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ARMY REGULATION

No. 612-205

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 16 June 1971

PERSONNEL PROCESSING

PROCESSING OF PERSONNEL APPOINTED TO SERVICE ACADEMIES AND
ACCOUNTABILITY OF ARMY PERSONNEL

Effective 15 August 1971

This revision provides for the updating of administrative processing procedures of US Army personnel who have completed 2 or more academic years at the United States Military Academy and have a remaining service obligation. Local limited supplementation of this regulation is permitted but is not required. If supplements are issued, Army Staff agencies and major Army commands will furnish one copy of each to the Chief of Personnel Operations ATTN: EPPMP, Department of the Army, Washington, D.C. 20310; other commands will furnish one copy of each to the next higher headquarters.

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1. Purpose. This regulation prescribes administrative procedures for the processing and strength accounting of US Army and civilian personnel appointed to cadet or midshipman status at the US Military Academy, Naval Academy, Air Force Academy, or Coast Guard Academy. It also provides certain administrative instructions concerning enlisted personnel from other services appointed to cadet status at the US Military Academy.

2. Authority. Title 10, United States Code Sections 516 and 651.

3. Admission processing. *a. Active duty Army personnel.*

(1) *Unit of assignment.* Commanders of active duty personnel who receive official notice of entitlement to admission to the US Military Academy, Naval Academy, Naval Academy Preparatory School, Coast Guard Academy, Air Force Academy, or Air Force Academy Preparatory School will issue PCS orders assigning the individual to the appropriate holding facility and, except for the US Military Academy, with station at the academy or preparatory school concerned, as

indicated in table 1. Regardless of any delay en route authorized, personnel must report on the date contained in the reporting directive. Strength accounting will be accomplished in accordance with procedures in paragraph 1-7, paragraph 3-14, and table 3-6, AR 680-1.

(2) *Personnel records.* Personnel records will be maintained by the holding facility.

(3) *Pay and allowances.*

(a) Active duty pay and allowances will be paid through the date before the day the cadet or midshipman appointee is regularly admitted to the appropriate academy. See paragraph 50104 and table 5-1-1, DOD Military Pay and Allowances Entitlements Manual (DODPM).

(b) Lump sum payment is authorized for unused leave accrued through the day preceding the date the appointment was accepted. See table 4-4-3, DODPM. Any unliquidated advance leave becomes excess leave on the day before the date the appointment was accepted and must be recouped as required by paragraph 10305, DODPM.

(4) *Personnel accountability.*

(a) Personnel accepted for appointment to

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the US Military Academy will be reported on morning reports in accordance with AR 680-1.

(b) Personnel accepted for appointment to academies other than the US Military Academy will be reported on the morning report of the respective Student Detachment under one of the following headings: Naval Academy students, or US Coast Guard Academy students, or US Air Force Academy students.

(c) Personnel appointed as cadets or midshipmen of the service academies are not chargeable to the strength of the Army while serving in such status. Accordingly, upon initial appointment as cadets or midshipmen, action will be taken as indicated in (a) or (b) above to drop them from the Army strength, using the appropriate code prescribed by AR 680-29. Since the term of service of such personnel is not terminated by appointment as cadets or midshipmen, it will be necessary to report their separation from this term of service on the morning report upon expiration thereof.

(5) *DD Form 214*. Armed Forces of the United States Report of Transfer or Discharge (DD Form 214) will be prepared upon expiration of term of service.

(6) *Expiration of term of service while in cadet status*. Any enlisted man whose term of enlistment or induction expires while in cadet or midshipman status will be promptly released from active duty in his enlisted status and transferred to a Reserve component. His records will continue to be maintained by the holding facility, except that in the case of cadets at the US Military Academy, the records will be forwarded to the Commanding General, First US Army, ATTN: Student Detachment, Fort George G. Meade, MD 20755. The release from active duty orders will outline the service obligation remaining and will clearly state that the enlisted man is currently a cadet (midshipman) of the USMA (Naval Academy, USCGA, or USAFA). Upon commissioning of the graduate, the service obligation will become void. However, if the former enlisted man does not graduate, or is not commissioned, he will be subject to the remainder of the service obligation as stated in the release from active duty orders.

b. Nonactive duty (Reserve component) personnel.

(1) *Entitlement to admission*. When a member not on active duty is determined to be entitled to admission to the US Military Academy, Naval Academy, Air Force Academy, or Coast Guard

Academy, a notice to that effect is sent directly to him. This individual will not be assigned to a holding facility, as is his active duty counterpart; he is authorized to proceed directly to the Academy.

(2) *Report of admission*. When, in the admission processing of new cadets, the Superintendent, US Military Academy, learns of a new cadet's membership in any Reserve component of the Armed Forces, he will furnish the fact and date of appointment to an appropriate contact office as shown in table 2.

(3) *Personnel records*. The records of non-active duty US Army Reserve personnel will be sent to the Student Detachment concerned in accordance with paragraph 2-3a(3), AR 640-10 and paragraph 2-4, AR 140-10. See also paragraph 4, AR 140-241.

4. Relief of cadets with enlisted status from the US Military Academy. In the process of relieving personnel with enlisted status from the Corps of Cadets, the Superintendent will take the following actions:

a. Relief for reasons other than physical disability.

(1) *For all personnel, except those being commissioned.*

(a) Authorize leave of absence without pay and allowances, if desirable and practicable, pending completion of the separation and inform the cadet that instructions relating to his future enlisted status will be issued by his parent service. If the individual is other than US Army, report the pending separation to the parent service.

(b) Revert the cadet to his former status for completion of any prior service obligation. If this obligation is less than the obligation incurred as specified in (d) below, the provisions of that paragraph will apply.

(c) If separation action is initiated before the commencement of the third academic year (junior year) and prior service obligation has been completed, the cadet will be released from active duty and transferred to the appropriate Reserve component (table 2) for completion of a six year obligation.

(d) If separation action is initiated after the commencement of the third academic year (junior year), the individual will be released from active duty and transferred to the appropriate Reserve component in an enlisted status and may be ordered to active duty for not less than

2 years. Any First Classman (senior) who completes the course of instruction and declines an appointment as a commissioned officer will be released from active duty, transferred to the appropriate Reserve component in an enlisted status, and ordered to active duty for four years.

(e) When separation occurs as a result of deficiencies which are not considered willful, the active duty provision may be waived.

(f) When separation occurs because of unfitness or unsuitability, the cadet will be discharged in accordance with AR 635-212. (For general separation provisions, see AR 635-200.)

(2) *For personnel who have completed 2 or more academic years and have a remaining service obligation.* The Superintendent will issue appropriate orders assigning the former cadet to the appropriate USARECSTA. Special instructions will state that the commander of the USARECSTA will determine MOS and request training/assignment instructions from Headquarters, Department of the Army, as prescribed by paragraph 8-4, AR 614-200.

(3) *For personnel who entered from an active duty status.* Report the relief to the commander of the holding facility or the unit specified by the parent service for appropriate action. The report will include the effective date of appointment, if appropriate, and a record of disenrollment (DD Form 785, Record of Disenrollment From Officer Candidate-Type Training). A detailed report of facts and circumstances and any supporting evidence, together with recommendations deemed appropriate, will also be furnished when a cadet is dismissed for reasons which could result in an administrative type discharge from enlisted status.

(4) *For personnel who entered from a Reserve component status.* Report the relief of all cadets, except as specified in (a) and (b) below, to the respective contact office.

(a) Report the relief of members of the US Army Reserve to the Commanding General, First United States Army, ATTN: Student Detachment, Fort George G. Meade, MD 20755. The report will include the full name, SSN, home address, total number of months enrolled, effective date of termination of cadet status, and record of disenrollment (DD Form 785). After closing out the records, the Commanding General, First United States Army, will transfer the disenrolled cadet in the appropriate grade to the US Army

Reserve Control Group (Annual Training), US Army Administration Center, St. Louis, MO 63132, or in the case of residents of Hawaii, to the US Army Reserve Control Group (Annual Training), US Army, Pacific, APO San Francisco 96558, to complete his military service obligation. Orders will indicate the total number of months enrolled in the US Military Academy before termination of cadet appointment.

(b) Report the relief of members of the US Naval Reserve to the Commanding Officer, US Naval Station, Brooklyn, NY 11201.

(5) *For personnel who entered from a civilian status.* A cadet initially appointed from a civilian status whose cadet appointment is terminated before graduation will—

(a) If separation action is initiated before commencement of the third academic year, be discharged from the service and reported to the Selective Service.

(b) If separation action is initiated after commencement of the third academic year (junior year), the individual will be released from active duty and transferred to the appropriate Reserve component in an enlisted status and may be ordered to active duty for not less than 2 years. Any first classman (senior) who completes the course of instruction and declines an appointment as a commissioned officer will be released from active duty, transferred to the appropriate Reserve component in an enlisted status, and ordered to active duty for 4 years.

(6) *For personnel commissioned upon graduation.* The appropriate contact office, or the Commanding General, First United States Army, ATTN: Student Detachment, Fort George G. Meade, MD 20755, or the Commanding Officer, US Naval Station, Brooklyn, NY 11201, will be notified of the commissioning of all cadets who may not have fulfilled their Reserve obligation. This notification will permit the closing out and retirement of personnel records.

b. Relief by reason of physical disability.

(1) *For personnel who entered from an active duty status.*

(a) Order the cadet before a medical board. The board will evaluate a cadet with US Army enlisted status for retention in cadet status. The report of the medical board proceedings will be forwarded to The Adjutant General, ATTN: AGPB-M, Department of the Army, Washington,

DC 20314, for final determination of the cadet's physical qualification.

(b) Separate from the Corps of Cadets those individuals found to be physically disqualified for retention in cadet status, and—

1. Process for separation in accordance with AR 635-40 cadets with US Army enlisted status found to be physically disqualified for retention on active duty.

2. Process for retention on active duty, in accordance with paragraph 6, cadets with US Army enlisted status found to be physically qualified.

3. Report to the appropriate contact for the parent service, together with an approved copy of the report of the medical board proceedings, the separation from cadet status personnel from other services.

(2) *For personnel who entered from a Reserve component or civilian status.*

(a) Order the cadet before a medical board. The board will evaluate the cadet with US Army enlisted status for retention in his Reserve component status, in accordance with AR 140-120, as well as retention in cadet status. The report of medical board proceedings will be forwarded to The Adjutant General, ATTN: AGPB-M, Department of the Army, Washington, DC 20314, for final determination of the cadet's physical qualification.

(b) Separate from the Corps of Cadets individuals found to be physically disqualified for retention in cadet status. US Army reservists found to be physically disqualified for retention in active status in their Reserve component will be returned to that component for separation by reason of medical unfitness. A copy of the approved medical board proceedings will be forwarded to the appropriate contact office as noted in paragraph 4a(3). Cadets found to be physically qualified for retention in or assignment to a Reserve component status will be processed in accordance with paragraph 4a(4).

c. *Ready Reserve obligation.* Disenrolled cadets who are to be transferred to the US Army Reserve will be advised of their Ready Reserve participation requirements as outlined in AR 135-90 or AR 135-91, as appropriate.

5. Relief of US Army personnel from service academies other than the US Military Academy by reason of physical disability. Enlisted

members of the US Army released from cadet or midshipman status at academies of other services for physical disability will be reported by the academy superintendent to the appropriate holding facility for disposition. Since the physical disability may not be sufficiently severe to warrant separation from enlisted status, the individual will appear before a medical board for determination of his physical fitness for retention in active status. The provisions of AR 635-40 apply in the case of active duty personnel. Paragraph 10, AR 140-120, applies in the case of members who entered from a Reserve component status.

a. Active US Army personnel physically disqualified for retention on active duty in the Army will be processed for separation in accordance with AR 635-40.

b. Active US Army personnel physically qualified for retention on active duty will be returned to duty in an enlisted status in accordance with the provisions of paragraph 6.

c. Reserve component personnel physically disqualified for retention in an active status in their Reserve component will be returned to that component for separation by reason of medical unfitness. A copy of the approved medical board proceedings will be forwarded to the appropriate contact office as noted in paragraph 4a(4).

d. Reserve component personnel physically qualified for retention in an active status in a Reserve component will be reported as outlined in paragraph 4a(3).

6. Disposition of enlisted personnel relieved from service academies for reasons other than physical disqualifications. a. *Army personnel.* The Superintendent, US Military Academy, and the commander of each holding facility will report personnel relieved from cadet or midshipman status for assignment in accordance with chapter 8, AR 614-200, when appropriate. The Superintendent, US Military Academy, will issue necessary orders upon receipt of assignment instructions.

b. *Personnel of other services.* The Superintendent, US Military Academy, and the commander of each holding facility will report personnel to the commander of the appropriate service for assignment, as appropriate.

c. US Army personnel with less than 3 months remaining to normal ETS will be processed as prescribed in paragraph 5-16, AR 635-200.

Table 1

<i>Holding facility</i>	<i>Academy or preparatory school</i>
Cadet Detachment, 1st Battalion, 1st Inf (W2H7) US Military Academy, West Point, NY 10996.	US Military Academy, West Point, NY
First US Army Student Detachment (WOJXIKX), Fort George G. Meade, MD 20755.	US Coast Guard Academy, New London, CT
First US Army Student Detachment (WOJXIKX), Fort George G. Meade, MD 20755.	Naval Academy, Annapolis, MD (Applicable for Naval Academy Preparatory School, Bainbridge, MD)
Fifth US Army Student Detachment (WOG15AX), Chicago, IL 60615.	US Air Force Academy, CO 80840. (Applicable for Air Force Academy Preparatory School, CO 80840).

Table 2

<i>Component</i>	<i>Contact office</i>
National Guard (Army or Air)---	Adjutant General of the appropriate State.
US Army Reserve:	
Unit personnel-----	Commanding General of the Army area having jurisdiction of the reservists.
Non-unit personnel-----	Commanding General US Army Administration Center 9700 Page Boulevard St. Louis, MO, 63132
Naval Reserve-----	Chief of Naval Personnel Department of the Navy Washington, DC 20370
Marine Corps Reserve-----	Commandant of the Marine Corps Headquarters, US Marine Corps Washington, DC 20380
Air Force Reserve-----	Commander Air Reserve Personnel Center 3800 York Street Denver, CO 80205
Coast Guard Reserve-----	Commandant US Coast Guard Washington, DC 20591

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 the Chief of Personnel Operations, ATTN: EPPMP, Department of the Army, Washington, DC 20310.

By Order of the Secretary of the Army:

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

Official:

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

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