine
662	Physiology	694	Nursing Education
663	Pre-Medical	695	Nursing Public Health
664	Proctology Surgical	696	Chiropody
665	Proctology Non-Surgical	697	Pre-Dental and Pre-Vet
666	Psychiatry	698	Dental Materials
667	Rheumatic Diseases	699	Medical Science General N.E.C.

**Physical Sciences**

701	Astronomy	710	Chemistry Ceramics Glass
702	Astrophysics	710	Glass Technology
703	Biochemistry General	711	Chemistry Electrochemistry
704	Chemistry General	712	Geography General
705	Chemistry Analytical General	713	Geography Economic Political
706	Chemistry Inorganic General	714	Geological Engineering
707	Chemistry Organic General	714	Geology General
708	Chemistry Physical General	715	Geology Economic
709	Chemistry Nuclear	716	Geophysics
		717	Mathematics General

<i>Code</i>	<i>Designation</i>	<i>Code</i>	<i>Designation</i>
<b>Physical Sciences—Continued</b>			
718	Mathematics Ballistics	738	Geology Terrestrial Mag- Electricity
719	Mathematics Cryptanalysis	739	No Major (United States Naval Academy)
720	Metallurgy	740	No Major (United States Coast Guard Academy)
721	Meteorology Climatology	741	Military Science (other than United States Academies)
722	No Major (United States Military Academy)	742	Chemistry Textile
723	Mineralogy Petrology	743	Jet Propulsion
724	Nautical Sciences	744	Chemistry Paper
725	Navigation Terrestrial	745	Acoustics
726	Navigation Celestial	746	Chemistry Industrial
727	Oceanography Hydrology	747	Technology Nuclear Reactor
728	Paleontology	748	No Major (United States Air Force Academy)
729	Physics General	749	Aerodynamics
730	Physics Biophysics and Radiobiology	750	Applied Mechanics
731	Physics Electricity Magne- tism Electronics	751	Astrodynamics
732	Physics Nuclear	752	Geodetic Science
733	Physics Optics Light (Optics)	753	Nuclear Science
734	Physics Thermal	754	Radiological Physics
735	Seismology	799	Physical Sciences General N.E.C.
736	Statistics	799	Science General N.E.C.
737	Geology Surficial		
737	Geology Stratigraphy		
<b>Social Sciences</b>			
801	Anthropology	822	Psychology Experimental
802	Archeology	823	Psychology Clinical
803	Criminology/Corrections	824	Psychology Social
804	Economics General	825	Psychology Applied
805	Educational General (Teach- ing) Adm	826	Psychometrics Psychophysics
806	Education Audio-Visual Aids	827	Public Health
807	Ethnology	828	Public Relations
808	Foreign Affairs	829	Public Safety
809	Geopolitics	830	Recreations
810	Government Military	831	Social Work
811	Government Civil	831	Administration Social Welfare
812	History General	832	Sociology
813	Economics Home	833	Education Industrial
814	International Relations	834	Psychology Child
815	Communications Sciences	835	Police Science and Adminis- tration
816	Library Science Archives	836	Vocational and Educational Guidance
818	Education Physical	837	Vocational Subjects (Crafts, Trade)
819	Political Science		
820	Psychology General		
821	Psychology Abnormal		

<i>Code</i>	<i>Designation</i>	<i>Code</i>	<i>Designation</i>
<b>Social Sciences—Continued</b>			
838	Pastoral Counseling	850	Area Studies
839	Education, Religious	851	Overseas Security Operation
840	Cultural Foundations	899	Social Sciences General N.E.C.
841	Psychology Counseling	900	Mortuary Science
842	Psychology Educational		
<b>Educational Equivalent</b>			
000	No indication of Major Subject	925	Officers' Education Qualification (OEQ) Test
910	Cooperative General Culture Test (2C-X Test)	930	Three Year Hospital School of Nursing
920	General Educational Development (GED) Test	940	DA Education Equivalent (do not use for ANC officers)

*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>Ordinal 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>
01.....	Judicial (courts, boards, investigations).
02.....	Administrative (leave, recycles, or any other delay).
03.....	Non-prior service combat bonus option enlistee—Academic failure (AIT only).
04.....	Non-prior service combat bonus option enlistee—Failure for physical reasons (AIT only).
06.....	Prior service combat bonus option enlistee—Academic failure (AIT only).
25.....	Reentry to training base (Personnel Control Facility (PCF), correctional hold returnees or recycle from another BCT).
26.....	Dropped from training rolls. (Applicable to deserters, deceased, discharged from BCT, reassignments to PCF or correctional holding facilities personnel).

<i>Code</i>	<i>Reason</i>
62.....	Special Forces volunteer—awaiting instructions.
63.....	Airborne volunteer—awaiting instructions.
65.....	Special assignment—awaiting instructions.
70.....	Corrected training assignment or to acknowledge arrival of individual at AIT activity.
71.....	Reassignment by choice of training base commander.
73.....	Volunteer for airborne training.
74.....	Airborne disqualified.
75.....	Volunteer for Vietnam assignment.
76.....	Special Forces disqualified.
81.....	Recycle.
85.....	Reassignment due to accelerated training schedule.
86.....	Leadership training.
91.....	Late processing.
92.....	Reassigned by DAPO-EP.
93.....	No assignment received from DAPO-EP.
95.....	Assigned to further training directed by Department of the Army.
97.....	EOD volunteer.
98.....	1st Battalion (Reinf) 3d Infantry (The Old Guard).

**A-5. Location and Reporting Activity codes for training activities only (chap 4).** 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.

*a.* Code first and second columns (Army Area/Installation and Training Activity) as follows:

<i>Code</i>	<i>Installation</i>
00 .....	HQDA.
	<b>First Army Area</b>
10 .....	First Army area (units not specifically listed below).
11 .....	Fort Dix, NJ—USATC.
03 .....	Service Company, USAG, 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.
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 .....	Headquarters Company, USAG, Fort Devens, MA.
21 .....	Fort Knox, KY—Armored School.
22 .....	Fort Knox, KY—USATC Armor.
23 .....	Fort Belvoir, VA—Engineer School.

<i>Code</i>	<i>Installation</i>
24	Aberdeen Proving Ground, MD—Ordnance School.
25	Fort Lee, VA—Quartermaster Center.
26	Fort Eustis, VA—Transportation Center.
27	Fort Huachuca, AZ—Intelligence School.
28	Little Creek, VA—School of Music.
29	Phoenixville, PA—Valley Forge Gen. Hospital.
89	194th Armored Brigade, Fort Knox, KY.
<b>Third Army Area</b>	
30	Third Army area (units not specifically listed below).
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 McClellan, AL—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—USATC.
3G	Fort Campbell, KY—USATC.
3H	Fort McClellan, AL—Infantry Training Base.
3I	Fort Benning, GA—Infantry School.
3J	US Army Garrison, Fort McPherson, GA.
3K	Third US Army Logistical Support, FAC, Homestead AFB, FL.
3L	US Army Garrison, Troop Command, Fort Stewart, GA.
3M	US Army Garrison, Fort Bragg, NC.
3N	503d Military Police Battalion, Fort Bragg, NC.
3P	931st Engineer Group, Fort Benning, GA.
83	197th Infantry Brigade, Fort Benning, GA.
84	82d Airborne Division, Fort Bragg, NC.
93	XVIII Airborne Corps Artillery, Fort Bragg, NC.
<b>Fifth Army Area</b>	
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.
46	Fort Bliss, TX—Air Defense School.
47	Fort Bliss, TX—USATC Air Defense.
48	Sandia Base, NM—Field Command, DASA.
49	Fort Sam Houston, TX—Brooke General Hospital.

<i>Code</i>	<i>Installation</i>
<b>Fifth Army Area—Continued</b>	
4A	Fort Sam Houston, TX—Medical Field Service School.
4B	Fort Sam Houston, TX—Medical Training Center.
4C	Fort Walters, TX—Helicopter School.
4D	El Paso, TX—Wm. Beaumont General Hospital.
4E	Sheppard AFB, TX.
4F	384th Replacement Company, Fort Hood, TX.
4G	508th Military Police Battalion, Fort Riley, KS.
4H	518th Military Police Battalion, Fort Hood, TX.
51	Fort Leonard Wood, MO—USATC.
52	Denver, CO—Fitzsimons General Hospital.
53	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.
57	4th AG Administration Company (Repl), Fort Carson, CO.
58	Headquarters, Camp McCoy, WI.
59	US Army Garrison, Replacement Detachment, Fort Riley, KS.
5A	Headquarters & Headquarters Company, US Army Garrison, Fort Sheridan, IL.
81	1st Infantry Division, Fort Riley, KS.
82	4th Infantry Division, Fort Carson, CO.
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.
94	212th Artillery Group, Fort Sill, OK.
95	Savanna Army Depot, Savanna, IL.
<b>Sixth Army Area</b>	
60	Sixth Army area (units not specifically listed below).
61	Fort Ord, CA.
62	Fort Huachuca, AZ—CSTASCH
63	Presidio of Monterey, CA.
64	San Francisco, CA—Letterman General Hospital.
65	Tacoma, WA—Madigan General Hospital.
66	Dugway Proving Ground, UT.
67	Fort Lewis, WA—USATC.
68	US Army Garrison, Fort MacArthur, CA.
69	Headquarters Company, US Army Garrison, Yakima Firing Center, WA.
6A	Headquarters Company, US Army Garrison, Presidio of San Francisco, CA.

<i>Code</i>	<i>Installation</i>
<b>Sixth Army Area—Continued</b>	
6B -----	30th Military Police Battalion, Presidio of San Francisco, CA.
6C -----	9th Infantry Division, Fort Lewis, WA.
<b>District of Columbia Area</b>	
70 -----	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.
<b>Oversea Areas</b>	
02 -----	US Army, Alaska.
12 -----	US Army, Hawaii.
90 -----	US Army Southern Command Area.
91 -----	US Army Forces Southern Command, Fort Buchanan, PR.
96 -----	25th Infantry Division, Hawaii.

b. Code the third column (type of training) as shown below:

<i>Code</i>	<i>Type of training activity</i>
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) _____				

**A-6. AIT Qualification Card.** A general purpose card to be forwarded Headquarters, Department of the Army only upon request of the Chief of Personnel Operations.

<i>Element of data</i>	<i>Columns punched</i>
Name .....	1-12
Service component .....	13
Sex .....	14
Military personnel class code "E" .....	15
Social security number .....	16-24
Grade .....	25
MOS .....	26-30
AIT activity (para A-5) .....	31-33
Special assignment (note 1) .....	34
Security clearance (codes A, B, F, and M) .....	35
Leave blank .....	36-38
Physical category .....	39
Language/DLAT code .....	40-41
Assignment eligibility and availability code .....	42
Last oversea area .....	43
ETS:	
Month .....	44
Year .....	45
DROS:	
Month .....	46
Year .....	47-48
Leave blank .....	49-52
Number of dependents .....	53
Basic pay entry date:	
Month .....	54
Year .....	55
Citizenship status (codes 3 and 4 indicate ALIEN) .....	56
Major college subject .....	57-59
Leave blank .....	60-61
Enlistment commitment .....	62
Airborne volunteer .....	63
Civilian education .....	64
GT aptitude score .....	65
OCS commitment .....	66
CONUS preference .....	67-68
Oversea preference (code V indicates VN VOL) .....	69
Leave blank .....	70-74
AIT completion date .....	75-77
Port delay code .....	78
Record identification number (note 2) .....	79
Leave blank .....	80

*Note 1.* Code E indicates EM under 18 years of age upon completion of AIT, Code F for Further Training, Code I for retention as instructor, Code S for Sole Surviving Son.

*Note 2.* Code B indicates EM graduating from BCT, Code C indicates EM graduating from AIT.

TO BE FORWARDED HQDA ONLY UPON REQUEST OF COPO.

APPENDIX E  
RL USAGE GUIDE

Reference No.	Mfr Code	RN VC	Federal Stock No.	Reference No.	Mfr Code	RN VC	Federal Stock No.
MS90723-7	96906	2	5310-575-5492	MT139A1	92825	2	5940-543-8414
MS90725-132	96906	2	5305-716-8203	MT1762AR	80058	2	5826-506-4474
MS90725-135	96906	2	5305-716-8206	MT17951-050-416	76561	2	5975-087-1698
MS90725-150	96906	2	5305-716-8195	MT18FB	00348	2	5950-879-9297
MS90725-155	96906	2	5305-724-5905	MT326822-881	40171	2	3110-101-7440
MS90725-156	96906	2	5305-724-5906	MT345	65586	2	4540-859-5777
MS90725-157	96906	2	5305-724-5907	MT3624TSC38B	80058	2	5895-926-2921
MS90725-171	96906	2	5305-724-5937	MT3969ASM329	80058	2	4920-879-6548
MS90726-154	96906	2	5305-724-6802	MT3985TRC24	80058	2	5985-054-4302
MS90726-159	96906	2	5305-725-4097	MT3986ASM339V	80058	2	6605-782-0279
MS90726-161	96906	2	5305-725-4100	MT3987ASM339V	80058	2	6605-782-0278
MS90726-175	96906	2	5305-725-4166	MT4310P	43990	2	3110-155-6744
MS90726-185	96906	2	5305-727-8810	MT51102C501213	00000	2	5330-196-5381
MS90726-199	96906	2	5305-728-0216	MT51102C501218	00000	2	5330-260-9311
MS90726-201	96906	2	5305-727-8830	MT600MPD55VDC	00853	2	5910-863-1758
MS90727-103	96906	2	5305-709-8284	MT601AAPR9	80058	2	5975-224-6941
MS90727-120	96906	2	5305-719-5244	MT607APR9	80058	2	5975-224-6941
MS90727-122	96906	2	5305-719-5269	MT72	26051	2	5306-33-9404
MS90727-156	96906	2	5305-726-2516	MT821ARC27	80063	2	5820-69-6679
MS90727-158	96906	2	5305-726-2525	MT847	39317	2	3110-084-3472
MS90727-159	96906	2	5305-726-2533	MT865GR	80058	2	5825-030-2964
MS90727-165	96906	2	5305-726-2552	MT982	92567	2	3110-084-3481
MS90727-173	96906	2	5305-726-2560	MJC1205-105REV10	51600	3	3110-727-7107
MS90727-174	96906	2	5305-726-2561	MJC4D288-409	66289	2	2805-871-6690
MS90727-175	96906	2	5305-726-2562	MJS220	17778	2	6625-519-2629
MS90727-176	96906	2	5305-726-2567	MJOB1-1-2	21755	2	3110-108-4541
MS90727-178	96906	2	5305-726-2572	MVF4-SPEC298206	66289	2	2805-871-6689
MS90727-71	96906	2	5305-269-3247	MVAD157618	66289	2	2805-656-6824
MS90727-91	96906	2	5305-709-8542	ML6-2M	21801	2	5910-878-6415
MS90727-96	96906	2	5305-709-8482	MVM53919	93625	3	5825-089-8021
MS90727-97	96906	2	5305-709-8423	MVT89029A1S1863V	8725	2	5310-886-5744

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