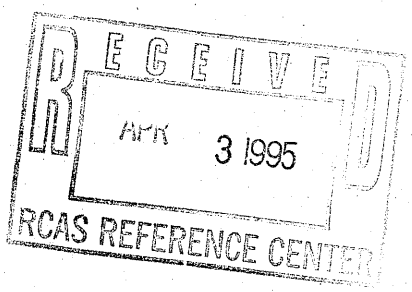
AR 601-210 Cy. 1

Army Regulation 601–210

Personnel Procurement

Regular Army and Army Reserve Enlistment Program



Headquarters
Department of the Army
Washington, DC
28 February 1995

UNCLASSIFIED

SUMMARY of CHANGE

AR 601-210
Regular Army and Army Reserve Enlistment Program

This revision--

- Authorizes the use of facsimile documents to expedite processing (para 2-1).
- Authorizes the use of bilingual soldiers for the purpose of translating foreign documents (para 2-1).
- Modifies eligibility for applicants who have surrendered custody of a dependent (para 2-9).
- Expands the requirements for police records checks (para 2-10).
- Consolidates and adds new criteria for advanced pay grades (para 2-20).
- Requires a statement for applicants who lack documentation to support a higher enlistment grade (para 2-20).
- Deletes retroactive effective date for advanced enlistment grade for those applicants who enlist on or after the effective date of this regulation (para 2-20).
- Establishes a conversion formula for semester, clock and quarter hour credits for evaluating education documents (para 2-22).
- Modifies Dependent criteria for Prior Service applicants (para 3-8).
- Aligns prior grade and service control points to the retention control points in AR 601-280 (para 3-10).
- Restates for clarity the eligibility criteria for former officers to enlist into the Regular Army (para 3-14).
- Changes procedures to be used for the determination of enlistment grade for prior service applicants (para 3-17).
- Reduces the number of Army Reentry Eligibility Codes (para 3-22).
- Eliminates the sunset rule and unsupervised probation enlistment authority (chap 4).
- Changes the process for moral and administrative waivers (chap 4).
- Updates and establishes typical minor non-traffic offenses (table 4-1).
- Updates and establishes misdemeanor level offenses (table 4-3).
- Requires that if an applicant has two or more Driving While Intoxicated offenses, that it be processed as a felony (tables 4-1 and 4-4).

- Deletes processing of applicants who are on unsupervised or unconditional probation (chap 4).
- Adds additional information required for the revised DD Form 1966-series (table 5-1).
- Updates Army and U.S. Army Reserve Command/U.S. Army Reserve General Officer Command codes.
- Modifies the terminology and procedures used for administration of the Armed Services Vocational Aptitude Battery test (para 5-7).
- Requires Entrance National Agency Check results before shipping an applicant to Initial Entry Training (para 5-73).
- Updates Military Occupational Specialty and criteria for the Civilian Acquired Skills Program (chap 7).
- Deletes all reference to Specialized Training for Army Reserve under The Army Civilian Acquired Skill Program (table 7-1).
- Adds the Specialized Training for Army Reserve Readiness (tables 9-1 and 9-12).
- Changes all references to the U.S. Army Enlistment Eligibility Activity, St. Louis, MO to Commander, U.S. Total Army Personnel Command, Alexandria, VA (throughout regulation).
- Changes the Headquarters location for U.S. Army Recruiting Command to Fort Knox, KY (throughout regulation).

Headquarters
Department of the Army
Washington, DC
28 February 1995

*Army Regulation 601–210

Effective 28 March 1995

Personnel Procurement

Regular Army and Army Reserve Enlistment Program

By Order of the Secretary of the Army:

GORDON R. SULLIVAN
General, United States Army
Chief of Staff

Official:

MILTON H. HAMILTON
Administrative Assistant to the Secretary of the Army

History. This issue publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.

Summary. This regulation governs eligibility criteria, policies, and procedures for enlistment and processing of persons into the Regular Army and the U.S. Army Reserve for enlistment on or after the effective date of this regulation. It also prescribes the appointment, reassignment, management, and mobilization of Reserve Officer Training Corps cadets under the Simultaneous Membership Program.

Applicability. This regulation applies to the Active Army, the U.S. Army Reserve unless otherwise stated, and DA civilians involved in recruitment activities or Reserve officer Training Corp/Simultaneous Membership Program management functions. The Army National Guard uses this regulation for information purposes only. In case of conflict between this and other regulations establishing enlistment eligibility criteria, this regulation will take precedence. Upon direction of the Secretary of the Army, certain requirements of this regulation will not be enforced during mobilization. For specific requirements for enlistments during mobilization, see paragraph 1–16 of this regulation.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff for Personnel. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponents may delegate this approval authority, in writing, to a division chief under their supervision within the proponent agency in the grade of colonel or the civilian equivalent.

Army management control process. Following a review of guidance in AR 11–2, it is determined that this regulation does not contain management control provisions.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited, without prior approval from ATTN: DAPE–MPA, DEPUTY CHIEF OF STAFF FOR PERSONNEL, 300 ARMY PENTAGON, WASHINGTON DC 20310–0300.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. Users of this regulation are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to ATTN: DAPE–MPA, DEPUTY CHIEF OF STAFF FOR PERSONNEL, 300 ARMY PENTAGON, WASHINGTON DC 20310-0300.

Distribution. Distribution of this publication is made in accordance with the requirements on DA Form 12–09–E, block number 2229, intended for command levels B, C, D, and E for Active Army, Army National Guard, and U.S. Army Reserve.

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Chapter 1
Introduction

1–1. Purpose

This regulation—

a. Prescribes eligibility criteria governing the enlistment of persons, with or without prior service (PS), into the Regular Army (RA) and the U.S. Army Reserve (USAR).

b. Provides policies and procedures to process applicants for enlistment in the—

(1) RA.

(2) Delayed Entry Program (DEP).

(3) USAR.

c. Provides policy and procedures governing the appointment, reassignment, management, and mobilization of Reserve Officers'. Training Corp (ROTC) Cadets under the ROTC Simultaneous Management Program (SMP).

1–2. References

Required or related publications and prescribed and referenced forms are listed in appendix A.

1–3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1–4. Responsibilities

Specific program responsibilities are listed in each chapter.

a. Deputy Chief of Staff for Personnel (DCSPER). The DCSPER has overall responsibility for developing and maintaining policy and programs for RA and USAR enlistments and exercises Army General Staff responsibility for policy governing ROTC, SMP, and the Army Civilian Acquired Skills Program.

b. The Chief, Army Reserve (CAR). The CAR—

(1) Controls enlistments under the USAR enlistment program.

(2) Has responsibility for personnel actions pertaining to USAR enlistments.

(3) Exercises staff supervision and management of the SMP as it pertains to ROTC cadets.

c. Commanding General, U.S. Total Army Personnel Command (CG, PERSCOM). The CG, PERSCOM—

(1) Controls enlistments under the RA enlistment program.

(2) Has responsibility for personnel actions pertaining to RA enlistments.

d. CG, U.S. Army Recruiting Command (USAREC). The CG, USAREC—

(1) Controls enlistment under the DEP per paragraph 5–4.

(2) Has final responsibility for personnel actions pertaining to DEP enlistments and delayed military service obligation (MSO) status.

(3) Organizes and administers the automated ENTNAC per section XX of this regulation.

e. Commander, U.S. Military Enlistment Processing Command (MEPCOM). The Commander, MEPCOM, processes applicants and enlistees per AR 601–270 and chapters 5 and 6 of this regulation.

1–5. U.S. Military Academy Preparatory School

This regulation provides authority to enlist applicants into the USAR who have accepted invitations to attend the U.S. Military Academy Preparatory School (MAPS). On enlistment, the person incurs an 8–year MSO under section 651, title 10, United States Code (10 USC 651), and immediately enters on active duty for the duration of the school period. Persons interested in attending MAPS will be advised to write the Commandant, U.S. Military Academy, West Point, NY 10996, for information.

1–6. Exceptions

Exceptions to nonstatutory provisions of this regulation may be made by Headquarters, Department of the Army (HQDA) (DAPE–MPA). Exceptions to policy for all accession criteria to include military occupational specialty (MOS) initial entry qualifications, prior service waiver and MEPCOM processing require approval of this HQ regardless of any other exceptions granted. All exceptions must be submitted through the appropriate chain of command to HQ, USAREC and forwarded to HQDA (DAPE–MPA), WASH DC 20310–0300. If an exception to policy is granted, it must be recorded in the remarks section of the DD Form 1966/1 through 4 (Record of Military Processing-Armed Forces of the United States) and will include the date, type of exception, name of approving official from HQDA or USAREC control number. Under the provisions of the proponent and exception authority paragraph (see title page of this regulation), the DCSPER has delegated to the Chief of the Enlisted Accession Division the authority to grant exceptions to nonstatutory provisions of this regulation.

1–7. Secretarial authority

a. Establishment of qualifications for enlistment. Except as specifically provided by law, establishment of qualifications for enlistment in the RA and the USAR is the prerogative of the Secretary of the Army (SA).

b. Denial of enlistment. Except as delegated herein or by special Army directive, denial of enlistment will be at the discretion of the SA. Denial may be given either in an individual case or by an order applicable to all cases specified in that order. The SA may deny enlistment to any person who otherwise meets criteria in this regulation: However (for RA only), the SA may not deny the enlistment of the following:

(1) A former enlisted member of the RA who—

(a) Has served continuously on active duty as a Reserve officer of the Army and was discharged as an RA enlisted member to immediately accept a temporary appointment as an officer of the Army.

(b) Is separated from active duty as an Army of the United States (AUS) or Reserve commissioned officer or warrant officer; this is true, provided service as a commissioned or warrant officer was terminated by an honorable discharge or by relief from active duty for a purpose other than to await appellate review of a sentence that includes dismissal or dishonorable discharge.

(c) Makes application for enlistment within 6 months after separation from active duty as a Reserve or AUS officer.

(2) Any RA enlisted member who—

(a) Has been placed on the Temporary Disability Retired List (TDRL).

(b) Is later found to be physically fit (under sec 1211(*a*)(3), title 10, United States Code (10 USC 1211(*a*)(3)).

(c) Reenlists within 90 days after removal from the TDRL.

1–8. Penalties for violating this regulation

a. This is a punitive regulation. Military personnel who violate or fail to comply with this regulation are subject to punishment, under the Uniform Code of Military Justice (UCMJ), for violation of Article 92(1) (Failure to Obey a Lawful General Regulation). Also, military members may be subject to punishment under the UCMJ for violation of Article 92(3) (Derelict in Performance of Duty) or Article 84 (Effecting an Unlawful Enlistment). Particular attention should be given to UCMJ, Article 84, which states: "Any person subject to this chapter who effects an enlistment ... in or a separation from the Armed Forces of any person who is known to him or her to be ineligible for enlistment ..., or separation because it is prohibited by law, regulation, or order shall be punished as court martial may direct."

b. DA civilians who violate or fail to comply with this regulation are subject to disciplinary action under the proper Office of Personnel Management (OPM) regulation.

c. Commanders will consider initiating disciplinary action against military personnel and DA civilians when proper.

1–9. Eligibility

a. All persons who process applicants for enlistment in the RA and USAR will use the utmost care to procure qualified personnel. Eligibility of personnel will be based on their ability to meet all requirements, to include procurement of prescribed waivers. No applicant will be accepted for enlistment before approval of any required waiver. Processing will be immediately discontinued if an applicant for enlistment in the RA, DEP, Delayed MSO status, or USAR admits to a nonwaivable disqualifying condition. This will include, but is not limited to, an applicant who is determined to be drug dependent, admits to an open law violation or fine, or displays other nonwaivable medical, moral and administrative disqualifications contained in paragraph 4–24. For the purpose of this paragraph, processing is to be considered any Military Entrance Processing Station (MEPS) processing including Armed Services Vocational Aptitude Battery (ASVAB) testing.

b. Applicants for enlistment in the USAR will not be accepted unless reasonable assurance exists that they will be available and able to take part satisfactorily with the unit concerned; they also will be available for immediate order to active duty in an emergency or partial or general mobilization. In this respect, careful thought will be given to the following:

(1) Normal commuting time and distance of day-to-day job.

(2) Possible conflicts with civilian occupation.

(3) Past performance as a USAR member.

(4) Frequency of past relocations of residence.

(5) Persons with spouse and dependent children who apply for waiver of the dependency restriction. These persons should thoroughly understand that responsibility for dependent children in no way lessens their obligations for satisfactory participation in the USAR and availability for mobilization.

1–10. Enlistment in any U.S. Armed Force by USAR members

a. Enlisted soldiers of the USAR who desire to enlist in the Reserve Component (RC) of another U.S. Armed Force will be governed by AR 140–10, chapter 9.

b. Enlisted soldiers of troop program units (TPUs) of the USAR who desire to enlist in the Active Component (AC) of any U.S. Armed Force, to include their DEP or MSO delayed status, may enlist if the following conditions exist:

(1) The soldier has successfully completed required initial active duty for training (IADT), has been awarded a MOS, and has been properly separated from IADT.

(2) The soldiers USAR TPU commander has approved clearance and discharge of the member from the USAR by completing DD Form 368 (Request for Conditional Release from Reserve or Guard Component). The approved DD Form 368 must be in the possession of the recruiting activity before MEPS processing (other than the ASVAB). Under no circumstance may an applicant enlist without clearance or discharge.

(3) The soldier has not been alerted for a presidential call to active duty, or a partial or full mobilization.

(4) The member is not currently serving on IADT, active duty for training (ADT), active duty for special work (ADSW), annual training (AT), temporary tour of active duty (TTAD), or Active Guard Reserve (AGR). Processing these soldiers, including submission of the DD Form 368, will not commence until the member has been released from IADT, ADT, ADSW, AT, TTAD, or AGR status.

c. Enlisted soldiers of the Individual Ready Reserve (IRR), or Standby Reserve, who desire to enlist in the AC of any Armed Force, may enlist without prior clearance or approval of the CG, ARPERCEN, if—

(1) The soldier has successfully completed required IADT, has been awarded an MOS, and has been separated from IADT.

(2) The soldier has not been alerted for mobilization.

(3) The soldier is not currently serving on IADT, ADT, ADSW, AT, TTAD, or AGR. Processing will not commence until the member has been released from IADT, ADT, ADSW, AT, TTAD, or AGR.

(4) The soldier is not a commissioned or warrant officer on the active duty list who was released from active duty by reason of reduction in force or by having been twice passed over for promotion to the same grade.

d. Enlisted soldiers assigned to USAR Control Group (ROTC), who desire to enlist in the RA may enlist if—

(1) The member has been properly disenrolled under the provisions of AR 145–1 and the members ROTC Commander has approved the clearance and discharge of the member from the USAR by completing DD Form 368. The approved DD Form 368 must be in possession of the recruiting activity before processing.

(2) The ROTC/SMP participant has obtained a DD Form 368 from unit assignment as well as the ROTC Commander.

(3) The soldier is not an ROTC scholarship recipient.

1–11. USAR membership

a. Personnel become enlisted members of the USAR (Selected Reserve or Individual Ready Reserve (IRR)) by—

(1) Transfer from the Active Army to the USAR to complete the balance of an MSO. On completion of the statutory obligation (expiration term of service (ETS)), the member must continue in a military status by reenlistment or extension under AR 140–111 or be discharged from the USAR.

(2) Enlistment of Army National Guard (ARNG) members in the USAR. On discharge from the ARNG a member may still retain Reserve of the Army status and be required to complete a remaining contractual or statutory MSO. On completion of the obligation, either statutory or contractual ETS, the member must either reenlist immediately under AR 140–111 or be discharged from the USAR. Extensions are authorized under the policy contained in AR 140–111. Enlistment of ARNG personnel into the USAR will be under chapter 5.

(3) Transfer from the Retired Reserve to the Ready Reserve under AR 140–10, with the approval of the SA, if the member is drawing retired pay. These personnel are not required to execute a DD Form 4–series (Enlistment/Reenlistment Document—Armed Forces of the United States) or process for enlistment or reenlistment. They remain on an indefinite Ready Reserve status until age 60.

(4) Transfer from the Retired Reserve to the Ready Reserve under AR 140–10, with the approval of Commander, ARPERCEN, if the member is not drawing retired pay. These personnel must be reenlisted under AR 140–111.

(5) Enlistment in the USAR by completing a DD Form 4–Series and executing an Oath of Enlistment when applying from civilian or from another military service of the United States, either an AC or RC. These enlistments are accomplished under policy contained in chapters 2, 3, and 5.

b. Service in the USAR is either statutory or contractual. It is—

(1) *Statutory service.* Under provisions of 10 USC 651, each person who becomes a member of a U.S. Armed Force, either by enlistment, appointment, or induction, will serve in the U.S. Armed Forces for a total initial period of 8 years. Any part of such service that is not active duty (AD), will be performed in a *Reserve Component.* A person's statutory military service obligation runs concurrent with a contractual military service obligation.

(2) *Contractual service.* Each person who enlists or reenlists in a U.S. Armed Force executes a contractual agreement (DD Form 4–series) which establishes the terms of the service to be performed in that U.S. Armed Force. The contractual agreement will run concurrent with any incurred statutory obligation. However, following termination of the statutory obligation, any subsequent military service that is performed, is served according to the terms of a contractual agreement.

1–12. Valid enlistment or reenlistment agreements

a. The DD Form 4–series. The DD Form 4–series, together with appropriate annexes is the only valid agreement that exists between the person and DA on enlistment in the RA and the USAR. For continued RA or USAR membership, when the term of service agreed to in such an agreement expires, one of the following applies:

(1) The agreement will be extended.

(2) A new DD Form 4–series and Oath of Enlistment will be executed.

b. For USAR only, Transfer order (reassignment order). A transfer order (reassignment order) is a personnel management action that may be taken for a person during the period of service while an enlistment agreement is in effect. This order never alters terms of an enlistment agreement and never replaces an enlistment agreement.

1–13. Referral of applicants to higher headquarters

U.S. Army recruiting personnel have detailed knowledge about enlistment eligibility. They also have a general knowledge of normal conditions in the Army. The recruiter will resolve cases locally or request data or assistance through the chain of command; therefore, do not advise or instruct applicants to visit or write HQDA or other headquarters.

1–14. Cooperation between Army recruiting stations and local State Employment Service offices

a. Policy. Department of Defense (DOD) and Department of Labor have a reciprocal working agreement. Under this agreement the Armed Forces give local State Employment Service offices data on job and training opportunities available to Armed Forces personnel. State Employment Service local offices may then inform persons seeking training or employment of such opportunities. Interested persons are referred to the proper Armed Forces recruiting offices. Local offices of the State Employment Service are affiliates of the U.S. Employment Service, Department of Labor. These offices test, counsel, and select persons for occupational training or employment. Opportunities in the Job Corps and Neighborhood Youth Corps (NYC) are included.

b. Procedures. U.S. Army recruiting personnel will work with their State Employment Service offices to make satisfactory arrangements for providing data and assistance required. The CG, USAREC, issues necessary instructions to establish agreements between USAREC subordinate elements and State Employment Service local offices. USAREC elements will make the above arrangements. Recruiting personnel will do the following:

(1) Provide printed data on job opportunities in the Army.

(2) Furnish data in their areas of responsibility on request.

(3) Take part in group guidance sessions that may be arranged by their area State Employment Service offices.

(4) Provide current data as manpower procurement programs change.

(5) Urge all applicants found unacceptable for enlistment to visit their State Employment Service local office.

(6) Inform the proper office of the State Employment Service of each applicant found unacceptable for enlistment if the person authorizes such referral. Referral procedures are given in chapter 2.

(7) Inform all applicants found unacceptable for enlistment of their reemployment rights. Data to give such applicant is in paragraph 2–14.

(8) Assist State Employment Service offices in other mutually desirable ways.

1–15. Forms

Forms used in enlistment processing and composition of enlistment packets are listed in appendixes A and B of this regulation.

1–16. Processing during mobilization

Upon direction of the Secretary of the Army, the requirements of this regulation will not be enforced during mobilization. The following *will* apply during mobilization:

a. Medical standards prescribed in AR 40–501, chapter 6.

b. The requirement for an Armed Forces Qualification Test (AFQT) percentile score of 10 or higher as prescribed in section 520, title 10, United States Code.

c. The moral requirements in AR 601–270, paragraphs 9–15, 9–16, and 9–17.

Chapter 2
Basic Qualifications and Verification for Enlistment in the RA and USAR, Nonprior-Service Applicants

Section I
Basic Eligibility Criteria

2–1. General

a. Enlistment considerations. Enlistment of qualified persons will be the foremost thought of persons who take part in, or are connected with, processing applicants for enlistment in the RA and the USAR.

b. Meeting requirement. Eligibility will be determined by the person's ability to meet all requirements of this regulation, to include obtaining waivers. Applicants will not be enlisted if any doubts on their qualifications cannot be resolved.

c. Source documents. Recruiting personnel must examine all source documents for discernible evidence of tampering or alteration. Documents used to substantiate basic eligibility criteria will be legible, written in English, or officially translated to English. If a bilingual soldier translates the document(s), then a written translation signed by the soldier with a commissioned officer's signature witnessing his or her signature may be used. (Soldier must have language skill identifier assigned to his or her MOS to qualify as bilingual). All source documents must be original or certified as an official copy of the original. Applicants will be advised to take original marriage certificate, children's birth certificates, divorce decrees, and other evidence required to substantiate entitlement to the reception battalion and MEPS. Copies should be made and included in the enlistment packet. Guidance counselors will certify copies. These documents include transcripts for MOS requirements or advance grade, high school diploma, or marriage license or certificate. They will be forwarded with the enlistment packet or hand-carried by the applicant to the guidance counselor for compliance with instruction in chapter 6, section II.

d. Obtaining documents. The use of facsimile machines to provide an expeditious means of obtaining documents is authorized. However, the sender must certify that the document is a true copy of an original. Original document will be forwarded to recipient of facsimile. Original documents are required for shipment to IADT or RA.

e. Document certification. Certification that a copy is of the original document may be made by any guidance counselor, company commander, or commissioned officer assigned to the U.S. Army Recruiting Command.

2–2. Basic eligibility criteria for all nonprior service (NPS) applicants

Persons who apply for enlistment in the RA or the USAR must meet eligibility criteria of this chapter and any other requirements for the MOS in which they are enlisting. Persons considered NPS, but previously separated from any Component of the Armed Forces with less than 180 days on active duty are identified as "GLOSSARY NON-PRIOR SERVICE." All provisions applicable to NPS are also applicable to "GLOSSARY NPS" unless a specific exception exists. Rules or tables that do not apply to "GLOSSARY NPS" will be annotated to reflect applicability.

Note. All disqualifications that exist for prior service applicants apply to glossary NPS as listed in chapter 4. The term "GLOSSARY NPS" does not change the fact an applicant has had military service. All provisions of this regulation which refer to basic active duty service date (BADSD), previous military service, basic pay entry date (BPED) and so forth apply.

2–3. Age

a. Applicant is eligible for enlistment if not less—

(1) Than 18 years of age and has not reached the 35th birthday.

(2) Than 17 years of age, has not reached the 18th birthday, and DD Form 1966/4, section VII, (Record of Military Processing—Armed Forces of the United States) has been properly completed.

(a) Recruiters will obtain parental consent for applicants who have not reached their 18th birthday. Consent may not be obtained more than 7 days prior to 17th birthdate. This consent of parents or legal guardians must be, in writing, before physical examination or enlistment. Enlistment is not authorized if either parent objects. However, if only one parent is entitled to custody and control of the applicant (for example, by reason of a divorce decree), then only that parent's consent is required.

(b) DD Form 1966/4, section VII, will be used to obtain written consent to enlist. If the applicant has neither parents nor guardian or is married, legally separated, or divorced, a statement to this effect will be entered in the remarks block of the form and the applicant may be enlisted without consent of parents.

(c) Both parents must sign the form. (An exception is that the signature of one parent is acceptable if the other will be absent at an unknown destination for an indefinite period. When only one parent signs, the reason will be explained in the remarks block of the DD Form 1966–series. The recruiter will state in the verification block what documents were used to verify the single signature.) If one parent is incarcerated and will not be released prior to the applicant's 18th birthdate, only one parent's signature is required. Parental consent may be obtained from a person incarcerated, but will be submitted through the institution's legal channels for notary.

(3) Explanation of single-parent signature will be made by the parent in the remarks section of DD Form 1966–series in addition to signing the consent. This statement must show the reason the other parent was unable to sign the form. (Example: Deserted by spouse, husband or wife is at an unknown location or other parent incapacitated.) Recruiter will witness and sign his or her name next to signature of person making statement. This explanation is not required if the recruiter has previously seen and verified status via an official document (for example, divorce decree, death certificate, and so forth). Recruiter will identify supporting document used and indicate its identifying marks, such as, petition, file, or docket number in Section VI, Remarks, DD Form 1966 series.

(4) The signature of the parents or guardian on the DD Form 1966–series will be witnessed by a commissioned officer, warrant officer, or noncommissioned officer (NCO), or civilian recruiting specialist. Otherwise, the signature must be notarized. The recruiter will verify all entries; supporting data, such as, birth certificates, will be examined. The form will be completed and signed where applicable. The DD Form 1966–series, section VII, will suffice for enlistment and medical examination consent.

b. Documents and procedures to verify eligibility are as follows:

(1) Birth certificate (including hospital or delayed birth certificate, hospital record of birth, adoption certificate, or court record) must indicate city and State.

(2) Written statement from State Registrar of Vital Statistics or similar officials. All documents submitted by applicant must be originals or notarized copies. If documents are in a language other than English, applicant must present certified English translation of documents.

(3) DD Form 214 (Certificate of Release or Discharge from Active Duty), DD Form 215 (Correction to DD Form 214 Certificate of Release or Discharge from Active Duty), or DD Form 372 (Request for Verification of Birth).

(4) Immigration and Naturalization Service (INS) Form I–551 (Alien Registration Receipt Card).

(5) U.S. passport (unaltered and originally issued for 5 or more years), naturalization papers, certificate of citizenship, or any other official U.S. document (issued by a Government bureau or department and affixed with a raised seal) which shows applicant's full name and date of birth.

(6) Department of State (DS) Form 1350 (Certificate of Birth).

(7) Foreign Service (FS) Form 545 (Certificate of Birth) or FS Form 240 (Counselor Report of Birth Abroad).

(8) INS Form N 560 (INS Certificate of Citizenship).

(9) AE Form 360 (Report of a Birth Abroad of a Citizen of the United States).

(10) Telephonic birth verification. When undue delay in receipt of birth certification will cause excessive processing time for otherwise eligible applicant (except immigrant aliens), obtain birth verification telephonically. Record name, title, and telephone number of official supplying information in DD Form 372.

(11) If age cannot be verified by birth certificate or State Registrar of Vital Statistics, one of the following must be submitted:

(a) Official document that required proof of age at the time of issue.

(b) Sworn statement of one or both parents or legal guardian supported by a notarized copy of school record, showing date of birth, age, or attendance or certificate from the physician in attendance at birth.

2–4. Citizenship

a. Applicant is eligible for enlistment if any of the following apply:

(1) Citizen of the United States.

(2) Alien who has been lawfully admitted to the United States for permanent residence.

(3) National of the United States.

(4) Citizens (to include naturalized citizens) of the Federated States of Micronesia (FSM), Palau and the Republic of the Marshall Islands (RMI).

(5) Applicants and enlistees will be advised that if they are not a U.S. Citizen, U.S. National, or a citizen of the Federal States of Micronesia, Palau or the Republic of the Marshall Islands that they must obtain citizenship (U.S.) in order to remain in the U.S. Army for more than (RA) 8 years or (USAR) completion of their MSO.

b. Documents and procedures to verify eligibility: (Return all documents to applicant after proper citizenship entries are made on the DD Form 1966 series.)

(1) *U.S. citizens.* Applicants must present birth certificate, naturalization certificate, U.S. passport, or DD Form 372 to verify date and place of birth and establish U.S. citizenship. In doubtful cases, forward documents from INS to the Commander, USAREC, ATTN: RCRO–PP, Fort Knox, KY. Enlistment eligibility will be established on a case-by-case basis.

(2) *Aliens.* Applicants must present their INS I-551 issued by the INS showing that the person has been admitted to the United States for permanent residence. (I–551 cards are valid for only 10 years and must be renewed. Further all I–151 cards are no longer valid and applicant must obtain I–551. No resident Alien card that does not contain the picture of the applicant is valid for any reason).

(3) *Nationals of the United States.* A native of American Samoa is issued a birth certificate which indicates the village of birth followed by the words, "American Samoa." (Citizens of American Samoa, are U.S. nationals.)

(4) *Proof of birth of U.S. citizens born abroad.* Children born of an American parent outside the United States acquire citizenship through the parent. Citizenship verification of persons born abroad of an American parent will be made by presentation of a certified copy of one of the following:

(a) DS Form 1350.

(b) INS Form N–560.

(c) FS Form 545.

(d) FS Form 240.

(e) U.S. passport, unaltered and originally issued for 5 or more years to the applicant.

(f) Naturalization Certificate.

(g) Document or letter issued by the Justice Department or Department of State (must be original or certified).

(5) *Panamanians.* Under section 1403, title 8, United States Code (8 USC 1403), any person born in the Canal Zone on or after 26 February 1904, whose father or mother, or both, at time of birth of such person, was or is a citizen of the United States, is declared to be a citizen of the United States. Further, any person born in the Republic of Panama on or after February 26, 1904, whose father or mother or both at the time of the birth of such person was or is a citizen of the United States employed by the Government of the United States or

by the Panama Railroad Company, or its successor in title, is declared to be a citizen of the United States. An applicant, therefore, must derive U.S. citizenship through one or both parents, or through normal immigration and naturalization procedures. Birth certificates of applicants born in the Canal Zone indicating that one or both parents were U.S. citizens may not establish that citizenship has been attained through either of the above methods. If the Canal Zone birth certificate does not clearly establish that citizenship has been derived then to qualify for enlistment, applicant must verify his or her U.S. citizenship by presenting one of the documents listed in (4) above. If he or she does not possess any of these documents, he or she should apply for the proper document under paragraph *c* below. Persons applying under paragraph *c* below should be advised to include, with their application, those documents that establish citizenship of one or both parents if applicant is claiming citizenship through his or her parents.

(6) *Foreign Nations.* Persons other than U.S. citizens or lawfully admitted permanent resident aliens are not authorized to enlist according to section 3253, title 10, United States Code (10 USC 3253). However, the following exception exists with respect to the island nations of the Federated States of Micronesia and the Republic of the Marshall Islands.

(a) Citizens, to include naturalized citizens of the FSM, Palau and the RMI, may be enlisted into the U.S. Army.

(b) FSM, Palau and RMI citizens do not require proof of permanent resident or other documents normally associated with legal resident verification.

(c) Foreign nationals from the RMI, Palau and FSM may be enlisted for any option, unit, MOS, or program requiring a security clearance.

(d) Verification can be made by birth certificate, FSM, Palau or RMI passport, Government identification card, naturalization certificate from FSM, Palau or RMI or official letter of identity from local Government officials.

(e) A list of islands which make up the FSM, Palau and RMI may be obtained from HQ, USAREC, ATTN: RCRO–PP, Fort Knox, KY.

(f) Questionable cases must be checked through appropriate chain of command to HQ, USAREC (RCRO–PP) who will contact HQDA (DAPE–MPA), WASH DC, for clarification and final determination.

(g) Persons from FSM, Palau and RMI currently residing in the United States or a territory of the United States may have a Trust Territory Passport. This document is acceptable provided it clearly indicates the island of birth and the island is part of the FSM, Palau or RMI.

(h) Authority to enlist foreign nationals of the FSM, Palau and RMI was granted according to the Compact of Free Association between both new Nations and the Government of the United States.

c. Applicants who have lost their documents may obtain new documents as indicated below:

(1) Applicant may apply to Passport Correspondence, Department of State, Room 386, 1425 K Street, NW., WASH DC 20524, for a copy of DS Form 1350, FS Form 240, or FS Form 545. No cost will be charged for FS Form 240 if application shows it is needed for U.S. Army enlistment. To obtain an INS Form N–560, applicant must apply at nearest INS Office and complete INS Form N–600 (Application for Certificate of Citizenship). When requesting verification of birth that occurred in the former Canal Zone, write to the Vital Statistics Unit, Administrative Service Division, Panama Canal Commission, APO Miami 34011.

(2) Alternate forms that may be used for loss, theft, or nonreceipt of original INS Form I–551 card.

(a) INS Form I–688 (Temporary Resident Card). This card may only be used when an appropriate black sticker with red writing has been permanently affixed to the back of the card attesting to the fact that the card is valid as temporary evidence of lawful admission for permanent residence and employment authorization, valid for 1 year from the expiration date on the reverse side of the INS Form I–688. The sticker is issued upon INS approval of the individual's request for permanent resident alien status as interim evidence of permanent resident alien status while the INS Form I–551 is being produced and distributed. This card may only be used for non–receipt of an INS Form I–551 card.

(b) (Overstamped Passports). An unexpired foreign passport with the following unexpired stamp on it may be used: 'processed for I–551. Temporary evidence of lawful admission for permanent residence. Valid until (specific date will be entered by INS). Employment authorized.'An alien registration number must be annotated by INS. This document may only be used for loss, theft, or non-receipt of I–551 or I–688 card.

(c) (INS Form I–94, Arrival Departure Record). This form may be issued to a lawful permanent resident as a temporary alien registration receipt card. The arrival portion of the form must be completed with the alien's name, date of birth, country of citizenship, and an alien registration number annotated on the form. It must have an unexpired stamp stating 'Processed for INS Form I–551. Temporary evidence of lawful admission for permanent residence. Valid until (specific date will be entered by INS). Employment authorized.' A photo of the alien will be attached to the block next to the admission block thereby obliterating the admission number. An INS seal will be placed half over the admission block and half over the photo. Only I–94 Forms prepared according to all of the above criteria and guidelines are valid for enlistment. No other versions of I–94 Forms are valid. The I–94 Form can only be used for loss or theft of a foreign passport described in subparagraph 9.*b*(2) above. B–1:

(d) INS Form G–845 (Document Verification Request). This form may be obtained by the applicant from the local INS office and will be used to obtain verification when documents listed above cannot be obtained. This form is a secondary verification form and the following Army requirements must be met for use of this form. In order to be valid for enlistment only the following response from INS will be accepted: Item (INS Response) 1 (If INS checks any other blocks, the form will be invalid for enlistment). The official stamp and initials are required in the INS status verifier block. All applicants using this form must also have a verifiable pictured identification (ID). Identification will be an official local, State, or Federal ID (driver license, State issued ID, military dependent ID, high school or college ID). No exceptions will be authorized.

(e) INS documents. All INS documents used to verify permanent resident alien status will be reproduced locally and become part of the applicant's packet. This includes other INS documents used to verify citizens of the U.S. such as certificate of naturalization, certificate of citizenship, and U.S. passports.

(f) (Dual Citizens). Persons other than U.S. citizens or lawfully admitted resident aliens are not authorized to enlist according to 10 USC 3253. An applicant possessing dual citizenship cannot enlist as both an alien and a citizen. He or she must choose and declare citizenship of one country (and renounce the other) by either applying for, and being granted, legal permanent resident alien status (thereby renouncing U.S. citizenship) or by filing for proof of U.S. citizenship (thereby renouncing the non-U.S. citizenship).

2–5. Name

a. Court order changing name. Compare the document with applicant's drivers license or social security card to ensure that individual is the same person. If names do not correspond, require applicant to complete DD Form 1966–series, item 36.

b. Preferred enlistment name. Ordinarily, applicant will be enlisted in name shown in birth, baptismal, naturalization certificate, or court order authorizing name change. Person may enlist at his or her request in name by which he or she is known, if name was not assumed for fraudulent purposes (for example, to conceal criminal record, to evade capture by police authorities, or to obtain monetary gain).

c. Enlisted other name. Applicants who wish to enlist in another name must complete item 36 on the DD Form 1966–series.

d. DD Form 369. In appropriate cases, complete DD Form 369 (Police Record Check) to show both name (maiden, if applicable and assumed name on one of the official documents indicated above.

e. Preferred name. The preferred name under which an individual may initially enlist in the U.S. Armed Forces will be the name on the individual's social security number (SSN) card or proof of SSN application. To change name, proof of SSN application must be in the form of a receipt from the local Social Security Administration Office; or a photostatic copy of submitted SS Form 5 (Social Security Account Number Application), that has been annotated by the Social Security Administration Office acknowledging receipt of application. SS Form 5 may be obtained from the local Social Security Administration office by the applicant.

f. Aliens. Aliens must enlist with name as indicated on I–551 card.

2–6. Trainability

(Waiver requests will not be considered if applicant does not meet requirements discussed below.) (For administration of tests and retests, see chap 5.)

a. Applicant is eligible for enlistment if he or she meets the following criteria:

(1) Test requirements of this rule and specific test requirements of MOS or option for which enlisting.

(2) Must have the ability to read, write, and speak sufficient English to understand the oath of enlistment and the Entrance National Agency Check (ENTNAC) Interview.

b. Test Category (TC), education and scores for enlistment in the RA or the USAR.

(1) TC–I (AFQT 93–99) high school diploma graduate (HSDG)/high school graduate (HSG)/non-high school graduate (NHSG)/high school senior (HSSR)/currently in high school (CIHS).

(2) TC–II (AFQT 65–92) HSDG/HSG/NHSG/HSSR/CIHS.

(3) TC–IIIA (AFQT 50–64) HSDG/HSG/NHSG/HSSR/CIHS.

(4) TC–IIIB (AFQT 31–49) HSDG/HSG/NHSG/HSSR/CIHS.

(5) TC–IVA (AFQT 16–30) HSDG.

(6) TC–IVB (AFQT 10–15) Not currently accepted.

(7) TC–V (AFQT 0–9) Not eligible to enlist.

c. Aptitude Area Score Required - HSDG–1, HSG–2, NHSG–2, HSSR–1, CIHS–2. (Minimum AA score is 85).

2–7. Education

a. Education requirements. Applicant is eligible for enlistment if he or she meets education requirements outlined in paragraph 2–6 above and requirements of specific MOS or option for which enlisting. Each education code has a separate Military Enlistment Processing Reporting System (MEPRS) and Recruit Quota System (REQUEST) code.

(1) *High school diploma graduate (HSDG) (MEPRS Code 12L) (REQUEST Code 12 HSDG).* A diploma or official certified copy of the transcript issued to an individual who has attended and completed a 12–year or grade day program of classroom instruction. The diploma must be issued from the school where the individual completed the program requirements. Diploma or transcript must be included in the enlistment packet when applicant ships RA or enlists in the USAR. Telephone verification is authorized for DEP. A commissioned officer, Recruiting Battalion operations NCO, First Sergeant, senior guidance counselor, or education specialist assigned to USAREC may accomplish telephonic verification. An official or certified school transcript may be used for enlistment into the DEP, Delayed MSO status, RA, or USAR. The transcripts must be from the school that issued the high school diploma. The transcripts must indicate the individual did graduate. If a diploma was not yet issued by the school but all graduation requirements were met (that is, summer school or midterm graduate), an original letter from the applicant's principal, registrar, or custodian of records. The letter must state that the individual met all requirements for graduation and was not issued a diploma. The letter must state the reason why, and give an approximate date that the diploma will be issued.

(2) *High school diploma graduate via adult education diploma (MEPRS Code 12B) (REQUEST Code 12ADUL).* A secondary school diploma awarded on the basis of attending and completing an adult education or external diploma program, regardless of whether the diploma was issued by a secondary or postsecondary institution. Diploma must have been issued as a result of attendance and not issued solely on the basis of a test.

(3) *High school diploma graduate via semester hours, quarter hours, or clock hours (MEPRS Code 128) (REQUEST Code 12 HSDC).* An individual who has attended an accredited postsecondary institution and has successfully completed 15 semester hours, 22 quarter hours of college level credit, or 675 clock hours from a postsecondary vocational-technical institution. Credit that is earned through testing or for the pursuit of high school equivalency is not acceptable under this definition. Credits will be accepted from any institution that holds accreditation in the current Accredited Institutions of Postsecondary Education book. Foreign credentials must still be evaluated per *h* below.

(4) *Applicants enrolled in accredited postsecondary vocational-technical institutions.* Applicants who are currently enrolled in an accredited postsecondary vocational-technical institution which awards clock hour credits will not be processed for enlistment until they have successfully completed 675 clock hours of credit.

(5) *College courses.* Completion of college courses below the 100 level will be accepted for enlistment if the course is clearly identified as a college level course and credit will be recognized by the college towards graduation and degree completion requirements. An original letter on the college letterhead stationary is required to verify the status of courses completed.

b. Enrolled in a program other than a above. For RA enlistment only: (MEPRS Code (yrs) M) (REQUEST Code (yrs) ENRL). For USAR enlistment only: MEPRS code (yrs) (B) REQUEST code (yrs) ADUL) Any applicant who is currently enrolled in an adult education or college program meeting the provisions of *a*(2) and (3) above and who further is expected to graduate or attain the required credits within 365 days may be enlisted. Applicants in pursuit of high school diploma status (Tier 1) via college semester hours or quarter hours must attain the required credits upon completion of the current term of enrollment. Verification is required in the form of a statement from the school that the individual is enrolled, and must indicate the expected graduation or completion date. HQ USAREC will issue specific verification requirements in addition to those required.

c. Alternate high school credentials. Each of the following have separate MEPRS and REQUEST Codes.

(1) *Test Based Equivalency Diploma (MEPRS Code E)(REQUEST Code.* Enter years completed followed by GEDH) A diploma or certificate of general education development (GED) or other Test-Based High School Equivalency Diploma. This includes State-wide testing programs such as the California High School Proficiency Examination (CHSPE), whereby examines may earn a certificate of competency or proficiency. A State or locally issued secondary school diploma obtained solely on the basis of such equivalency testing is not to be considered a High School Diploma. This is considered an Alternate High School credential.

(2) *Occupational Program Certificate of Attendance (MEPRS Code C) (REQUEST Code VOCT).* A certificate awarded for attending a non-correspondence vocational, technical, or proprietary school for at least 6 months. An individual so coded must also have completed 11 years of regular day school. This is considered an Alternate High School credential.

(3) *Correspondence School Diploma (MEPRS Code 7) (REQUEST Code CORR).* A secondary school diploma or certificate awarded upon completion of correspondence school course work, regardless of whether the diploma was issued by a correspondence school, a State, or a secondary or postsecondary educational institution. This is considered an Alternate High School credential.

(4) *Home Study Diploma (MEPRS H) (REQUEST Code HOME).* A secondary school diploma or certificate, typically awarded by a State, based upon certification by a parent or guardian

that an individual completed their secondary education at home. This is considered an Alternate High School credential.

(5) *High School Certificate of Attendance (MEPRS Code J) (REQUEST Code ATTN).* An attendance-based certificate or diploma. These are sometimes called certificates of competency or completion but are based on course completion rather than a test such as the GED or CHSPE. A State or locally issued secondary school diploma obtained solely on the basis of an attendance credential is not considered a high school diploma. This is considered an Alternate High School credential.

d. Less than a high school diploma (NHSG) (MEPRS code (yrs) 1) (REQUEST code years NHSG). An individual who has not graduated from high school or has not received an alternate credential listed above.

e. High school senior (HSSR) (MEPRS code 11S) (REQUEST 11 years HSSR).

(1) An individual who is currently enrolled in an established high school as defined for a high school diploma graduate and is expected to graduate within 365 days.

(2) Verification is required. Telephonic verification is authorized for enlistment into the Delayed Entry Program and USAR. Verification may be obtained, in writing, from school officials (on school letterhead signed by principal, vice principal, registrar, or custodian of school records), report card, or transcripts, showing placement into the 12th grade. If telephonic verification is made, it may be accomplished by a Commissioned Officer, Operations NCO, First Sergeant, Senior Guidance Counselor, or Education Specialist assigned to USAREC.

f. Currently in high school (CIHS) (MEPRS Code 109) (REQUEST Code 10 CIHS).

(1) For USAR enlistment only.

(2) High school students (other than a senior) who have completed the 10th grade.

(3) Verification is required. Verification procedures are the same as a HSSR. Report card or transcript must show placement into the 11th grade.

(4) Enlistment into the USAR alternate training program entering IADT Phase I after completion of the 11th grade.

g. Degree credentials.

(1) *Associates Degree (MEPRS 14D) (REQUEST 14 ASSC).* A certificate conferred upon completion of a 2–year program at a Junior College, University, or Degree Producing Technical Institute.

(2) *Professional Nursing Diploma (MEPRS Code 15G) (REQUEST 15 years NURS).* A certificate conferred upon completion of a 3–year hospital school of nursing program.

(3) *Baccalaureate Degree (MEPRS Code 16K) (REQUEST Code 16 BACH).* A certificate conferred upon completion of a 4–year college program other than a First Professional Degree.

(4) *First Professional Degree (MEPRS Code years W) (REQUEST Code years PROF).* A certificate conferred upon completion of the academic requirement for the first degrees awarded in selected professions: Architecture, Certified Public Accountant, Chiropody or Podiatry (D.S.C. or POD.D), Dentistry (D.D.S. or D.M.D.), Medicine (M.D.), Optometry (O.D.), Osteopathy (D.O.), Pharmacy, Veterinary Medicine, Law (L.L.B. or J.D.), and Theology (B.D), Rabbi, or other First Professional Degree.

(5) *Master's Degree (MEPRS Code 18N) (REQUEST 18 years MAST).* A certificate conferred upon completion of additional academic requirements beyond the Baccalaureate or First Professional Degree but below the Doctorate level.

(6) *Post Master's Degree (MEPRS Code 19R) (REQUEST 19 years PMAS).* A certificate conferred upon completion of additional academic requirements beyond the Master's Degree level but below the Doctorate level.

(7) *Doctorate Degree (MEPRS Code 20M) (REQUEST 20 DOCT).* A certificate conferred in recognition of the highest academic achievement within an academic field, excluding Honorary Degrees and First Professional Degrees.

h. Foreign credentials.

(1) Applicants completing high school or having college credits from foreign colleges or universities must have their documents evaluated and accredited by one of the following:

(a) A State Board of Education, a State university or recognized university or college listed in the Accredited Institutions of Postsecondary Education book published by the American Council on Education (ACE).

(b) Any organization who is a member of the National Association of Credential Evaluation Service (NACES).

(2) Evaluation under this rule will also be used to qualify applicants under paragraph 2–20 if otherwise qualified.

i. Exemptions. The following countries, territories, and nations are exempt from evaluation requirement and their education documents will be treated in the same manner as any U.S. School.

(1) Federated States of Micronesia.
(2) Republic of Marshall Islands.
(3) Commonwealth of the Northern Mariana Islands.
(4) Guam.
(5) American Samoa.
(6) Canada.
(7) Puerto Rico.
(8) Virgin Islands.
(9) Department of Defense Dependent School System.
(10) Overseas American-Sponsored Elementary and Secondary Schools assisted by the U.S. Department of State.

j. Evaluation of transcripts. Evaluation of transcripts may require a fee to be paid by the applicant.

k. Foreign transcripts. An evaluation of transcripts as outlined above for foreign transcripts, diplomas, and so forth, is instead of being listed in the Accredited Institutions of Postsecondary Education, published by the American Council on Education.

l. Specific course requirements.

(1) Some Military Occupational Specialties require verification of specific course completions.

(a) Verification may be accomplished with a letter or transcript.

(b) Verification must be presented prior to enlistment into the Regular Army or USAR, except as follows:

(2) For enlistment into the Delayed Entry Program, applicant must complete applicable statement on DA Form 3286–59 (Statement for Enlistment, United States Army Enlistment Program, U.S. Army Delayed Enlistment Program) indicating required course, that is Algebra, Chemistry, Science, and so forth.

(3) For USAR, have applicant complete a statement in the remarks section of the DD Form 1966 series attesting to the requirement for the special course requirements for a particular MOS. (Also, see chap 5 as it pertains to completing the DD Form 1966 series.)

m. Current year school withdrawals. If an applicant indicates he or she withdrew from school during the current school year, they should be encouraged to return and complete their high school education. However, if the applicant does not intend to return to school, verify that the applicant has withdrawn and notify the school of his or her intention to enlist. A sample letter for this purpose is provided. (See figs 2–1 and 2–2.) Under no circumstance will an applicant be encouraged or given any assistance in withdrawing from school. Coordination with parents, teachers and counselors to keep students in school through graduation is desirable and consistent with the Department of the Army policy on this matter.

n. Education documents used to grant advanced or accelerated promotions.

(1) Must be listed in the current issue of the Accredited Institutions of Postsecondary Education, published by the American Council of Education.

(2) Verification is required by the counselor, education coordinator or Operations NCO, or officer. Verification must be made and statement following authority for grade to this effect entered in the Remarks section of DD Form 1966 series.

2–8. Physical

a. Applicant is eligible for enlistment if he or she meets procurement physical fitness standards of AR 40–501, chapter 2, and meets

added requirements of specific option for which enlisting. Not applicable for "glossary NPS" currently serving in a RC unit and have been awarded a PMOS.

b. Waivers may be requested for medical defects, provided applicant is not under care or taking medication for the defect.

c. Waivers are not authorized for confirmed positive results for the presence of Human Immunodeficiency Virus (HIV) or antibody (AR 40–501).

d. Applicant will be tested for the presence of alcohol and drugs. Applicants who refuse to submit to drug or alcohol testing will be denied further processing and enlistment (no waiver authorized).

(1) Applicant is eligible if drug and alcohol test is negative.

(2) Applicant is authorized enlistment pending results (DEP or USAR only). This does not include applicants who previously have tested positive for marijuana and have been granted a conditional waiver for enlistment pending retest results.

(3) Applicants will be advised that they will be discharged if found positive (laboratory confirmed) for drugs.

2–9. Dependents

a. An applicant meets dependency requirements of this rule if he or she is—

(1) Without a spouse and with no dependents.

(2) Married and, in addition to the spouse, has two or less dependents.

(3) Without a spouse and does not have custody of dependents.

(4) Married and, in addition to the spouse, has three or more dependents under the age of 18 and a waiver is granted per chapter 4.

b. An applicant does not meet dependency requirements of this rule if—

(1) Applicant is married and, in addition to the spouse, has three or more dependents under the age of 18.

(2) Applicant is part of a husband and wife team and has one or more dependents under the age of 18. (Waivers will not be considered.)

(3) Applicant has a spouse currently on active duty or a member of a Reserve Component of the U.S. Armed Forces and has a dependent under the age 18. (Waivers may be considered.)

(4) Applicant is without a spouse and has custody of at least one dependent under 18 years of age. (Waivers will not be considered.)

(5) Applicant is without a spouse and is required to pay child support for more than two dependents by court order. (Waivers may be considered.)

(6) Applicant is married and is court ordered to pay child support for one or more dependents from previous marriage or relationship and, when added to total of dependents from current marriage or relationship, the number of dependents, in addition to the spouse, is more than two under the age of 18. (Waivers may be considered.)

(7) Applicant's spouse has custody of one or more dependents previous to current marriage, and, when added to total dependents from current marriage, the number of dependents, in addition to the spouse, is more than two under the age of 18. (Waivers may be considered.)

c. Definitions:

(1) An applicant is considered to be without a spouse if—

(a) Common law marriage has not been recognized by a civil court.

(b) Spouse is incarcerated.

(c) Spouse is deceased.

(d) Spouse has deserted the applicant.

(e) Spouse is legally or by mutual consent separated from the applicant.

(f) Applicant or spouse has filed for divorce.

(2) For the purpose of this regulation and enlistment, the term "dependent" includes—

(a) A spouse.

(b) An unmarried, adopted, or stepchild under the age of 18 living with the applicant.

(c) An unmarried natural child of the applicant under the age of 18.

(d) Any person living with the applicant who is, by law or in fact, dependent upon the applicant for support; or not living with the applicant and dependent upon the applicant for over one-half of his or her support.

(e) Any person for whom the applicant is responsible for his or her financial or custodial care.

(3) Joint custody versus child support—

(a) When joint custody agreement or order requires joint physical custody by an applicant without a spouse, the applicant is not eligible for enlistment.

(b) If local or State court allows modification, if the other parent assumes full custody, the applicant is qualified for enlistment.

(c) Questionable cases will be resolved through the USAREC chain of command.

d. Applicants who have surrendered custody.

(1) The U.S. Army recognizes that some persons for personal reasons have given up custody of a child or children. For this reason, the following rules have been provided so a determination can be made for enlistment purposes. It is not the intent nor desire of the U.S. Army to require any person to relinquish custody of their children to qualify for enlistment. Under no circumstances will any Army representative advise, imply, or assist an applicant with regard to surrender of custody for the purpose of enlistment. Applicants will be advised that they do not meet the dependent criteria of this regulation and that the Army's mission and unit readiness is not consistent with being a sole parent. Persons who are sole parents would be placed in positions, as any other soldier, required at times to work long or unusual hours, required to be available for worldwide assignment and be prepared for mobilization; all of which would place the sole parent in a position of division between their child(ren) and their duty.

(2) If an applicant is without a spouse and the child or children have been placed in the custody of the other parent or another adult by court order prior to application for enlistment, and the applicant is not required to pay support for more than two dependents, then the applicant is eligible to process for enlistment.

(3) For those applicants who at time of enlistment indicate they have a child or children in the custody of the other parent or another adult in according to (2) above, they will be advised and required to acknowledge by certification that their intent at time of enlistment was not to enter into the Army or Army Reserve with the express intention of regaining custody after enlistment. Applicants will be required to execute DA Form 3286–69 (Statement of Understanding for Persons Having Dependents in the Custody of Another). All applicants will be advised that if they regain custody during their term of enlistment, they are in violation of the stated intent of their enlistment contract. They will (unless they can show cause, such as death or incapacity of the person who has custody) be processed for separation (involuntary) for fraudulent enlistment. Retention of soldiers who have enlisted fraudulently is governed by AR 635–200.

(4) Dependent definitions.

(a) The definition of this regulation with regard to dependent, spouse and children are for qualifications and criteria to enlist. These definitions are not for the purpose of determination of pay or allowances, Basic Allowance for Quarters (BAQ), medical, or other benefits.

(b) Appropriate authority for determination of benefits is contained in other applicable regulation pertaining to Finance and Accounting, issuance of ID cards and privileges and so forth.

e. Documents and procedures to verify eligibility:

(1) For lawful spouse or legitimate child under 18 years of age, certified, notarized, or photostat copy of certified copy of marriage/birth certificate, or public or church record of marriage issued over the signature and seal of the church or public records custodian. Any document that can be used to verify applicant's age under paragraph 2–3b, except a DD Form 372.

(2) For legally adopted child, certified or notarized copy of court order of adoption, or certified or notarized copy of court order proceeding equivalent to adoption which terminated all parental rights and obligations.

(3) To show if dependent has been placed in custody of other parent or another adult and whether or not applicant is required to pay (by court order) child support, use—

(a) Divorce decree.

(b) Court order.

(c) Separation order.

(4) For dependent parent, affidavits establishing dependency.

(5) Verify initial status (other than single) with following documentation:

(a) Marriage certificate.

(b) Divorce decree.

(c) Legal separation decree.

(d) Annulment decree.

(e) Civil action document (divorce pending).

(f) Death certificate (widowed).

2–10. Moral and administrative criteria

(See chapter 4, may be eligible for enlistment with or without waiver as indicated in each case.)

a. Applicant interview. Recruiter will interview applicant on any records of arrest, charges, juvenile court adjudications, traffic violations, probation periods, dismissed or pending charges or convictions, including those which have been expunged or sealed.

(1) If applicant claims none, processing may continue without a police records check.

(2) If applicant is subject to pending charge(s) that would not require a waiver if they were found guilty, ASVAB testing is authorized. If applicant is subject to pending charge(s) that would require a waiver if they were found guilty or on probation, parole or suspended sentence, all processing will be terminated. (See para 4–39).

(3) If applicant admits to an offense, or recruiter has reasons to suspect applicant may be concealing a record, start police records check procedures in *b* below. Processing may continue, if not otherwise prohibited by this regulation, but enlistment may not be accomplished until all police record checks have been completed.

(4) For minor traffic offenses, DD Form 369 (Police Record Check) is not required unless waiver is indicated by paragraph 4–6*a* (1).

(5) DD Form 369 is required for all other admitted offenses, regardless of disposition.

(6) Court dockets are required for any offenses requiring a moral waiver or any felony charge, regardless of disposition.

b. Police clearance. (Note: Criminal history information will be maintained with strict confidentiality.) Check with—

(1) Municipal, county, and State law enforcement officials. Police records check will indicate the name the applicant is requesting to be enlisted as; as well as name on birth certificate, maiden name, or any other name the applicant is known as. DD Form 369 will be completed in ink or by typewriter only.

(2) Municipal, county, and State law enforcement officials of community in which applicant is residing, working, or attending school at time of enlistment application.

(3) Municipal, county, and State law enforcement officials for each community where applicant alleges, or other sources reveal, the person was charged with law violation or act of delinquency.

(4) Municipal, county, and State law enforcement officials for each community where applicant or other sources reveal the person resided, was employed, or attended school during the 3 years prior to application for enlistment.

(5) Courts, probation departments, juvenile correctional facilities, Department of Motor Vehicle/License and parole officers concerned with any offenses alleged by applicant, or revealed by police records check or other sources to determine—

(a) Disposition of charges.

(b) Conditions on which sentences were suspended.

(c) Inclusive date of probation, confinement or commitment, and parole.

(6) DD Form 369 is not required for traffic offenses unless a waiver is required. (exception: reckless driving, careless or imprudent driving)

c. Use of DD Form 369. This form will be used to record information obtained in police records check. Recruiter will provide self-addressed official mail envelopes to minimize work of police authorities. Telephonic police record checks are not authorized in place of submitting the DD Form 369 to proper authorities.

d. Telephonic police records check. To prevent lost enlistments because of delay in obtaining written police checks, commissioned officers, company commanders, recruiting first sergeants, or recruiting battalion operations personnel are authorized to make telephonic police records check on any type of offense.

(1) Telephonic police records check for moral waivers is not authorized.

(2) Field recruiters will not obtain telephonic police record check.

(3) Written report on DD Form 369 will be signed by person obtaining telephonic police records check. Enter name and position of person who gives information to the BN, date obtained, and telephone number in remarks section of DD Form 369.

e. Delay of police reply. If reply from police authorities is not received within 21 days, a copy of the DD Form 369 request will be forwarded to the BN whose area includes the city in question. BN commander will exert every effort to obtain police clearance and return results to requesting recruiting station. If efforts to obtain information fail, process allegation as self-admitted offense.

f. Disposition of DD Form 369. See appendix B. Do not, under any circumstances, forward DD Form 369 to the Federal Bureau of Investigation (FBI), a foreign government, or foreign police agencies.

g. New police clearance. If more than 60 days elapses between initial check with law enforcement agency and enlistment, new clearances will be obtained if new arrest or convictions are alleged or suspected. If police checks are older than 6 months, then new police checks are required for waiver processing, regardless of whether new offenses are suspected.

h. Updating police records check. For persons in the DEP, or MSO Delayed Status, police records check is required if new arrest or convictions are alleged or suspected since DEP or MSO Delayed Status enlistment.

i. Police records check not required. If law enforcement agency states, in writing, that it will not provide information or that a fee is required and copy of that statement is maintained in recruiting battalions, police records check will not be required. DD Form 369 will contain reference to that written statement. The form will be forwarded with enlistment packet. Update written documents used for references every 3 years.

j. Military Locations. Mail DD Form 369 to the provost marshal's office or other military law enforcement agency of the post, base or installation. Do not mail to a foreign law enforcement agency. Telephonic military police records check is authorized for waiver processing.

2–11. Social Security Account Number SSN

a. No person will be tested or processed for enlistment into the DEP, MSO Delayed Status, RA, or USAR without a SSN.

b. Each SSN must be verified by a SSN card (or retained portion), IRS Form W–2, high school transcript, or other document such as employment papers, DD Form 214 or official Government document that reflect a verified SSN. Number and name on documents used for verification must correspond to enlistment name and SSN on the DD Form 1966–series.

c. Provide applicants who have lost their SSN cards or have not been assigned a SSN with SS Form 5.

d. For those who do not have a SSN—

(1) Verify applicant's age, citizenship, and identity.

(2) Complete SS Form 5 and note on the form: "For enlistment in the U.S. Army."

(3) Forward completed application to the proper Social Security Administration Office.

e. Telephonic verification is not authorized.

f. Commercially produced facsimiles of SSN cards are not authorized for SSN verification.

g. Temporary Identification Number (TIN) will be issued by Headquarters USMEPCOM as directed by DOD. All enlistees must have a valid SSAN prior to enlistment.

2–12. Prior military service

(Also, see chap 3.)

a. DD Form 214 or DD Form 215, original or records depository certified copy or copy 1 or 4 of DD Form 214. A legible copy of the DD Form 214/DD Form 215 is acceptable when data is verified by the DMDC database.

b. DD Form 368, NGB Form 61 (Conditional Release), or NGB Form 22 (Report of Separation and Record of Service) (for periods of service in RCs only).

c. DD Form 220 (Active Duty Report) or DA Form 1569 (Transcript of Military Record), may be used only when they are furnished by the records custodian—

(1) Directly to recruiting officials.

(2) Through military channels.

(3) Instead of DD Form 214.

d. To determine pay grade, see chapter 3 as appropriate.

2–13. Suggested civilian or military clothing list

a. Give potential enlistee required to attend initial entry training (IET); IADT the suggested civilian clothing list.

b. Inform PS (Army) personnel enlisting with a break in service of less than 90 days of provisions of AR 700–84. (This requires PS personnel to have their clothing issue in their possession when reporting to their first duty station.) (Includes USAR/ARNG, "Glossary NPS.")

2–14. Reemployment rights of rejected applicants

a. Counseling. Recruiting personnel will counsel each applicant on his or her reemployment rights, if, as the result of preliminary processing at recruiting stations, he or she is found to be not qualified for enlistment. See fig 5–1, which is located at the end of this chapter. Each applicant will be given help in obtaining civilian employment. (See *b* and *c* below.)

b. Reemployment rights. Federal law provides reemployment rights to persons who report for the purpose of entering or determining their physical fitness to enter the U.S. Armed Forces. Applicants found not qualified for military service during recruiting station processing will be given a locally reproduced copy of the information sheet shown at figure 5–1.

c. Referrals. Referrals will be made by use of Department of Labor cards (Parts I or II). Local offices of the State Employment Service will provide these preprinted and preaddressed forms on request.

2–15. Review of enlistment forms and documents

Each applicant's forms and original documents will be reviewed by a designated individual as directed by the CG, USAREC, for completeness and accuracy before forwarding packet to MEPS. The designee also will insure that a specific MOS or enlistment option will not be guaranteed to an applicant before processing by the Army guidance counselor.

2–16. Entrance National Agency Check/National Agency Check ENTNAC/NAC

For automated ENTNAC instructions, see chapter 5.

a. DD Form 398–2 (DoD National Agency Questionnaire) will be initiated on all ENTNAC/NAC requests.

b. An original copy of DD Form 2280 (Armed Forces Finger Print Card) will be completed on all NPS enlistee ENTNAC requests.

c. FD Form 258 (Applicant Fingerprint Card) will be completed on all NAC requests for prior service (PS) and glossary NPS. A NAC is required when—

(1) Member is in a Reserve Component and ENTNAC results cannot be obtained.

(2) Has been discharged from military status for less than 2 years and ENTNAC results cannot be obtained.

(3) Has been discharged from all military status for 2 years or more.

d. For an MOS requiring background investigation (BI), DD Form 398 (Personnel Security Questionnaire) (5 each), DD Form 2280, DD Form 1879 (Request for Personnel Security Investigation) (1 set), and DD Form 398–2 will be completed. USMEPCOM will provide fingerprint service.

e. Automated ENTNAC will be used for all applicants qualified to have their submission made under this mode according to the provisions of paragraph 5–74.

2–17. Eligibility for the Montgomery GI Bill, (MGIB)

Chapter 30, title 38, United States Code, provides information on enlistment in the RA. Applicants for enlistment in the RA must never have served on active duty with any Regular Component of the Armed Forces in order to be eligible for participation in the MGIB. If separated from service for reasons other than those within an individual's control (that is void, erroneous enlistment due to an administrative error, hardship, release from Presidential Call, demobilization, and so forth), contact USAREC, RCRO–PP, to determine MGIB and other incentive eligibility on those applicants.

Section II
Enlistment Periods and Pay Grades

2–18. Authorized enlistment periods

a. (NPS) applicants enlisting in the RA and USAR incur an 8–year statutory MSO (10 USC 651(*a*)).

b. Enlistment in the RA is authorized for a term of at least 2 but not more than 6 years. A specific MOS may require a minimum term of service. Those applicants scoring 0–39 on the English Comprehension Level Test (ECLT) will be enlisted for 4 years regardless of MOS for which enlisting.

c. Enlistment in the USAR will be for a period of 8 years. The applicant may select the period of time to be assigned to a TPU of the Selected Reserve as authorized by chapter 5.

2–19. Pay grade and date of rank

a. Persons enlisting in the RA or USAR without PS will be enlisted in pay grade PV1. Exceptions are shown in paragraph 2–20 or when the enlistment option authorizes a higher entry pay grade. (An example is the Army Civilian Acquired Skills Program (ACASP) in chap 7.)

b. Date of rank (DOR) for persons without PS will be as follows:

(1) RA—date of enlistment on active duty.

(2) USAR—date of enlistment.

c. Enlistment pay grade determined using paragraph 2–20 does not exempt applicant from basic training.

d. Authority for enlistment grade must be entered in the REMARKS section of DD Form 1966 series, to include a statement that the documents used to promote the soldier have been verified. (Example: Pay grade E–3 authorized per paragraph 2–20*f*. College (name) is listed in the Accredited Institutions of Postsecondary Education book, verified by (enter name of person effecting enlistment).

2–20. Enlistment Pay Grades for Personnel Without Prior Service (PS)

a. Applicant: Has no PS and does not qualify for criteria in this table.

(1) Enlists: At any time.

(2) Pay grade: PV1.

b. Applicant: Is a high school diploma graduate (HSDG) or high school senior and has taken part in and completed 1 or more years of Junior Reserve Officer Training Corps (JROTC) or a National Defense Cadet Corps (NDCC) Program.

(1) Enlists: At any time.

(2) Pay grade: PV2.

c. Applicant: Has taken part in and completed 1 or more years of Senior Reserve Officer Training Corps (SROTC).

(1) Enlists: At any time.

(2) Pay grade: PFC.

d. Applicant: Has attended for 179 days or less at any U.S. Military Service Academy, or U.S. Military Academy Preparatory School.

(1) Enlists: At any time.

(2) Pay grade: PV2.

e. Applicant: Has successfully completed: Thirty (30) or more classroom semester hours (45 or more quarter hours) of an accredited college or university list in the Accredited Institutions of Postsecondary Education book, published by the American Council on Education. (Foreign transcripts must be evaluated according to paragraph 2–7*h*.)

(1) Enlists: At any time.

(2) Pay Grade: PV2.

f. Applicant: Has successfully completed: Sixty (60) or more classroom semester hours (90 or more quarter hours) (without a 4–year degree) of an accredited college or university listed in the Accredited Institutions of Postsecondary Education book, published by the American Council on Education. (Foreign transcripts must be evaluated according to paras 2–7*h* and 2–21.)

(1) Enlists: At any time.

(2) Pay grade: PFC.

g. Applicant: Has successfully completed a degree producing college program of 4 years duration and the college or university is listed in the Accredited Institutions of Postsecondary Education book, published by the American Council on Education and has been awarded a Bachelor's or higher degree. (Foreign degrees and transcripts must be evaluated according to para 2–7*h*).

(1) Enlists: At any time.

(2) Pay grade: SPC.

h. Applicant: Has successfully completed, two or more academic years of a postsecondary vocational-technical school and has received a certificate of training attesting to successful completion of the course. The school must be listed in the Accredited Institutions of Postsecondary Education book, published by the American Council on Education. (See para 2–21.)

(1) Enlists: At any time.

(2) Pay grade: PFC.

i. Applicant: Participates in the Army Referral Program and refers:

(1) Three qualified nonprior service applicants or two NPS high school diploma graduates who enlist in the Delayed Entry Program (DEP), Regular Army (RA), Army National Guard (ARNG), or US Army Reserve (USAR) on or before the applicant enters the Regular Army or Initial Active Duty for Training (IADT).

(2) Two qualified non prior service applicants who are high school seniors, high school diploma graduates or who are currently in high school (any combination of two) who enlist into the DEP, RA, ARNG or USAR on or before the date the applicant enters the RA or IADT.

(3) One high school diploma graduate, high school senior or currently in high school who has a test category score (AFQT) of 50 or higher and who enlists into the DEP, RA or USAR on or prior to the applicant's entry into the RA or IADT.

(4) One qualified registered nurse who applies for the Army Nurse Corps AD or USAR and HQ, USAREC accepts the application on or before the applicant enters the RA or IADT.

(a) Enlists: At any time.

(b) Pay grade: PV2, provided referrals are received and verified prior to the date of enlistment in the RA or USAR. (See para (6) below.)

(5) Verification will be the responsibility of HQ, USAREC, for all referrals. USAREC will develop procedures to document and enclose verification of referrals in enlistment files. In addition, a procedure to notify the appropriate USAR commander of a soldier's eligibility for an accelerated advancement, will be established.

(6) Only referrals received and verified prior to the date of enlistment in the RA or USAR will effect the enlistment grade. Referrals provided after date of enlistment in the USAR and prior to entry on IADT will allow the soldier to be advanced to PV2 on the date the unit USAR commander receives verification and approves the accelerated advancement per AR 140–158, paragraph 6–2.

(7) See AR 140–158, paragraph 6–2*m*, for accelerated advancement to PFC for verified referrals.

j. Applicant: has completed any of the following and is a high school diploma graduate—

(1) Completed all phase II requirements of the Air Force Civil Air Patrol and has been awarded the Billy Mitchell Award.

(2) Has taken part in the Naval Sea Cadet Corps (NSCC) and has been awarded NSC Page 19A (record of cadet advancement).

(3) Has been awarded the Boy Scout Eagle certificate as a member of the Boy Scouts of America (Form 58–708).

(4) Has earned the Girl Scout Gold award certificate as a member of the Girl Scouts of America.

(a) Enlists: At any time.

(b) Pay grade: E–2.

k. Applicant: is qualified under the Army Civilian Acquired Skills Program.

(1) Enlists: At any time.

(2) Pay grade: As indicated in chapter 7.

l. Applicant: Lacks Documentation required for advanced promotion under this paragraph at time of enlistment.

(1) The (RA) soldier may submit supporting documents to his or her personnel officer within 6 months of RA enlistment. Documents must be original, certified or evaluated as required.

(2) The (USAR) soldier may submit supporting documents to his or her personnel officer within 12 months of USAR enlistment. Documents must be original, certified or evaluated as required.

(3) College credits or course completion must have occurred prior to date or enlistment in the RA or USAR. Courses completed after enlistment are not authorized for use under this rule with the exception of completion of an ROTC program after USAR enlistment, but before entry on IADT.

(4) Only colleges and universities listed in the Accredited Institutions of Postsecondary Education book published by the American Council on Education, or evaluation of foreign transcripts according to paragraph 2–7*h*, may be used. This requirement is only used for advanced promotion under this paragraph and does not affect or change the guidance for promotion boards with respect to education points, which are given or verified via other publications. However, no other education evaluation publication will be used to qualify under this regulation.

(5) Effective date and date of rank for soldiers who lacked documentation at time of enlistment will be the effective date of the promotion by the unit commander. No retroactive adjustment is authorized and each applicant will be advised that failure to produce documents before enlistment or after time frames above will cause them to forfeit entitlement to this incentive. The promotion will be for the grade the soldier is qualified for at time of enlistment.

m. Each applicant who claims, but cannot substantiate, qualification for higher enlistment grade will be required to acknowledge that they have read and understand this rule and the time frames established. Have applicant or enlistee acknowledge in the remarks section of the DD Form 1966 series.

n. Unit commanders, upon verification that a soldier is authorized the advance promotion under this paragraph, will promote the soldier citing this paragraph as the authority. Effective date, and date of rank, will be the date the commander authorizes the promotion.

2–21. Verification requirements

a. Applicant must present one of the forms shown below to support entitlement for a higher pay grade. The proper form must be completed by the applicant's JROTC or SROTC senior instructor, and presented for taking part in the following:

(1) *Army ROTC.* DA Form 134 (Military Training Certificate-Reserve Officer's Training Corps) or school transcript verifying number of years completed.

c. Applicant: Has taken part in and completed 1 or more years of Senior Reserve Officer Training Corps (SROTC).

(1) Enlists: At any time.

(2) Pay grade: PFC.

d. Applicant: Has attended for 179 days or less at any U.S. Military Service Academy, or U.S. Military Academy Preparatory School.

(1) Enlists: At any time.

(2) Pay grade: PV2.

e. Applicant: Has successfully completed: Thirty (30) or more classroom semester hours (45 or more quarter hours) of an accredited college or university list in the Accredited Institutions of Postsecondary Education book, published by the American Council on Education. (Foreign transcripts must be evaluated according to paragraph 2–7*h*.)

(1) Enlists: At any time.

(2) Pay Grade: PV2.

f. Applicant: Has successfully completed: Sixty (60) or more classroom semester hours (90 or more quarter hours) (without a 4–year degree) of an accredited college or university listed in the Accredited Institutions of Postsecondary Education book, published by the American Council on Education. (Foreign transcripts must be evaluated according to paras 2–7*h* and 2–21.)

(1) Enlists: At any time.

(2) Pay grade: PFC.

g. Applicant: Has successfully completed a degree producing college program of 4 years duration and the college or university is listed in the Accredited Institutions of Postsecondary Education book, published by the American Council on Education and has been awarded a Bachelor's or higher degree. (Foreign degrees and transcripts must be evaluated according to para 2–7*h*).

(1) Enlists: At any time.

(2) Pay grade: SPC.

h. Applicant: Has successfully completed, two or more academic years of a postsecondary vocational-technical school and has received a certificate of training attesting to successful completion of the course. The school must be listed in the Accredited Institutions of Postsecondary Education book, published by the American Council on Education. (See para 2–21.)

(1) Enlists: At any time.

(2) Pay grade: PFC.

i. Applicant: Participates in the Army Referral Program and refers:

(1) Three qualified nonprior service applicants or two NPS high school diploma graduates who enlist in the Delayed Entry Program (DEP), Regular Army (RA), Army National Guard (ARNG), or US Army Reserve (USAR) on or before the applicant enters the Regular Army or Initial Active Duty for Training (IADT).

(2) Two qualified non prior service applicants who are high school seniors, high school diploma graduates or who are currently in high school (any combination of two) who enlist into the DEP, RA, ARNG or USAR on or before the date the applicant enters the RA or IADT.

(3) One high school diploma graduate, high school senior or currently in high school who has a test category score (AFQT) of 50 or higher and who enlists into the DEP, RA or USAR on or prior to the applicant's entry into the RA or IADT.

(4) One qualified registered nurse who applies for the Army Nurse Corps AD or USAR and HQ, USAREC accepts the application on or before the applicant enters the RA or IADT.

(a) Enlists: At any time.

(b) Pay grade: PV2, provided referrals are received and verified prior to the date of enlistment in the RA or USAR. (See para (6) below.)

(5) Verification will be the responsibility of HQ, USAREC, for all referrals. USAREC will develop procedures to document and enclose verification of referrals in enlistment files. In addition, a procedure to notify the appropriate USAR commander of a soldier's eligibility for an accelerated advancement, will be established.

(6) Only referrals received and verified prior to the date of enlistment in the RA or USAR will effect the enlistment grade. Referrals provided after date of enlistment in the USAR and prior to entry on IADT will allow the soldier to be advanced to PV2 on the date the unit USAR commander receives verification and approves the accelerated advancement per AR 140–158, paragraph 6–2.

(7) See AR 140–158, paragraph 6–2*m*, for accelerated advancement to PFC for verified referrals.

j. Applicant: has completed any of the following and is a high school diploma graduate—

(1) Completed all phase II requirements of the Air Force Civil Air Patrol and has been awarded the Billy Mitchell Award.

(2) Has taken part in the Naval Sea Cadet Corps (NSCC) and has been awarded NSC Page 19A (record of cadet advancement).

(3) Has been awarded the Boy Scout Eagle certificate as a member of the Boy Scouts of America (Form 58–708).

(4) Has earned the Girl Scout Gold award certificate as a member of the Girl Scouts of America.

(a) Enlists: At any time.

(b) Pay grade: E–2.

k. Applicant: is qualified under the Army Civilian Acquired Skills Program.

(1) Enlists: At any time.

(2) Pay grade: As indicated in chapter 7.

l. Applicant: Lacks Documentation required for advanced promotion under this paragraph at time of enlistment.

(1) The (RA) soldier may submit supporting documents to his or her personnel officer within 6 months of RA enlistment. Documents must be original, certified or evaluated as required.

(2) The (USAR) soldier may submit supporting documents to his or her personnel officer within 12 months of USAR enlistment. Documents must be original, certified or evaluated as required.

(3) College credits or course completion must have occurred prior to date or enlistment in the RA or USAR. Courses completed after enlistment are not authorized for use under this rule with the exception of completion of an ROTC program after USAR enlistment, but before entry on IADT.

(4) Only colleges and universities listed in the Accredited Institutions of Postsecondary Education book published by the American Council on Education, or evaluation of foreign transcripts according to paragraph 2–7*h*, may be used. This requirement is only used for advanced promotion under this paragraph and does not affect or change the guidance for promotion boards with respect to education points, which are given or verified via other publications. However, no other education evaluation publication will be used to qualify under this regulation.

(5) Effective date and date of rank for soldiers who lacked documentation at time of enlistment will be the effective date of the promotion by the unit commander. No retroactive adjustment is authorized and each applicant will be advised that failure to produce documents before enlistment or after time frames above will cause them to forfeit entitlement to this incentive. The promotion will be for the grade the soldier is qualified for at time of enlistment.

m. Each applicant who claims, but cannot substantiate, qualification for higher enlistment grade will be required to acknowledge that they have read and understand this rule and the time frames established. Have applicant or enlistee acknowledge in the remarks section of the DD Form 1966 series.

n. Unit commanders, upon verification that a soldier is authorized the advance promotion under this paragraph, will promote the soldier citing this paragraph as the authority. Effective date, and date of rank, will be the date the commander authorizes the promotion.

2–21. Verification requirements

a. Applicant must present one of the forms shown below to support entitlement for a higher pay grade. The proper form must be completed by the applicant's JROTC or SROTC senior instructor, and presented for taking part in the following:

(1) *Army ROTC.* DA Form 134 (Military Training Certificate-Reserve Officer's Training Corps) or school transcript verifying number of years completed.

Figure 2–2. Sample letter to parents concerning current high school dropout

Dear Parent:

. . . has indicated a desire to enlist in the United States Army. He/she indicates that he/she has plans to leave school before graduation. The Army encourages applicants to stay in school and complete their education. The Army recognizes that completion of high school assists people in achieving potential value for themselves and their country. To obtain information from the school, the law requires that the school have the parent's consent before releasing information on students.

Sincerely,

. . . (US Army Recruiter) . . .

To whom it may concern:

I hereby grant my consent for release of educational achievement concerning . . . *(Name)* . . . *(First)* . . . *(Middle)* . . . *(Last)* . . .

. . . (Parent's signature) . . .

Chapter 3
Basic Qualifications for Enlistment in the RA and USAR, PS Applicants

Section I
Basic Eligibility Criteria

3–1. General

This chapter prescribes basic eligibility criteria for PS applicants for enlistment in the RA and USAR.

Note. Verification if not specified is the same as that of non prior service.

3–2. Basic eligibility criteria for all PS applicants

a. Persons applying for enlistment in the RA and USAR must meet eligibility criteria outlined in this chapter. PS applicants also must meet requirements of options for which they are enlisting.

b. Prior Service definitions for Regular Army and USAR are as follows:

(1) For persons enlisting in the RA, applicants must have 180 days or more of active duty.

(2) For persons enlisting into the USAR, applicants must have served 180 days or more on active duty as a member of the Armed Forces. Applicants who are MOS qualified regardless of time on active duty are considered as prior service.

c. Rules applicable also to "Glossary NPS" unless otherwise specified.

d. Definitions above do not change the fact an applicant served in the military. Any applicant with one or more days in any Component of a U.S. Armed Force, has Prior Military Service. All references for BPED, BASD TIG, TIS, and so forth, apply regardless of the "Enlistment" definitions above.

3–3. Age

Waiver requests are not considered, except as noted below. Applicant is eligible for enlistment if the following apply:

a. Not less than 18 years of age, not reached the 55th birthday, and can qualify for retired pay by age 60.

b. Not less than 17 years of age, not reached 18th birthday, and DD Form 1966 series, section VII is completed. Parental consent is the same as required for no prior service.

c. Applicant is eligible for Regular Army enlistment if he or she is 35 years of age or older, but less than 55 years of age, and is not more than 35 (35th birthday) years of age, plus prior honorable active service completed in any of the U.S. Armed Forces.

d. Applicant is exempt from age criteria outlined above, and, therefore, is eligible for enlistment, if he or she can qualifiy for retirement by age 60, is not 55 years of age or older with 20 or more years of active service, and is a former—

(1) AD commissioned officer or warrant officer honorably relieved from AD who apply within 6 months of separation date from AD.

(2) Enlisted member last separated from the RA with an honorable or general discharge who enlists within 3 months from separation date.

(3) Member of service who was awarded the Medal of Honor, Distinguished Service Cross, Navy Cross, or Silver Star Medal.

e. Applicant for enlistment in the USAR who is 55 years of age or older, but less than 60 years of age, and can qualify for retired pay by age 60, is not eligible for enlistment. To be eligible for non-regular retired pay, an individual must meet eligibility criteria outlined in AR 135–180. Waiver requests will be considered, however, if applicant is a former enlisted member of the Armed Forces last separated with an honorable discharge. (However, enlistment term of service may not exceed the last day of the month in which the applicant attains age of 60.)

3–4. Citizenship

(Waiver requests are not considered.)

a. Applicant is eligible for enlistment if one of the following applies:

(1) Citizen of the United States.

(2) Alien who has been lawfully admitted to the United States for permanent residence.

(3) National of the United States. (See para 2–4 for verification of citizenship.)

b. Prior service applicants to include "glossary NPS" may not enlist if they are not U.S. citizens and their total Federal military service is more than 8 years. Applicant may not enlist for a period which, when added to previous Federal military service, will exceed 8 years total Federal military service. This policy does not apply to citizens of the Federated States of Micronesia or the Republic of the Marshall Islands. If additional nations are added under the compact of free association, they will also be excluded from the above policy. (Federal military service includes all periods of military service—active and inactive. (DEP period if after 1985 is excluded).

3–5. Trainability

a. Applicant is eligible for enlistment if he or she meets test score requirements outlined below and specific test score requirements of MOS or option for which enlisting.

(1) Applicant is eligible for enlistment if he or she attains a score of 85 or above in 3 or more aptitude areas of ASVAB. AFQT is not required.

(2) Applicant may qualify for exemption from enlistment requirements if one of the following pertains:

(a) Has been awarded the Medal of Honor, Distinguished Service Cross, Navy Cross, or Silver Star Medal.

(b) Is a partially disabled, combat-wounded Army Veteran with less than 20 years of service as defined in 10 USC 3925.

b. All applicants must be tested with ASVAB, however, glossary NPS and PS who have test scores within 2 years of enlistment date and who can obtain a USMEPCOM PCN 714ADP may use those scores. 714ADP must be from official records or residual file.

c. MOS aptitude area test score does not apply if enlisting for former MOS and separated from military service for 3 years or less. (Includes "GLOSSARY NPS".)

3–6. Education

(Waivers are not considered.)

a. Applicant is eligible for enlistment if he or she is a high school graduate, or holds higher level of education. Non-high school graduates are not authorized enlistment.

b. If applicant completes high school requirements in a foreign country, he or she also must have evaluation in accordance with paragraph 2–7.

c. Verification for prior service may also be accomplished through use of the DD Form 214.

3–7. Physical

a. Applicant is eligible for Regular Army enlistment if he or she—

(1) Completed Army BT or IADT and meets medical retention standards (less weight) of AR 40–501, chapter 3, if enlisting within 6 months of release from AD in the Army or currently a member of a USAR or ARNG unit. All other applicants must meet the procurement standard of AR 40–501, chapter 2.

(2) Was PS from another Service or enlisted after 6 months of release from AD or IADT and meets procurement standards (less weight) of AR 40–501, chapter 2.

b. Applicants determined to be pregnant will not be enlisted regardless of applicable standards of retention.

c. Applicant must meet all other requirements for specific option or MOS for which enlisting. However, former or current Army RC members who are eligible to enlist under the retention standards of AR 40–501 and have a "3" in their profile, will be advised that a final determination will be made at a later date regarding thier physical profile and retention in the MOS they are reentering the Army for. Since we cannot hold a medical retention board prior to enlistment each soldier will be advised that a medical retention board may be conducted after entry into the regular army, AR 611–201 does not authorize reclassification nor denial of reentry into a held PMOS because of profile. Applicable only in cases where the soldier is reentering former MOS, otherwise a medical waiver is required.

d. Qualifies as indicated in chapter 5, section XIII, if—

(1) Removed from the TDRL.

(2) A partially disabled combat veteran wounded in Army service.

e. Medical information recorded on DA Form 1811 (Physical Data and Aptitude Test Scores Upon Release From Active Duty) may be used if enlisting in the RA within 6 months of release from AD; however, weight standards of AR 600–9 take precedence.

f. Waivers will not be considered for applicants not meeting the weight standards of AR 600–9 or the medical procurement standard of AR 40–501.

g. Applicant will be tested for the presence of alcohol and drugs. Applicants who refuse to submit to drug or alcohol testing will be denied further processing and enlistment (no waiver authorized).

h. Applicant is eligible if drug and alcohol test is negative.

i. Applicant is authorized USAR enlistment pending results.

j. Applicants will be advised that they will be discharged if found positive (laboratory confirmed) for drugs.

k. All prior service to include "Glossary NPS" must meet the requirements of AR 600–9 regardless of medical standard used for qualification.

3–8. Dependents

a. Criteria outlined below pertains to applicants with a spouse.

(1) For RA and USAR, if entry grade is E–3 or below and applicant has two or less additional dependents, applicant is eligible for enlistment.

(2) For RA and USAR, if entry grade is E–3 or below and applicant has three or more additional dependents, applicant is not eligible for enlistment. Waiver requests will be considered.

(3) For RA and USAR, if entry grade is E–4 or above and applicant has at least 2 years of previous military service, applicant is eligible to enlist without regard to number of additional dependents.

(4) For RA and USAR, if entry grade is E–4 and applicant has less than 2 years of previous military service, and applicant has three or more additional dependents, applicant is not eligible for enlistment. Waiver requests will be considered.

b. Applicants whose spouse is a member of an AC or RC of any Service, and who have one or more dependents under the age of 18, are not eligible for enlistment. Waiver requests will be considered.

c. Prior service applicants without a spouse, who have custody of one or more dependents under 18 years of age are not eligible for enlistment. Waiver requests will not be considered.

d. Any applicant for USAR enlistment who previously served in the U.S. Armed Forces on Active Duty, and became a single parent while on active duty, will not be disqualified for enlistment based upon this fact if—

(1) The person is otherwise qualified for enlistment.

(2) The person's status as a single parent was not a factor in the person's discharge or release from active duty.

3–9. Moral and other administrative criteria

See chapter 4. (Includes "Glossary NPS").

3–10. Prior grade and service for Regular Army Enlistment

a. Applicants are eligible for enlistment if they qualify under criteria listed below. Total Active Federal Service (AFS) will be considered in determining eligibility, except that IADT will not be included.

(1) If last separated in grades E–1 through E–2 regardless of years of service, require a grade determination and approval for enlistment.

(2) If last separated in grade E–3 with not more than 2 years Active Federal Service in the Regular Army and original enlistment was for 2 years and the applicant is otherwise qualified. If last separated from any other service or component in grade E–3, a grade determination is required.

(3) If last separated in grade E–4 with not more than 5 years Active Federal Service.

(4) If last separated in grade E–5 or above and the applicant was one of the following:

(a) E–5 with not more than 10 years Active Federal Service

(b) E–6 with not more than 17 years Active Federal Service

(c) E–7 through E–9 with less than 20 years Active Federal Service and a prior service and grade determination is approved by CG, PERSCOM.

b. If applicant is eligible to enlist with or without a waiver or grade determination the term of enlistment when added to previous Active Federal Service will not exceed the criteria below as indicated for each enlistment grade:

(1) PV1–PV2. See *a* above.
(2) PFC, not more than 5 years Active Federal Service.
(3) SPC, not more than 8 years Active Federal Service.
(4) SGT, not more than 13 years Active Federal Service.
(5) SSG, not more than 20 years Active Federal Service.
(6) SFC, not more than 22 years Active Federal Service.
(7) MSG/1SG, not more than 24 years Active Federal Service.
(8) SGM/CSM, not more than 30 years Active Federal Service.

3–11. Armed Forces Reentry Eligibility Codes

Regardless of RE Code applicant may require a waiver for the reason and authority for separation/release/discharge or transfer. (See chap 4, for waiver criteria and applicability).

3–12. Broken Service Selective Reenlistment Bonus (BSSRB)

Army applicants who were separated less than 48 months and hold an MOS authorized BSSRBs. PERSCOM announces MOS via message and HQ, USAREC, will retransmit via REQUEST. See paragraph 3–33 for eligibility and processing procedures.

3–13. Montgomery GI Bill (MGIB)

Prior service applicants enlisting into the Regular Army who have served one or more days of active duty in any Regular Component of the Armed Forces, except for active duty which a Selected Reserve soldier was ordered to perform under 10 USC 672, 673, 673b, 674, or 675 for a period of less than 2 years, are not eligible to participate in the MGIB. Guidance Counselors will ensure that these applicants initial the "NO" column of DA Form 3286–67 (Statement of Understanding-Army Policy), regarding their acknowledgment of non-eligibility for participation in the MGIB. If separated from service for reasons other than those within an individual's control (that is, void, erroneous enlistment due to an administrative error, hardship, release from Presidential Call, demobilization, and so forth), contact USAREC, RCRO–PP, to determine MGIB and other incentive eligibility on those applicants.

3–14. Eligibility of former officers for enlistment

a. For Regular Army enlistment, the following applies:

(1) The Secretary of the Army may deny enlistment to anyone who otherwise meets the criteria specified in this regulation, except those who have a "statutory entitlement" section 3258, title 10, United States Code (10 USC 3258).

(2) Statutory entitlement and reenlistment or enlistment of officers and warrant officers of the Army:

(a) Some AUS/USAR officers and warrant officers of the Army have a 6–month statutory entitlement to reenlist in their former rank or in the rank of sergeant, whichever is higher. The 6–month period starts on the day after separation from the Service. Statutory entitlement is only authorized to soldiers who served on active duty as AUS/USAR commissioned or warrant officers of the Army if—

(b) They are former enlisted soldiers of the RA and were discharged as RA enlisted soldiers to immediately accept temporary appointments as active AUS/USAR officers or warrant officers in the Army (no break in service permitted between RA enlisted and AUS/USAR active officer or warrant officer status).

(c) Their commissioned or warrant officer service is terminated by an honorable discharge. (Separation as an officer or warrant officer with other than an honorable discharge (separation) serves to negate the statutory entitlement to reenlist. The SA retains discretionary authority to determine whether commissioned or warrant officers, whose service is terminated by a general discharge, should be allowed to continue their military career).

(3) Under section 3258, title 10, United States Code, as amended, a person is NOT entitled to be enlisted (reenlisted) if the person was discharged or released from active duty as a Reserve officer on the basis of a determination of the following:

(a) Misconduct.

(b) Moral or professional dereliction.

(c) Duty performance below prescribed standards for the grade held.

(d) Retention being inconsistent with the interests of national security.

(e) The person's former enlisted status and grade was based solely on the participation by that person in a precommissioning program that resulted in the Reserve commission held by that person during the active duty from which the person was released or discharged.

(f) ROTC and/or RA officer's do not have statutory entitlement to reenlist. Additionally, soldiers who initially enlisted for a specific officer program (that is, initial enlistment program of Officer Candidate School (OCS) or WOFT for initial enlistment for direct appointment and did not receive an enlisted MOS) are also ineligible. Nevertheless, commissioned and warrant officers without a statutory entitlement to reenlist, but who meet one or more of the following conditions, may apply for enlistment in the rank of sergeant; however, individual qualifications will determine the rank to be awarded.

(g) A person separated as a regular enlisted member of another Service to enter on active duty as a USAR commissioned or warrant officer.

(h) If at any time during military service, the soldier received the Medal of Honor, Distinguished Service Cross, Silver Star, or an equivalent medal awarded by one of the U.S. Armed Forces.

(i) The soldier has sufficient creditable active service to retire in an enlisted status. Authority to reenlist will include instructions that the soldier will be placed on the retired list on the first day of the month after the month of reenlistment.

b. All applications for enlistment and exceptions will be sent to Commander, PERSCOM, ATTN: TAPC–EPR–P, 2461 Eisenhower Avenue, Alexandria, VA 22331–0457.

c. Former officers who were separated from the Navy, Air Force, Marine Corps, or Coast Guard are not eligible for enlistment.

d. Minimum documentation required is in chapter 4.

e. For USAR enlistment only, the following applies:

(1) Enlistment into the USAR is authorized for current and former officers without regard to statutory entitlement as discussed for RA enlistment above.

(2) Officers applying for enlistment must meet eligibility criteria of chapter 3.

(3) All applicants must have ASVAB test results and have a physical examination according to this regulation and AR 40–501.

(4) Current Reserve Component officers will resign their commission by submitting a letter of resignation to the Commander, ARPERCEN, ATTN: DARP–PAT–T, 9700 Page Boulevard, St. Louis MO 63132. The letter of resignation should request the effective date to be the day prior to the enlistment date of the officer. Guidance counselor will ensure that the letter of resignation is mailed on the day of enlistment, this will ensure that if the officer declines

enlistment or is otherwise not enlisted that his or her resignation is not unintentionally submitted.

(5) Paragraph 3–18 provides grade determination rules for former or current officers who enlist. Officers will not be awarded an MOS based solely on unit vacancies, but rather the officers past military training and experience and his or her ability to meet the prerequisites for the MOS being considered for. In most instances, the soldier will be placed in a "will train" position regardless of the former branch of the former officer. Commanders at all levels will take care to ensure that grade authorization is based on the whole person concept and does not interfere or otherwise cause any compromise of the integrity of the units promotions of soldiers with continuous service.

Section II
Enlistment Periods and Pay Grades

3–15. Authorized enlistment periods

a. Enlistment in the RA is authorized for a period of at least 2, but not more than 6, years. A specific MOS may require a minimum term of service.

b. PS applicants for the USAR must enlist for a period of whole years that will be equal to or exceed their remaining MSO when—

(1) They have been granted a conditional release from another RC or the ARNG, to enlist in the USAR.

(2) They have a remaining statutory MSO.

c. The enlistment period in the USAR will be for 1 or more years, not to exceed 8 years. The entire period will be for assignment to a TPU.

d. PS applicants who previously were discharged before completing their MSO must enlist in the USAR for a period of whole years that will equal or exceed the unfulfilled portion of the previously incurred MSO.

e. PS applicants, 18 through 54 years of age, with no remaining MSO, who can qualify for retired pay by age 60 (see AR 135–180 for non-regular retired pay qualification), may enlist in the USAR for assignment to a TPU for 1, but not more than 8 years; or they may enlist in the USAR for assignment to USAR Control Group (Reinforcement) for a period of 3 through 8 years. (Exceptions are provided for in option 9G. However, the enlistment period may not exceed the last day of the month in which the member attains age 60.)

f. PS applicants, 55 through 59 years of age, who can qualify for retired pay by age 60 (see AR 135–180), and have been granted a waiver permitting enlistment over 55 years of age (see chap 4), may enlist in the USAR for assignment to a TPU or USAR Control Group (Reinforcement). Enlistment may be for a period of time (but not less than 1 year) that will not exceed beyond the last day of the month in which the member attains age 60.

g. PS applicants with no remaining MSO may select their term of service as follows:

(1) Enlistment for assignment to TPU of the Selected Reserve may be for 1, 2, 3, 4, 5, 6, 7, or 8 years. The entire period of the enlistment will be with a TPU of the Selected Reserve (except as otherwise authorized by AR 140–10).

(2) Enlistment in the USAR for assignment to USAR Control Group (Reinforcement) is authorized for persons with no remaining statutory obligation. Enlistment may be for 3, 4, 5, 6, 7, or 8 years, except as otherwise provided for in option 9–G. The period of enlistment will be served in the IRR. (The exception is one in which the member is voluntarily transferred to a TPU of the Selected Reserve during the period of enlistment.)

h. PS applicants with a remaining unfulfilled portion of a previously incurred MSO may select their term of service as follows:

(1) Enlistment for assignment to a TPU of the Selected Reserve may be for 1, but not more than 8, years if the term of service is equal to, or greater than, the remaining unfulfilled portion of a previously incurred MSO. The enlistment must be in whole years. The person will remain a member of the TPU for the entire period of enlistment (except as otherwise authorized by AR 140–10).

(2) Enlistment in the USAR for assignment to USAR Control Group (Reinforcement) may be for 3, but not more than 8, years. Term of service must be equal to, or greater than, the remaining unfulfilled portion of a previously incurred MSO, and the applicant must have completed BT and have been awarded an MOS. The period of the enlistment will be served in the IRR unless the member is voluntarily transferred to a TPU of the Selected Reserve.

3–16. Authorized enlistment pay grades

a. The pay grade on enlistment will be determined under paragraph 3–17 for RA or paragraph 3–18 for USAR as follows: (Date of rank will be determined per AR 600–20.)

(1) For (RA), paragraph 3–17 may be used only if the provisions below are met:

(a) No waiver requiring approval by the CG, PERSCOM, is needed to permit enlistment.

(b) Applicants with RE–3A will have grade determination made by CG, PERSCOM.

(c) Use paragraph 3–17 for other service personnel only when applicant received an honorable separation or discharge from last period of service and RE Code is listed as qualified for enlistment.

(2) Grade determination submitted to PERSCOM will also be evaluated for enlistment eligibility.

(3) As required, grade determinations submitted to PERSCOM will also have determination of vacancy in former PMOS made.

(4) Request for grade determination will not be made for persons currently serving on active duty in any Armed Force of the United States.

(5) All requests for grade determination will be submitted to PERSCOM for all prior service persons in categories not qualified for consideration under paragraph 3–17.

(6) All prior service (Army) to include "Glossary NPS" must enlist for their former MOS if available.

(7) Applicants who have been separated from the Army for more than 5 years will require retraining. Exception is for ACASP qualified applicants who will undergo BT/BCT only.

(8) Years of (active) service must be verified from DD Form 214/ DD Form 215.

(9) All applicants who enlist in grade E–5 or above must have approval for assignment from PERSCOM Retention Management Branch, DSN 221–6092 or Commercial 703–325–6546.

(10) Date of Rank will be adjusted at the time of RA enlistment per AR 600–20, guidance counselors will advise applicants that this entry will be reviewed at first duty station or RECBN for correct entry.

(11) Grade determination received from CG, PERSCOM, take precedent.

(12) All applicants will have the authority for pay grade clearly annotated in the remarks section of the DD Form 1966 series as shown below:

(a) If grade was determined by CG, PERSCOM, enter "Enlistment Rank Authorized by CG, PERSCOM, dated YYMMDD, Grade E–".

(b) If grade was determined by paragraph 3–17, enter "Enlistment Grade Authorized by paragraph 3–17, AR 601–210, dated (Day-Mo-Year), Grade E–".

(13) Grade for prior service including "Glossary NPS" will be determined at time of entry into delayed status. Grade authorized at time of delayed status will be the enlistment grade authorized at time of RA enlistment.

Note. PS and Glossary NPS may not be enlisted into the DEP.

(14) For applicants eligible to enlist with grades held at time of last separation from the Army, grade, title, and NCO or specialist status will be the same as that held on date of separation.

(15) For applicants eligible to enlist with ranks different from those held at time of last separation from the Army, rank, title, and NCO or specialist status will be compatible with the requirements of AR 600–20 and standards of grade authorization in AR 611–201.

b. Enlisted members on the TDRL, later found to be physically fit, have a statutory right to enlist in the enlisted rank or the next higher regular enlisted rank held at the time they were placed on the TDRL (10 USC 1211(a)(3)). (See chap 5, sec XV.)

c. This regulation will not place a PS applicant in a more favorable position as far as enlistment grade than he or she otherwise would have been entitled to had his or her service been continuous.

3–17. Enlistment pay grade for applicants with prior military service who are enlisting into the Regular Army

a. Current or former members of a Reserve Component who have completed Initial Active Duty for Training.

(1) Applicant has taken part in an IADT program and has been awarded an MOS and enlists within 12 months from the date released from active duty (IADT), the enlistment pay grade will be the grade held at time of release from IADT.

(2) Applicant has taken part in an IADT program and has 12 months service after release from IADT, the enlistment grade will be the grade currently held up to grade PFC. For those soldiers currently in grade SPC or above, use the appropriate grade determination rule below.

b. Former Regular Component service.

(1) Applicant was last separated from any Regular Component in grades E–1 through E–3, and enlists at any time after separation, the enlistment grade will be determined by the CG, PERSCOM. If last period of service was in the Regular Army and the initial enlistment period was for 2 years and the soldier was separated in grade PFC, the enlistment grade will be PFC if enlistment is accomplished within 24 months from separation. After 24 months from completion of service (includes MSO), enlistment grade will be determined by CG, PERSCOM.

(2) Applicant was last separated from any Component or is a current member of a Reserve Component in the grade of E–4 with not more than 5 years Active Federal Service, and enlists within 24 months from date of separation, the enlistment grade will be SPC. If enlisting after 24 months from completion of military service, the enlistment grade will be determined by CG, PERSCOM. Special instructions: Term of enlistment will be for 3 years only. Exceptions will be considered when no vacancy exists in former MOS; or other service occupation does not convert, and, retraining is required. When retraining is authorized, the term of enlistment, when added to previous Active Federal Service, will not exceed a total of 8 years.

(3) Applicant was last separated from the Regular Army in grade E–5 with not more than ten (10) years' total active service and enlists within 24 months following separation, or is a current member of an RC (after Regular Army service), enlistment grade will be SGT provided a valid vacancy exists for PMOS in grade E–5. (Contact PERSCOM Eligibility Inquiry Section (703–325–6092) for assignment and vacancy approval). If no vacancy exists in former PMOS, enlistment grade will be SPC provided applicant does not have more than 5 years active federal service. If enlisting after 24 months from completion of military service the enlistment grade will be determined by the CG, PERSCOM.

(4) Applicant was last separated from any Component or is a current member of a Reserve Component in grade, E–5 with not more than 10 years active Federal service (former RA SGT (see (3) above)), E–6 with not more than 17 years Active Federal Service or E–7 though E–9 regardless of years of service, but with less than 20 will have enlistment grade and eligibility determined by the CG, PERSCOM. Special instructions: Applicants with more than the number of years indicated above are not eligible for enlistment in the Regular Army.

c. Prior Service with College Credits: Any prior service or glossary nonprior service with college credits may be enlisted with grade determined under paragraph 2–20 line e, f, or g, if it is more advantageous to the soldier.

d. Former Officers.

(1) Applicant was a former officer and has a statutory entitlement to reenlist and makes application for enlistment within 6 months after separation from AD, will be enlisted in the enlisted grade held before becoming an officer.

(2) Applicant is a former officer without statutory entitlement and is authorized to enlist under the provisions of paragraph 3–17 will have their enlistment eligibility and grade determined by the CG, PERSCOM.

e. Regular Army prior service applicant last separated with an MOS authorized a Broken Service Reenlistment Bonus.

(1) Applicants last separated from the Regular Army with an MOS authorized under the BSSRB program, may enlist after 3 months and within 48 months from the date separated from the Active Army in the same grade held at time of separation if authorized by PERSCOM.

(2) EIS PERSCOM must authorize enlistment and provide the appropriate level of bonus for applicants qualifying under this criteria. Bonus authority and amounts will be announced by PERSCOM and will be provided to all USAREC activities.

f. Former members of a Military Academy who have completed 1 or more years at a U.S. Military Service Academy, or U.S. Military Academy Preparatory school will have their grade based on the level of college credit attained under the provisions of paragraph 2–20.

3–18. Enlistment pay grades for PS personnel (for USAR enlistment)

a. Applicant is a former member of any of the Armed Forces and is ineligible to enlist in a higher pay grade, enlistment grade will be PV2. (See note 9 at the end of this chapter.)

b. Applicant is a former enlisted member, either Active or Reserve Component who enlists within 30 months from last separation will be enlisted in grade held at time of last separation. (See note 3.)

c. Applicant is a former enlisted member, either Regular or Reserve Component who enlists after 30 months from last separation will be enlisted in a grade at least one grade lower than the grade held at time of last separation, but not lower than grade PFC. (See notes 1, 5, and 9.)

d. Applicant is an enlisted person on the TDRL and has been found medically qualified to perform duties of the grade and enlists within 90 days after removal of name from TDRL the enlistment grade will be the same grade held when released from duty. (See DD Form 214 which placed soldier on TDRL). (See chap 5).

e. Applicant is a former enlisted member who was separated from active service as an Army commissioned officer or warrant officer with an honorable discharge or by relief from AD for a purpose other than to await appellate review of a sentence, including dismissal or dishonorable discharge, and who enlists within 6 months after separation from AD in an officer status, the enlistment grade will be that held immediately before commencement of officer service without regard to existence of grade vacancy. (See note 7.)

f. Applicant was last separated from any of the Armed Forces as a commissioned officer or warrant officer, except those covered by *e* above. The enlistment grade will be determined by the authorities listed in note 10. (Also, see notes 6 and 8.)

g. Applicants who enlist for the Army Civilian Acquired Skills Program (ACASP) and authorized enlistment grade under this paragraph is lower than that authorized from the ACASP MOS by table 7–1 will be given an enlistment grade authorized by table 7–1.

h. Applicant has college credits, or former members of a military academy may be enlisted under paragraph 2–20 if more advantageous.

Section III
Verification and Qualification for PS Personnel

3–19. General

a. This section provides guidance to qualify and verify applicants with PS in a U.S. Armed Force.

(1) Evaluation of applicants. Application for enlistment from former members of the Armed Forces will be evaluated thoroughly. Veterans qualified for possible RA or USAR enlistment will be identified. Greater opportunity will not be provided to PS applicants enlisting from civilian status than given to RA or USAR members reenlisting within their respective component.

(2) Disqualification of applicants due to RE codes.

(a) Inform applicant that an RE code is not upgraded unless it was administratively incorrect when originally issued.

(b) Depending on the disqualification, a waiver may or may not be authorized.

(c) Depending on the needs of the Army, waivers may not be considered even though the disqualification is waiveable. In these cases, applicants should be informed to contact recruiters periodically to see if waiver applications are being considered.

(d) Advise applicants whose previous separation requires a 2 year waiting period before application for enlistment, that the waiting period is mandatory.

b. For USAR only.

(1) PS personnel must meet basic eligibility requirements outlined in this chapter and this section. They also must have successfully completed a BT course conducted by a U.S. Armed Force during previous military service. These personnel will not be sent to BT.

(2) PS enlistees who have not successfully completed a BT course during previous military service in a U.S. Armed Force must—

(a) Enter on IADT within 180 days after enlistment in the USAR.

(b) Successfully complete BT conducted by the U.S. Army.

3–20. Verification of PS

Commanders at all levels in USAREC will emphasize the need for early detection of possible erroneous or fraudulent enlistment of applicants. Applicants who are thought to have had, or who claim to have had, PS in any U.S. Armed Force will not be enlisted in the RA or USAR until their PS, if any, is verified.

a. Authorized personnel with telephonic access to the Defense Manpower Data Center (DMDC) may access for reentry eligibility data. (See para 3–21.) The applicant must have received a copy of the Privacy Act Statement. If an inquiry is made and reentry eligibility data is favorable, processing will continue. If response is unfavorable, processing will be suspended until data can be verified. A DD Form 214 and DD Form 215 with RE code and separation program designator (SPD) code can be obtained by writing the proper agency listed in *e* below.

b. Prior military service can be verified as follows:

(1) *RA applicants.* The following documents will verify PS:

(a) Original copy or carbon copy of latest DD Form 214.

(b) Copy of the latest DD Form 214 obtained under *c* below.

(c) Certified (court or VA) copy of the original or legible DD Form 214 may be used, provided it agrees with MEPCOM verification procedures or DMDC check to verify that the RE Code and separation code are the same.

(2) *USAR applicants.*

(a) The DD Form 214 or DD Form 215 will be used to verify all periods of active and inactive military service of the member before the date of his last separation from active military service; however, entries may appear in error to the recruiter, or the applicant may dispute the entries. Only the original form, the actual carbon copy, a certified copy of the original form, a legible copy verified by DMDC, or a records depository copy, furnished the recruiting official under *c* below, is authorized for verification purposes. The DD Form 214 or DD Form 215 will not be used to verify RC membership or the nature of the RC service, after the member's date of last release from active military service unless recruiting officials obtain a discharge order or discharge certificate.

(b) When the Military Personnel Records Jacket (MPRJ) (Field #201) is available, recruiting officials may use it to verify previous military service. (For example, inservice recruiters who administer the Active Army In-Service Recruiting Program often have access to MPRJs of applicants who apply for enlistment in the USAR; or field recruiters may have access to the MPRJs of active ARNG personnel enlisting in the USAR.)

(3) For both RA and USAR applicants, if the DD Form 214 or DD Form 215 is not available, the documents below may be used to verify PS. Copies must be furnished recruiting officials directly or through military channels by the records custodian for forms cited in (*a*) through (*e*).

(a) DA Form 1569 (Transcript of Military Record).

(b) Certified, true copy of copy 2 of the DD Form 214, which is filed in the service member's MPRJ.

(c) DD Form 220 (Active Duty Report). This form will serve to verify periods of active military service.

(d) NGB Form 22 (Report of Separation and Record of Service). This form may be used to verify periods of ARNG or Air National Guard (ANG) service. Entries may appear to be in error or the applicant may dispute the entries. If so, previous ARNG or ANG service may be obtained by writing the Adjutant General of the State where the last separation from the ARNG or IANG was effected.

c. A person may not be able to substantiate his PS under*b* above. If so, a request for verification of PS will be submitted to the USAREC Liaison Team located at ARPERCEN, St. Louis, MO. Such requests will contain the following:

(1) The exact name under which the person served.

(2) Service number.

(3) Organization from which last discharged.

(4) Type of discharge claimed.

(5) If exact dates of service are not known, approximate dates.

d. The USAREC Liaison Team will access the categories of PS records below. The team will provide documented responses directly to Recruiting Battalion operations by mail.

(1) Army PS personnel separated more than 4 months with or without an Army Reserve obligation.

(2) Armed Services PS personnel separated more than 4 months without Reserve obligation.

e. Request for PS verification or IRR membership of applicants with an Army Reserve obligation will be made by telephone. Requests for PS verification of applicant without Reserve obligation from all Services will be made to Commander, USAREC Liaison Team, ATTN: RCRC–PPS–RL, 9700 Page Boulevard, St. Louis, MO 63132, or directed to the proper agency listed below:

(1) Prior Marine Corps service: For applicants—

(a) Separated less than 1 year without Reserve obligation, send request to Commandant, Marine Corps (Code MMSB10), HQ, U.S. Marine Corps, 2008 Elliot Road, Quantico, VA 22134–5002.

(b) Separated with Reserve obligation, send request to: Commanding General, Marine Corps Reserve Support Command, 10950 El Monte, Overland Park, KS 66211–1408.

Note. If the applicant is the member of an active Marine Corps Reserve unit, the member's Reserve unit maintains the DD Form 214. A certified, true copy of the DD Form 214 may be used to verify prior Marine Corps service.

(2) Prior Navy service.

(a) For applicants separated with Reserve obligation, send request to Department of the Navy, Navy Reserve Personnel Center, New Orleans, LA 70149–7800.

(b) For applicants separated with Reserve obligations, with less than 6 months from discharge or retirement, send request to Chief of Naval Personnel, ATTN: PERS–312, 9700 Page Boulevard, St. Louis, MO 63132–5200.

(3) Prior Coast Guard service. For applicants—

(a) With Reserve obligation, send request to Commandant, U.S. Coast Guard, ATTN: G–PE, WASH, DC 20590.

(b) Without Reserve obligation after 6 months separated, send request to Director, National Personnel Records Center, ATTN: Navy Reference Branch, 9700 Page Boulevard, St. Louis, MO 63132–5200.

(4) Prior RA, ARNG, or USAR service. For applicants—

(a) Separated from active military service less than 4 months, with or without Reserve obligation, send request to proper transfer point or separation activity.

(b) Separated from active military service more than 4 months and completely discharged from military service, send request to Director, National Personnel Records Center, ATTN: 6NCPMA, 9700 Page Boulevard, St. Louis, MO 63132–5200.

(c) Separated from active military service more than 4 months with Reserve obligation, send request to Commander, U.S. Army Reserve Personnel Center, ATTN: DARP–PAS–EV, 9700 Page Boulevard, St. Louis, MO 63132–5200.

(d) Separated from active military service and currently a member of a TPU of the ARNG or USAR, send request to Commander, proper ARNG or USAR TPU. DD Form 368, NGB Form 61 (Conditional Release) or FORSCOM Form 265R (Conditional Release) may be used to verify periods of service in the RC only.

(e) Discharged from ARNG without previous active military service, send request to the proper State adjutant general.

(f) Discharged from USAR without previous active military service, send request to the same address as *(b)* above.

(5) Prior Air Force service. For applicants—

(a) With Reserve obligation despite time separated, send request to Commander, ATTN: ARPC/DSMR, Denver, CO 80280–5000.

(b) Without Reserve obligation despite time separated, send request to Director, National Personnel Records Center, ATTN: 6NCPMF, 9700 Page Boulevard, St. Louis, MO 63132.

f. For an applicant enlisted in the RA when his or her last DD Form 214 is presented, or for an applicant enlisted in the USAR when one or more of the documents listed in *b* above are presented, but all PS claimed for computation of basic pay cannot be verified—

(1) Annotate the document that verified the last pervious military service at the top of the document with date, place, and period of current enlistment. Return document to enlistee after annotation before his or her departure from the MEPS. Send copy of the verifying documents with each copy of the DD Form 4–series.

(2) After the person arrives at the first duty station, custodian of his or her personnel records will attempt to verify the PS claimed, but not substantiated, from the proper addressee in *c* above. If verification is received, the custodian will—

(a) Place verification in the member's MPRJ.

(b) Take action to correct and update the member's personnel records, reflecting a revised pay entry basic data (PEBD).

(3) Recruiting officials must assure that persons being processed for enlistment have been granted a conditional release from another RC, have been issued a discharge certificate, or will be issued a discharge certificate on the day before the date of enlistment in the USAR. An applicant for USAR enlistment may state that he or she was discharged recently from the Active Army when, in fact, he or she may have been separated and assigned to the IRR. Members of the IRR may be voluntarily transferred to units of the Selected Reserve. (See AR 140–10.) They are never discharged from the IRR for immediate enlistment in the Selected Reserve. Provisions exist by which a member of the IRR, who is within 90 days of ETS, may reenlist immediately with concurrent reassignment to a unit of the Selected Reserve. (See AR 140–111, chap 7.)

3–21. Instructions for accessing the DMDC on PS applicants

a. The system may be queried daily from 0700 to 1600, Pacific time, Monday through Friday.

b. Authorized personnel may access the system by phoning 800–538–5916 (within California 800–682–4825) to DMDC.

c. Authorized user must provide the data below.

(1) Name.

(2) Organization.

(3) Access code.

(4) Last four digits of user's SSN.

d. Data below must be provided for the PS applicant whose reenlistment eligibility information is being required.

(1) SSN.

(2) First four letters of last name.

(3) Separation date.

(4) Branch of service from which separated.

e. The DMDC operator will provide the Interservice RE Code (IRE) and the Interservice Separation Code (ISC) are listed in tables 3–1 and 3–2.

Table 3–1
Interservice RE Codes

Code	Interpretation
1	Immediately eligible for reenlistment at time of separation.
2	Not eligible for immediate reenlistment.
3	May be eligible with waiver—check reason for separation.
4	Definitely not eligible for reenlistment.
5	Not a "1" but codes 2, 3, and 4 for submission period may have different interpretations than above.
9	Conflicting data in file—check hard copy records.
0	Unknown.

Table 3–2
Interservice separation codes

Code	Definition
0	Release from Active Service
00	Unknown—Invalid
01	ETS.
02	Early Release—Insufficient Retainability
03	Early Release—To Attend School
04	Early Release—Police Duty
05	Early Release—In the National Interest
06	Early Release—Seasonal Employment
07	Early Release—To Teach
08	Early Release—Other (Including reduction in force (RIF)(VSI)(SSB).
1	Medical Disqualifications
10	Conditions Existing prior to Service
11	Disability—Severance Pay
12	Permanent Disability—Retired
13	Temporary Disability—Retired
14	Disability—Non-existed Prior to Entry Service (EPTS)—No Severance Pay
15	Disability—Title 10 Retirement
16	Unqualified for AD—Other
17	Failure to meet Weight/Body Fat Standard (Included in ISC 16 prior to FY85)
2	Dependency or Hardship
22	Dependency or Hardship
4	Entry Into Officer Programs
40	Officer Commissioning Programs
41	Warrant Officer Program
42	Service Academy
5	Retirement (Other than Medical)
50	20–30 Years of Service
51	Over 30 Years of Service
52	Other Categories
6	Failure to Meet Minimum Behavioral or Performance Criteria
60	Character or Behavior Disorder
61	Motivational Problems (APATHY)
62	Enuresis
63	Inaptitude
64	Alcoholism
65	Discreditable Incidents—Civilian or Military
66	Shirking
67	Drugs
68	Financial Irresponsibility
69	Lack of Dependent Support
70	Unsanitary Habits
71	Civil Court Conviction
72	Security

Table 3–2
Interservice separation codes—Continued

Code	Definition
73	Court Martial
74	Fraudulent Entry
75	Absent without leave (AWOL), Desertion
76	Homosexuality
77	Sexual Perversion
78	Good of the Service
79	Juvenile Offender
80	Misconduct (Reason Unknown)
81	Unfitness (Reason Unknown)
82	Unsuitability (Reason Unknown)
83	Pattern of Minor Disciplinary Infraction
84	BT Attrition
85	Failure to Meet Minimum Qualifications for Retention
86	Expeditious Discharge (unsatisfactory performance)
87	Trainee Discharge (entry level performance & conduct)
88	Failure to Participate (applies to Reservist)
9	Other Separation or Discharge
90	Secretarial Authority
91	Erroneous Enlistment or Induction
92	Sole Surviving Family Member
93	Marriage
94	Pregnancy
95	Minority (underage/minor)
96	Conscientious Objector
97	Parenthood
98	Breach of Contract
99	Other

3–22. U.S. Army Reentry Eligibility (RE) Codes

Request verification of PS RE codes from agencies listed in paragraph 3–20. The following are Reentry Eligibility (RE) codes and are used for administrative purposes only. Applicants should be advised that these codes are not to be considered derogatory in nature, they simply are codes used for identification of an enlistment processing procedure.

a. RE–1.

(1) Applies to: Person completing their term of active service who are considered qualified to reenter the U.S. Army.

(2) Eligibility: Qualified for enlistment if all other criteria are met.

b. RE–3.

(1) Applies to: Person who is not considered fully qualified for reentry or continuous service at time of separation, but disqualification is waivable.

(2) Eligibility: Ineligible unless a waiver is granted.

c. RE–4.

(1) Applies to: Person separated from last period of service with a non-waivable disqualification. This includes anyone with a Department of the Army imposed bar to reenlistment in effect at time of separation, or separated for any reason (except length of service retirement) with 18 or more years of service.

(2) Eligibility: Ineligible for enlistment.

d. RE–4R.

(1) Applies to: A person who retired for length of service with 15 or more years active federal service.

(2) Eligibility: Ineligible for enlistment.

e. RE 1A, 1B, 1C, 2, 2B, 2C and 4A.

(1) Applies to: Soldier separated prior to the effective date of this regulation. These codes will not be used after this date.

(2) Eligibility: (Qualified for enlistment, provided reason and authority does not preclude enlistment or require a waiver. Applicant may not enlist until 93 days after separation if otherwise qualified.)

f. RE–2A, 3A, 3B, 3C, 3D, 3E, 3S, and 3V.

(1) Applies to: Soldiers separated prior to the effective date of this regulation, but did not meet reentry criteria at time of separation.

(2) Eligibility: Ineligible unless a waiver is granted.

3–23. U.S. Navy and U.S. Coast Guard RE Codes

a. Codes: RE–1, 1R, 3J, 3M, 3X, 5, 6 and 7.

(1) Applies to: Eligible for reenlistment.

(2) Eligible: Qualified if all other applicable criteria is met.

b. Codes: RE–3A, 3B, 3C, 3D, 3E, 3F, 3G, 3H, 3K, 3L, 3N, 3P, 3Q, 3S, 3T, 3U, and 3Y.

(1) Applies to: Persons separated with disqualifications for retention.

(2) Eligibility: Not eligible for enlistment unless a waiver is granted.

c. Codes: RE–2, 3V and 4.

(1) Applies to: Ineligible for reenlistment.

(2) Eligibility: Not eligible for enlistment.

3–24. U.S. Air Force RE Codes

a. Codes: 1, 1J, 1R, 1T, 2I, 3A, 3I, and 3J.

(1) Applies to: Eligible to reenlist.

(2) Eligibility: Qualified if all other applicable criteria is met.

b. Codes: 1A, 1K, 1M, 1P, 2A, 2C, 2D, 2E, 2F, 2J, 2K, 2L, 2M, 2N, 2P, 2T, 2U, 2X, 2Y, 3B, 3C, 3D, 3E, 3K, 4, 4A, 4B, 4C, 4D, 4E, 4F, 4G, 4H, 4I, 4J, 4K, 4L, 4M and 4N

(1) Applies to: Ineligible to reenlist without waiver.

(2) Eligibility: Not eligible for enlistment unless waiver is granted.

c. Codes: RE–2, 2B, 2G, 2H, 2Q, 2R, 2S, and 2W.

(1) Applies to: Not eligible to reenlist.

(2) Eligibility: Not eligible for enlistment.

3–25. U.S. Marine Corps RE Codes

a. Codes: RE–1, 1A, 2A, 3A, and 3U

(1) Applies to: Eligible to reenlist.

(2) Eligibility: Qualified to enlist provided all other criteria is met.

b. Codes: 1B, RE–2C, 3B, 3C, 3D, 3E, 3F, 3H, 3J, 3N, 3O, 3P, 3R, 3S, 3T, and 3W.

(1) Applies to: Personnel separated with disqualifications.

(2) Eligibility: Not eligible unless a waiver is granted.

c. Codes: RE–2, 2B, 2C, 3B, 3C, 4, and 4B.

(1) Applies to: Not eligible to reenlistment.

(2) Eligibility: Not qualified for enlistment.

3–26. Determination of USAR enlistment/assignment eligibility

a. USAR enlistment eligibility of a person who does not meet requirements of *b* below, or whose last period of military service ended with a discharge from an AD status, must be determined before the enlistment agreement is completed. If the person was discharged from AD status, the RE– code and SPD will be obtained. If last period of service was in a Reserve Component qualifications will be based on that separation/discharge.

b. Soldiers with the following selected RE codes are fully eligible for USAR enlistment/assignment if last discharge was from the RA—

(1) RE–1, RE–1A, RE–1B, RE–1C.

(2) RE–2, RE–2A, RE–2C, 3A, 3C.

(3) RE–3, if DD Form 214/215 is annotated as follows:

(a) Separation authority: AR 635–200, paragraph 16–5*c*.

(b) Separation Code: KGF.

(c) Narrative Reason for Separation: Declination of continued service.

3–27. Correction of Army RE codes

a. PS Army personnel will be advised that RE codes may be changed only if they are determined to be administratively incorrect. Applicants who have correct RE codes will be processed for a

waiver at their request if otherwise qualified and waiver is authorized. No requirement to change RE code exists to qualify for enlistment. Only when there is evidence to support an incorrect RE code or when there is an administrative error will an applicant be advised to request a correction. Do not advise applicants to contact the Discharge Review Board or the Army Board for Correction of Military Records when applicant is eligible to process with a waiver.

b. Waiver action will automatically trigger an RE code review, otherwise when it appears that the RE code is incorrect, an applicant may request correcting by sending a written explanation, the DD Form 214, and evidence to support claim to Commander, PERSCOM, EPMD, ATTN: TAPC–EPR–P, 2461 Eisenhower Avenue, Alexandria, VA 22331–0457. Prior service (other service) must contact their Branch records custodian listed in paragraph 3–20 for information concerning their RE–Codes.

Section IV
Prior Service (PS) versus Nonprior Service (NPS) Reconciliation Procedures

3–28. General

This section provides policy, responsibilities, and procedures required to—

a. Verify whether or not an applicant has had prior military service.

b. Reconcile the Military Entrance Processing Reporting System (MEPRS) database to reflect the applicant's true status.

3–29. Policy

a. The verification of PS for all PS applicants for enlistment, regardless of component, will be according to chapter 3, section III, this regulation.

b. PS versus NPS reconciliation procedures attempt to identify whether a person being processed through a Military Entrance Processing Station (MEPS) has had 1 or more days of prior military service.

c. U.S. Military Entrance Processing Command (USMEPCOM) has implemented a PS Verification System into their daily MEPRS. This verification takes place on all initial, reestablished, and accession records, as well as social security number (SSN) corrections. The verification is performed regardless of whether or not the applicant claims PS.

3–30. Verification process

The following actions comprise the verification process:

a. The files transmitted by MEPCOM to Defense Manpower Data Center (DMDC) include SSN, first four letters of the applicant's last name (Name 4), MEPS Identification (MEPS–ID), Service Processed For (SPF), and Prior Service Indicator (PSI).

b. Each processing day, MEPS receives a feedback report (sorted by service) of the previous day transactions where an applicant's SSN matched a SSN on the DMDC historical file, whether the applicant claims PS on processing paperwork or not.

c. If data feedback reflects the applicant did not claim PS, the MEPS reviews its files to ensure there was not a MEPRS keystroke error. Keystroke errors will be corrected by the MEPS as soon as possible and the Senior Guidance Counselor (SGC) notified.

d. The MEPS provides the SGC with his or her portion of the daily feedback file (MEPCOM PCN ZHM–089). The SGC will acknowledge receipt by signing the original copy of the MEPCOM PCN ZHM–089 in those cases where there was no keystroke errors.

e. The MEPCOM PCN ZHM–089 contains the following:

(1) Service processed for (in the case of the Army, DAG, DAR or DAV).

(2) SSN.

(3) Name—4.

(4) Date of action (this will be the date of the DMDC verification).

(5) Condition of PS (for example, honorable).

(6) Reason for discharge (such as; early release, courts martial, and so forth).

(7) Previous service (USA, USAF, USMC, USN).

(8) Prior active military service claimed by the applicant ("Y" for yes,"N" for no).

3–31. Reconciliation procedures

In order to reconcile the feedback report, the SGC will take the following actions:

a. When the SGC determines the applicant did have PS, the MEPS will be notified in writing. The MEPS will then be advised whether the applicant qualifies for continued processing. If the reason for prior discharge is not waived (if required), appropriate action will be initiated according to this regulation. If a waiver is required, a copy of the form will be completed by the SGC and provided to MEPS before the applicant will be allowed continued processing. If no waiver is required, the SGC will notify the MEPS in writing, before processing resumes.

b. When it is determined that the applicant had no PS, the MEPS will be provided a form verifying the applicant's NPS status. The form will be filed in the applicant's processing record prior to the Delayed Entry Program (DEP) or accession.

c. Applicants identified as possible PS will be required to demonstrate they are NPS, with the assistance of the recruiter and the recruiting battalion. Aggressive action in this area will reduce administrative and investigative workloads in the future by precluding the fraudulent enlistment of an applicant due to concealment of PS.

d. No further action is required if the feedback reflecting PS matched the applicant's claim of PS on processing paperwork unless there is a conflict between the DMDC verification and documentation. Certification of PS in this case will be according to this regulation.

3–32. Preparation of memorandum to make notification and response to MEPS

a. The memorandum will be properly addressed by indicating the MEPS and the Recruiting Battalion as appropriate.

b. The following statement will be made: A review of those "X" transactions, listed on the attached feedback report (MEPCOM PCN ZHM–089) of individuals who did not claim prior active military service, revealed: Applicant's name, SSN, and service applying for RA/USAR will be indicated.

c. An explanation of the circumstances will be made to include source information verifying applicant's status.

d. Indicate prior service with a yes or no response and if "yes" indicate RE–Code, SPD and ETS date.

e. A memorandum may be used for more than one reconciliation response, however, each applicant must have full justification and explanation as indicated above.

f. A sample format has been provided each recruiting battalion by HQ, USAREC.

Section V
Broken Service Selective Reenlistment Bonus (BSSRB)

3–33. General

This section prescribes instructions for preparation, record maintenance, and financial administration for BSSRB recipients. It also addresses policy and procedures related to use of bonus recipients and recoupment.

3–34. Objectives of the BSSRB Program

The objective of the BSSRB is to increase the level of midcareer soldiers in specific skills. The bonus is offered to prior service (PS) Regular Army soldiers who were qualified in the bonus skill immediately before their discharge or release from active duty and who agree to reenter the Regular Army in that skill.

3–35. Criteria for eligibility

Soldiers with prior Regular Army service who reenter on active duty in the Regular Army in a BSSRB–designated skill may be eligible for payment of the bonus provided they meet all eligibility requirements outlined in this paragraph on date of reentry:

a. Soldier must qualify for enlistment under the PS program per this regulation.

b. Soldier must reenter in applicable specialty listed in current selective reenlistment bonus (SRB) MILPER message before termination date or reduction date of BSSRB.

c. Soldier must have more than 3 months and less than 4 years break in service from the Regular Army immediately before date of reenlistment.

d. Soldier's most recent discharge or release from active duty must have been from the Regular Army.

e. Soldier must reenlist for at least 4 years.

f. Soldier must have had an awarded BSSRB specialty and must have been performing duty in that skill at time of discharge or release from active duty.

3–36. BSSRB zone criteria

a. Zone A. Soldier must have—

(1) Completed at least 21 months of continuous active duty in the Regular Army, but not more than 6 years of Regular Army service on date of reentry.

(2) Not previously received a zone A selective reenlistment bonus (SRB).

(3) Held the rank of Specialist or higher at time of last discharge or release from active duty.

(4) Total cumulative Regular Army service of at least 6 years when added to new term of reenlistment.

b. Zone B. Soldier must have—

(1) Completed at least 6 years but not more than 10 years of active service.

(2) Not previously received a zone B SRB.

(3) Held rank of SGT or higher at time of last discharge or release from active duty.

(4) Total cumulative Regular Army service of at least 10 years when added to new term of reenlistment.

c. Zone C. Soldier must have—

(1) Completed at least 10 years but not more than 14 years of Regular Army service.

(2) Not previously received a zone C SRB.

(3) Held rank of SSG or higher at time of last discharge or release from the RA (active duty).

(4) Total cumulative Regular Army service of at least 14 years when added to new term of reenlistment.

3–37. Special conditions

a. A soldier reenlisting with exactly 6 years of active duty on date of reenlistment is entitled to a zone A bonus if otherwise eligible and has not previously received a zone A bonus. If soldier has received a zone A bonus, or if no zone A bonus is designated, soldier is entitled to a zone B bonus, if all other eligibility requirements are met.

b. A soldier with exactly 10 years of active duty on the date of reenlistment is entitled to a zone B bonus if otherwise eligible and has not previously received a zone B bonus. If soldier has received a zone B bonus, or no zone B bonus is designated, he or she is entitled to a zone C bonus if otherwise eligible.

c. Soldiers with exactly 14 years of active duty on the date of reenlistment are entitled to a zone C bonus if otherwise eligible.

d. Soldiers who elected to exercise their entitlement to readjustment pay or severance pay are not eligible for BSSRB.

e. BSSRB is only authorized for reenlistment for the purpose of resuming active duty service in the designated MOS.

f. Soldiers who are paid a BSSRB must continue to serve in the specialty that qualified them for the bonus unless this restriction is waived in the best interest of the Army; such a waiver can be granted only by CG, PERSCOM.

g. The BSSRB multiplier used will be the one in effect on date of reenlistment.

h. Total BSSRB may not exceed $20,000.

i. All unfulfilled active duty service obligation from a prior enlistment or extension of enlistment will be deducted from newly obligated service for bonus computation purposes.

j. Initial payment will equal 50 percent of the total bonus due, followed by annual equal installments throughout the term of reenlistment.

k. Soldiers will not be paid a bonus for service beyond 16 years active Federal service.

l. Soldiers will be paid the BSSRB no earlier than 60 days after reentry or 30 days after arriving at the first permanent duty station, whichever is later. Active duty already served in the qualifying service commitment will be included in the initial BSSRB payment. The award will not be reduced because of requirement to delay payment.

m. A soldier who enlists through the delayed MSO program is entitled to the BSSRB in effect on the date of delayed status reservation date. A soldier who enlists directly on active duty is entitled to the BSSRB in effect on the date of entry on active duty. Soldiers in the BSSRB Program will reenter on active duty in the grade they held at the time of discharge or separation.

3–38. Bonus computation and payment

a. Total amount of the bonus will be computed as follows: Monthly basic pay at time of separation, time years or fractions of a year (months) of additional obligated service, time BSSRB multiplier, equals total BSSRB.

b. Guidance counselor must indicate in the remarks section of DD Form 1966 series the following information:

(1) BSSRB level authorized.

(2) Authority: AR 601–210/DA message number.

(3) Confirmation from PERSCOM Retention Management (indicate name/date and level authorized).

(4) Pay grade authorized.

c. Guidance counselors will ensure that they have a current BSSRB message on file. HQ, USAREC, will ensure that all BSSRB messages are provided to the field force as they become available.

d. All BSSRB enlistments must be confirmed with PERSCOM, and will have the information under*b* above entered on the enlistment orders under special instructions. In addition the guidance counselor will complete DA Form 4789 (Statement of Entitlement to Selective Reenlistment Bonus). The guidance counselor will modify the form by adding the word "Broken Service" immediately before all entries that read "selective reenlistment bonus."

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[1] Authorities in note 10 below may authorize enlistment in grade held by the person when he or she was last discharged, if MOS held in previous service equals the MOS for which enlisting, or if he or she has technical administrative skills needed for the MOS vacancy in which he or she is enlisting. If the person is enlisting for a TPU, a vacancy in the MOS must exist.

[2] The term "former member" as used here is explained as current or past member of the Navy, Air Force, Marine Corps, or Coast Guard, either AC or RC.

[3] Applicants with PS in any component of the Army who enlist within 24 months after discharge will be given a DOR of original DOR plus elapsed time since discharge. Those who enlist more than 24 months after discharge will be given a DOR of date of enlistment.

[4] Applicants with PS in any component of the Armed Forces who enlist within 12 months after discharge will be given a DOR of original DOR plus elapsed time since discharge. Those who enlist more than 12 months after discharge will be given a DOR of date of enlistment.

[5] Applicants who enlist more than 24 months after date of discharge will be given a DOR of date of enlistment.

[6] Applications submitted under*f* above to authorities in note 10 below for grade determination will be evaluated for enlistment eligibility as well.

[7] Applicants will be given an adjusted DOR. The date will be the date of current enlistment, backdated to include that time spent in the highest enlisted grade before being commissioned. An example is shown below.

a. 27 April 1979: applicant's DOR pay grade E6.

b. 27 April 1981: discharged from enlisted status to accept commission.

c. 28 April 1981: commissioned officer.

d. 27 November 1990: honorable discharge from the Army as a commissioned officer.

e. 28 April 1991: enlisted in USAR, pay grade E6.

f. Applicant spent 2 years in pay grade E6 before accepting commission. Current enlistment date is 28 April 1991; therefore, backdating enlistment date to include the 2 years in pay grade E6 results in DOR of 28 April 1989.

[8] Applicant's DOR will be the same as the date of his or her current enlistment.

[9] Para 3–18*a* above will permit an applicant last discharged from any Armed Force, in pay grade E1 or E2, to enlist in the USAR in pay grade E2. Para 3–18*h* above will permit enlistment in a higher pay grade than previously held on last discharge, based on certain conditions. However, no other paragraph above authorizes enlistment in a pay grade higher than that held at the time of last discharge from military service. Rules C, D, and E above do not authorize enlistment in pay grade E3 to applicants who previously were discharged in pay grades E1 and E2.

[10] Authority for grade determination is show below.

a. Pay grades E1 through E5, when assignment is for a TPU of the Selected Reserve: Commander, Recruiting Battalion, XO.

b. Pay grades E6 through E9, when assignment is for a TPU of the Selected Reserve: Area commander (see glossary).

c. Pay grades E6 through E9, when assignment is to the U.S. Army Mobilization Support Detachment (RCPAC Augmentation): the CG, ARPERCEN.

d. Pay grades E1 through E7, when assignment is to the IRR if the enlistment is accomplished within continental United States (CONUS): Commander, Recruiting Battalion.

e. Pay grades E8 and E9, if enlistment is to be accomplished CONUS when assignment is to the IRR: Commander, ARPERCEN.

f. Pay grades E1 through E9 if enlistment is accomplished outside the continental United States (OCONUS) when assignment is to the IRR; Commander, ARPERCEN.

Chapter 4
Waiver and Nonwaiver Enlistment Criteria

Section I
Waiver and Nonwaiver Disqualifications

4–1. General

This section contains waiver and nonwaiver enlistment criteria and prescribes procedures to initiate and process requests for waiver to meet basic enlistment qualifications.

4–2. Moral and administrative disqualifications

a. Commanders at all levels determine if waiver requests warrant favorable consideration through—

(1) Questioning.

(2) Investigating.

(3) Counseling.

(4) Gathering proper documents and waiver request information.

b. Recruiters do not have the authority to disapprove a waiver request, or refuse to forward an applicant's request to the Recruiting Battalion Commander.

c. Approval authority cannot be further delegated, however, the CG, USAREC, has authority to raise the level of approval authority within the USAREC structure.

d. Applicants who do not meet established enlistment standards are not eligible for enlistment unless a waiver is authorized. Commanders cited in this regulation have the authority to approve waivers as appropriate. The burden is on the applicant to prove to waiver authorities that they have overcome their disqualifications for enlistment, and that their acceptance would be in the best interests of the Army. Waiver authorities will consider the "whole person" concept when considering waiver applications.

4–3. Submission of requests

a. Unless indicated otherwise in this regulation, requests for waiver and other actions that require approval by the CG, PERSCOM (for RA), will be forwarded to Commander, PERSCOM. If approval is required by the CG, ARPERCEN (for USAR), they will be forwarded to Commander, ARPERCEN, ATTN: DARP–PAT–I, 9700 Page Boulevard, St. Louis, MO 63132–5200. Waivers for multiple administrative disqualifications (for example, misdemeanor and RE Code waivers) will be forwarded to Commander, PERSCOM, for action. Coordination with CG, USAREC, in regard to the medical portion will be made by CG, PERSCOM.

b. Waivers approved by CG, PERSCOM, for enlistment in the RA may be used for enlistment in the USAR, provided the individual is otherwise qualified. However, waivers approved by CG, ARPERCEN, may not be used for enlistment into the RA.

4–4. Listings of disqualifications

a. Paragraphs 4–5 through 4–26 list moral and administrative disqualifications for which waivers may be submitted. Paragraph 4–20 lists typical minor traffic offenses. Paragraph 4–21 lists typical minor non-traffic offenses. Paragraph 4–22 lists typical misdemeanors. Paragraph 4–23 lists typical felony offenses. For the meaning of the terms "conviction" and "other adverse disposition," see paragraph 4–36.

b. When processing moral waivers, the most serious of all offenses arising out of a single act which results in a civil court conviction or other adverse disposition will be the offense considered for enlistment eligibility purposes. All offenses charged must be revealed, and required documents obtained. However, as an example, a person caught by police during an attempted shoplifting who then resists arrest has committed two separate acts of misconduct. Both must be considered for waiver purposes. Doubtful cases will be referred to HQ, USAREC, ATTN: RCRO–PP–WD, Fort Knox, KY 40121–2726.

c. Typical offenses are as follows:

(1) Typical minor traffic offenses are listed in paragraph 4–20, traffic offenses treated as minor by law enforcement agencies of the State where the offense was committed should be treated as minor. While parking tickets are not listed as typical minor traffic offenses, unpaid parking tickets remain a disqualification as a pending charge per paragraph 4–20. Minor non-traffic offenses are listed in paragraph 4–21, If the maximum confinement under local law is 4 months or less, the offense should be treated as minor nontraffic. Misdemeanor offenses are listed under paragraph 4–22 and if the maximum confinement under local law exceeds 4 months, but does not exceed 1 year, treat the offense as a misdemeanor. Offenses of possession, use of narcotics are treated as felony-type offenses despite maximum confinement under local law. Typical felony offenses are listed in paragraph 4–23.

(2) The lists of typical offenses shown in these paragraphs are guides. It is not practical to list all offenses. Treat offenses in each paragraph and those of a similar nature according to the type of offenses listed in the paragraph despite their classification under State law and whether the determination is deemed a conviction or adjudication under State law. The offenses named in the paragraphs 4–20 through 4–23 will be considered to have the elements of those offenses under the common law or the Uniform Code of Military Justice when no such common law exists. In cases of State law providing for "Degree of Offense" consult with HQ, USAREC (RCRO–PP–WD).

d. Paragraph 4–24 lists nonwaiver moral and administrative disqualifications. The following rules apply to moral disqualifications.

(1) All moral disqualifications include persons released from custody or restraint of a court under procedures that do not dispose of the charge finally. Examples of such releases are listed below.

(a) Release following plea of any type to the court (including plea of guilty or "nolo contendere").

(b) Release on probation without verdict.

(c) Release on person's own recognizance.

(d) Release following charges that are placed on file.

(e) Any similar disposition, without regard to technical name, that indicates the person may remain subject to further judicial proceedings in connection with the charges.

(2) The above basis for disqualification will be considered removed if the official chiefly responsible for prosecution of the charges submits a signed statement that, under the laws or current practices of the jurisdiction, applicant is not subject to further restraint, custody, control, or prosecution by authorities thereof. Such officials include the district attorney, judge of the court involved, or

higher official of the jurisdiction concerned who has responsibility in connection with the case.

(3) In addition, persons who are granted release from charges at any stage of court proceedings if they will apply for or be accepted for enlistment in any Armed Force of the U.S. are not qualified for enlistment. (See para 4–8*b*.) Questionable cases will be referred to HQ, USAREC through the chain of command. Granting of release from charges is an alternative to further—

(a) Prosecution, indictment, trial, or incarceration in connection with the charge.

(b) Proceedings relating to adjudication as a youthful offender or juvenile delinquent.

e. Paragraph 4–25 lists nonwaiver disqualifying separations. Persons separated from any U.S. Armed Forces, or its RC, whose separation documents contain disqualifying RE Codes or entries in paragraph 4–25 will not be considered for waiver.

4–5. Waiver requirements for medical disqualifications

a. Any applicant with or without prior military service that the MEPS physician finds not to meet the medical standards for enlistment into the Regular Army or Army Reserve will require a waiver.

b. Any applicant who was last separated or discharged from any Component of the Armed Forces for medical reasons with or without disability for enlistment into the RA or Army Reserve will require a waiver.

c. Documents required for waiver consideration are as follows:

(1) Memorandum, requesting waiver consideration from the battalion commander.

(2) Original SF 88 (Report of Medical Examination) and SF 93 (Report of Medical History) (certified copy from MEPS is authorized).

(3) DD Form 1966 series and DD Form 398–2 (Department of Defense National Agency Questionnaire).

(4) DD Form 214 and DD Form 215 if applicable.

(5) USMEPCOM PCN Form 714ADP with test results reflected.

(6) All reports of separation, discharge, or release from any Component of the Armed Forces.

(7) Medical records if a current member of a TPU in the ARNG or USAR.

d. Approval authority for medical waivers is the Commanding General, USAREC. The USAREC Command Surgeon will act on behalf of the CG, USAREC, for all medical waivers.

e. Height waivers must include the applicants waist, shoe and hat size. In addition, the approval authority will coordinate waivers for height with HQDA (DAPE–MPA).

Note. Overweight will not be considered waivable.

4–6. Civil Court Convictions/Dispositions waivers (other than a felony)

a. Disqualification—A waiver is required for any applicant who has—

(1) Received a civil court conviction or other adverse dispositions for six or more minor traffic offenses where the fine was $100 or more per offense.

(2) Received three or more civil convictions or other adverse dispositions for minor nontraffic offenses.

(3) Received 2, 3, or 4 civil convictions or other adverse dispositions for a misdemeanor offense. (See (5) below for DUI/DWI.)

(4) Received a total of three civil convictions or other adverse dispositions for a combination of minor non traffic and misdemeanor (1 misdemeanor and 2 minor non traffic). (See 5 below for DUI/DWI.)

(5) Has received 1 conviction or adverse disposition for a DUI/DWI (See below for more than 1 DUI/DWI offense).

b. The approval authority is the Commander, acting commander or executive officer of a recruiting battalion.

c. For the documents required to submit a moral waiver, see paragraphs 4–30 and 4–31.

d. For all applicants applying for enlistment in the Warrant Officer Flight Training (WOFT) program or for the Officer Candidate School (OCS) program, approval is required from the CG, PERSCOM, before the applicant is boarded. all waivers must be completed before submission to PERSCOM. Forward all cases for WOFT or OCS to the Commander, PERSCOM, ATTN: TAPC–OPP–P, 200 Stovall Street, Alexandria VA. 22332–0400. All cases involving the following require PERSCOM approval.

(1) Any offense with a fine of $100 or more, excluding court cost and including traffic offenses.

(2) Any offense where confinement was ordered, regardless of suspended sentence or deferred disposition.

(3) Any offense regardless of disposition (other than "not guilty") that involve contributing to the delinquency of a minor, spouse or child abuse and any sex related crime. Also any offense under chapter 4 that is listed as a misdemeanor.

4–7. Felony/DUI/DWI/convictions/dispositions

a. A waiver is required for any applicant who has—

(1) Received a conviction or other adverse disposition for a felony offense.

(2) Received two convictions or adverse dispositions for driving while intoxicated, under the influence, or while impaired due to substance abuse, alcohol, drugs, or any other condition that affected judgment or driving ability. Consider without regard to technical/legal definition or term used by the State, county, or country in which the applicant committed the offense.

b. The approval authority is the CG, USAREC. A felony waiver may not be submitted until 1 year from the date of conviction. All applicants at time of entry into the DEP or USAR and Delayed MSO entry are provided the Army policy with regard to substance abuse.

c. Documentation required for submission of a waiver under this paragraph is listed under paragraphs 4–30 and 4–31.

d. For OCS and WOFT applicants a waiver is not authorized.

4–8. Court disposition definitions

a. Applicants who have entered a plea of "Nolo Contendere" that was accepted by the court despite later processing in the same case to permit dismissal, expungement, amnesty, pardon, or clemency based on any of the following are considered to have a conviction:

(1) Absence of later violations.

(2) Evidence of rehabilitation.

(3) Satisfactory completion of a period probation or parole.

(4) Any other legal appeal that does not change the original finding on its own merit.

b. Applicant who, as a condition for any civil conviction or adverse disposition or any other reason through a civil or criminal court, is ordered or subjected to a sentence that implies or imposes enlistment into the Armed Forces of the United States is not eligible for enlistment unless-

(1) The condition is removed by the same or higher authority imposing sentence.

(2) The condition is removed by virtue of expired period of sentence.

(3) The condition is over 12 months from imposition and the court, city, county, or State no longer obligates the applicant to this condition.

4–9. Prior military service

a. A waiver is required for any applicant or current member of a RC who was separated or discharged from any Component of the United States Armed Forces for any of the following reasons:

Note. Waiver may not be submitted until a 2-year period has elapsed since separation or discharge.

(For approval authority, see *d* below)

(1) AWOL/Desertion.

(2) Courts Martial convictions.

(3) Concealment of an arrest record.

(4) Discharge for the good of the Service.

(5) Entry level performance or conduct.

(6) Fraudulent entry.

(7) Failure to meet weight standards.
(8) Misconduct.
(9) Personality disorder.
(10) Trainee Discharge Program.
(11) Unsatisfactory performance.
(12) Unfitness.
(13) Unsuitability.

b. A waiver is required for any applicant who was separated or discharged from the Active Army, ARNG, or USAR with a field bar to reenlistment issued per AR 140–111, AR 601–280, or NGR 600–200, or was denied extension or reenlistment by any other component of the United States Armed Forces at time of last separation or discharge. (A waiver may not be submitted until 2 years from date of last separation or discharge.) (For approval authority, see *d* below.)

c. A waiver is required for any applicant who was separated or discharged from any Component of the U.S. Armed Forces for any of the following reasons (Waiver may be submitted at any time after separation unless otherwise indicated). (For approval authority, see *d* below.)

(1) Alien not lawfully admitted to the United States. (Must currently meet citizenship criteria).
(2) Defective enlistment/reenlistment.
(3) Dependency. (See *e*(11) below.)
(4) Erroneous enlistment.
(5) Hardship. (See *e*(11) below.)
(6) Failure to meet medical procurement standards.
(7) Minority.
(8) Parenthood. (See *f* below.)
(9) Pregnancy. (See *f* below.)
(10) Unfulfilled enlistment agreement.
(11) Void service.

d. The approval authority for enlistment into the RA is the CG, PERSCOM, for USAR the approval authority is the CG, ARPERCEN (except hardship or dependency which is the CG, USAREC)

e. The following documents are required for submission of a waiver:

(1) Memorandum requesting waiver.
(2) DD Form 214 or DD Form 215.
(3) Reference letters from all employers since last separation or discharge.
(4) Reference letters from at least three persons other than employer.
(5) DD Form 369 if required.
(6) SF 88 and SF 93 if separation involved medical reasons.
(7) DD Form 1966-series and DD Form 398–2.
(8) Evidence of any civilian schools attended since separation.
(9) Any other document that the applicant or recruiter considers vital to the decision of the request for waiver.
(10) USMEPCOM PCN 714ADP.
(11) If separated for hardship or dependency, the following additional documents are required.

(a) DA Form 3072–2 (Applicants Monthly Financial Statement).

(b) Proof that prior condition upon which separation was approved no longer exists.

(c) Proof must be in the form of affidavits made by the person or organization upon who's behalf the separation was processed. Such proof may also be substantiated by community members who are familiar with the applicant's home condition of the applicant's family. Any legal documents which would show proof that situation upon which separation was based no longer exist.

f. Applicants who were voluntarily (check separation program designator (SPD)) separated for pregnancy or parenthood may be enlisted with a waiver approved by the Recruiting Battalion Commander. Involuntary separation requires waiver by approval authority noted above.

g. All waiver requirements apply regardless of Reentry Eligibility Code.

4–10. Absent without leave (AWOL) or lost time

a. Any applicant who, during their last period of service, had AWOL or lost time of 5 days or less regardless of type of separation or RE Code will be required to have a waiver for enlistment.

b. Any applicant who, during their last period of service, had AWOL or lost time of 6 or more days regardless of type of separation or RE Code will be required to have a waiver for enlistment.

c. The approval authority for lost time of 5 days or less is the Recruiting Battalion Commander. For 6 or more days lost, the approval authority for RA enlistment is the CG, PERSCOM, and for the USAR, the CG, ARPERCEN.

d. The documents required to submit a waiver under this paragraph is the same as those listed under paragraph 4–9*e*.

4–11. Conscientious objection

a. Persons who profess conscientious objections or religious convictions at time of application for enlistment, which precludes unrestricted assignments and who desire to enlist as noncombatants.

b. PS applicants who previously were conscientious objectors, but who no longer are conscientious objectors, must not have been discharged by reason of conscientious objection UP of AR 600–43. See paragraph 4–21 (11).

c. The approval authority for enlistment in the RA or USAR is the CG, PERSCOM.

d. The following documents are required for submission of a waiver under this paragraph:

(1) A memorandum prepared per instructions in paragraph 4–30.
(2) DD Form 1966 series and DD Form 398–2.
(3) For PS: DD Form 214/DD Form 215.
(4) Obtain letters that substantiate a claim to this status; provide information as required by AR 600–43, appendix A; and submit a personal letter expressing desire to enlist in the Army.
(5) The recruiting battalion will send the applicant's documents to Commander, PERSCOM, ATTN: TAPC-PDT–S, ALEX VA 22332–0400. After review and determination, an advisory opinion will be given to CG, PERSCOM, for final approval or disapproval.
(6) A copy of applicant's USMEPCOM PCN 714ADP or other authorized document that clearly displays applicant's ASVAB date and results.
(7) A copy of applicant's SF 88 and SF 93, or other authorized document that clearly displays applicant's current height and weight; date of physical examination; and physical profile if applicable.

4–12. Reentry eligibility code (RE-Code)

Any RE Code that is disqualifying for reasons not otherwise listed in this AR will require a waiver to be submitted in the same manner as those listed under paragraph 4–9 above. The approval authority will be the CG, PERSCOM, for enlistment into the RA and for USAR the CG, ARPERCEN. Documentation will also be the same as that listed in paragraph 4–9*e* above.

4–13. Reserve Component separations or transfers

a. A waiver is required for any applicant who was last transferred from a troop program unit or between components of any Reserve unit or control group for being an unsatisfactory performer, apathy, or other reason that is an unsatisfactory condition (other than participation). (See *c* below.) (Waiver may not be submitted until 2 years from the date transferred.)

b. A waiver is required for any applicant who is a current member of a RC who is pending adverse or administrative actions considered disqualifying under chapter 4 and may not be processed until such action is completed. Waivers will be submitted based on final action in these cases.

c. A waiver is required for any applicant who has been transferred to the ING, IRR, or other Services' control group for being an unsatisfactory participant and is not currently serving satisfactorily in a troop unit. Waiver may be submitted at any time (members of the IRR who transferred to a TPU after being an unsatisfactory

participant may not be processed until 6 months after transfer. A waiver is not required after 6 months have elapsed.)

d. The approval authority for enlistment into the RA is the CG, PERSCOM, and for USAR enlistment the CG, ARPERCEN.

4–14. Age

a. A waiver for applicants who exceed the age criteria for enlistment into the RA are not considered. The age criteria for enlistment into the regular Army is governed by statute. Waivers for RA enlistment will not be considered with or without prior military service.

b. A waiver may be submitted for enlistment into the USAR, for applicants who have prior military service only.

c. The approval authority is the CG, ARPERCEN.

d. The following documents are required to submit a waiver:

(1) Memorandum prepared according to paragraph 4–30.

(2) DD Form 214 or DD Form 215.

(3) DD Form 1966 series and DD Form 398–2.

(4) SF 88 and SF 93 (copy only).

(5) USMEPCOM PCN 714ADP.

4–15. Positive drug or alcohol test

a. Any applicant or enlistee who was or is confirmed positive for the presence of drugs or alcohol at time of original physical examination or test may be retested in 6 months if the confirmed positive was for alcohol or tetrahydrocannabinol (THC) (marijuana) only. If retest is negative, a waiver may be requested for enlistment.

Note. No waiver for positive result on last test is authorized.

b. If applicant's retest is positive, he or she is disqualified for 2 years from date of retest. Applicants found positive for cocaine or other drugs are not authorized a retest until 1 year from date of original test. If after 1 year the retest is negative, a waiver may be granted for enlistment. If retest is positive, a 2-year waiting period from the retest is required.

c. The approval authority is the Recruiting Battalion Commander or Executive Officer in cases of one time positive findings. The CG, USAREC, is the approval authority in cases where applicant has tested positive twice.

d. The following documents are required for the submission of a waiver under this paragraph:

(1) A memorandum prepared according to instructions in paragraph 4–30.

(2) DD Form 1966 series and DD Form 398–2.

(3) A copy of applicant's SF 88 and SF 93.

(4) A copy of applicant's USMEPCOM PCN 714ADP or other authorized document that clearly displays applicant's ASVAB date and results.

(5) Other documents as the recruiting battalion commander or executive officer may require.

(6) All applicants who test positive will be required to have police records check accomplished as part of the waiver process regardless of any admission or record of civil offenses.

4–16. Dependents

a. Any applicant who does not meet the dependent criteria of this regulation and a waiver is authorized by the specific paragraph will require a waiver.

b. The approval authority for all dependent waivers is the CG, USAREC.

c. The following documents are required for submission of a waiver under this paragraph:

(1) A memorandum per paragraph 4–30.

(2) DD Form 214 and DD Form 215.

(3) DD Form 1966 series and DD Form 398–2.

(4) DA Form 3072–2.

(5) If applicable, divorce decree and changes to it.

(6) If applicable, documentation showing that dependents will not suffer hardship as a result of applicant's enlistment. (For RA: obtain statement from spouse/ex-spouse if married or divorced.)

(7) A copy of applicant's USMEPCOM PCN Form 714ADP or other authorized document that clearly displays applicant's ASVAB date and results.

(8) A copy of applicant's SF 88 and SF 93, or other authorized document that clearly displays applicant's current height and weight; date of physical examination; and physical profile, if applicable.

4–17. Surviving son or daughter

a. Any applicant who was previously separated from any Component of the U.S. Armed Forces as a surviving son or daughter requires a waiver for enlistment. *Note:* A surviving son and/or daughter refers to any son or daughter in a family in which the father or mother or one or more of the sons or daughters—

(1) Have been killed in action or have died when serving in the United States Armed Forces from wounds, accident, or disease.

(2) Are in a captured or missing-in-action status.

(3) Have a permanent 100 percent service-related disability (including 100 percent mental disability), as determined by the Director of Veterans Affairs or one of the military services, and are not gainfully employed because of the disability.

b. The approval authority is the CG, USAREC.

c. The following documents are required for submission of a waiver under this paragraph:

(1) A memorandum prepared per instructions in paragraph 4–30.

(2) DD Form 214/DD Form 215.

(3) DD Form 1966 series and DD Form 398–2.

(4) Statement, signed by applicant, requesting that surviving person designation may be withdrawn. This statement also will acknowledge that—

(a) Applicant is available for worldwide assignment, including combat-zone assignment.

(b) Future requests for separation based on survivor status may or may not be honored.

(c) Future requests for reassignment based on survivor status will not be honored.

(5) A copy of applicant's USMEPCOM PCN 714ADP or other authorized document that clearly displays applicant's ASVAB date and results.

4–18. Enlistment grade determination

a. Any applicant who does not meet enlistment grade criteria of this regulation will be required to have his or her grade determined for enlistment as indicated.

b. The approval authority for enlistment in the RA is the CG, PERSCOM. For USAR, the approval authority is listed under paragraph 3–18.

c. The following documentation is required to submit a grade determination:

(1) For USAR: DA Form 1696–R (Enlistment/Reenlistment Qualifying Application) (Specially Recruited Personnel). A copy of DA Form 1696–R is available for reproduction purposes at the back of this regulation.

(2) For RA: A memorandum prepared according to instructions in paragraph 4–30.

(3) DD Form 214/DD Form 215 from last enlisted active service.

(4) DD Form 214/DD Form 215 from last officer active service.

(5) DD Form 1966 series and DD Form 398–2.

(6) A copy of applicant's USMEPCOM PCN 714ADP or other authorized document that clearly displays applicant's ASVAB date and results.

(7) A copy of applicant's SF 88 and SF 93, or other authorized document that clearly displays applicant's current height and weight; date of physical examination; and physical profile, if applicable.

4–19. Personnel Reliability Program

a. All applicants enlisting for any MOS or assignment that requires that he or she be qualified under the Personnel Reliability Program (PRP) and other identified critical or sensitive positions, to include those in CMF 95, will be disqualified if the applicant has

used cannabis during the 120-day period before application for enlistment.

b. The approval authority for PRP qualification is the CG, PERSCOM, Central Clearing Facility (CCF).

c. No formal documentation is required to be submitted, however, the PERSCOM security interviewer will request waivers from PERSCOM (CCF) by telephone. This applies to PRP qualifications and initial screen for security clearances only and has no effect on the overall qualifications required for the MOS, which may require additional exceptions or waivers.

4–20. Typical minor traffic offenses

The following are typical minor traffic offenses:

a. Blocking or retarding the traffic.
b. Bicycle ordinance violation.
c. Crossing yellow line, driving left of center.
d. Disobeying traffic lights, signs, or signals.
e. Driving on shoulder.
f. Driving uninsured vehicle.
g. Driving with blocked vision/tinted window.
h. Driving with expired plates or without plates.
i. Driving without license or with suspended or revoked license.
j. Driving without registration or with improper registration.
k. Driving wrong way on one-way street.
l. Failure to appear for traffic violations.
m. Failure to comply with officer's directive.
n. Failure to have vehicle under control.
o. Failure to signal.
p. Failure to stop or yield to pedestrian.
q. Failure to submit report after accident.
r. Failure to yield right-of-way.
s. Faulty equipment, such as defective exhaust, horn, lights, mirror, muffler, signal device, steering device, tail pipe, or windshield wipers.
t. Following too closely.
u. Hitchhiking.
v. Improper backing, such as backing into intersection or highway, backing on expressway, or backing over crosswalk.
w. Improper blowing of horn.
x. Improper passing, such as passing on right, passing in no-passing zone, passing stopped school bus, or passing a pedestrian in crosswalk.
y. Improper turn.
z. Invalid or unofficial inspection sticker, failure to display inspection sticker.
aa. Jaywalking.
ab. Leaving key in ignition.
ac. License plates improperly displayed or not displayed.
ad. Operating overloaded vehicle.
ae. Racing, dragging, or contest for speed.
af. Reckless, careless or imprudent driving (considered a traffic offense when the fine is less than $250.00 and there is no confinement). Court costs are not part of a fine.
ag. Seat belt/child restraint violation.
ah. Skateboard/roller skate violations.
ai. Speeding.
aj. Spilling load on highway.
ak. Spinning wheels, improper start, zigzagging, or weaving in traffic.
al. Violation of noise control ordinance.

4–21. Typical minor non-traffic offenses

The typical minor non-traffic offenses are as follows:

a. Assault, fighting or battery (no confinement) (less than $250.00 fine).
b. Carrying concealed weapon (other than firearm); possession of brass knuckles.
c. Criminal or malicious mischief (less than $250.00 fine).
d. Curfew violation.
e. Damaging road signs.
f. Discharging firearm through carelessness.
g. Discharging firearm within municipal limits.
h. Disobeying summons, failure to appear.
i. Disorderly conduct; creating disturbance; boisterous conduct.
j. Disturbing the peace.
k. Drinking alcoholic beverages on public transportation.
l. Drunk in public; drunk or disorderly.
m. Dumping refuse near highway.
n. Illegal betting or gambling; operating illegal handbook, raffle, lottery, or punch board; matching cockfight.
o. Jumping turnstile (to include those States that adjudicate jumping a turnstile as petty larceny).
p. Juvenile adjudications, such as beyond parental control, incorrigible, runaway, truant, or wayward.
q. Killing domestic animal.
r. Liquor; unlawful manufacture, sale, possession, or consumption in public place.
s. Littering.
t. Loitering.
u. Nuisance, committing.
v. Poaching.
w. Purchase, possession, or consumption of alcohol beverages or tobacco products by minor.
x. Removing property from public grounds.
y. Removing property under lien.
z. Robbing orchard.
aa. Shooting from highway.
ab. Shooting on public highway.
ac. Solicitation (other than for commission of a felony, prostitution or sexual offense).
ad. Throwing glass or other material in roadway.
ae. Trespass (non-criminal).
af. Unlawful assembly.
ag. Using or wearing unlawful emblem/identification.
ah. Vagrancy.
ai. Vandalism (less than $250.00 fine).
aj. Violation of fireworks law.
ak. Violation of fish and game laws.
al. Violation of leash laws.

4–22. Typical misdemeanors

The following are typical misdemeanors:

a. Altered driver's license or identification.
b. Assault, fighting or battery (confinement imposed), or a fine of $250.00 or more.
c. Auto burglary/tampering with an auto (value less than $250.00). Are typical offenses where parts or items were removed from a vehicle. (if value exceeds $250.00, offense becomes a felony.)
d. Being in place where narcotics or habit-forming drugs are being used.
e. Check, worthless, making or uttering, with intent to defraud or deceive (less than $250.00).
f. Conspiring to commit misdemeanor.
g. Criminal contempt of court.
h. Contributing to delinquency of minor.
i. Crimes against the family (non-payment of child support) if tried in a criminal court.
j. Criminal or malicious mischief (fine of $250.00 or more).
k. Desecration of American flag.
l. Desecration of grave.
m. Driving while drugged or intoxicated, or driving while ability impaired (single offense).
n. Failure to register with Selective Service.
o. Failure to stop and render aid after accident.
p. False bomb threat.
q. Glue sniffing.
r. Harassment.
s. Illegal or fraudulent use of a credit card, bank card, or automated teller (ATM) card (value less than $250.00).
t. Indecent exposure.

u. Indecent, insulting, or obscene language communicated directly or by telephone to another person.

v. Joy riding.

w. Larceny or conversion (value of less than $250.00).

x. Leaving scene of an accident or hit and run.

y. Looting.

z. Permitting a DUI.

aa. Paint/chemical sniffing.

ab. Reckless driving, careless, or imprudent. (Considered a misdemeanor when the fine is $250.00 or more or when confinement is involved; otherwise, considered a minor traffic offense).

ac. Reckless endangerment.

ad. Resisting arrest (eluding police, fleeing).

ae. Selling or leasing weapons.

af. Stolen property, knowingly received (value less than $250.00).

ag. Trespass-criminal.

ah. Unlawful carrying of firearms or carrying concealed firearm.

ai. Unlawful entry.

aj. Unlawful use of long-distance telephone lines.

ak. Use of telephone to abuse, annoy, harass, threaten, or torment another.

al. Vandalism (fine of $250.00 or more).

am. Violation of probation.

an. Willfully discharging firearm so as to endanger life; shooting in public place.

4–23. Typical felony offenses

The following are typical felony offenses:

a. Aggravated assault, assault with dangerous weapon, assault intentionally inflicting great bodily harm, or assault with intent to commit a felony. This also includes child, parental, or spouse abuse.

b. Arson.

c. Attempt to commit a felony.

d. Breaking and entering.

e. Bribery.

f. Burglary, (burglary tools, possession of).

g. Carnal knowledge of a minor.

h. Check, worthless, making or uttering, with intent to defraud or deceive ($250.00 or more).

i. Conspiring to commit a felony.

j. Criminal libel.

k. Driving while drugged or intoxicated, or driving while ability impaired (2 or more offenses).

l. Extortion.

m. Forgery; knowingly uttering or passing forged instrument.

n. Graft.

o. Illegal/fraudulent use of a credit card, bank card, or automated (ATM) card (value of $250.00 or more).

p. Indecent acts or liberties with a minor.

q. Indecent assault.

r. Kidnapping or abducting, to include parental kidnapping of a child(ren).

s. Larceny; embezzlement; conversion (value of $250.00 or more).

t. Mail matter; abstracting, destroying, obstructing, opening, secreting, stealing, or taking.

u. Mails; depositing obscene or indecent matter.

v. Manslaughter.

w. Misprision of felony.

x. Murder.

y. Narcotics or habit-forming drugs; wrongful possession or use.

z. Negligent/vehicular homicide.

aa. Pandering.

ab. Perjury or subornation of perjury.

ac. Public record; altering, concealing, destroying, mutilating, obligation, or removing.

ad. Rape, sexual abuse, sexual assault, criminal sexual abuse, incest.

ae. Riot.

af. Robbery.

ag. Sodomy.

ah. Stolen property, knowingly received (value $250.00 or more).

ai. Solicitation or Prostitution.

4–24. Nonwaiver medical, moral, and administrative disqualifications

The following are disqualifications that cannot be waived:

a. Intoxicated or under influence of alcohol or drugs at time of application, or at any stage of processing for enlistment.

b. Having history of psychotic disorders or state of insanity at time of application for enlistment.

c. Questionable moral character.

d. Alcoholism.

e. Drug dependence.

f. Sexual perversion.

g. Homosexual Conduct:

(1) Applicants for enlistment will not be required to reveal their sexual orientation. However, homosexual conduct may be grounds for barring enlistment. Homosexual conduct is any homosexual act, a statement by the applicant that demonstrates propensity or intent to engage in homosexual acts, or a homosexual marriage or attempted marriage.

(a) An applicant will be rejected for entry if he or she makes a statement that demonstrates that the applicant has a propensity or intent to engage in homosexual acts, unless there is a further finding that the applicant has demonstrated that he or she does not have a propensity or intent to engage in homosexual acts. A statement by the applicant that he or she is a homosexual or bisexual, or words to that effect, creates a rebuttable presumption that the applicant engages in homosexual acts or has a propensity to do so. However, the applicant shall be advised of this presumption and given the opportunity under the procedures prescribed below to rebut the presumption by presenting evidence sufficient to demonstrate that he or she does not engage in homosexual acts and does not have a propensity to do so.

(b) If it is discovered that an applicant or a member of the Delayed Entry Program has engaged in, attempted to engage in, or solicited another to engage in a homosexual act and the information is received by a credible source, including, but not limited to, police records check or National Agency Check, the applicant will be denied enlistment. If the circumstances meet (*a*) above or (*c*) below of this paragraph, then the procedures below will be followed to determine eligibility.

(c) If the act was a departure from the applicant's customary behavior, and the act is unlikely to recur because it was the result of immaturity, intoxication, or coercion, that the behavior was not accomplished by force, coercion or intimidation, then the applicant may be processed for enlistment in the same manner as (*a*) above in that a written explanation may be submitted to the approving authority who will rule on the conditions under which the act was committed and determine propensity to further engage in such acts.

(2) An applicant may submit a rebuttal to the presumption that he or she will engage in homosexual acts by presenting written evidence or other material the applicant believes relevant. The applicant is responsible to provide his or her recruiter such documents/evidence. The recruiter will submit the following documents to the Recruiting Battalion Commander concerned in addition to the documents/evidence submitted by the applicant:

(a) A completed DD Form 1966 series and DD Form 398–2 series, along with statements or any other documentation the applicant considers relevant for a decision to be made will be submitted directly from the Recruiting Battalion Commander concerned.

(b) The approval authority in all cases of rebuttals of presumption is the Commanding General, United States Army Recruiting Command and may not be further delegated.

h. History of antisocial behavior.

i. History of frequent or chronic venereal disease.

j. Previously separated for unfitness, unsuitability, unsatisfactory performance, misconduct or bar to reenlistment, with 18 or more years of active Federal service completed.

k. Applicants for retirement and persons receiving retired, retirement, or retainer pay, except for combat-wounded personnel. (See chap 5, sec XIII.) This prohibition is not applicable to Reservists who are members of the Retired Reserve and who are not receiving retired, retirement, or retainer pay.

l. Persons unable to present written evidence (official documents) of prior service claimed, until such service has been verified.

m. Persons whose enlistment are not clearly consistent with interests of national security under AR 604–10.

n. Persons retained on AD under AR 604–10 with annotation "not eligible for security clearance or assignment to sensitive duties, AR 604–10."

o. Last discharged or separated from a Component of a U.S. Armed Force other than the U.S. Army, with other than honorable discharge, or for reasons similar to those outlined above and in paragraph 4–25. (Includes general discharge under honorable conditions.)

p. Criminal or juvenile court charges filed or pending against them by civil authorities. Special Instructions: Pending charges include unpaid traffic violations. Authorized reception battalion commanders and IET commanders may consider that, in certain meritorious cases, unpaid minor traffic tickets that are subsequently paid after entry did not constitute fraudulent entry. In those limited circumstances, separation processing under chapter 7, AR 635–200 is not required. All other cases meeting the provisions of fraudulent entry criteria must be processed in accordance with AR 635–200.

q. Persons under civil restraint, such as confinement, parole, or probation.

r. Subject of initial civil court conviction or adverse disposition for more than one felony offense.

s. Civil conviction of a felony with any one of the following:

(1) Three or more offenses (convictions or other adverse dispositions) other than traffic.

(2) Applicants with juvenile felony offenses who have had no offenses within 5 years of application for enlistment may be considered for a waiver in meritorious cases without regard to *r* above.

t. Subject of initial civil court conviction or other adverse dispositions for sale, distribution, or trafficking (including "Intent To") of cannabis (marijuana), or any other controlled substance.

u. Persons barred from reenlistment by DA under AR 600–200, AR 601–280, and coded RE–4.

v. Persons with a Bad Conduct or Dishonorable discharge.

w. Applicants having history of chronic cannabis (marijuana) use or psychological cannabis dependence (as defined in AR 40–501).

x. Persons with prior service last discharged from any Component of the Armed Forces for drug or alcohol abuse, or as rehab failure during their last period of service.

y. Three or more convictions or other adverse dispositions for driving while intoxicated, drugged, or impaired in the 5 years preceding application for enlistment.

z. Confirmed positive result for alcohol or drugs (test administered at MEPS) (See para 4–15, for waiver procedures when retest is authorized and found to be negative).

aa. Persons with convictions or other adverse dispositions for 5 or more misdemeanors preceding application for enlistment.

4–25. Nonwaiver disqualifying separations

The following are nonwaiver separations and or discharges:

a. Physically disqualified on order to AD.

b. Military Personnel Security Program.

c. Release from entry on AD (EAD) by reason of physical disability and reverted to inactive status for the purpose of retirement under sections 1331 through 1337, title 10, United States Code, instead of discharge with entitlement to receive disability retirement pay.

d. Physical disability resulting from intentional misconduct or willful neglect, or incurred during period of unauthorized absence. No entitlement to severance pay.

e. Discharge as a result of board action or acceptance of discharge as homosexual or discharge for homosexual tendencies.

f. Desertion.

g. Alien without lawful admittance or legal residence in the United States.

h. Permanently retired by reason of physical disability.

i. Retirement after 20 years of active Federal service.

j. Officers removed from active or inactive service by reason of having attained maximum age or service–AR 140–10.

k. Discharged by reason of conscientious objection per AR 600–43.

4–26. PS personnel

a. All disqualifications must be revealed by PS personnel. However, only the following are considered current:

(1) Those that occurred during and after the last period of service in any Component of the Armed Forces.

(2) Those that were not previously revealed.

b. PS applicants must list all Articles 15, courts martial convictions, time lost during all periods of previous service, and all charges (military or civilian) or convictions.

c. Unless individual has completed IADT, waiver approved for ARNG and other Service RC will not be accepted for enlistment purposes. In addition those waivers for felony level offenses or RE codes will not be accepted for enlistment. Felony waiver or RE codes must be resubmitted for approval (RA or USAR).

d. RC personnel with waiver offenses that occurred before Reserve enlistment that were neither revealed nor waived by the Reserve are considered to have enlisted fraudulently. RC applicants must have such enlistments validated. RC enlistees must be processed for retention and/or separation under the provisions of AR 135–178. In cases where felony level offenses or RE codes were involved, a waiver is required for RA enlistment to the proper authority.

e. Police records check will be accomplished for those changes considered as current under *a* above.

Section II
Administrative Instructions for Moral and Administrative Waivers

4–27. General

This section prescribes procedures for processing requests for waivers to meet basic enlistment qualifications.

4–28. Waiver disapproval authority

a. All levels will determine if waiver request warrants favorable consideration. Commanders below the approving authority, to include Recruiting company commanders, may disapprove waivers for applicants who do not meet prescribed standards, or who do not substantiate a meritorious case, except for medical waivers (excludes dual waivers where non-medical was disapproved) which will be forwarded. Request for waiver may not be resubmitted for 6 months from date of disapproval.

b. Medical waivers may not be resubmitted unless original condition has changed. Recruiting battalion commanders may reevaluate a previously disapproved waiver within 6 months if, in their opinion, new information or information previously submitted warrants reconsideration. Indicate this description in the memorandum of waiver. (Battalion level waivers only.)

4–29. Validity period

Unless otherwise stated on waiver cover sheet or document, waivers granted under this chapter are valid for 6 months from approval date unless a change in status occurs. (Exceptions are DEP/

Delayed MSO personnel whose waivers are valid until RA enlistment if no change occurs in qualifications.) Persons who acquire additional offenses or disqualifications after waiver approval must resubmit waiver for reconsideration before enlistment. Waivers may be updated according to instructions from HQ, USAREC. Medical waivers are valid for the duration of the physical examination.

4–30. Document requirements

a. Waivers. Requests for waiver will be submitted on a memorandum prepared per guidance in AR 25–50. The memorandum will be initiated by the battalion (S–3/waivers analyst) concerned, through the appropriate chain of command, to the appropriate approval authority. Through addressees may provide their recommendations or comments by the use of an endorsement to the original memorandum. Approval authorities may either approve or disapprove requests by use of an endorsement, or by the creation of a separate memorandum.

b. Record entries.

(1) Complete item 17*g* and 18*e* of section II of DD Form 1966 series.

(2) Note waiver granted in remarks block of DD Form 1966 series when enlistment is completed.

(3) Attach copy of approved waiver document, together with documented evidence on which waiver approval was based, to original copy of DD Form 4 series.

c. Disposition of waiver documents. (See app B for disposition instructions.)

d. Policy. Waiver request will not be submitted before applicant is tested with ASVAB. Waiver may be processed at recruiting battalion command level before physical examination. Applicant will not be enlisted before approval of any required waiver.

4–31. Documents required to support a request for moral waiver for enlistment

The following documents are required for submission of a waiver:

a. Reports from probation or parole officer that show applicant has performed satisfactorily while in probation or parole status.

b. Reports from correctional facility officer.

c. Reports (DD Form 370 (Request for Reference)) from all employers for 1 year preceding application. (If request jeopardizes employment, it is not required. State this fact on DD Form 370.) Explanation of all periods of unemployment of 3 months or more during that year. Not required for battalion level waivers unless the commander requires the report. (May be handcarried.)

d. Reports (DD Form 370) from schools attended in the last 3 years. Grade transcripts, if currently attending college. DD Form 370 may be handcarried to schools.

e. All reports received from law enforcement agencies and courts as required.

f. Original or MEPs certified copy of SF 88 and SF 93, for felony (Includes multiple DWI/DUI type offense, regardless of State definition.)

4–32. Waiver approval procedures

a. Each enlistment standard that may be waived lists waiver approval authority for basic eligibility criteria, documents, and required waiting periods.

b. Paragraphs 4–30 and 4–31 list documents required to support requests for moral waivers for enlistment.

c. Paragraph 4–37 shows required waiting periods following civil restraint or waiver requests may be submitted.

d. Telephonic approval of waivers is not authorized except the DCSPER HQDA may grant exceptions/DA level waivers.

e. Waivers of multiple disqualifications involving approval by separate levels of authority will be approved by the highest approving authority. Intermediate commanders will make proper recommendations for each disqualification. Recommendations for disapproval of waiver requests will be made under paragraph 4–28. For dual waivers of battalion level moral/medical requirements, the moral waiver must be approved by the battalion commander before submission of medical waiver.

f. Only the commander, acting commander (on orders), or executive officer may approve waiver requests. In their absence, the adjutant or assistant adjutant may forward an approval recommendation for further consideration of waiver requests (except in cases involving conviction of an adult felony.) Only the recruiting battalion commander or acting commander (on orders) may forward waivers for convictions for felonies as an adult. The CG or Deputy Commander of USAREC may approve or disapprove USAREC level waiver requests. This authority may not be further delegated.

g. Forward cases that require DA approval through the following channels:

(1) OCS enlistment and WOFT enlistment options.

(2) RA cases and all other cases will be forwarded to Commander, PERSCOM, ATTN: TAPC–EPT–B, 2461 Eisenhower Avenue, Alexandria, VA 22331–0457.

(3) USAR cases requiring CG, ARPERCEN, approval will be forwarded through USAREC command channels to Commander, ARPERCEN, ATTN: DARP–PAT–I, 9700 Page Boulevard, St. Louis, MO 63132–5200.

4–33. Other waiver recommendations

As an exception, persons not qualified for enlistment but who seem to have significant potential for productive Army service may be recommended by the recruiting battalion commander.

a. Submit requests for such waivers through USAREC command channels to HQDA (DAPE–MPA), WASH DC 20310–0300.

b. Full justification will accompany waiver requests.

c. Exceptions to policy may be disapproved at any level in the chain of command.

d. Applicants with disqualifications considered under this paragraph will not be MEPS processed until an exception is granted.

Section III
Civil Offenses

4–34. Moral standards

Acceptability for enlistment of persons who have records of court convictions or other adverse dispositions is based on moral standards given in this section.

a. These standards screen out persons—

(1) Who are legally precluded from serving in the U.S. Armed Forces.

(2) Whose background poses serious questions as to fitness for service.

(3) Who are unsuitable for participation in special programs.

(4) Who are likely to become serious disciplinary cases.

b. Such cases divert manpower resources from performing military missions. Applicants will be advised that all arrests, convictions, or other adverse dispositions must be revealed. Recruiting personnel will obtain criminal history on applicants.

4–35. Waivers of moral standards

a. Waivers of moral standards may be granted to enlist applicants who have convictions or other adverse dispositions as listed below.

(1) Multiple traffic offenses (para 4–6).

(2) Minor non-traffic offenses (para 4–6).

(3) Misdemeanor offenses (para 4–6).

(4) Felony level offenses (para 4–7).

(5) Multiple DUI/DWI (para 4–7).

b. Paragraphs 4–20, 4–21, 4–22, and 4–23 are used with *a* above. Use guidance in paragraph 4–4 for doubtful cases only if no similar offense is shown in the lists of offenses. Despite how an offense is classified or its maximum punishment under State law, if the offense is listed under one of the following paragraphs: 4–20, 4–21, 4–22, and 4–23, the offense will be classified for enlistment purposes as that type of offense. An attempted offense will be classified in the

same category as a successful attempt. (For example, attempted possession of stolen property, value of less than $250, will be classified as a misdemeanor under "stolen property, knowingly received, value of less than $250.")

c. Persons applying for waiver of conviction or other adverse disposition will provide evidence of satisfactory rehabilitation and documents to support the waiver request.

4–36. Rules governing processing of moral waivers

a. List all offenses, despite their outcome, or place of offense (includes crimes committed outside the United States) on the DD Form 398–2. A person arrested, cited, charged, or held for an offense or offenses and allowed to plead guilty to a lesser offense will list the original charges and also, the lesser offense to which a plea of guilty was entered. (As an example, the following notation is given: arrested for grand larceny and 2 counts of criminal possession of stolen property—pled guilty to 2 counts of criminal possession of stolen property, value of less than $250.) In this case, the person requires a misdemeanor waiver. However, waiver is not needed if an arrest or questioning does not result in referral of charges, or if charges are dismissed without a conviction or other adverse disposition. Waiver is not authorized if a criminal or juvenile court charge is pending or if such a charge was dismissed or dropped at any stage of the court proceedings on condition that the offender enlist in a military service. (See para 4–4 and 4–8.)

b. To ensure equal treatment to all persons applying for enlistment, despite the variance in State statutes, rules below are guides to those responsible for processing waivers. (Also see figs 4–3 and 4–4.)

(1) Expunged record. Some States have procedures for a later "expunging of the record," dismissal of charges, or pardon (on evidence of rehabilitation of the offender). Such action removes the "initial conviction" or "other adverse disposition" so that, under State law, the applicant has no record of conviction or adverse juvenile adjudication. Despite the legal effect of this action, a waiver authorizing RA or USAR enlistment of such an applicant may be required and the underlying facts must be revealed.

(2) Civil court conviction. This term means a judgment of guilty or accepted plea of nolo contendere is entered in a court's records for persons tried as adults.

(a) Whether or not sentence then was imposed, withheld, or suspended.

(b) Later proceedings deleting an initial determination of guilt from court records, based on evidence or rehabilitation or completion of a satisfactory probationary period. (Examples of later proceedings in adult offender cases include pardon, expungement, amnesty, setting aside the conviction, and reopening of the case to change the original finding of guilty and to dismiss all of the charges unless new findings in the case would have resulted in an original verdict of not guilty. Such later proceedings recognize rehabilitation. They do not change the fact that the offender committed the criminal act.)

(c) A conviction exists if a juvenile (applicant under age 18) is tried and convicted as an adult. DD Form 369 may be modified to include a statement in the remarks section that asks the following, "Was subject tried and convicted as an adult..." Unless court records indicate otherwise, applicants who were juveniles at the time of the offense have an adverse disposition.

(d) Since all States have varied laws with regard to juveniles being tried as an adult, recruiters through their chain of command should consult with their supporting Judge Advocate when questionable cases arise.

(3) Other adverse disposition. This term includes all law violations which are not civil court convictions (para *b*(2) above), but which resulted in an arrest or citation for criminal misconduct, followed by the formal imposition of penalties or any other requirements upon the offender by any governmental agency or court.

(4) Examples of other adverse dispositions. Some examples of other adverse dispositions include—

(a) Admission into diversionary or similar programs.

(b) Admission into an adult first-offender program.

(c) Deferred acceptance of guilty plea programs or probated sentence.

(d) Tried as a youthful offender.

(e) Enrollment in supervision programs.

(f) Orders to pay restitution, pay a fine, serve community service, pay court cost, attend classes, or serve probationary periods which do not constitute civil court convictions.

(g) Adjudication withheld and suspended imposition of sentence.

(h) Unconditional suspended sentence and unsupervised unconditional probation. These terms are defined as a court-imposed suspended sentence or probationary status.

(5) Later proceedings. Applies despite later proceedings to delete an initial determination of guilty or commission of alleged misconduct from court or agency records. Examples of later proceedings used in Federal and State courts include—

(a) Expungement.

(b) Record sealing.

(c) Setting aside the adjudication or reopening cases to change the original findings/pleas of admission of guilt to not guilty.

(d) Dismissal of the original petition.

(6) Juvenile delinquent. Includes disposition as a juvenile delinquent, wayward minor, youthful offender, delinquent child, or juvenile offender, and declaration of the juvenile as a ward of the court. The term does not include disposition of the juvenile as dependent, neglected, or abandoned.

4–37. Waiting period

a. The waiting period following release from civil restraint gives the person a chance to show satisfactory rehabilitation. It gives the Army time to evaluate the extent of the applicant's rehabilitation. For PS personnel, waiting periods listed in *b* below apply only to offenses and periods of confinement since date of last separation from active military service. The CG, USAREC, may lengthen minimum waiting periods.

b. Waiting periods following civic restraint or waiver submission are as follows:

(1) If an applicant was on parole, probation, or suspended sentence, a 30-day waiting period after period of civil restraint has been concluded is required before processing or a waiver can be submitted.

(2) If an applicant had confinement as a juvenile or an adult for less than 15 days, a 3-month waiting period is required before an applicant can process or submit a waiver.

(3) If an applicant had confinement as a juvenile or adult for 15 days of more, a 6-month waiting period is required before he or she can process or submit a waiver. As an exception the Recruiting Battalion Commander may waive up to 3 months of the 6 month waiting period if the applicant is sentenced to pay a fine and, as an alternative, served a confinement period. Written verification is required from court imposing confinement. Any exception granted by the BN CDR must be annotated in the remarks section of the DD Form 1966 as well as noted on the waiver memorandum if a waiver was required.

4–38. Required investigations

a. Enlistment will be suspended, pending an investigation of the case (for example, completion of police records check, copies of court dockets, discussion with probation officer, or review of correctional facility records, as applicable), processing may continue if one of the following applies:

(1) Admits to a record (including arrests, charges, other adverse dispositions, and convictions).

(2) Does not admit to a record, but the enlisting agency has reason to believe such a record exists.

b. For persons admitting to an arrest record—

(1) Who state that later conviction or other adverse dispositions occurred, a waiver is required as a self-admitted or alleged record (if such offenses require a waiver) when one of the following applies:

(a) Civil authorities refuse to furnish the information.

(b) No record of the information exists.

(c) Applicant is unable to obtain the records.

(d) Offense occurred outside the United States, its territories or possessions and obtaining a police record check is prohibited.

(2) Who state that no conviction or other adverse dispositions occurred, a waiver to permit enlistment is not required when one of the following applies:

(a) Civil authorities refuse to furnish the information.

(b) Applicant is unable to obtain the records.

(c) Offense occurred outside the United States, its territories, or possessions and obtaining a police record check is prohibited.

c. The investigation will include—

(1) All documents required for enlistment and all documents required under paragraphs 4–30 and 4–31.

(2) Police record checks as required by this regulation.

4–39. Pending charges—civil restraint

Recruiting personnel will not—

a. Take part directly or indirectly in release of a person from pending charges so that he or she may enlist in the Army as an alternative to future prosecution or further adverse juvenile or adult proceedings. Equally important, recruiting personnel will in no way contribute, either directly or indirectly, to the false notion that the Army condones such a practice. Persons subject to a pending charge are not eligible for enlistment therefore, they are not eligible for preenlistment processing to determine mental or medical eligibility.

b. Take part in any way in obtaining release of a person from any type of civil restraint so that he or she may enlist or complete enlistment processing to determine enlistment eligibility. The term civil restraint includes confinement, probation, parole, and suspended sentence. Accordingly, persons under the type of civil restraint that makes them ineligible for enlistment are not eligible for processing to determine mental and medical eligibility for enlistment.

c. Process any person who has a doubtful criminal status. For example, while not classified as a specific "pending charge," an applicant may have a possible indictment or arrest pending; further, the recruiter may have obtained information that indicates the applicant's character may be questionable. These situations cannot be defined as an absolute in the qualification or disqualification process. When doubt exists as to the possible pending arrest, indictment, or pending nature of an offense, clarification must be obtained through the chain of command. As an example, clarify, via the chain of command, an applicant's eligibility and "questionable moral character" if the applicant claims no arrest record and no pending charge, but local law enforcement officials indicate that the applicant is a suspect and it is possible that charges are about to be filed. Document any decision on such matters in the remarks section of the DD Form 1966 series, or attach a memo for record to the residual file indicating the result and the decision on the matter.

APPLICANT'S MONTHLY FINANCIAL STATEMENT

For use of this form, see AR 601-210; the proponent agency is ODCSPER

DATE 940110

1. LAST NAME, FIRST NAME, MIDDLE INITIAL	2. RESIDENCE OF DEPENDENTS WHILE SEPARATED FROM APPLICANT
Applicant, Any O.	44 S. 5TH ST. Newark N.J. 07114

3. CURRENT INCOME

Salary[1]	$ 1400.00		
Other income *(current)*[2]	$ 1100.00	source	SPOUSE WORKS AT SEARS
Other income *(if enlisted)*[3]	$ 100.00	source	CHILD SUPPORT

4a. Liabilities to apply against above income		4b. Liabilities to apply against military income	
Rent	$ 700.00	Rent or house notes	$ 700.00
Utilities	50.00	Utilities	50.00
Food	250.00	Food	250.00
Medical	50.00	Clothing	50.00
Clothing	50.00	Insurance *(Life)*	20.00
Insurance *(Life)*	20.00	Insurance *(Auto)*	41.00
Insurance *(Auto)*	41.00	Car operating expenses	35.00
Car operating expense	35.00	Car notes	—
Car notes	—	Payment on other debts[4]	35.00
Payment on other debts[4]	35.00	Other indebtedness or financial obligations	—
Other indebtedness or financial obligations	—		
TOTAL	$ 1231.00	TOTAL	$ 1181.00

5. Assets

Savings	$ 1,110.00	Rooms of furniture owned	4
Bonds, stocks, etc.	300.00	Number of vehicles	1
Furniture	6,000.00		
Motor vehicles	8,000.00		
Other assets			
TOTAL	$ 15,410.00		

6. ADDITIONAL INFORMATION OR REMARKS *(In the event a move of dependents is indicated, include information as to disposition of furniture, if applicable, any other information you feel is pertinent to your current and future financial stability.)*

The above is true to the best of my knowledge, and includes all current and known future obligations and/or demands against my income.

WITNESSED	SIGNATURE OF APPLICANT
Paul Driggus, MSG	Any. O. Applicant

[1]If applicant is currently unemployed, indicate salary for last employment and employment termination date.
[2]Indicate additional current monthly income including spouse's salary, if employed. If income is from more than one source, indicate each source and amount of that source.
[3]Indicate anticipated income other than military salary if enlistment is approved.
[4]See item 23, DA Form 3072-1.

DA FORM 3072-2, 1 JUL 75 PREVIOUS EDITION IS OBSOLETE *U.S. Government Printing Office: 1992 — 311-830/60235

Figure 4–1. Sample of a completed DA Form 3072–2

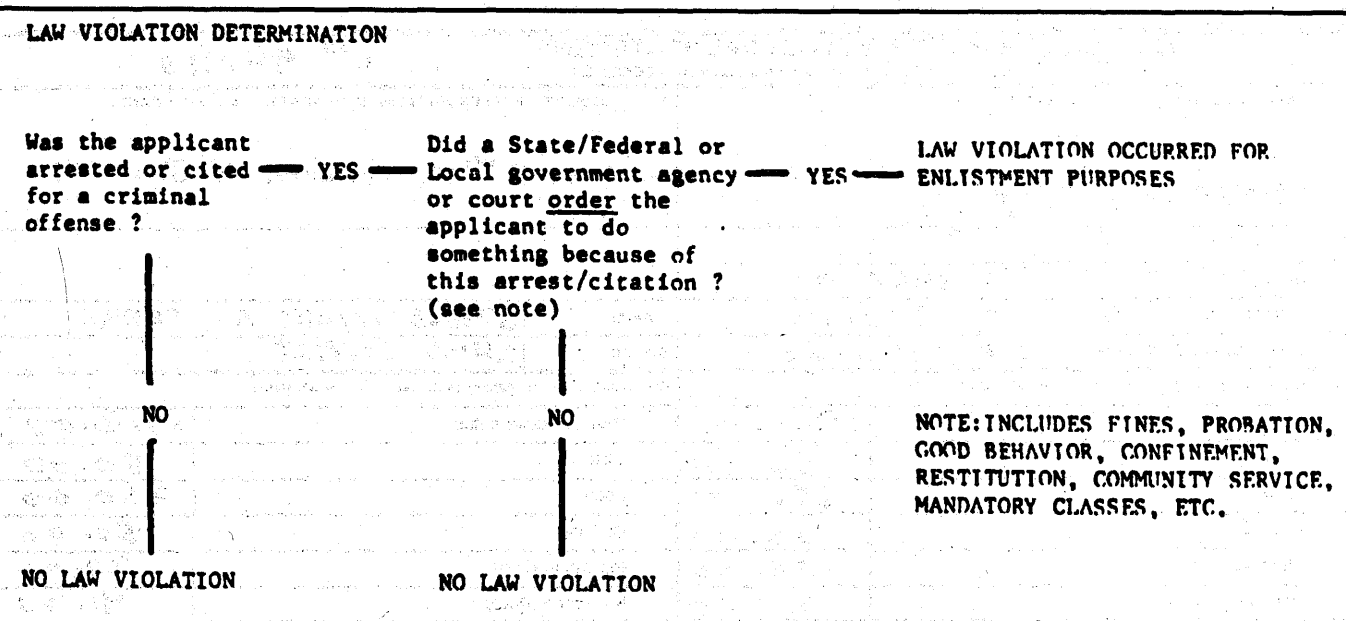


Figure 4–2. Law violation determination

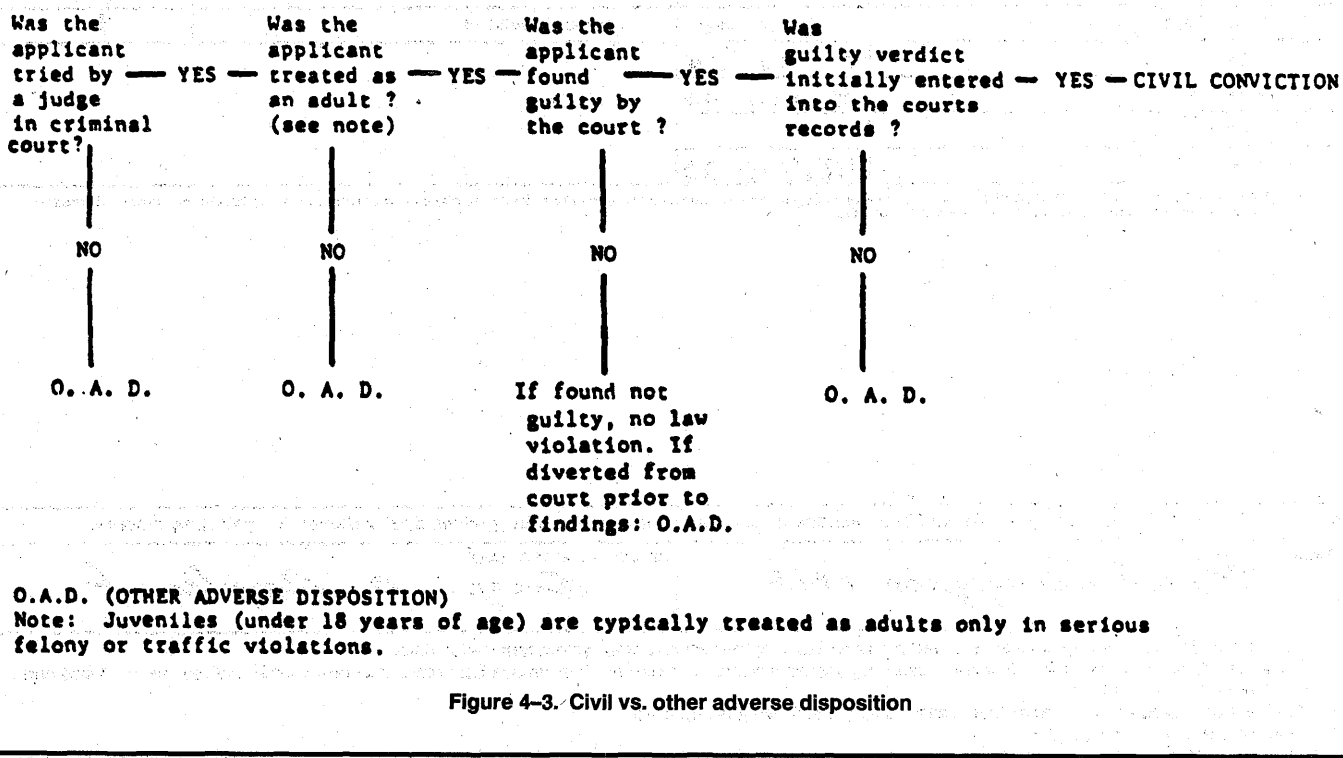


Figure 4–3. Civil vs. other adverse disposition

Chapter 5
Processing Applicants [1]

Section I
General Information

An applicant is a person who applies voluntarily for enlistment in the RA or USAR and is found eligible for further processing after completing and signing the DD Form 1966–Series and DD Form 398–2.

5–1. Importance of applicant processing

Processing is usually an applicant's first personal introduction to the Army. If courtesy, tact, efficiency, and integrity prevail in this first contact, the applicant will have reason to believe that his or her decision to enlist in the Army is a wise one. Applicant processing should—

a. Ensure that all applicants accepted for enlistment have the required qualifications.

b. Ensure that records are prepared accurately. These records are a matter of major importance during the person's military service, in later civilian life, and even after death.

c. Effect a smooth transition from civilian to military life for those accepted for enlistment.

d. Provide proper advice and assistance to rejected applicants.

e. Ensure that personal documents are returned to applicants who are rejected or who are no longer prospects for enlistment. Those applicants' packets will be reviewed and destroyed when no longer needed for current operations but will be retained no longer than 1 year.

f. Identify all applicants who have difficulty speaking or understanding English (including permanent resident aliens residing in the United States less than 1 year, whose native tongue is not English, and all NPS applicants from Puerto Rico)—

(1) Inform identified applicants that they will be taking an English Comprehension Level Test (ECLT) at MEPS.

(2) Advise all identified applicants that those who score 69 or below on the ECLT will be required to take English language training prior to IET.

g. Use the (JOIN) segment applicable to the Army Pay and Entitlements (SURE-PAY) to inform applicants on the requirement to establish and maintain a financial account.

h. Persons who prepare, control, and transmit applicant enlistment records and forms will—

(1) Complete and assemble all required forms.

(2) Compare similar entries and verify discrepancies with the applicant.

(3) Establish that entries on forms are correct before signatures are obtained.

5–2. Processing elements

Processing generally consists of—

a. Preliminary determination of qualifications.

b. Administration of mental and medical examinations.

c. Preparation of records and forms.

d. Administration of Oath of Enlistment.

e. Movement of personnel.

5–3. Prohibitions

a. During all phases of applicant processing, particular care will be taken to prevent erroneous and fraudulent enlistments. An applicant will be rejected on clear establishment that he or she does not meet enlistment criteria.

b. In no case will members of a U.S. Armed Force be processed or enlisted before honorable discharge, separation, or conditional release from that military service.

5–4. Shared functions

The CG, USAREC, the Commander, MEPCOM, and commanders of major overseas commands complete an applicant's enlistment processing.

a. CG, USAREC. The CG, USAREC—

(1) Determines final acceptability of applicants for enlistment (except for USAR units outlined in para 6–9*d*).

(2) Processes applicants to the extent possible; this processing will determine their tentative acceptance at the recruiting station before sending them to the MEPS.

(3) Funds applicant and DEP/DTP enlistee transportation to and from the MEPS; and meals and lodging to, from, and at the MEPS.

(4) Coordinates meal and lodging arrangements with the MEPS.

(5) Through the USAREC guidance counselor located at the MEPS, administratively processes all PS applicants for enlistment in the USAR before administering the Oath of Enlistment.

(6) Effects enlistment of PS applicants for enlistment in the USAR when they are not qualified by grade or MOS for enlistment into a specific unit vacancy, with approval of the TPU commander. The recruiting activity may obtain telephone approval before the enlistment is accomplished. This record will be incorporated with Packet Number 6. (See app B.)

(7) Informs USAREC recruiting officials that they may enlist PS applicants who are qualified to be trained into positions designated by the unit commander on REQUEST as "will train."

b. Commander, MEPCOM. The MEPCOM commander processes applicants and enlistees as prescribed in AR 601–270 and this regulation.

c. Commander of major overseas commands. See section X of this chapter.

5–5. DD Form 398–2

Particular care must be taken in completion of DD Form 398–2. The recruiter must ensure that the applicant reads the privacy act statement and reads, completes, and signs the authority for release of information and records. Detailed instructions are as follows:

a. Applicant. Items 1 through 15 and items 18 through 23 must be completed by the applicant. All items must be completed in their entirety and in accordance with the attached detailed instructions.

b. Recruiter.

(1) All applicants for initial enlistment in the RA or USAR must complete DD Form 398–2.

(2) Before applicants complete and sign DD Form 398–2, the recruiter will make clear to them that they are liable for any false representation made in their statements.

c. Guidance counselor (GC). Items A through I, and item 16, must be completed by the GC.

(1) Item A (request date). List the date that the request is submitted (mailed) to DIS. This date must be the same as the enlistment of the applicant either in the DEP, RA, or USAR.

(2) Item B (type request). Mark the appropriate block for the type of request.

(3) Item C (local files checked with favorable results). Mark the appropriate block. If applicant has admitted to any offenses, ensure they are listed in item 18. In addition, enter in item 16, "see item 18(14)."

(4) Item D (code). Enter a six-digit code to denote calendar year (one digit), julian date individual enlisted into DEP, RA, or USAR (three digits), and the MEPS identification code, through which applicant processed (two digits). Example: The one-digit year code for 1995 is 5; the three-digit julian date for 31 Jan 95 is 031; and the two-digit MEPS Milwaukee identification code is 62. Therefore, the six-digit code to denote the year is 503162.

(5) Item E (Government employment). Mark "Yes."

(6) Item F (citizenship verified). Mark "Yes."

(7) Item G (forward this request to). Enter: Defense Investigative Service (DIS) Personnel Investigation Center, PO Box 1083, Baltimore, MD 21203–1083.

(8) Item H (return results to). Enter: Recruiting Battalion address.

(9) Item I (reason for request). Mark "Enlistment."

(10) Item 16 (results of local files check). Enter: "See Item 18(14)" if applicant has admitted to any law violations.

5–6. DD Form 1966/1 through DD Form 1966/4 (Record of Military Processing—Armed Forces of the United States)

a. All applicants for initial enlistment in the RA or USAR must complete the DD Form 1966–Series and the DD Form 398–2.

b. Before applicants complete and sign the DD Form 1966, the recruiter will make clear to them that—

(1) They are liable for any false representation made in their statement. The recruiter will explain the liabilities. (See DD Form 1966–series, para 1.)

(2) DD Form 398–2.

Note. All items in the DD Form 1966 series and DD Form 398–2 that require supervision or completion by the recruiter will be entered under tables 5–1 before sending an applicant to the MEPS for physical examination.

c. The guidance counselor will take actions required by chapter 6.

d. The DD Form 1966–series will be completed for applicants seeking enlistment in the USAR who have had a break in USAR service. Instructions for completing DD Form 1966 are shown in table 5–1.

e. The DD Form 1966 will be completed as shown below.

(1) Prepare in four copies.

(2) Ensure that all copies are readable.

(3) Ensure that name and SSN are annotated in space provided at top of each page.

(4) Type or print with black or blue-black ink, using ball-point pen.

(5) Use abbreviations "N/A" for "not applicable" when appropriate.

(6) Complete numbered items as follows:

(a) Applicant. Applicant, under supervision of recruiter, completes items 1 through 15, 20 through 27, and 39 if used.

(b) Recruiter. Recruiter will complete lettered blocks in Section I and enter on ARADS—Personal Data as follows:

1. Service processing for DAR—Regular Army/DEP/MSO Delayed Status, DAV—Army Reserve.

2. Prior Service: annotate appropriate block.

3. Selective Service Classification: Applicable only when applicants are being classified by the Selective Service System in accordance with the Military Selective Service Act. Otherwise enter "none".

4. No:

(c) MEPS. MEPS personnel will code items 1 through 15 and complete item 16.

(d) Guidance Counselor. Guidance counselor will complete items 17, 18, 19, 32, and 33.

(e) Parent. If applicant is under 18 years of age, his or her parents will complete page 4.

(f) Corrections. Corrections to DD Form 1966 series on DEP out or RA date, will be made as follows:

1. Line through incorrect or changed data.

2. Enter "See item 34" above the lined-out data.

3. Enter correct data in items 34*b* and *c*, as required.

(g) Guidance. Guidance counselor will not attest to complete and accurate data until all required information has been completed.

(h) Distribution. Distribution of the completed DD Form 1966-series will be under tables B–1 and B–2.

Note. The April 1994 edition of the DD Form 1966 series has printing errors. The following items must be corrected and or have information entered as indicated in this table without regard to block/item configuration. Item 17*g* and 17*h* are three character entries. Item 18*g* must be 6 characters (numeric) and 18*o*requires only two characters. On page, item 32*b*, change the reference to item 29 to read 32*a*.

Note. Each page of the DD Form 1966 (Series) requires the entry of the full name (last, first, and MI) and social security number on the top.

Section II
Administration of ASVAB Tests

5–7. General

The Armed Services Vocational Aptitude Battery (ASVAB) is an enlistment test for recruiting purposes and a student test for career and vocational counseling purposes.

a. Since January 1976, the ASVAB has been the single DOD test given to all applicants for enlistment. It replaced various aptitude test batteries previously in use by the Services.

b. In the enlistment process, the ASVAB measures general trainability. It serves to determine eligibility for enlistment and to establish qualifications for assignment to specific skills.

c. ASVAB testing policy is applicable to NPS, PS, and Glossary NPS applicants.

5–8. Testing

a. The recruiter should not sponsor an applicant for testing who is not eligible to enlist. Applicants who have not reached their 17th birthday will not be tested for enlistment purposes. (See High School Testing Program.) MEPS will not test an applicant who appears to be under the influence of alcohol or drugs.

b. Under no circumstances will any person that is assigned or attached to USAREC assist or become involved in any way with the testing process beyond that of applicant processing procedures required by the MEPS. No member of USAREC may administer or score tests. (See *i* below.)

c. Recruiter use of locally developed test questions, test aids, or commercial test study guides to familiarize applicants with the ASVAB is prohibited.

d. Commercial study guides will not be maintained in any recruiting facility or be in the possession of a recruiter for use by an applicant. Applicants may be advised, however, that commercial study guides are available.

e. An ASVAB Information Pamphlet (DOD 1304.12Z) is designed to familiarize applicants with the types of questions found on the actual ASVAB tests. The recruiter is authorized and encouraged to furnish this pamphlet to the applicant for familiarization with the kinds of questions on the test and an answer sheet for practice.

f. To prepare for administration of the ASVAB, the recruiter is responsible for ensuring that each applicant recommended for testing has fully and accurately completed and signed USMEPCOM Form 714A, Request for Examination. The recruiter must certify that information on the 714A is correct. With respect to ASVAB testing, item 14 must be accurately and completely filled in to give the true testing history of an applicant, if applicable. There are two common errors made in this section:

(1) incomplete test history, that is, initial or retest, and

(2) no report or erroneously reported previous tests, that is, identification, test version, and date. When this information is not accurately reported, an applicant may be tested too early, or tested with the wrong test version. Incorrect or incomplete information on the 714A is recruiter error. ASVAB tests erroneously given to applicants based on wrong 714A information result in an invalidated test score. Consequently, a waiver request to the retest policy for an immediate retest will not be approved. However, if the recruiter has accurately reported the official information on the 714A, and USMEPCOM is in error, requests for an immediate retest will be accepted and investigated. Submit requests to HQ, USAREC, ATTN: RCRO–ED.

g. ASVAB production tests are given at either Military Entrance Processing Stations (MEPS) or their affiliated Mobile Examining Team Sites (METS). Scores received on tests at locations other than MEPS or METS will not be accepted for enlistment. (See Overseas Production Testing Program.)

h. Recruiters are not authorized to either administer or score tests under any circumstances. Only MEPS-designated personnel may accomplish this function.

i. The first ASVAB administered is the initial test of an applicant. This policy applies regardless of the following:

(1) Testing in either the enlistment or student testing program.

(2) Service sponsor.

j. ASVAB scores are valid for enlistment purposes for 2 years from the date of test administration. This includes entry into the Delayed Entry Program (DEP). The date of active duty enlistment from the DEP may occur beyond the 2 year validity period.

k. The most recent valid ASVAB score from either the enlistment or student test program is the score of record for enlistment purposes.

l. Recruiter should advise applicants not to use crib sheets, talk during the test, leave a test room without authorization, use calculators or slide rules, glance onto test of neighbors, or work on a portion of the test other than the one being administered. Such behavior will result in the applicant's removal from the test session and/or invalidation of test results.

m. Applicants for the enlistment ASVAB will be required to provide photographic identification, that is, drivers license, student identification card, passport, and so forth, to the test administrator (TA) before testing. Individuals without identification will be required to have their right thumbprint imprinted on the USMEPCOM Form 714A. Applicants without photo identification who refuse to be thumbprinted will not be permitted to test. During processing, applicant signatures will be compared to ensure proper applicant identification.

n. Test scores will be invalidated for any individual found to be a "ringer" for an applicant. A ringer is an individual who takes the ASVAB in place of the true applicant. Both the ringer and the applicant will be barred from retesting for a period of not less than 2 years.

o. The scores of an invalidated ASVAB cannot be used for enlistment.

p. Applicants tested at MET sites should not be sent to the MEPS for further processing until official scores are available from the MEPS. Applicants who do not meet minimum score requirements to enlist will not be sent to the MEPS for further processing.

q. An applicant who has answered at least one question on the ASVAB is considered to have tested in terms of eligibility for retest.

5–9. Retesting

a. A retest is any ASVAB administered after the initial ASVAB.

b. A complete ASVAB will always be administered.

c. Applicants may be given the first retest no earlier than ONE MONTH after the initial test, that is, if the initial test is administered 16 October, the first retest is prohibited until on or after 16 November.

d. Subsequent retests may be given no earlier than at 6 month intervals that is, if a retest is administered on 16 October, any further retesting is prohibited until on or after 16 April of the following year.

e. Requests to validate test scores for individuals inadvertently tested early will not be approved.

f. A retest may be used to verify scores of applicants whose test scores do not appear to reflect their true ability and capability in view of education, training, or experience. The standard waiting periods (para 5–9c or *d*) between tests apply.

g. The MEPS commander has authority to immediately retest applicants tested under adverse conditions when—

(1) An entire testing session is disrupted, that is, fire evaluation, power failure, undue noise, and so forth.

(2) An applicant, through no fault of his or her own, is unable to complete the test, i.e, called away from test because of an emergency. This does not include the requirement for an applicant to leave a test session because of an illness that existed before the beginning of the session since applicants are routinely cautioned not to take the test if ill.

h. Recruiters are not authorized to have applicants retested for the sole purpose of increasing aptitude area scores to meet standards prescribed for enlistment options or programs.

i. The MEPS commander may require an applicant to retest when—

(1) There is a score difference of plus 20 or more percentile points between the AFQT score on a retest and the previous AFQT.

(2) There is reasonable cause to suspect improper means were used to influence or inflate ASVAB test scores.

5–10. Overseas production testing program

a. ASVAB testing outside the United States and its territories or commonwealth is a Service responsibility. The Army must conduct testing in close coordination with both Headquarters, U.S. MEPCOM, and the Army TCO (or the TCO of another Service, if an Army TCO is not available).

b. When making arrangements to have an individual tested, a recruiter must consider the testing schedule of the testing center and the TCO, and establish a testing time satisfactory to all concerned.

c. The recruiter and TCO will work together to ensure that the USMEPCOM Form 714A is accurately completed and signed before administration of the ASVAB. If the recruiter travel distance to a test site is greater than 25 miles, the recruiter may coordinate in advance for the TCO to complete and sign the 714A. However, in the event of any error in the completion of the 714A (incorrect test version, previous test date, missing signature, and so forth), the recruiter, not the TCO, is responsible.

d. The enlistment ASVAB will be administered by a Service TCO.

e. The Service TCO will furnish a quick score.

f. The Service TCO is responsible to mail the answer sheet to the testing section of a CONUS MEPS designated by HQ, USMEPCOM.

g. HQ, USMEPCOM, will assure the designated CONUS MEPS scores answer sheets from overseas areas expeditiously and furnishes the official ASVAB score to the Army in a timely manner.

h. The recruiter will not be involved at any time or in any way with handling test materials, testing the applicant, scoring the answer sheet, or mailing test papers related to an ASVAB test or test session.

5–11. High school testing program

a. The student ASVAB is administered in high schools in support of the Department of Defense Student Testing Program.

b. Recruiters may recommend students 17 years of age and older to take the ASVAB in high school. The results of an ASVAB given to a 16 year old can be used for enlistment.

c. Some high schools have decided on mandatory student testing. For enlistment purposes, mandatory tests count toward the waiting period for retests. This does not restrict repeated testing while in high school; it may restrict the use of these scores for enlistment purposes if an applicant is concurrently testing for enlistment in a MEPS or METS. If a recruiter is working with an applicant for enlistment who is in high school, the following pertains.

(1) The waiting period between tests (enlistment or student) must be honored.

(2) Only the last valid test score (enlistment or student) qualifies for enlistment.

d. Tenth grade student tests count as first ASVAB tests.

5–12. Special purpose testing

a. Special purpose tests are authorized for use by MEPS and are listed in AR 601–270, appendix D.

b. Enlistment and student testing has priority over special purpose testing.

c. If a MEPS schedule does not permit timely scheduling to give these tests, they may be administered by test control officers, assistant test control officers, or education specialists when authorized in writing by HQDA (DAPE–MPA).

Section III
Administration of Medical Examination

5–13. General

Consent of parents or guardians is required before any medical examination of applicants under 18 years of age. Medical examinations of the scope prescribed in AR 40–501 are required for all persons except those outlined in AR 601–270 and in AR 40–501 for USAR when applicable.

5–14. Medical examinations

a. AR 601–270 will govern medical examinations conducted at MEPS. Each applicant will prepare an SF 93 (Report of Medical History) in his or her own handwriting.

b. DD Form 2246 (Applicant Medical Prescreening Form) (fig 5–2) also will be prepared and forwarded to the examining facility with the applicant's enlistment packet. (Fig 5–2 shows a sample of DD Form 2246 and preparation instructions. This fig is located at the end of this chap).

5–15. Use of DA Form 1811

a. An applicant may enlist after a break in service that does not exceed 6 months. If so, use DA Form 1811 instead of a medical examination if—

(1) Applicant's physical condition has not changed since separation.

(2) No new disease or injuries have been acquired.

b. Applicant must answer "yes" or "no" to the MEPS doctor's questions and sign the DA Form 1811.

c. A complete examination will be made if an exception is noted. Attach proper forms to the DD Form 4–series. DA Form 1811, when used, will be attached to the original and duplicate copies of DD Form 4–series in place of the SF 88 (Report of Medical Examination) and SF 93 (Report of Medical History).

d. DA Form 1811, (test scores), may be used for USAR enlistment.

Section IV
Responsibility for Initiation or Procurement, Composition, and Distribution of Forms and Documents for Enlistment

5–16. Required forms and documents and activities responsible for their initiation

Required forms and documents and activities responsible for their initiation and instructions for composition and number of packets are shown in appendix B. Appendix B—

a. Contains a list of required forms and documents used in processing enlistments in the DEP, RA, or USAR.

b. Identifies activity (USAREC or MEPCOM) responsible for initiation of these forms and procurement of supporting documents of verification, when required.

c. Provides instructions for composition and number of enlistment packets required.

5–17. Disposition instructions for enlistment packets, forms, and documents

Appendix B provides instructions for disposition of the following:

a. Enlistment packets that were assembled.

b. Forms and documents used for enlistments under the Total Army Career Counselor Program.

Section V
Movement of Applicants or Enlistees

5–18. Transportation and subsistence

a. Transportation and subsistence will be furnished to applicants only when either of the following applies:

(1) They are tentatively accepted for enlistment.

(2) They are recalled for enlistment after their names are reached on a waiting list.

b. Return transportation and subsistence from MEPS to point of initial acceptance (such as recruiting station or residence, as appropriate) will be furnished to rejected applicants and acceptable applicants who cannot be enlisted at the time. Return transportation may not be provided to an applicant who is rejected because of a disqualification concealed by him or her at time of tentative acceptance as an applicant.

c. Applicants who signify their intention to enlist in the RA or USAR may be retained at Government expense. They may be retained for the time needed to complete their processing at MEPS or other enlisting activity. In CONUS, the period of retention at Government expense will not exceed 7 days without specific authority from CG, USAREC.

d. PS personnel may be authorized an advance leave prior to shipping to a U.S. Army Reception Battalion or designated unit. The following statements will be included on the orders issued by MEPS: "You are authorized (number) days chargeable leave en route. DA Form 31 (Request and Authority for Leave) will be initiated at first duty station."

5–19. Forwarding of enlistees

Normally, persons will be scheduled to arrive at destinations as shown below:

a. From recruiting stations to MEPS. Persons should arrive at MEPS during normal duty hours. When this is not possible, recruiting personnel will coordinate meal and lodging needs with MEPS.

b. From MEPS to reception battalion or designated unit. Persons will be sent from MEPS to the reception battalion or designated unit under AR 601–270.

5–20. Movement of personnel from place of enlistment

a. NPS personnel. NPS personnel enlisted at MEPS will be assigned and sent to a U.S. Army Reception battalion (USARECBN).

b. (RA only) PS personnel. PS personnel—

(1) Who are listed below are required to attend BCT (initial entry training (IET)).

(a) Prior service Air Force, Navy, or Coast Guard, including their Reserve Components, who have not completed a U.S. Army Basic Combat Training Course or USMC Basic Training Course.

(b) All prior service applicants, regardless of component, who have had a break in service of over 3 years. Prior service applicants with a break in service of 3 or more years will be retrained.

(2) Who enlist for an MOS held during their previous enlistment, with less than a 3-year break in service, will be assigned directly to field units. Unit commanders will provide necessary transition or refresher training (not applicable to prior USAF, USN, or Coast Guard).

(3) Who reenlist for an MOS not previously held, with less than a 3-year break in service, will receive AIT training in the new MOS. If the new MOS is taught in the OSUT mode, the person may be required to complete the entire OSUT program. (Not applicable to prior USAF, USN, or Coast Guard.)

(4) Who are required to complete AIT will be sent directly to the proper AIT location. (The exception is when AIT is not conducted at an Army installation. In this case, personnel will be sent to the nearest USARECBN by the enlisting MEPS to obtain military records and uniforms before proceeding to AIT.)

(5) Who have completed the IADT phase in a Reserve Enlistment Program will be processed under (2) and (3) above.

(6) Prior Regular Army, Army National Guard, Army Reserve, and Marine Corps soldiers who have only active military service and no RC unit participation will be required to be retrained if 3 years has elapsed since separation.

(7) Who enlist at a MEPS for an overseas area will be processed under proper tables of chapter 9. Such persons may be granted leave as delay enroute to a reception battalion or other proper installation for overseas shipment.

(8) Who are assigned to an overseas area, and do not require BT or AIT, will be moved as follows:

(a) Assignment is to the following: Far East (Korea, Japan, and so forth), Hawaii, or Alaska, send enlistee to the USARECBN Fort Leonard Wood, Missouri. All other assignments (Europe, Africa, Panama, and so forth), send enlistee to Fort Jackson, South Carolina.

(b) Concurrent travel will be deferred for overseas assignments. Concurrent travel is authorized for CONUS to CONUS assignments only. (This does not include CONUS assignments to reception battalion/BT–BCT/AIT or OSUT locations.)

(9) Who enlist in the Regular Army regardless of grade or years of service completed, are authorized movement of household goods (HHG) and transportation of family members at Government expense (in accordance with the Joint Travel Regulation) from the point of entry or home of record to the first permanent duty station. If enlistment is for an overseas location, approval must be obtained from Commander, concurrent travel will be deferred. Movement of family members of HHG to Reception battalion, BT/BCT or AIT is not authorized. If enlistee is assigned to a school for instruction of 20 weeks or more in length, enlistee may qualify for movement of dependents and HHG.

(10) Who enlist for an MOS or option requiring TOP SECRET clearance and access to sensitive compartmented information (SCI) will be sent to one of two USARECBN's where PERSCOM Personnel Security Screening Program (PSSP) Detachments exist for security screening before being sent to AIT or assignment to a field unit. These USARECBN's are at Fort Jackson, SC, and Fort Leonard Wood, MO.

(11) Who enlist for MOS 12E, 35F, 36L, 55D, 55G, or 96B, will be sent to one of the USARECBN's listed in (10) above for security processing before being sent to AIT or assignment to a field unit. These include straight-ship enlistees.

c. (RA only) NPS personnel who require English language training. Those personnel who require English language training will be sent to USARECBN at Fort Sill, OK by the enlisting MEPS to obtain Military records and uniform before proceeding to Lackland Air Force base for training.

Section VI
Enlistment Processing of Former Army Prisoners of War

5–21. General

This section applies to persons who, while serving as enlisted members of the Army on AD in the Southeast Asia theater of combat operations, were—

a. Captured between 1 January 1961 and 31 March 1973.

b. Held as prisoners of war (POW) by governments or other authorities opposing U.S. forces in the conflict. (Release date from POW status is immaterial in terms of the above definition.)

5–22. Processing applications for former Army POW

Process applications for enlistment of former POW (para 5–21) in the RA as follows:

a. Under policy in effect at the time of enlistment application, the former POW may be qualified to return in his or her former pay grade and MOS and may not request consideration covered in this section. If so, applicant will be processed and enlisted under chapter 3. Process and enlist such persons as a maximum priority by providing quick and thorough treatment.

b. Forward the enlistment application as quickly as possible to the Commander, PERSCOM, where action will be given priority if, under policy in effect at the time of application, either of the following applies:

(1) The former POW is not qualified for enlistment.

(2) The former POW is not qualified to enlist in his or her former pay grade and MOS.

(3) Applicant requests consideration not covered by this section.

Section VII
Special Processing for Members of Reserve Armed Forces of the United States

5–23. Policy

Integrity of the TPUs of the RC will be preserved as far as practical. Members of TPUs will not be solicited to enlist in the RA, nor will ARNG members be solicited for the USAR. However, data and assistance will be given on a member's request. Advise RC applicants for RA or USAR enlistment of the policies below.

a. A member of the RC of an Armed Force of the United States, who is in a participating status, will not be processed for enlistment in the RA or USAR without first having been released from the RC. (This policy includes those who are presently in the DEP of another Service.) These RC personnel may not be MEPS processed (given physical) before obtaining RC conditional release. Applicants for USAR enlistment, who are members of the RC of another U.S. Armed Force, must be processed under AR 140–10, chapter 9, and this regulation. (See para 1–11*a*.)

b. Enlisted RA members may not hold a Reserve commission or warrant in an Armed Force of the United States other than the Army.

c. An officer, commissioned or warrant, who is otherwise qualified, may enlist in the RA or USAR, however, as a condition of enlistment, the officer must resign his or her commission. This policy affects all soldiers initially enlisting into the RA or USAR reenlisting with a break in service of 24 hours or more. Provisions for officers with statutory enlistment as provided for in chapter 3 still apply, however, enlistment entitlement requires resignation of their commission. As a condition of enlistment, Reserve Officer will complete a letter of resignation that will be effective a day prior to their enlistment date into the RA. This letter will include a current mailing address as listed on DD Form 1966, so that discharge orders can be mailed from ARPERCEN. It will be the soldier's responsibility to have these orders forwarded to them. A copy of the resignation letter will be retained in the soldier's residual packet at the recruiting battalion concerned. Within 5 working days, guidance counselors will mail a copy of the soldier's DD Form 4 and letter of resignation to: Commander, ARPERCEN, ATTN: DARP–PAT–R, 9700 Page Boulevard, St. Louis, Missouri, 63132–5200. Recruiters will ensure that officers are made aware of this policy prior to any processing for enlistment into the RA. Under no circumstances will officers be led to believe that they may retain their commission or warrant under the Reserve Dual Component Program.

5–24. Request for discharge or clearance from an RC

When a participating RC member applies for enlistment, use DD Form 368 (Request for Discharge or Clearance From Reserve Component) to request RC discharge or clearance. This form is valid for 60 days from date signed by unit commander or designated representative. For MSO-delayed status, DD Form 368 remains valid from date of reservation to RA enlistment date reflected on DA Form 4187 (Personnel Action). The RC must be notified promptly of a member's intent to enlist in the RA or USAR (if a member of another RC). Clearance must be received from proper Reserve authorities before enlistment. See paragraph 1–10.

a. For members of units, send DD Form 368 to the member's unit commander. For ARNG members, DD Form 368 or NGB Form 61 (National Guard Clearance) may be used. DD Form 368 is required for nonunit members. Send to appropriate control group. (Headquarters, USAREC will publish procedures for non-unit members.)

b. Enlistment may be accomplished when the approved clearance is returned. If the RC declines to release or discharge the member, he or she will not be processed for RA enlistment. USAR enlistments also must comply with AR 140–10, chapter 8. (See para 1–11*a*.)

c. Extension of the 60-day validity period may be obtained telephonically by a commissioned officer assigned to the recruiting Battalion Headquarters if delay of enlistment was caused by waiver action (includes processing time for OCS/WOFT applicants).

Note. Only commander or authorized representative who originally signed the clearance may grant the extension. All other clearances must be resubmitted prior to enlistment if 60 days have elapsed. (OF 271 verbal or telephone conversation record, must be attached to DD Form 368.)

5–25. Applications for enlistment

An application for RA enlistment may be accepted from RC members if applicant meets criteria below by component.

a. TPU member of the RC. An enlisted member of the RC who desires to enlist in the RA, to include the MSO-delayed status may enlist if he or she—

(1) Has successfully completed required IADT, has been awarded an MOS, and has been returned to his or her RC unit: (ARNG/USAR TPU members may not enlist until six (6) months after completion of IADT.)

Note. Members enlisting for alternate training program do not complete IADT until they successfully complete the second period of IADT (AIT).

(2) Has received clearance from the RC TPU commander. DD Form 368 or NGB Form 61 is used for this purpose. Proper forms must be in the possession of the recruiting activity processing the member for enlistment.

Note. FORSCOM Form 265–R may be used in place of DD Form 368. Its authenticity must be verified with the losing unit.

(3) Has not been alerted for mobilization.

(4) Has not been notified of orders directing involuntary order to AD.

(5) Is currently serving in the RC under a Bonus Program and the commander has initiated recoupment procedures as required.

(6) Is not currently serving on AD (includes IADT, ADT, AT, ADS, ADSW, TTAD or AGR). Processing of a member, including submission of DD Form 368 or NGB Form 61, will not begin until the member has been released and returns to the parent unit.

(7) Is not within the 60-day period preceding effective date of orders to extended AD other than annual training.

b. IRR. Members of the IRR who wish to enlist in the RA, to include the MSO-delayed status, must meet criteria in *a*(1), (3), (6), and (7) above. Also, recruiting personnel seeking to enlist an IRR member must obtain the approval of the Commander, U.S. Army Reserve Personnel Center (ATTN: DARP–EP), 9700 Page Boulevard, St. Louis, MO 63132–5200, before processing the member for enlistment. HQ USAREC will publish procedures to obtain clearance via USAREC liaison.

c. ROTC. An ROTC cadet assigned to Control Group (ROTC) or participating in the SMP, who desires to enlist in the RA, to include the MSO-delayed status, may enlist if he or she—

(1) Has received clearance from the appropriate professor of military science (PMS) or ROTC Region commander. The DD Form 368 is used for this purpose and it must be in possession of the recruiting officials before processing the cadet for enlistment.

(2) Has obtained a DD Form 368 from the ARNGUS or USAR unit commander, as well as the appropriate PMS or ROTC Region commander, if the cadet is a participant in the SMP.

(3) Has not been alerted for order to AD under a Presidential call-up, or a partial or full mobilization.

(4) Has not been notified of orders directing involuntary order to AD.

(5) Is not an ROTC scholarship recipient.

5–26. Notice of enlistment

When a soldier released under paragraph 5–24 is enlisted in the RA or USAR, the guidance counselor handling the enlistment will notify the proper agency in *b* below by forwarding a copy of enlistment orders and a copy of the completed DD Form 4–series. The notice will permit one of the following—

a. The issuance of a discharge of the officer or enlisted soldier from the losing component.

b. Provide followup data for Reservists discharged from an RC specifically to permit enlistment in the RA. Forward enlistment orders and a reproduced copy of the DD Form 4–series as follows:

(1) USAR.

(a) Unit members. To the Reserve unit where person was assigned. USAR enlistments also must comply with AR 140–10, chapter 8.

(b) Nonunit members. To the Commander, Army Reserve Personnel Center (ARPERCEN), (ATTN: DARP–PAT–R), 9700 Page Boulevard, St. Louis, MO 63132–5200.

(2) U.S. Navy Reserve. To the commander of the Naval District where the person is assigned or to the Chief of Naval Personnel, ATTN: PERS–3, WASH DC 20370.

(3) U.S. Air Force Reserve.

(a) Unit members. To the commander of the enlistee's Reserve unit of assignment.

(b) Members of the nonaffiliated Reserve Section, the ineligible section, and the inactive status list Reserve section. To the Air Reserve Personnel Center, 3800 York Street, Denver, CO 80205.

(4) U.S. Marine Corps Reserve. Through the Director, Marine Corps Reserve and Recruitment District, to the commanding officer of the organized Marine Corps unit where the member is assigned.

(5) U.S. Coast Guard Reserve. To the Commandant, U.S. Coast Guard, WASH DC 20590.

(6) Army and Air National Guard. To the commander of the unit where the member is assigned.

Section VIII
Special Processing for Enlistment of an ARNGUS Soldier on Transfer to a USAR TPU

5–27. General

An ARNGUS soldier applying for transfer to a USAR TPU will be considered a PS applicant, but processed for enlistment in the USAR under the special procedures outlined in this section. These procedures apply only to an ARNGUS soldier transferring to a USAR TPU and are not applicable to ARNGUS soldiers transferring to the Individual Ready, the Standby, or the Retired Reserve.

a. The purpose of these special enlistment procedures is to implement uniform accessioning procedures for soldiers moving from an ARNGUS status to a USAR TPU status without a break in military service, and ensure the continuity and accountability of the soldier's official military personnel records.

b. Processing under this section will be accomplished through MEPS or by the Recruiting Bn Operations Section, as appropriate.

5–28. Basic eligibility criteria

This paragraph applies only to an ARNGUS soldier granted a conditional release who will remain assigned to the ARNGUS until the USAR enlistment has been accomplished and verified. Basic eligibility criteria will be in accordance with chapter 3, with the following exceptions:

a. Training and education. Trainability and education is not applicable.

b. Medical. A medical examination will not be required, provided an examination has been conducted within the last 4 years (AR 40–501, chap 8) which verifies the soldier met the retention medical fitness standards of AR 40–501, chapter 3, and any additional medical requirements that may have been prescribed for the soldier's current MOS. Medical examinations and medical history will be verified from the soldier's military personnel records maintained by the ARNG. If an applicant's retention medical fitness standards can not be verified, or if the last medical examination is more than 4 years old, then the soldier must undergo a medical examination and the provisions of chapter 3 (medical) apply.

c. Body composition/weight control. The applicant must meet the body composition/weight control standards per AR 600–9. No waiver authorized.

d. Army Physical Fitness Test (APFT). ARNG personnel records verify the soldier has successfully completed the most recent APFT

within the last 18 months, or is exempt from administration of the APFT per AR 40–501 due to valid temporary or permanent profile, or has successfully completed the last APFT within the limitations of a valid temporary or permanent profile. No waiver authorized.

e. Marital status and dependents. N.A.

f. Grade. The enlistment grade determination requirements of chapter 3 are not applicable as the soldier's pay grade, rank, and date of rank (DOR), will be the same as that held when the conditional release was approved by the ARNGUS command.

g. Years of service. A soldier who has attained 20 years of qualifying service for retired pay at age 60 and has been issued a Notification of Eligibility for Retired Pay at Age 60 Memorandum, is disqualified for USAR enlistment under this section if the soldier's total years of all military service (Regular and/or Reserve) exceeds the maximum authorized for the soldier's rank. No waiver authorized. Prior to enlistment, an applicant should be counseled that if, or when, the soldier qualifies for retired pay at age 60, he or she will be removed from USAR TPU participation on attaining the maximum years of total military service as shown in table 5–5 per AR 140–10, paragraph 7–2g.

Table 5–4
Automated Program Procurement Numbers (PPN)

Guidance counselors will use the following table to determine PPN entries for item 18K of DD Form 1966/1 and Request reservations.

A. Nonprior Service

Training Program	Code	Enlistment Option	Code
Standard Training	1	8×0	8
Alternate Training	2	6×2	6
ACASP	5	4×4	4
ROTC/SMP Potential Participant	7	3×5	3

Example:

For individual who enlists for standard training with an enlistment option 6×2, entry in block 18K of DD Form 1966/1 would be PPN 16.

B: Prior Service

Use table 5–3 for prior service except interchange A7 to 93 and A8 to 94.

Table 5–5
Maximum years of total military service

Rank	Disqualified if– total years exceed	Removed from USAR TPU when total years equal
CSM	31	35
SGM	29	31
1SG/MSG	27	29
SFC/PSG	25	27
SSG and below	23	25

h. Administrative criteria.

(1) The soldier's characterization of ARNGUS service is honorable, the ARNGUS discharge is voluntary, and the soldier-

(a) Is not subject to, or being processed for, involuntary separation from the ARNGUS for cause under AR 135–178, or NGR 600–200.

(b) Has not been barred from reenlisting or extending in the ARNGUS per NGR 600–200.

(c) On discharge from the ARNGUS, will not be coded RE–3, RE–4A, or RE–4 by the ARNGUS per NGR 600–200, chapter 8, section VI.

(2) The soldier has successfully completed initial entry training (IET) and has been awarded a military occupational specialty (MOS).

5–29. Enlistment periods

a. USAR enlistment agreements authorized under this section will be for terms of 3, 4, 5, 6, 7, and 8 years. However, applicants with a remaining statutory MSO must enlist for a term of service equal to, or greater than, the remaining statutory MSO, by whole years, but not less than 3 years.

b. Enlistment terms that would exceed the last day of the month in which an applicant reaches age 60 are not authorized.

c. An ARNGUS soldier, entitled to a Selected Reserve Incentive Program (SRIP) bonus, loan repayment, or educational assistance under the Montgomery GI Bill, will retain such entitlement on enlistment in the USAR provided the conditions prescribed by AR 135–7, paragraphs 1–8 and 1–14 are met. The soldier must enlist in the USAR for a period that will satisfy or exceed the incentive or entitlement contractual obligation, or the soldier's entitlements will be terminated.

d. In no case will the terms of an enlistment agreement under this section be for less than 3 years.

5–30. Processing procedures

Processing procedures for a soldier enlisted under this section depends on the availability of the applicant's MPRJ to the recruiting activity and the USAR for accessioning data. Where an ARNGUS soldier applies for membership in a TPU of the USAR, the following procedures will apply.

a. Request for conditional release and MPRJ. Recruiting officials will request a conditional release (DD Form 368) from applicant's ARNG command. The request will specify that the purpose of the request is to accomplish a complete discharge from the ARNGUS (and as a Reserve of the Army) on enlistment in the USAR, and is not a request for a transfer action. Also, the recruiting activity will request access to the applicant's MPRJ and determine, from the ARNG unit, if the MPRJ will be transferred to the USAR when the soldier has been enlisted in the USAR.

b. Processing when MPRJ is available. Where the recruiting activity has access to the soldier's MPRJ, or where the ARNG provides copies of all the documents filed in the soldier's MPRJ, then—

(1) Verification of the basic eligibility criteria outlined in paragraph 5–28 can be accomplished and no MEPS medical or mental processing examination is required unless the soldier's last medical examination is more than 4 years old, or the soldier's retention medical fitness cannot be otherwise verified.

(2) The recruiting activity will complete the USAR enlistment agreement using only 2 forms, the DD Form 4–series and DA Form 3540–series, and distribute them as follows:

(a) The original DD Form 4–series and DA Form 3540–series (and SF 88 and SF 93, if required) will be placed as the top documents of all of the copies of the documents that had been filed in the soldier's MPRJ. This packet will be sent to Commander, ARPERCEN, ATTN: DARP–PRA, 9700 Page Boulevard, St. Louis, MO 63132–5200, and will constitute the soldier's official military personnel file (OMPF).

(b) Copy 2 (yellow) DD Form 4–series and DA Form 3540–series (and copies of SF 88 and SF 93, if required) will be placed as the top documents in the soldier's MPRJ, or as the top documents of all of the copies of the documents that had been filed in the soldier's MPRJ. This packet will be sent to the gaining USAR TPU and will constitute the soldier's MPRJ.

(c) Copy 2 (green) DD Form 4–series and DA Form 3540–series (and copies of SF 88 and SF 93, if required), will be retained at the appropriate USAREC recruiting battalion in accordance with USAREC directives.

(d) Copy 3 (pink) DD Form 4–series and DA Form 3540–series and copies of SF 88 and SF 93, if required), will be provided to the soldier.

c. Processing when MPRJ is not available. Where the recruiting activity cannot gain access to the soldier's MPRJ, or the ARNG cannot provide copies of all of the documents filed in the MPRJ, the applicant must be fully processed through MEPS. In this case the soldier will be processed in accordance with Sections I through VI

of this chapter (to include a completed DD Form 1966–series and DD Form 398–2). Enlistment packets will be assembled and distributed per tables B–1 and B2C.

d. Verification of USAR enlistment. It is mandatory that the losing ARNG command be provided proof of the USAR enlistment as soon as possible to affect timely discharge from the ARNGUS (and Reserve of the Army).

(1) Where an NGB Form 61 has been issued, send the original copy, with a copy of the DD Form 4–series attached, to the appropriate State Adjutant General and send an information copy of the NGB Form 61 to the losing ARNG command indicated in Item 1.

(2) Where an NGB Form 61 has not been issued, send a reproduced copy of the DD Form 4–series to the losing ARNG command.

Section IX
Special Processing for Enlistments in Overseas Commands

5–31. General

This section prescribes policy and procedures for processing and determining enlistment eligibility for applicants who apply in overseas commands. Major overseas commanders exercise supervision and control of processing of applicants within their commands. Mental and medical examinations will be administered at military activities or at MEPS. Send further enlistment inquiries to HQDA (DAPE–MPA), WASH DC 20310–0300. Processing of applicants where USAREC maintains recruiting stations or conducts recruiting activity will be in accordance with this regulation.

5–32. Authority

Overseas commanders are authorized to enlist applicants with or without PS, who are residing in an overseas command, if applicants do not have concurrent status as nationals of the country where enlistment is being made and that country has no law which prohibits such enlistments. Applicants must meet citizenship criteria of this regulation.

5–33. Processing

a. Overseas commanders may assign enlistees to their command who—

(1) Are U.S. citizens.

(2) Do not require BT, AIT, or OSUT.

(3) Are eligible for assignment within the command under AR 614–30.

(4) Can be used in the command in which they are enlisted.

b. Persons ineligible to remain in the command will be processed under AR 614–200.

c. If reassignment of enlistees to CONUS for training is necessary, overseas commanders will ensure that enlistment is completed in time to allow processing, travel, and entry into BT by the required date to fulfill any option for which applicant enlisted. Allow at least 3 days for reception battalion processing after arrival in CONUS.

Section X
Delayed Entry Program

5–34. General

a. The CG, USAREC, is authorized under this section to—

(1) Organize and administer the U.S. Army Reserve Control Group (Delayed Entry) to which enlistees will be assigned. (See AR 140–10, para 2–5)(10 USC 513).

(2) Enlist NPS applicants in the DEP with a maximum delay of 365 days as determined by the CG, USAREC.

b. Enlistment in the DEP is authorized—

(1) For qualified applicants who have agreed to enlist afterwards in the RA for one of the enlistment programs given in chapter 9.

(2) If a vacancy is obtained through REQUEST before DEP enlistment.

(3) For applicants without military status.

c. An applicant with a prior military service obligation may have a REQUEST reservation made and be considered in a delayed status. However, PS applicants will not be enlisted in the DEP. The CG, USAREC, will have a delayed status program to allow advanced REQUEST reservation for these persons. All qualifications for RA enlistment to include all MEPS processing must be completed prior to reservation being made. Applicant must be processed in the same manner as if he or she was entering the DEP; processing via paper (without applicant) is not authorized.

d. Applicants with prior service will have their DD Form 4 completed on RA accession date.

e. Complete DA Form 4187 according to instructions issued by USAREC for prior service applicants.

5–35. Enlistment and separation authority

a. For this program, MEPS commanders are delegated authority under AR 601–270 to—

(1) Effect DEP enlistments.

(2) Issue RA orders.

(3) Separate DEP enlistees to enlist immediately in the RA.

b. The Commander, Recruiting Battalion, is delegated authority to separate DEP enlistees as directed by the CG, USAREC or HQDA. In addition battalion commanders may void enlistments according to AR 635–200 when appropriate.

5–36. Eligibility qualifications

Before enlistment in the DEP, applicants must—

a. Meet basic eligibility requirements in chapter 2.

b. Be processed under requirements of chapters 4 and 5.

c. Meet specific eligibility and processing requirements for enlistment program for which they are applying. (See chap 9 for enlistment programs.)

5–37. Terms of service and authorized pay grades

a. In an initial DEP enlistment, applicant incurs an 8-year MSO.

b. RA enlistment will be for a period authorized by the RA enlistment option as entered on DA Form 3286–59. (Statement for Enlistment-Delayed Entry Program).

c. DEP enlistees who refuse to enlist in the RA under the Enlistment Agreement may be ordered to AD in their Reserve status for a period of 2 years. (The exception is when their period of delay has been extended by the Commander, Recruiting Battalion, or the CG, USAREC.) DEP enlistees ordered to AD will enter in the grade they were enlisted in DEP.

d. NPS enlistment in the DEP will be under chapter 2.

e. PS enlistment grade will be determined by chapter 3 based on the date delayed status reservation is made.

5–38. Processing procedures

a. Process DEP applicants under sections 1 through VI, chapter 5, except as follows:

(1) Use DA Form 3286–59.

(2) The DA Form 3286–series pertaining to options will be initiated at time of enlistment into the DEP and placed in enlistment packet. This does not include applicant and guidance counselor signature or date.

b. Do not enlist applicants requiring waiver of any disqualification for RA enlistment until a waiver is processed and approved, as specified in chapter 4.

c. Initiate an ENTNAC on all NPS applicants and a National Agency Check (NAC) on all PS applicants. (For immigrant aliens, see section XVI, chapter 5.)

d. Delay RA enlistment until waiver processing is completed and a decision is made on the Reservist's eligibility if, while in a delay status, he or she has been-

(1) Charged.

(2) Cited.

(3) Arrested.

(4) Referred to juvenile court.

(5) Convicted.

(6) Adjudicated as youthful offender or juvenile delinquent.

e. If the Reservist is to be extended in the DEP, he or she must consent in writing. (See fig 5–6 for sample format or letter for consent to extension in the DEP. (Figure 5–6 is located at the end of this chap) A new DA Form 3286–59 must be executed to indicate new enlistment date. (If extension is within same RSW, pen change to original DA Form 3286–59 is authorized. Applicant will initial change.) Previous DA Form 3286–59 will be voided, and maintained as well as distributed according to this regulation.

f. The DEP enlistee may appear to be erroneously or fraudulently enlisted by reason of a charge filed and pending or a record requiring waiver under chapter 4 and existing before DEP enlistment. If so, delay RA enlistment, pending a decision under section III, chapter 4, or AR 135–178.

g. As directed by the CG, USAREC, the following will be referred to the guidance counselor:

(1) DEP enlistees who report for AD and decline enlistment.

(2) Enlistment packets of DEP enlistees who fail to report for RA enlistment.

h. DEP enlistees who report for AD and no longer qualify for their enlistment option will be offered another option for which they qualify. Obtain a waiver of the original commitment from the enlistee before he or she is enlisted in the RA for a new option. Attach waiver to each copy of the DD Form 4–series. Separate DEP enlistees who refuse another option.

5–39. Extensions in the DEP

a. The Recruiting Battalion commander may authorize extensions in the DEP, not to exceed a total time of 365 days, for the special situations listed below.

(1) Processing separation actions as authorized by paragraph 5–40.

(2) Disqualifying temporary medical conditions occurring after DEP enlistment.

(3) Awaiting results of civil court action for offenses occurring after DEP enlistment.

(4) Processing waivers of civil court convictions or adverse dispositions occurring after DEP enlistment.

(5) Awaiting results of an action started by an enlistee to obtain release from the DEP. When enlistee starts such action, advise him or her that he or she forfeits rights to the original option. Also, he or she must acknowledge in writing that he or she has been advised of such forfeiture.

(6) For other valid reasons determined by the Recruiting Battalion or USAREC Commander.

b. DEP enlistees who become disqualified for RA enlistment must be processed for waiver before RA enlistment. If waiver was granted for applicant to enlist in the DEP and later convictions or disqualifications occur, waiver must be resubmitted and approved before RA enlistment.

5–40. Special provisions of the DEP

a. The Commander, Recruiting Battalion, or the CG, USAREC, may direct separation of DEP enlistees who meet separation criteria of AR 135–178.

b. DEP enlistees who were high school seniors when they enlisted in the DEP and who receive a college scholarship after DEP enlistment, may apply for separation to accept such scholarship. (Cite AR 135–178, para 4–4 as authority for separation.) (See fig 5–7 for sample format for letter requesting separation from the DEP. Fig 5–7 is located at the end of this chapter.)

c. DEP enlistees who become disqualified may be extended in the DEP and waiver processed if authorized by chapter 2 or 3. Request for waiver will be submitted, and entry on AD will be held pending decision on waiver request. Persons must agree to extension in the DEP for waiver processing.

d. Send enlistment packets of DEP enlistees who, before RA enlistment, are found to have enlisted erroneously or fraudulently to the Commander, Recruiting Battalion, for disposition as established by the CG, USAREC.

e. In any other instance when a separation appears warranted, send enlistment packet to the Commander, Recruiting Battalion, for disposition as established by the CG, USAREC.

f. DEP enlistee who previously requested separation from the DEP may withdraw the request and voluntarily agree to enlist in the RA. (See figure 5–8 for sample format for letter requesting withdrawal of DEP separation request. Figure 5–8 is located at the end of this chapter).

5–41. Promotion opportunity through referrals

a. Each DEP enlistee or RA applicant will be advised that—

(1) He or she has the chance to be promoted to E2 by providing applicant referrals.

(2) He or she may receive credit for the referrals by using the referral sheet (USAREC Form 512 (Regular Army and Reserve Component Referral Sheet)), which should be returned to the recruiter.

(3) He or she will receive credit for the referrals once the applicants referred have enlisted in the DEP, RA, ARNG, or USAR.

b. Recruiters will forward referral sheets to the Army guidance counselor together with the referred applicants' enlistment packets.

c. The Army guidance counselor, after confirming the referrals, will—

(1) If qualified for promotion, indicate Para 2–20*i*, AR 601–210 in DD Form 1966–series remarks section.

(2) Place referral sheets in enlistment packet being forwarded to the reception battalion. (See app B.)

Section XI
The DEP Mobilization Asset Transfer Program

5–42. Policy

a. No applicant with prior military service may be enlisted into the DEP.

b. If a soldier in the DEP is ordered under mobilization to report for Active Duty or if circumstances require the transfer to another control group within the reserves, the CG, USAREC will comply with instructions issued by HQDA.

5–43. Procedures

When a soldier of the DEP is to be reassigned to another control group instead of separated, the CG, USAREC, will issue reassignment orders. (See AR 310–10, format 450). The soldier will be provided copies of the order. USAREC will send to Commander, ARPERCEN, ATTN: DARP–PRA–B, 9700 Page Boulevard, St. Louis, MO 63132–5200.

a. Reassignment order.

b. Original DEP enlistment packet.

c. Member's MPRJ, is available.

Section XII
Courtesy Enlistment

5–44. General

a. Courtesy enlistments for RA or USAR within CONUS may be authorized only in exceptional cases. Recruiting Battalion commanders may authorize such enlistments when either of the following applies:

(1) It is in the best interest of the U.S. Army.

(2) It will prevent severe personal hardship to applicant or applicant's family.

b. Overseas courtesy enlistments are authorized only in extreme cases. Approval from the Commander, of the recruiting battalion responsible for the country is required before applicant's departure.

5–45. Procedures

a. Prior coordination between Recruiting Battalion is mandatory. Attach a letter (fig 5–9) to the front of the enlistment packet; forward the packet to the gaining Recruiting Battalion at least 15 days before applicant's scheduled AD date. (Figure 5–9) is located after at the end of this chapter).

b. Guidance counselors and other recruiting personnel must ensure that applicants accepting assignment reservations or entering the DEP understand that they must return to the same MEPS for AD processing unless a courtesy enlistment is authorized.

Section XIII
Special Processing for Partially Disabled, Combat-Wounded Veterans

5–46. General

Waiver requests will be approved or disapproved by the CG, PERSCOM, for RA and Commander, ARPERCEN, for USAR for combat-wounded veterans, partially disabled as a result of wounds received in action while members of the Army.

a. Requests will be submitted only for veterans who—

(1) Meet all other enlistment requirements.

(2) Are physically qualified for general military service except for their specific combat-incurred disability.

b. Applicants must be capable of caring unaided for their own needs. They must be physically capable of performing useful service and not expect to require hospitalization or lose time from duty.

c. Persons permanently medically retired will not be processed for enlistment. Applicants who were separated from AD (not medically retired) without compensation and were granted veterans disability compensation may apply for a waiver.

5–47. Requests for waivers

Submit waiver requests on a memorandum prepared IAW instructions in chapter 4, to the approving authority shown. Such requests will be accompanied by—

a. SF 88 and SF 93.

b. Report of any subsequent and present treatment.

c. Reports of X-ray, orthopedic, surgical, medical, or other consultations.

d. Statement of opinion by a medical officer of the degree of the disability's incapacitation. The statement will include whether or not a prosthesis being used is satisfactory.

5–48. Processing

On receipt of the decision on the waiver request and instructions from the approving authority, notify applicant to report to the proper MEPS for further processing.

a. For RA, send applicant from the MEPS to the training activity at Government expense: applicant will be classified at the training activity in an MOS in which he or she can reasonably be expected to perform satisfactory service with full consideration of his or her physical handicap. For the USAR, send applicant to the unit of assignment if no further school training is required.

b. To give the medical officer enough data to make a judgement, classification officer will analyze each primary or potential MOS proper for the applicant. Classification officer will then send his or her recommendation and applicant to the medical officer. Medical officer will make the final decision. He or she then will select an MOS which he or she considers applicant can capably perform. Special consultation reports directed by the CG, PERSCOM or Commander, ARPERCEN, will be made at this time.

c. Applicants physically and otherwise qualified for enlistment will be enlisted at the training activity. Applicants found ineligible to perform in an MOS will be rejected and returned at Government expense to the applicant's home.

d. At time of enlistment, persons who have applied for or are receiving a disability pension or compensation from either the VA or DA will be required to waive such application, pension, or compensation for the period of their military service. For the USAR, this period of military service is IDT, ADT, or AD.

(1) After obtaining disability waiver form the approving authority, the person will sign a waiver of compensation as shown in figure 5–10. (This figure is located at the end of this chapter). The waiver will be endorsed by the enlisting activity and sent to the commander of the VA regional office or the Director, Retired Pay, Operation, U.S. Army Finance and Accounting Center, Indianapolis, IN 46249. Applicants receiving compensation from DA will modify the letter in figure 5–12 as necessary.

(2) A notation will be made in DD Form 1966–series Remarks, that such a letter has been sent to the VA or Retired Pay Operation, U.S. Army Finance and Accounting Center.

(3) The enlistee will be told that, on separation from military service, he or she may submit a claim for such compensation.

5–49. Training and assignments

Persons enlisting as partially disabled veterans will be trained in the MOS for which enlisted. If already trained, veterans will be assigned to duty in that MOS.

5–50. Record entries

a. DA Form 2–1. Proper assignment limitations will be recorded on DA Form 2–1 (Personnel Qualification Record—Part II), as prescribed in AR 600–8–104.

b. DD Form 1966–series. DD Form 1966–series Remarks will reflect assignment limitations.

Section XIV
Special Processing for Persons Receiving Disability Pensions or Compensation from the VA

5–51. General

Persons receiving disability pensions or compensation from the VA for any reason will be required to waive the pension or compensation for any period of military service. VA compensation will be waived on date of enlistment into, RA, or USAR. For the USAR, this period of military service is IDT, AD, or ADT.

5–52. Request for waiver

See figure 5–2.

5–53. Letter of waiver of compensation

(USAR) The person will execute a waiver of compensation in letter format (substantially as shown in fig 5–2). (Fig 5–2 is located after the last chapter in this regulation.) This waiver will be endorsed by a commissioned officer to the VA regional office having jurisdiction over the person's claim. A note will be made in DD Form 1966/3, Section VI remarks, that such letter has been forwarded to the VA.

Section XV
Special Processing for Members Removed from the TDRL

5–54. General

As the result of a periodic physical examination, a former Army enlisted member may be determined physically fit for return to duty. If so, the member may be enlisted in the RA or USAR when his or her name has been properly removed from the TDRL and if requirements of this section are made.

5–55. Enlistment within 90 days of removal from TDRL

Such enlistments will be made without regard to basic enlistment qualifications for PS persons given in chapter 3 or disqualifications given in chapter 4, except as provided below:

a. Applicants must not be subject to nonwaivable disqualification in chapter 4. Civil offense criteria does not apply if all convictions—

(1) Occurred before applicant's placement on the TDRL.

(2) Previously were disclosed.

b. Waiver is required if applicant is subject to any of the waivable disqualifications in chapter 4. Not applicable if—

(1) All convictions or adjudications occurred, or pleas were entered, before applicant's placement on the TDRL.

(2) All convictions or adjudications previously were disclosed.

c. Such persons will be enlisted in the permanent pay grade held on the day before the date their names were placed on the TDRL.

d. Enlistment of such persons will be made without medical examination if—

(1) No intervening illness or injury since the examination resulted in removal from the TDRL.

(2) The person signs a statement to that effect on DA Form 3283–R (Statements of Member Removed from the Temporary Disability Retired List), (DA Form 3283–R may be reproduced locally on 8 1/2 by 11-inch paper; a copy of this form is located at the back of this regulation.)

e. Persons who have incurred an illness or injury since the examination resulting in their removal from the TDRL must undergo a complete medical examination. They must qualify for enlistment under medical standards given in chapter 3. (A person does not have to meet medical standards for the specific disability that caused his or her name to be placed on the TDRL.)

f. Persons will be enlisted for a period of 3 years on the RA. Enlistment must be in the same component from which the soldier was placed on TDRL. MEPS will complete DD Form 4–series (Enlistment/Reenlistment Document—Armed Forces of the United States) and publish enlistment orders. Assignment for MOS-qualified applicants, regardless of rank, will be obtained from USTAPC (PERSCOM) Retention Management Branch. Enlistment will be accomplished in the same manner as all other PS enlistment. DD Form 1966 series is required and a REQUEST reservation will be made. For those applicants not MOS qualified or who require BCT or AIT (if placed on TDRL before completion), BCT and AIT may be obtained via normal REQUEST reservation. For USAR, assignment to a TPU is required. Persons enlisting in the USAR may enlist for a period of 1, or up to 6 years.

5–56. Enlistment beyond 90 days after removal from TDRL

Former enlisted members who do not reenlist in their respective component within 90 days of removal date from the TDRL must meet all PS standards and qualifications at time of enlistment.

5–57. Waivers to permit enlistment beyond 90 days after removal of name from TDRL

a. Medical waivers for RA and USAR enlistment may be considered for former enlisted member if—

(1) Their physical condition has improved so that they meet retention criteria for AD in AR 635–40.

(2) Their names consequently have been removed from the TDRL.

b. Requests for medical waivers will be sent to the approving authority (para 5–46) when the MEPS doctor recommends that a waiver is warranted. Include with waiver requests—

(1) SF 88 and SF 93.

(2) Copy of the Physical Evaluation Board proceedings and exhibits that caused the member's removal from the TDRL.

(3) Reports of subsequent and current treatment.

(4) Reports of X-ray, orthopedic, surgical, medical, or other consultations.

(5) Statement by a medical officer on—

(a) Degree that the disability is incapacitating.

(b) Person's ability to care for his or her own needs.

(c) Person's ability to perform useful service without undue hospitalization.

(d) Any prosthesis being used.

5–58. Information to applicants

a. Applicants will be told that enlistment under this section is not an exemption from retention standards in effect at the time the person applies for reenlistment. Enlistment may be either through entitlement (para 5–55) or medical waiver (para 5–57).

b. Applicant records will be screened carefully so that—

(1) Applicants will be aware of conditions under which their enlistments are made.

(2) No undue hardship will be imposed at a later date as a result of their decision to enlist.

c. Applicants who do not meet retention standards will be so advised. These persons will be required to sign the statement on DA Form 3283–R. When signed, it will be attached to the original and duplicate of the DD Form–4 series.

d. Applicant will be advised that he or she may request consideration to next higher grade if they were so entitled or eligible while on TDRL.

5–59. Requirement to waive present entitlement to disability retirement or severance pay

Persons enlisted under this section will be required, before enlistment, to waive present entitlement to disability retirement or severance pay. These persons will not be denied severance or disability retirement compensation when ultimately separated or retired from service. At that time the disqualifying defect will be reevaluated under physical standards in effect when the defect was first determined and standards in effect at the time of final evaluation. The service member will be separated or retired under the standards most advantageous to him or her.

Section XVI
Special Processing for Enlistment of Immigrant Aliens

5–60. General

Immigrant aliens (aliens lawfully admitted into the United States for permanent residence) are eligible to enlist in the RA or USAR if they meet criteria in chapter 2 or 3, but may not enlist for any MOS, Assignment or Option that requires a security Clearance.

5–61. Processing

Procedures to process immigrant aliens for enlistment are the same as for U.S. citizens. Process aliens enlisting for an MOS as follows:

a. For aliens enlisting for an MOS not requiring a security clearance, initiate a request for ENTNAC, DD Form 398–2 (National Agency Questionnaire) and DD Form 2280 (Armed Forces Fingerprint Card) at time of DEP or USAR enlistment. Forward request to the Commander, Personnel Investigations Center, Defense Investigative Service, PO Box 1083, Baltimore, MD 21203.

b. Immigrant aliens will not be enlisted in the RA or USAR for MOS training or assignment requiring a security clearance (confidential or higher).

c. Automated ENTNAC not authorized.

Section XVII
Applicants Injured or Ill During Processing

5–62. General

a. An applicant may suffer illness or injury at an Army or USAR facility or MEPS while enlistment processing. If so, applicant may be given emergency medical care as authorized by AR 40–3.

b. An applicant may suffer illness, injury, or death while at any Army or USAR facility or MEPS for enlistment processing. If so, he or she or his or her survivors may be entitled to—

(1) Government benefits, such as death gratuity (sec 1475 (a) (5), title 10, United States code), and burial expenses (sect 1481 and 1482, title 10, United States Code), that are administered by the Army.

(2) Servicemen's Group Life Insurance (sec 106(b), title 38, United States Code and chapter 19), that is administered by the VA.

5–63. Determination of entitlements

The Government agency designated by law or regulation determines entitlements to benefits. A decision is made based on review of all available information on applicant's location and status at time of injury, illness, or death. No assurance can be given to applicants or their survivors that they are entitled to benefits. They should be advised to contact the agencies listed below to ascertain entitlement benefits.

a. Entitlement to death gratuity is determined by the Commander, U.S. Army Finance and Accounting Center, ATTN: FINCY-AB, Indianapolis, IN 46249.

b. Entitlement to payment of funeral and burial expenses is determined by the Commanding General. Submit requests to Commander, U.S. Army TAPA, Casualty and Memorial Affairs Directorate, ATTN: TAPC–PEC, Alexandria, VA 22331–0400.

c. Application for decision on entitlement to veterans' benefits may be made to any VA assistance or regional office.

d. AR 40–3, provides that applicants for enlistment who suffer acute illness and injuries while awaiting or undergoing enlistment processing at MEPS or while at Army or USAR facilities, may be furnished emergency medical care, at Government expense. Emergency hospitalization is included. Commanders of medical facilities will process bills for civilian medical care provided by civilian medical facilities.

e. Application for determination of benefits available to survivors of deceased applicants from the Social Security Administration should be made to the nearest Social Security Administration office.

5–64. Casualty reports

The Army Casualty System in AR 600–8–1, applies to applicants who die while enroute to, or from, or at a place for final acceptance or entry on AD or ADT with the USAR.

5–65. Instructions to Recruiting Battalion commanders

The CG, USAREC, issues instructions to Recruiting Battalion commanders on their responsibilities concerning injured, ill, or deceased applicants.

Section XVIII
USAR Initial Training Requirements and Terms of Service Options

5–66. Training pay categories

a. General. A complete listing and description of training pay categories (TPCs) can be found in AR 140–1. This paragraph relates only to TPCs of applicants initially enlisting in the USAR. It should assist recruiting activities by clarifying policies outlined in these references. The prime use of TPCs by recruiting activities, is to establish applicant's eligibility to attend paid training assemblies while awaiting entry on IADT. Subparagraphs below that reflect current policy define eligibility criteria for either pay or nonpay status while awaiting entry on IADT.

b. TPC P (with pay). Members enlisted or transferred into TPC P are authorized pay and required to attend regularly scheduled IDT periods while awaiting entry on IADT. On enlistment, the persons below will be placed in pay category P:

(1) Except for ROTC or SMP potential participants, bonafide high school seniors and HSDGs, 17 through 25 years of age, enlisted within 270 days of entry on IADT, are authorized up to 36 paid IDT periods.

(2) Bonafide high school seniors and HSDGs, 26 through 34 years of age, and ROTC or SMP potential participants, enlisted within 180 days of entry on IADT, are authorized up to 24 paid IDT periods.

(3) Except for bonafide high school seniors, NHSG, including those with GED and high school students, enlisted within 90 days of entry on IADT, are authorized up to 12 paid IDT periods.

c. TPC P (without pay). Members who are enlisted in TPC P (without pay) are not initially authorized to receive pay for attendance at IDT periods. However they may voluntarily transfer into TPC P (with pay) when they are within a specified period of entry on IADT and on approval of the unit commander.

(1) Except for ROTC or SMP potential participants, with approval of the unit commander, a bonafide high school senior or HSDG, 17 through 25 years of age, enlisted within 270 days of entry on IADT, may be placed in TPC P (without pay). This option may be used when the member will be unable to attend scheduled IDT periods before entry on IADT. The member may voluntarily transfer into TPC P (with pay) on approval of the unit commander. If transferred to TPC P (with pay), up to 36 paid IDT periods are authorized.

(2) With approval of the unit commander, a ROTC or SMP potential participant, through 25 years of age, enlisted within 180 days of entry on IADT, may be placed in TPC P (without pay). This option may be used when the member will be unable to attend scheduled IDT periods before entry on IADT. The member may voluntarily transfer into TPC P (with pay) on approval of the unit commander. If transferred into TPC P (with pay), up to 24 paid IDT periods are authorized.

(3) Except for ROTC or SMP potential participants, bonafide high school seniors and HSDGs, 17 through 25 years of age, enlisted more than 270 days before entry on IADT, will be placed in TPC P (without pay). When within 270 days of entry on IADT, the member may voluntarily transfer into TPC P (with pay). When within 270 days of entry on IADT, the member may voluntarily transfer into TPC P (with pay) on approval of the unit commander. If transferred into TPC P (with pay), up to 36 paid IDT periods are authorized.

(4) Except for ROTC or SMP potential participants, bonafide high school seniors and HSDGs, 26 through 34 years of age, enlisted more than 180 days before entry on IADT, will be placed in TPC P (without pay). When within 180 days of entry on IADT, the member may voluntarily transfer to TPC P (with pay) on approval of the unit commander. If transferred to TPC P (with pay), up to 24 paid IDT periods are authorized.

(5) NHSGs, including those with GED and (CIHS) currently in high school may be enlisted up to 180 days before entry on IADT. Those enlisting more than 90 days before entry on IADT, will be placed in TPC P (without pay). When within 90 days of entry on IADT, the member may voluntarily transfer into TPC P (with pay) on approval of the unit commander. If transferred into TPC P (with pay), up to 12 paid IDT periods are authorized.

(6) All NPS applicants enlisting in the USAR with concurrent assignments to Control Group (Annual Training) of the IRR, will be place in TPC P (without pay). They will remain in TPC P (without pay) until entry on IADT when they will be transferred to TPC F.

d. Training pay determination. The TPC of a person on initial enlistment in the USAR can be determined by tracing decision factors in tables 5–2 and 5–3. (These tables are located at the end of this chapter.) Pay category P (without pay) option when IADT is not within 270 days will not be used without prior approval from DAPE–MPA.

5–67. Training requirements ((IADT)

a. The Standard Training Program.

(1) To enlist initially in the USAR under the Standard Training Program an NPS applicant must—

(a) Enter on IADT.

(b) Successfully complete a BT and AIT program.

(c) Qualify in an MOS.

(2) Length of time that the person is required to remain on ADT depends on the MOS in which he or she is to be trained. However, minimum period of time required on IADT is 12 weeks (10 USC 67, 10 USC 511*d*).

b. Alternate Training Program.

(1) To enlist under the Alternate Training Program, applicant must enter on IADT to undergo the common BT program. On successful completion of BT, the member will be released from IADT. He or she will return home and commence training with the unit of assignment in a paid drill status. Within 1 year of the last day of separation from IADT (BT), the member again will enter on IADT to complete AIT for MOS qualification.

(2) The length of time the person must spend on IADT while undergoing AIT depends on the MOS in which he or she is to be trained. The minimum period of time on IADT (BT and AIT) must total at least 12 weeks for the person to be considered deployable.

(3) Unit status reports will reflect exact deployability status.

(4) The program is limited to applicants who—

(a) Cannot complete BT and AIT during one continuous IADT period because of school or seasonal employment.

(b) Enlist for 6 or 8 years in a TPU (8 x 0 or 6 x 2 option). The 4 x 4 and 3 x 5 options are not authorized with the Alternate Training Program.

(c) Meet basic eligibility requirements for enlistment under chapter 2.

(5) Applicants will be enlisted in either TPC (with or without pay) under paragraph 5–66. On return from first IADT (BT), the member will be placed in TPC Q. The TPC for the second IADT period (AIT) is U. On completion of the second IADT period (AIT), the member will be placed in TPC A.

(6) BT reservations will be made through REQUEST at the time of enlistment. REQUEST will identify MOSs available for this program.

(7) Both periods, basic training (BT) and Advanced Individual Training (AIT) are considered IADT. Time in grade for promotion to E2 begins on entry on to first ADT period (BT). Enlistees may not be promoted to pay grade E2 until 180 days after entry into BT. Pay grade on initial enlistment will be prescribed in chapter 2.

(8) Between the two periods of ADT, the person will receive training in the intended MOS through supervised OJT, exportable training packets, or USAR schools. This training will not qualify the person for the MOS, but is intended to reduce AIT attrition on his or her return to the AD training base.

(9) AIT reservations for enlistees under this program will be requested from the guidance counselor by the unit commander as soon as possible but not later then 6 months after persons complete BT.

(10) Each applicant for enlistment under this program will execute an Addendum DA Form 4826–R (Addendum to Certificate and Acknowledgement of Service Requirements (DA Form 3540) for Enlistment under the Alternate Training Program). (fig 5–7). (DA Form 4826–R may be reproduced locally on 8 1/2-by 11-inch paper. A copy of this form for local reproduction is located at the back of this regulation.)

(11) Enlistees for this program may not take part in AT before completing BT. At the discretion of the unit commander enlistee may attend AT between the period of BT and AIT, provided it does not conflict with high school class attendance.

c. The ACASP. See chapter 7. The length of time to be spent on IADT for applicants enlisting for the ACASP will be as follows:

(1) NPS male applicants under 26 years of age must remain in IADT for at least 12 weeks. Training will consist of an 8-week BT program and 4 weeks OJT in the ACASP MOS. The IADT period could exceed 12 weeks if more MOS training is required as a prerequisite for the award of the ACASP MOS.

(2) NPS male applicants 26 years of age and older, and NPS female applicants, must enter on IADT for 8 weeks and successfully complete BT. This IADT period will be extended if any required prerequisite training is scheduled to be completed while the member is on IADT. Prerequisite training when required, should be scheduled for completion while the member is on IADT; however,it is not mandatory and may be completed on ADT at a later date, provided the member is advised that accelerated advancement in pay grade may not be considered until after all required training has been successfully completed. (See minimum promotion eligibility period, table 7–3.)

(3) PS applicants for the ACASP have no ADT requirements unless one of the following applies:

(a) They have not previously successfully completed a BT course conducted by a U.S. Armed Force. They would then have to enter on IADT to complete this requirement.

(b) The ACASP MOS requires additional MOS training on ADT as a prerequisite to award of the MOS. The length of such training would depend on the MOS training requirement.

d. The ROTC or SMP. IADT requirements, if applicable, for persons selecting enlistment for the ROTC or SMP, are governed by chapter 10.

5–68. Terms of service options

a. NPS applicants incur an 8 year statutory military service obligation or 8 year contractual obligation on initial enlistment. Applicants may choose one the following options in fulfilling the 8-year service obligation.

(1) *8 x 0 option.* This option provides that the applicant will remain assigned to a TPU of the Selected Reserve for the entire period of the enlistment agreement (except as otherwise authorized by AR 140–10).

(2) *6 x 2 option.* This option provides that the applicant will remain assigned to a TPU of the Selected Reserve for a period of 6 years. He or she then will be transferred to the USAR Control Group (AT) for the remaining 2 years. At the end of the period of service in a TPU, a member may elect to remain assigned to the unit and not be transferred to the Control Group.

(3) *4 x 4 option.* This option provides that the applicant will remain assigned to a TPU of the Selected Reserve for a period of 4 years. He or she then will be transferred to the USAR Control Group (AT) for the remaining 4 years. At the end of the period of service in a TPU, a member may elect to remain assigned to the unit and not be transferred to the Control Group.

(4) *3 x 5 option.* This option provides that the applicant will remain assigned to a TPU of the Selected Reserve for a period of 3 years. He or she then will be transferred to the USAR Control Group (AT) for the remaining 5 years. At the end of the period of service in a TPU, a member may elect to remain assigned to the unit and not be transferred to the Control Group.

(5) *IRR 0 x 8 option.* This option provides that a NPS applicant may enlist for 8 years with a direct assignment to the USAR Control Group (AT). (See sec XIX.)

b. PS applicants having no remaining MSO may select their term of service under the following:

(1) Enlistment for assignment to a TPU of the Selected Reserve may be for 1,2, 3, 4, 5, 6, 7, or 8 years. The entire period of the enlistment will be with the TPU (except as otherwise authorized by AR 140–10).

(2) Enlistment in the IRR for assignment to the USAR Control Group (Reinforcement) is authorized for persons with no remaining statutory obligation. Enlistment may be for 3, 4, 5, 6, 7, or 8 years. The enlistment will be served in the IRR unless the member is voluntarily transferred to a TPU of the Selected Reserve during the time of enlistment.

c. PS applicants having a remaining unfulfilled part of a previously incurred MSO may select their term of service under the following:

(1) Enlistment for assignment to a TPU of the Selected Reserve may be for 1, 2, 3, 4, 5, 6, 7, or 8 years if the term of service is equal to, or greater than, the remaining unfulfilled portion of a previously incurred MSO. Enlistment must be in whole years. The person will remain a member of the TPU for the entire period of the enlistment (except as otherwise authorized by AR 140–10).

(2) Enlistment in the IRR for assignment to the USAR Control Group (Reinforcement) may be for 3, 4, 5, 6, 7, or 8 years if the term of service is equal to, or greater than, the remaining unfulfilled portion of a previously incurred MSO. Applicant also must have previously completed BT and been awarded an MOS. Period of enlistment will be served in the IRR unless the member is voluntarily transferred to a TPU of the Selected Reserve.

Section XIX
Enlistment and Reenlistment in the IRR

5–69. General

This section prescribes policy and procedures for enlisting or reenlisting persons in the USAR with immediate assignment to the IRR. Immediate reenlistment by members of the USAR Control Group (Reinforcement) or USAR Control Group (Standby) will be under policy outlined in AR 140–111, chapter 3.

5–70. Eligibility

Applicants for enlistment or reenlistment in the IRR must meet basic eligibility requirements under chapter 3 or 4, as appropriate.

5–71. Waiver approval authorities

Approval authorities for waivable moral and administrative disqualifications for applicants for enlistment or reenlistment in the IRR will be prescribed in chapter 4.

5–72. Enlistment and reenlistment processing of PS applicants

Enlistment and reenlistment processing procedures for PS applicants will be as follows:

a. When applicant is processed on an active military installation for enlistment in the IRR, immediately following discharge from the Active Army, prepare and assemble the documents listed below.

(1) The DD Form 4–series. (See app B.)

(2) The DA Form 4688–series (Certificate and Acknowledgement of Service Requirements for Individuals Enlisting or Reenlisting in the Individual Ready Reserve). (See app B.)

(3) DA Form 1811 or copies of SF 88 and SF 93.

(4) Copies of DD Form 214.

(5) Copies of discharge order.

(6) If a waiver request is required, then the forms required by chapter 4 will be processed in addition to those outlined above. Enlistment or reenlistment will not be accomplished unless waiver request has been approved.

b. Enlistment packets will be prepared and distributed under table B–2. Ensure that the DD Form 4–series, item 10b, contains the statement "IRR Prior Svc Enl Option (AR 601–210, chap 5)" and that "PPN 95" is entered in the upper right-hand corner margin.

c. All other PS applicants for enlistment in the IRR will be processed under tables 5–1 through 5–4 and chapter 6. Forms and documents will be assembled under appendix B.

Section XX
Automated Entrance National Agency Checks (ENTNAC)

5–73. General

a. The CG, USAREC, is authorized under this section to—

(1) Organize and administer the automated ENTNAC program.

(2) Ensure that an automated ENTNAC is processed on all first term enlistees (USAR Control Group (Delayed Entry), RA or USAR) who meet established criteria.

b. Manual ENTNAC's are required for enlistees not meeting the automated ENTNAC criteria and those whose place of birth is Guam, Virgin Islands, Puerto Rico, Federated States of Micronesia, or the Republic of the Marshall Islands.

c. All enlistees or soldiers scheduled to depart for basic training or advance individual training (initial entry training) will not be authorized to depart unless the final results of their Entrance National Agency Check (ENTNAC) have been received. USAREC counselor must have final results in the record of the soldier to be enlisted in the Regular Army or shipped to IET.

d. Exception to the above procedures are authorized for enlistees who have had initial submission of the ENTNAC and 30 days have elapsed since submission and who meet the following criteria:

(1) have not had (or no reason exist to suspect) new civil offenses (other than minor traffic) occurring since enlistment in the DEP, NG, or USAR.

(2) No discrepancies exist in the original application for enlistment (such as erroneous entries, questionable or false information having been previously provided).

(3) No felony offense (regardless of disposition) has been listed or waived. (Except as authorized by HQ, USAREC.)

(4) No possible match has been received.

e. The approval authority to ship enlistees under the provisions listed in paragraph 3 above will be the USAREC Operations Officer for all Regular Army and USAR enlistees or shippers to IET. The authority to ship any applicant who meets the criteria above will not be delegated. In the absence of the operations officer, an Operations NCO in the grade of MSG, may approve movement of those enlistees to IET. (Recruiting Bn Commander and Executive Officer may also act in the absence of the Operations Officer). Approval to ship will be recorded in the remarks section of the DD Form 1966 series. The date, name, and grade of the approval authority will be listed.

f. A manual ENTNAC must be submitted for those enlistees receiving a "possible match" from an automated ENTNAC. These enlistees/soldiers will not be authorized to depart until 60 days after the manual ENTNAC has been submitted and the conditions to ship the soldier under paragraph *d* above have been met.

5–74. Eligibility Criteria

a. An automated ENTNAC will only be processed on first-term, NPS enlistees [USAR Control Group (Delayed Entry), RA or USAR] who meet the following criteria:

(1) Born on or after 1 January 1929.

(2) U.S. citizen at birth.

(3) No foreign residence or travel exceeding one year after 18th birthday.

(4) No prior federal employment (for example, civil service; prior military service, and so forth).

(5) Never a member of USAR Control Group (Delayed Entry Program)

(6) Law violations other than minor traffic, minor non-traffic, and no moral waiver.

(7) No medical waiver for mental-emotional illness or disorder.

(8) No evidence that marijuana use is symptomatic as evidenced by a designation of "2" in the "S-Psychiatric" factor of the physical profile (See Standard Form 88 and Standard Form 93).

(9) No information indicating use of narcotics or dangerous drugs since age 16.

(10) No indication of sexually deviant behavior within last fifteen (15) years, for example, homosexuality, exhibitionism, voyeurism, bestiality, and so forth.

(11) No immediate family members (parents, spouse, brothers, sisters, and children) or close friends residing in any one of the following "designated" countries:

(a) Afghanistan.
(b) Albania.
(c) Angola.
(d) Bulgaria.
(e) Cambodia (Kampuchea).
(f) People's Republic of China (including Tibet).
(g) Cuba.
(h) Czechoslovakia.
(i) Ethiopia.
(j) Former Soviet Socialist Republics (including Estonia, Latvia, Lithuania, and all other constituent republics, Kurile Islands, and Southern Sakhalin (Karaguto)).
(k) Hungary.
(l) Iran.
(m) Iraq.
(n) Laos.
(o) Libyan Arab Republic.
(p) Mongolian People's Republic (Outer Mongolia).
(q) Nicaragua.
(r) North Korea.
(s) Outer Mongolia.
(t) Poland.
(u) Rumania.
(v) Southern Yemen.
(w) Syria.
(x) Vietnam.
(y) Yugoslavia (or new Republic).

Note. This list is subject to change due to global events which have redesignated names of countries.

(12) No evidence of financial irresponsibility, for example, application for bankruptcy or arrest for passing bad checks within past 5 years, even if charges were dismissed.

b. All first-term NPS enlistees not meeting the above criteria will be processed for a standard ENTNAC in accordance with AR 601–210 and USAREC Regulation 601–96.

Note. If an enlistee discloses additional derogatory information during the MEPS preenlistment interview of MEPS processing which disqualifies him or her under the above eligibility criteria, an automated submission will change to a manual ENTNAC.

5–75. Required data elements

The following are the minimum data elements required to process an automated ENTNAC.

a. Name.
b. Social security number.
c. Date of birth.
d. Place of birth (City/State) or country, if other than U.S.
e. Sex.
f. Race.
g. Aliases/Nickname(s).
h. MEPS ID.
i. Service Processed for (SPF).

5–76. Source documents

The above data will be compiled by the MEPS from information contained on the following forms:

a. DD Form 398–2 (DOD National Agency Questionnaire (NAQ)).

b. DD Form 2280 (Armed Forces Fingerprint Card).

c. DD Form 1966/1 (Record of Military Processing-Armed Forces of the United States), or other appropriate documents.

5–77. Processing

a. All information contained in paragraph 5–75, above, will be transmitted each day to HQ, USMEPCOM, by the MEPS for each first-term NPS (DEP, RA, or USAR) enlistee on whom an automated ENTNAC is requested.

b. HQ, USMEPCOM, will, in turn, transmit the data to DIS on each eligible enlistee processed that day.

c. DIS will check each name against the Defense Central Index of Investigations (DCII) and forward a single tape to the FBI for an automated check of the Headquarters (Central) and Identification Division files.

d. Completed DD Form 398–2 and USMEPCOM PCNs 714ADP and ZHM 003 on each Enlistee will be retained by the Senior Guidance Counselor until a feedback report (PCN ZHM 001) from USMEPCOM indicating the results of the automated ENTNAC is received.

e. The USMEPCOM PCN ZHM 001 will give the ENTNAC path, date sent, results, and date results were received. The results are favorable, possible match, match, confirmation, and cancellation.

5–78. Duties associated with the ENTNAC program

Personnel at all levels of USAREC who process applicants for enlistments prepare required forms, and process and reconcile the automated ENTNAC data.

a. Commander, recruiting battalions, establishes procedures to—

(1) Ensure all first-term, NPS applicants forwarded to MEPS for enlistment into the DEP, RA, or USAR are processed for automated ENTNAC when qualified, a manual ENTNAC when not.

(2) Ensure that the applicable DD Form 398–2 and DD Form 2280 on each first-term, NPS applicant are complete and accurate based on the DD Form 1966–series, and personal interview of the applicant.

b. Guidance Counselor (GC) will take the following actions regarding the automated ENTNAC path:

(1) Identify enlistees for Automated ENTNAC.

(a) Review the DD Form 398–2 of all enlistees, at the time of initial DEP-in, RA or USAR enlistment, in order to ascertain if they meet eligibility criteria, outlined in paragraph 5–74, this publication, for an automated ENTNAC.

(b) Record on the DD Form 398–2, upper left-hand corner, their initials, the current date, and in red ink write an "A" for those enlistees who are recommended to be processed through the automated path. The MEPS will make the final ENTNAC path determination.

Note. If manual ENTNAC submission is required, use the letter "M" in black ink.

(c) Those enlistees who do not meet the automated ENTNAC eligibility criteria will be processed for a manual ENTNAC.

(d) Ensure that the administrative blocks on the DD Form 2280 are complete, correct, and in-turn is forwarded to the MEPS fingerprinter.

(e) The ENTNAC paperwork (DD Form 398–2) plus copies of the USMEPCOM PCNs 714ADP and ZHM 003 will be filed by the guidance counselor, in the enlisted packet pending DIS response.

(f) PCN ZMH 003 will be used as a control document in order to ensure that an automated ENTNAC request has been input. Also, used to check automated ENTNAC data input by the MEPS. This PCN will be retained for 3-year and filed by date of action.

(2) Automate ENTNAC Path Yielding Favorable Results—(PCN's ZHM 001). The MEPS will distribute ZHM 001 to the SGC.

(a) Annotate DD Form 1966 series (REMARKS) to reflect a favorable completed ENTNAC and date. (For RA, complete items 19–7 through 19–9.) (See table 5–1.)

(b) Attach a copy of the PCN ZHM 001 to the USARECBN copy of the DD Form 1966-series and file a copy within the Recruiting Battalion residual enlistment files, along with the DD Form 398–2.

(3) Automate ENTNAC Path Yielding a Possible Match—(PCN ZHM 001). Initial notice of a possible match will be received at originating MEPS from HQ USMEPCOM, via automated channels. FBI generated "rap sheets" (DIS Form 1) and "Presearch Slips" or other adverse data will be forwarded separately to the Senior Army Counselor. The following action will be followed upon receipt of a PCN ZHM 001:

(a) If enlistment processing is to be continued, now or in the future, a Possible Match ENTNAC must be re-submitted. If the possible match is confirmed, and no further processing is desired, all forms and other documents resulting from the ENTNAC will be forwarded to the Recruiting Battalion for appropriate action (for example, DEP separation or notification to the USAR CDR), under the provisions of applicable regulations.

(b) If the enlistment processing is to be continued despite the possible match of automated ENTNAC information, a standard MANUAL ENTNAC request must be submitted, by the guidance counselor, thru MEPS to DIS. The original DD Form 398–2 will be accompanied by the law violation(s) information report(s) furnished by DIS (DIS Form 1, FBI rap sheet(s) and presearch slip printout) in order to facilitate the conduct of a completely expanded ENTNAC. The final ENTNAC results will be returned by DIS according to existing procedures.

(c) Prior to forwarding paperwork to MEPS, line out the letter "A" and substitute the words "POSSIBLE MATCH", initial and date, on the upper left corner of the DD Form 398–2.

(d) Attach a copy of the PCN ZHM 001 to the USARECBN copy of the DD Form 1966–series and file a copy within the recruiting Battalion residual files, along with a copy of the DD Form 398–2.

Section XXI
Processing Procedures for Applicants Found Positive on the Human Immunodeficiency Virus (HIV)

5–79. General

This section provides policy and procedures related to the identification, processing and disposition for Army and Army Reserve applicants for enlistment confirmed to be HIV infected.

5–80. Policy

Department of the Army medical, manpower, and personnel policies related to HIV are intended to reflect current knowledge of the natural history of HIV, the risk to the infected incident to military service, the risk of transmission of the disease, the effect of infected personnel on the Army units, and the safety of military blood supplies.

5–81. Procedures

During medical processing at MEPS, a blood sample is taken. A portion of the blood sample will be received and tested by a civilian laboratory under contract to the government. First, the lab will use a screening test called "ELISA" or sometimes called or referred to as "EIA". This test is overly sensitive to ensure actual HIV infected are detected. Therefore, those detected as positive on the screening test will be administered a confirmatory test called the "Western Blot". This test is highly reliable, but expensive so as to preclude its use as a screening test. The lab will notify the MEPS with test results electronically or by telephone. The MEPS will notify the Recruiting Battalion Commander of only those positive confirmed by the Western Blot.

a. Upon notification from the lab, MEPS will forward a registered letter to the individual telling him or her that the MEPS physician wants to consult with them on the results of their medical examination, administered at the MEPS, and requesting them to contact their recruiter within 10 days; the recruiter will schedule a consult with the MEPS and arrange transportation. At the same time, a letter will be forwarded to the Recruiting Battalion Commander addressed "EXCLUSIVE FOR" and marked "FOR OFFICIAL USE ONLY". The exact wording of the letter may vary depending on the individual's status; that is, enlisted, previously disqualified but subsequently detected as HIV positive, QNE, and so forth. Regardless of the individual's status, the Recruiting Battalion Commander must ensure the following actions are taken:

(1) Notify the individual's recruiter or, if unavailable, the Station Commander (or designated individual such as company commander of first sergeant), that a letter has been mailed and that the individual will be calling to arrange transportation to the MEPS.

(2) Ensure that recruiter is aware of proper procedures.

(3) If the recruiter is unavailable to escort the individual or if in the judgment of the Battalion Commander, the recruiter should not be the escort, then the Battalion Commander will designate another responsible NCO or officer to be the escort. The Battalion Commander must use prudent judgment when selecting the individual for what could be very sensitive duty. If at all practical, the trip should be timed so as to preclude an overnight stay or long delay at MEPS. The MEPS will be ready at the scheduled time.

(4) After the individual has seen the MEPS physician, the guidance counselor will cancel the reservation for training. The Recruiting Battalion operations section will initiate DEP separation action. For USAR members, the MEPS will provide a letter to the Guidance Counselor explaining that the individual named has a disqualifying medical condition and must be discharged as medical EPTS. This along with the enlistees records will be forwarded to the TPU Commander. The envelope will be marked in the lower left hand corner "EXCLUSIVE FOR".

(5) If the individual fails to respond and the MEPS can verify by return receipt the individual had received the letter, or the individual refuses to go to the MEPS, a second letter will be sent to the individual. This letter, with a fact sheet on HIV, will tell the individual he or she is HIV infected, is disqualified for military service and encouraged to seek professional medical assistance from a physician or clinic. At the time the individuals's letter is mailed, the Recruiting BNCDR will be mailed a letter requesting the individual be discharged. For DEP enlistees, initiate DEP separation and cancel the training reservation; for USAR members, cancel the training reservation and forward the MEPS letter of notification and the enlistee's records to the TPU Commander.

(6) If the individual does not acknowledge receipt of the initial letter, the MEPS will request from the Recruiting BN CDR, assistance in locating the individual. The recruiter/Station Commander or First Sergeant will attempt to obtain a current address or, in the event the enlistee cannot be located, the last known address.

(7) Guidance counselors should be advised that the MEPS medical section will retain the original SF 88 until the results have been received. The medical section will provide a photocopy for contracting purposes. Upon receipt of results from the lab, the medical section will enter the "negative" results in block 50 of the SF 88 and return it to the guidance counselor. For "positive", results, the MEPS will annotate the SF 88 with the results and deliver a reproduced copy to the counselor upon completion of the CMO's consultation with the individual or upon the MEPS mailing the second letter to the individual. Once the DEP enlistee has been separated from the DEP, a copy of the separation order will be given back to the MEPS. The original MEPS letter will be forwarded with the packet to the TPU Commander; copies will be included in the other packets distributed per table B–2*b*, of this regulation.

b. Procedures described above apply to all persons processed by the US Army Recruiting Command. Policy and procedures relative to inservice retention and civilians are prescribed by HQDA under separate regulations.

c. Because of the sensitivity of this disease and the impact on individuals, total confidentiality is mandatory.

d. Questions or request for information relating to the Army policy on HIV will be directed to HQDA (DAPE–HR–PR), WASH DC 20310–0300 (through appropriate chain of command)

e. Recruiters, under no circumstance will annotate or otherwise code any documentation which is maintained at the recruiting station level that reflect HIV results. Appropriate annotation for referring to disqualification for HIV is the same as for any other medical condition. Example of appropriate entry "Permanent Medical Disqualification" (PDQ) and or "PDQ-No Medical Waiver Authorized." No mention of reason is necessary.

Section XXII
Transmission of Recruiting Information to Individuals in Foreign Countries

5–82. General

This section prohibits the transmission of recruiting information to individuals in foreign countries, who are not entitled to enlist.

5–83. Replies to inquires

When inquiries are received and require a response, the inquirer will be advised essentially as follows: The sending of recruitment information into a foreign country to other than American citizens, Department of Defense, and Diplomats without the consent of the government of the country concerned, is strictly prohibited. However, restricted to U.S. citizens and aliens admitted to the United States for permanent residence. In view of the above policy, I regret I can give you no further information regarding service in the U.S. Army.

5–84. Aliens plying in person at recruiting stations in the United States or in locations overseas where recruiting stations operate

Paragraph 5–83 above does not preclude providing information to those applicants who are authorized to enlist and meet the citizenship criteria of this regulation. Care should be taken not to allow information to be transmitted to anyone in countries which prohibit enlistment contracts to be executed within their borders. Furthermore, no unsolicited recruiting material or applications for enlistment may be sent to persons in foreign countries. This does not include members or students in the DOD school system.

Section XXIII
Preservice Alcohol and Drug Testing

5–85. General

This section provides the administrative policy with regard to the preservice alcohol and drug testing program. Section 958, title 10, United States Code (10 USC 958).

5–86. Policy

Each applicant for enlistment will be tested for the presence of alcohol and drugs at the time of physical examination. Any applicant who refuses to submit to this test will not be allowed to continue processing or to enlist (no exceptions).

5–87. Procedures

a. Applicants will, as part of their physical examination, be tested for the presence of alcohol and drugs. The initial analysis of each specimen requires at a minimum 72 hours for a result to be available. Those applicants whose specimen is reported negative require no further action. Applicants whose specimen is positive during the initial analysis will have their specimens verified positive or negative. This process takes approximately 21 days. It is important to note that not all specimens found positive by the initial drug analysis are always confirmed positive. Various legal substances and foods sometimes provide a positive indication and, therefore, no conclusion should be reached until laboratory results have been received.

b. Applicants may be enlisted into the DEP or USAR pending the result of drug tests; however, they will be informed prior to enlistment that if their test is confirmed positive they will be discharged from the USAR or DEP. Prior service applicants enlisting into the RA who have been separated from AD for 6 months or less are not required to be tested for the presence of alcohol or drugs. However, these applicants may eventually be tested by their gaining units per AR 600–85 and AR 635–200.

5–88. Confirmed positive results

Applicants who have been reported as confirmed positive will be discharged (separated) from the Delayed Entry Program or USAR if already enlisted. (See AR 135–178.) Recruiting battalion commanders will ensure DEP enlistees are informed of their separation. Members of the USAR will be discharged as EPTS-medical according to AR 135–178, chapter 4.

5–89. Disposition of records

Residual files on DEP or USAR members will be maintained in accordance with USAREC regulations; however, cases involving separation for drug use will be maintained for not less than 3 years.

5–90. MOS considerations

Any applicant who has been confirmed positive and is subsequently qualified after the waiting period, will not be authorized to enlist for any MOS, unit, or assignment that precludes enlistment due to documented misuse of drugs or alcohol.

5–91. Notification procedures

The MEPS will notify the Army liaison daily by providing a Drug and Alcohol Processing Eligibility Roster (ZHM002) listing the test results and eligibility status of individuals processing for the Army and Army Reserves.

5–92. Notification of applicants found positive

a. Applicants who test positive for drugs must be notified of their test results. MEPS will send a letter of notification according to appropriate MEPCOM regulations.

b. Applicants and enlistees will also receive a list of civilian drug and alcohol abuse treatment centers in their local area.

c. These letters will be sent directly to the applicant or enlistee.

5–93. Separation procedures for members of the DEP

a. Upon notification (para 5–91), the guidance counselor will cancel the DEP reservation and attach a copy of the MEPS notification together with the enlistment packet. Forward the packet to the recruiting battalion which will take action to separate the individual from the DEP. The separation code will be ZZY. The recruiter will be notified, and the applicant advised of separation. (Provide a copy of the order to the separated individual). The separation order will be published within 10 working days of the cancel date.

b. The recruiter must inform the applicant of his or her disqualification and advise that a memorandum is being sent from the CMO. The applicant should be counseled on Army drug and alcohol policy, as well as advised as to the reapplication criteria.

5–94. Prior service/glossary NPS with prior military service procedures

a. Applicants who have prior service and are pending RA enlistment are not in the DEP. Therefore, no discharge by the recruiting battalion is required; however, notification procedures are required and cancellation of reservation is mandatory.

b. If the applicant is a current member of any Service TPU or unit, a memorandum notifying the commander is required.

5–95. USAR enlistees with positive results

a. Upon notification that a person who has enlisted in the USAR has a positive drug result, the guidance counselor will cancel any existing reservation and forward notification to the recruiting battalion in the same manner as the DEP.

b. The recruiting battalion will notify the TPU commander of the results and advise that the individual must be discharged. A copy of the discharge order must be sent to the recruiting battalion for enclosure with the residual packet. HQ USAREC will issue appropriate guidance on administrative procedures for quality assurance.

5–96. Invalid or unacceptable specimens

The specimens provided by applicants/enlistees will be protected by strict chain-of-custody procedures. As a result, the laboratory may on occasion reject damaged, spilled, or otherwise unacceptable urine samples. When this occurs, the guidance counselor will be notified by the MEPS. The applicant/enlistee will be required to provide a replacement specimen as soon as possible. Resubmission of such sample may be accomplished at another MEPS if necessary.

Section XXIV
Enlistment Bonus (EB)

5–97. General

This section prescribes policies and instruction on administration of the EB Program. The MOS designated for the EB program will be announced by message from Commander, PERSCOM, ATTN: TAPC–EPT, when authorized by HQDA, DCSPER.

5–98. Objectives of the EB

This EB is an enlistment incentive offered to those enlisting in the Regular Army for duty in a specific MOS. The objective of the bonus is to increase the number of enlistments in MOSs that are critical and have inadequate first-term manning levels. Periodically, the Commanding General, PERSCOM, analyzes manpower requirements and recruiting objectives to ensure that the EB Program supports planned goals. Additions to and deletions from the list of bonus MOSs will be made. The dollar award for each bonus MOS may be changed on the basis of this analysis.

5–99. Eligibility Criteria

a. To be eligible for the EB, an enlistee must—

(1) Be a high school diploma graduate (HSDG) (AR 601–210).

(2) Score 50 or higher on the Armed Forces Qualification Test (AFQT). (AFQT 31 when authorized by HQDA).

(3) Enlist for an initial term of at least 3 or 4 years for the appropriate enlistment option as described in this regulation.

(4) Successfully complete AIT or OSUT and be awarded the bonus MOS for which enlisted.

(5) Be non-prior service (NPS). ("Glossary NPS" never awarded an MOS).

b. A soldier who, through his or her own fault (voluntarily or because of misconduct), fails to complete MOS qualifications, will not be paid the bonus. An academic failure is the fault of the soldier. If not separated from the Army for administrative or disciplinary reasons, he or she will be retained and assigned on the basis of needs of the Army. He or she must serve the term for which originally enlisted. A bonus is not granted for this retraining.

c. A soldier who, through no fault of his or her own, is disqualified from or fails to complete training in the MOS for which enlisted for a bonus, will be offered the options discussed below.

(1) To continue the current enlistment and to select another bonus MOS for training. On satisfactory completion of training and award of the MOS, he or she will be entitled to the bonus for that MOS. The rules of paragraph 8–7 apply.

(2) To select training where space is available in any non-bonus MOS for which qualified and complete the term of enlistment for the MOS selected. No bonus is granted in this case.

5–100. Entitlement

Entitlement to the bonus will accrue on successful completion of training and award of a designated MOS. A soldier who enlists through the Delayed Entry Program (DEP) is entitled to the bonus in effect on the date of entry on active duty. Any increase or decrease in the award level made after enlistment in the DEP, or after enlistment on active duty when there is no enlistment in the DEP, will not increase or decrease the soldier's entitlement.

5–101. Method of payment

a. The bonus will be paid in one lump sum up to a maximum of $5,000, to the soldier upon arrival at the first duty station. Bonus award levels in excess of $5,000 will be paid in equal increments every 3 months after entitlement to the initial lump sum payment. Incremental payments will be paid as follows:

(1) $5500 Bonus level—1 payment @ $500.
(2) $6000 Bonus level—2 payments @ $500.
(3) $6500 Bonus level—3 payments @ $500.
(4) $7000 Bonus level—4 payments @ $500.
(5) $7500 Bonus level—4 payments @ $625.
(6) $8000 Bonus level—4 payments @ $750.

b. All incremental payments will be completed within 1 year after entitlement to be initial lump sum payment.

Table 5–1
Instructions for completing the DD Form 1966–Series

Item number and title		Instructions for completion
		DD Form 1966/1
1	SSN (Verify)	Enter as "123 45 6789" Note: Examination at a MET site or MEPS or enlistment without a SSN is not authorized.
2	Name (Verify)	Enter complete legal name, to include the last, first, and middle name (and maiden, if any) and any suffixes such as Jr., Sr., or III. (no puncuation allowed.) If name has been changed from that shown on birth certificate through court action, record original name in the "Remarks" section. If Preferred Enlistment Name (name given in item 2) is not the same as on the birth certificate and has not been changed by legal procedures prescribed by State law, complete item 36. If Preferred Enlistment Name is different from name shown on SSN card, person must complete SS Form 5 (Application for Social Security Number) and submit it to the nearest Social Security District Office to change the Social Security record.
3	Current Address	Enter street, city, county, State, country and ZIP Code as of date of application. (no punctuation)
4	Home of Record Address	Enter the street, city, county, State, country and ZIP Code of address declared by applicant to be permanent home or actual home at time of enlistment. Do not enter a temporary address. (no punctuation)
5	Citizenship (Verify)	*a.(1)* Enter "X" in the "Native Born" block if the applicant is a citizen of the United States by birth. *a.(2)* Enter "X" in the "Born abroad of U.S. Parents" block if citizenship was derived through parent(s)' citizenship by birth. *b.* Enter "X" in the "U.S. Naturalized" block if a naturalized citizen. *c.* Enter "X" in the "U.S. Non–Citizen National" block if not a citizen of the United States but owes principle allegiance to the USA (that is, if born in American Samoa). *d.* Enter "X" in the "Immigrant Alien (Specify)" block if an alien and specify the country the applicant is a citizen of. *e.* Enter "X" in the "Non–Immigrant Foreign National (Specify)" block if non–immigrant foreign national and allowed to enlist in the Service (such as Palau citizens authorized for enlistment).
6	Sex	Place an "X" in proper block.
7a	Racial Category	Enter "X" in the appropriate block indicating applicant's origin of descent. *a.* Enter "X" in white if Caucasian or white race. *b.* Enter "X" in black if Negroid or African race. *c.* Enter "X" in Asian/Pacific Islander if Yellow or Mongoloid race. *d.* Enter "X" in American Indian category if Red or American Indian race (also includes Alaskan natives). *e.* If other, enter "X" and specify. IF unknown, enter unknown in "Other" block.
7b	Ethnic Category	(1) Check yes if: Cuban, Latin American or Hispanic Descent, Mexican, Puerto Rican, or Other Hispanic Descent. Check no if not any of the above. (2) Specify Ethnic Group.
8	Marital Status (Verify)	*Select from the following list.* Annulled, Divorced, Pending Divorce, Legally Separated, Married, Single, Widowed.
9	Number of Dependents	*Enter number of dependents, as defined in glossary.*

Table 5–1
Instructions for completing the DD Form 1966–Series—Continued

Item number and title		Instructions for completion
	(Verify)	enter 00 or none. *Note:* Determination of eligibility for dependent allowances will be made after enlistment. The fact that applicant indicates dependents here does not necessarily qualify them for financial assistance or allowances, and imposes no liability on the Army for dependent support.
10	Date of Birth (Verify)	Enter date as six numbers in year, month, day order. (Example: If applicant was born on September 5, 1972, enter YYMMDD "720905.")
11	Religious Preference	*This item is optional. Applicant does not have to answer it.* If applicant chooses to answer this item, enter complete formal name of religious preference. No religious preference (or do not wish to specify).
12	Education (Highest Grade Completed (Verify)	Enter highest grade of formal education as verified (Example: 11.) (Verification is not required if applicant is being enlisted as a non-high school graduate.)
13	Proficient in Foreign Language	Enter any foreign language applicant may be able to read, write, or speak. If applicant cannot read, write, or speak any foreign language enter "None."
14	Valid Driver's License (Verify)	If applicant holds valid and current driver's license, identify State that issued license, its number, and expiration date. If applicant does not have valid current drivers license check "No."
15	Place of Birth (Verify)	Enter city, state and country of birth.
16 through 19		Applicant: *Do not write in these spaces.* Processing information will be placed here by MEPS personnel and guidance counselors.
Note: The MEPS will code items 16. Guidance counselor will complete items 17, 18, 19, and complete the specific option and certifications. Entries will be with (a permanent ink) ballpoint pen in black or blue-black ink. All entries will be completed before guidance counselor signs form, attesting to completion.		
16		Mental test results (completed by MEPS only)
16a	Test ID	Enter complete ASUAB test ID. Example: Applicant took ASUAB 20a, enter 20A.
16b	Aptitude test results	Enter two-digit subtest raw scores. Example: AFQT percentile 65, GS 11, AR 30, etc.
		Following items (completed by guidance counselor)
		Delayed enlistment/entry data *Note:* For USAR enlistments, leave blank.
17a	Date of DEP enlistment	Date of enlistment (month, day). (Example: for 3 Jan 93 enter 930103.)
17b	Proj AD Date	Scheduled AD date (year, month, day). (Example: for 10 Apr 93, enter 930410.)
17c	Entry Status	Enter "3."
17d	Recruiter ID	Enter recruiter's nine-digit SSN.
17e	Program enlistment for	Enter five-digit code from the following list.

Position 1—Educational Incentive

	Code
Army College Fund (ACF)	A
Loan Repayment Program	B
Enrolled in the Montgomery GI Bill	C
Not Eligible for GI Bill enrollment	D

note: Code "C" will be used for all NPS/DOS who have never served in any regular component of the Armed Forces.
Code "D" will be used for all applicants who have had prior military service in a regular component of the Armed Forces.

Position 2—Enlistment Bonus

	Code
Skill (MOS) Bonus	A
Unit Bonus (USAR only)	B
Affiliation Bonus	C
Reenlistment Bonus	D
Broken Service Select Reenlistment Bonus (BSSRB)	E
No Enlistment Bonus	F

Position 3—Contract Term YRS.

	RA	TPU	IRR	CODE
(RA)	2	0	6	A
(RA)	3	0	5	B
(RA)	4	0	4	C
(RA)	5	0	3	D
(RA)	6	0	2	E
(RA–PS)	2	0	0	F
(RA–PS)	3	0	0	G

Table 5–1
Instructions for completing the DD Form 1966–Series—Continued

Item number and title	Instructions for completion			
(RA–PS)	4	0	0	H
(RA–PS)	5	0	0	I
(RA–PS)	6	0	0	J
RA	2	2	4	K
RA	3	2	3	L
RA	4	2	2	M
RA	5	2	1	N
RA	6	2	0	O
USAR				U

Position 4 (RA)—Enlistment Program

(RA) Training Enlistment Program (9–A)	T
(RA) Station/Unit/Area/Command Enlistment Program (B)	S
(RA) Officer Enlistment Program (9–C)	C

Position 5—Army Civilian Acquired Skills Program

Yes	A
No	B

Position 4 and 5 for USAR, enter the PPN Number. (See Table 5–4)

Examples: For RA: If an applicant enlisted for 4 years, station of choice, MOS 91C under the ACASP and received a cash bonus the code will be "YACSA" for a USAR enlistment for MOS 91C, with a Unit Bonus and the applicant is not enlisted VIA ACASP, the code would be "YBU16" the last two numeral codes are the PPN derived from Table 5–4.

17f	T/E MOS	Enter five-digit MOS in which applicant will be trained as obtained from the REQUEST System. If applicant is entering in former MOS or is ACASP enter 00000.
17g	Waiver (DEP)	Enter 3 position code (see item 18e)
17h	Pay Grade	Enter DEP pay grade example E01, E02, etc.
	Extensions and Separations	Notification of extension in, or separation from, the DEP will be transmitted through MEPCOM Reporting System to HQ USAREC. Army guidance counselor must provide MEPS Data Communications with DD Form 1966, section II, item 19 will be completed as follows:
	Extensions	Line through original projected AD date immediately below item 17b and enter new date scheduled for AD.
	Separations (completed by the battalion operations section)	Enter (1) effective date of separation and (2) separation reason code in the blank space below position 17d through 17f. (Example: Separation 3 Jan 93 for concealment of PS will read: 03 Jan 93—ZBF.)

	Discharge Reason Codes	*Data Item Number*	*Code*
		Medical disqualification—EPTS	ZAA
		Medical disqualification—Non/EPTS	ZAB
		Pregnancy	ZAC
		Death	ZAD
		Preservice drug test (positive)	ZZY
		Moral disqualification	ZBA
		Moral disqualification—Non/EPTS	ZBB
		Apathy/Personal problem	ZBC
		Refused to enlist—Separate action initiated	ZBD
		Did not report on date scheduled for AD—Separate action initiated	ZBE
		Concealment of PS	ZBF
		Dependency disqualification	ZCA
		Marriage	ZCB
		Personal hardship	ZCC
		Failure to graduate from high school	ZDA
		Pursuit of higher education	ZDB
		Religious training or appointment as an ordained minister	ZDC
		Enlisted in another Service	ZEA
		Recruiting error	ZEB
		Enlistment misunderstanding	ZEC
		No longer qualified for option and declines alternate	ZED
		Ringer (illegal test)	ZDD
		For USAREC use only	ZDE
		IRR transfer	ZKC
		Other Reason	ZFA
		For official use only (MEPCOM)	ZZZ

Table 5–1
Instructions for completing the DD Form 1966–Series—Continued

Item number and title		Instructions for completion
18		Accession data
	Note: Items 18 and 19 completed on AD date for RA and on date of enlistment for USAR.	
18a	Date of Enl	Date of AD enlistment for RA and date of enlistment for USAR (year, month, day). (Example: For 15 Sep 79, enter 790915.)
18b	Act Dy Svc Dt (RA)	AD service date. For NPS applicants with no prior AD service, enter date of enlistment from 17a.
	(USAR)	For NPS applicants (including ROTC/SMP participants scheduled for BCT on IADT), enter date scheduled for entry on IADT. FOR ROTC/SMP NPS applicants, not scheduled for entry on IADT for BCT enter "00 000 0."
	(RA/USAR)	For PS applicants, including AD for training with a Reserve unit, obtain years, months, and days from applicant's DD Form 214. Compute ADSD as in the following examples: 15 Jul 68–14 Jul 71 served Regular Army. DD Form 214 shows 03 years 00 months 00 days.
	(Note: All entries are numerical)	15 Jul 71–30 Jun 74 served in USAR. During this period, applicant served 132 days of AD for training. DD Form 214 shows: 00 years, 04 months, 12 days. Calculation: Jul 68–14 Jul 71 = 03 years 00 months 00 days Jul 71–30 Jun 74 = 00 years 04 months 12 days 03 years 94 months 12 days Date of Current Enlistment: 15 Sep 79 = 790915 Total Active Service: 030412 ADSD 760503
18c	Pay Entry Date	Record as a six-digit number using year, month, day format. For applicants with no previous military service (active or inactive), enter enlistment date as recorded in item 17a. For applicants with previous military service, compute as in the following sample: Initial enlistment period of 3 years ..... 030000 Service in Army Reserve Jul 61–63 ..... 020000 Service in Army Nat'l Guard 70–74 ..... 040000 Total service for pay purpose ..... 090000 Date of current enlistment 15 Jan 79 ..... 790115 Subtract total service for pay purposes ..... 090000 Pay entry date (PEBD) entered in this block ..... 700115 For PS applicants who claim creditable service for pay but do not documents for verification, compute valid date from documents available. Advise applicant to contact finance and accounting officials at first duty station to initiate charges. Burden of proof is on applicant.
18d	TOE	Term of enlistment. Enter 1-digit numeric code (such as 2,3,4,5, 6, 7, and 8).
18e	Waiver Info	Enter three-digit alpha code from list below.

First Position (Type Waiver)	*Code*	*Second Position (Type Waiver)*	*Code*	*Third Position (Type Waiver)*	*Code*
Age	A	Age	A	Age	A
Article 15	B	Article 15	B	Article 15	B
Ban To Reenlistment (Service HQ)	C	Ban To Reenlistment (Service HQ)	C	Ban To Reenlistment (Service HQ)	C
Field Bar	D	Field Bar	D	Field Bar	D
Conscientious Objector	E	Conscientious Objector	E	Conscientious Objector	E
Courts Material	F	Courts Material	F	Courts Material	F
Declination	G	Declination	G	Declination	G
Dependents	H	Dependents	H	Dependents	H
Sole Parent	I	Sole Parent	I	Sole Parent	I
Hardship Discharge	J	Hardship Discharge	J	Hardship Discharge	J
Felony	K	Felony	K	Felony	K
Minor Non-traffic	L	Minor Non-traffic	L	Minor Non-traffic	L
Minor Traffic	M	Minor Traffic	M	Minor Traffic	M
Misdemeanor	N	Misdemeanor	N	Misdemeanor	N
Grade Determination	O	Grade Determination	O	Grade Determination	O
Lost Time (AWOL)	P	Lost Time (AWOL)	P	Lost Time (AWOL)	P
Medical (EPTS)	Q	Medical (EPTS)	Q	Medical (EPTS)	Q
Medical Discharge	R	Medical Discharge	R	Medical Discharge	R
Disqualifying Separation (other)	S	Disqualifying Separation (other)	S	Disqualifying Separation (other)	S
Sole Survivor	T	Sole Survivor	T	Sole Survivor	T
Preservice Drug Test	U	Preservice Drug Test	U	Preservice Drug Test	U
Preservice Alcohol Test	V	Preservice Alcohol	V	Preservice Alcohol	V

Table 5–1
Instructions for completing the DD Form 1966–Series—Continued

Item number and title		Instructions for completion

No-Waiver ..... Y No-Waiver ..... Y No-Waiver ..... Y

Note: If no waiver is required then all 3 positions code "Y". If an enlistee has 2 or 3 disqualifications code each item separately for the waiver(s) granted.

The following examples are provided:
Applicant—

Has a felony waiver, code the first position "K" and the others YY.

Has a minor traffic and dependent waiver code will be "M" and "H", the last position is Y.

In cases where multiple morale offenses occur, the level of the waiver will dictate the code. For example an applicant has a felony, 2 misdemeanors and numerous traffic offenses. The waiver, therefore it is coded only as a felony, it constituted only 1 waiver. (KYY)

18f	Pay Grade	Pay Grade. Enter enlistment pay grade and level as follows: Source -is section VI. Enter pay grade in three-digit code: First digit: E for Enlsited. Second digit: Enter 0. Third digit: Enter the grade as Specialist or Corporal E–4 E04. *Example:* Applicant enlisting as a private, E1, enter E01.
18g	Date of Grade	Date of Enlistment Pay Grade. Enter six-digit numeric code as year, month, and day. (Example: 15 Sep 79, enter 790915.) The following applies to NPS only . Enter in year, month, and day of AD. NPS. Enter in year, month, and day of AD under AR 600–20, chapter 6, unless entitled to a pay grade authorized under Para 2–20, this regulation. If reentry is at a grade lower than that held at time of last separation from the AC, enter date of enlistment into the DEP or AD as appropriate. Add the following statement on DD Form 1966/3, Remarks "Date of rank will be adjusted at the first duty station, under AR 600–20."
18h	Entry Status	Select from one of the following (enter 1-digit numeric code): *Entry* Enlistment into the active force without delay status or USAR ..... 0 Enlistment from delay program (voluntary) ..... 1 Reservist ordered from delay program (involuntarily) 2
18i	Highest Grade	Highest grade completed. Enter DOD-unique code as follows: Fist enter actual number of years successfully completed in 2 digits, that is 08, 09, 10, 11, 12, 14, 16, etc. Then enter certification level as follows: *Level* — *Code* Currently in High School (enlisting for ALT TNG) ..... 9 High School Senior ..... S Less Than a High School Diploma ..... 1 Test-Equivalency Diploma (GED) ..... E Occupational Program Certificate of Attendance ..... C Correspondence School Diploma ..... 7 Home Study Diploma ..... H Adult Education Diploma ..... B Enrolled in other than a senior program but will meet HSDG status within 365 ..... M High School Certificate of Attendance ..... J High School Diploma ..... L Completion of 15 SH (but Non-High School Grad) ..... 8 Associate degree ..... D Professional Nursing Degree ..... G Baccalaureate Degree ..... K First Professional Degree ..... W Masters Degree ..... N Post Masters Degree ..... R Doctorate Degree ..... U Examples:

Verified Education		DOD Data Element		Code*
10	+	1	=	101 (NHSG)
11	+	1	=	111 (NHSG)
10	+	9	=	109 (CIHS)
11	+	S	=	11S (HSSR)
11	+	E	=	11E (GED)
Enrolled YR	+	M	=	11M (ENRL)
12	+	L	=	12L (HSDG)

Table 5–1
Instructions for completing the DD Form 1966–Series—Continued

Item number and title		Instructions for completion
		15SH** ..... + 8 = 128 (HSDC) 13 ..... + L = 13L (HSDG) 14 ..... + D = 14D (AA) 15 ..... + L = 15L (HSDG) 16 ..... + K = 16K (BA) 17 ..... + K = 17K (BA +) 18 ..... + N = 18N (Master) 19 ..... + R = 19R (Post-Master) 20 + ... + U = 20U (Doctorate) *Code is used only in items 12 and 18i DD Form 1966. **Use only when applicant has not graduated from high school but is given HSDG status because of completion of 15 or more semester hours of college. This code will be used for 15 to 119 hours if the applicant was not a diploma graduate.
18j	Recruiter ID	Enter 9-digit SSN.
18k		Enter five-digit enlistment program reporting code in accordance with item 17e, above.
18l	T/E MOS	Training or enlistment MOS. Enter five-digit MOS in which applicant will be trained as obtained from the REQUEST System except for PS applicants that require no AIT. Enter 00000.
18m	PMOS/AFS	PMOS. Enter 5-digit PMOS code as follows: First enter five-digit PMOS for PS, ACASP and ROTC/SMP enlistees that require no AIT. Skill level (fourth position) must be "0" for grades E1 and E2. The fifth position must be an alpha. PMOS must always contain a valid MOS. Blank codes or entries of all zeroes will not be used. *Note:* Enter "0" as the sixth digit to the examples below resulting in a six-digit entry for USAR applicants. *Examples:* (1) NPS applicant (obtained from REQUEST; pay grade E1): T/E MOS (item 18l) — PMOS (item 18m) 11B10 (REQUEST) — 11B00 13F (REQUEST) — 13F00 (2) PS applicant: (a) Pay Grade E5: no AIT: T/E MOS (item 18l) — PMOS (item 18m) 00000 — 91C20 (item 23, DD Form 214) (b) Pay Grade E4, requires AIT: T/E MOS (item 18l) — PMOS (item 18m) 11B10 (REQUEST) — 82C10 (item 23, DD Form 214)
18n	Youth Program	Construct a three-digit code under the table, below, based on entries in item 22b*, and an interview with the applicant. *First Position* — *Programs*: JROTC-3-yr program ..... A; JROTC-1-yr program ..... B; ROTC-1-yr program ..... C; ROTC-2-yr program ..... D; ROTC-3-yr program ..... E; ROTC-4-yr program ..... F; Other ..... X; None/Not Applicable ..... Y *Second Position* — *Conducted By*: Army ..... A; Air Force ..... F; Navy ..... N; Marine Corps ..... M; Coast Guard ..... P; None/Not Applicable .... Y *Third Position* — *No. of Yrs. Completed*: Record as ..... 0 to 9 *Example.* For 3-year JROTC-Army-completed entire program, enter AA3. Enter YY0, if item 22b is checked No.
18o	Option Analyst	Construct a two-character code under the following list. (RA) *First Position* — *Entry* Enlisted with a Hi-Grad Bonus ..... Y Enlisted without a Hi-Grad Bonus ..... N *Second Position* — *Entry* Enlisted with a Quick Ship Bonus ..... Y Enlisted with a Quick Grad Bonus ..... N *Example:* If enlilsted was granted a "High Grad" and Quick Ship Bonus the code would read "Y". If the soldier receives an enlistment bonus but no other additional bonus, the bonus would read "NN". USAR will always code NN.
18p	Transfer To	(1) Enter six-digit "UIC" for reception battalion where NPS enlistee is transferred on enlistment. *Installation* — *UIC* Fort Jackson, SC ..... WOU6AA Fort Knox, KY WOM5AA

Table 5–1
Instructions for completing the DD Form 1966–Series—Continued

Item number and title	Instructions for completion
	Fort Leonard Wood, MO ..... W1MQ3K Fort McClellan, AL ..... W4K73A Fort Sill, OK ..... W34TZJ Fort Benning, GA W4H2R1
	(USAR) (2) Enter the UIC of unit enlisted for.
	(RA) (3) Enter applicable six-digit UIC, for AIT installation where PS enlistee is transferred on RA enlistment for AIT. All UIC for PS enlistee who does not require AIT will be obtained from PERSCOM, Force Management Branch.
	AIT Installation — *UIC* U.S. Army Ordnance Center and School, Aberdeen Proving Ground, MD ..... W1D4AA U.S. Army Engineer Center and Fort Belvoir, VA ..... WOUYAA U.S. Army Infantry Center and Fort Benning, GA ..... WOUZAA U.S. Army Infantry School, Fort Benning, GA ..... W2L5AA John F. Kennedy Special Warfare Center and School, Fort Bragg, NC ..... W1EOAA U.S. Army Intelligence School, Fort Devens, MA ..... W1ESRA U.S. Army Transportation Center and Fort Eustis, VA ..... WIMUAA U.S. Army Transportation and Aviation Logistics School, Fort Eustis, VA ..... W1D7AA U.S. Army Element School of Music, Fort Eustis, VA ..... WIMUAA U.S. Army Soldier Support Center and Fort Ben Harrison, IN ..... W1EXAA U.S. Army Chemical Military Police Centers and Fort McClellan, AL ..... W4K8AA U.S. Army Military Police School, Fort McClellan, AL ..... W4K8AA U.S. Army Chemical School, Fort McClellan, AL ..... W4K9AA U.S. Army Intelligence Center and School, Fort Huachuca, AZ ..... W1E8AA U.S. Army Quartermaster School, Fort Lee, VA ..... W1D5AA U.S. Army Signal Center and Fort Gordon, Fort Gordon, GA ..... WOU5AA U.S. Army Training Center and Fort Jackson, Fort Jackson, SC ..... WOU6AA U.S. Army Aviation Center and Fort Rucker, Fort Rucker, AL ..... WOU9AA U.S. Army Field Artillery Center and Fort Sill, Fort Sill, OK ..... WOVGAA U.S. Army Air Defense Center and Fort Bliss, Fort Bliss, TX ..... WOVHAA U.S. Army Air Defense Artillery School, Fort Bliss, TX ..... W1D2AA U.S. Army Tng Cen Engr and Fort Leonard Wood, Fort Leonard Wood, MO ..... WOVLAA U.S. Army Training Center and Fort Dix, Fort Dix, NJ ..... W1DCAA U.S. Army Element Defense Language Inst., Presidio of Monterey, CA ..... W1ECAA U.S. Army Element School of Music, Naval Amphibious Base (Little Creek), Norfolk, VA ..... WIMUAA U.S. Army Missile and Munitions Center and School, Redstone Arsenal, AL ..... W1EAAA U.S. Army Chaplain Center and School, Fort Monmouth, NJ ..... W1EUAA U.S. Army Communications-Electronics School, Fort Monmouth, NJ ..... W1E6AA U.S. Army Training Center and Fort Ord, Fort Ord, CA ..... W0M2AA U.S. Army Chaplain Center and School, Fort Wadsworth, NY ..... W1EUAA Brooke Army Medical Center, Fort Sam Houston, TX ..... W2DNAA Fitzsimmons Army Medical Center, Denver, CO ..... W0Q2AA Letterman Army Medical Center, San Francisco, CA ..... W0Q4AA Madigan Army Medical Center, Tacoma, WA ..... W0OIAA Walter Reed Army Medical Center, Washington, DC ..... W2PHAA Wiliam Beaumont Army Medical Center, El Paso, TX ..... W0Q3AA U.S. Army Medical Activity, Fort Jackson, SC ..... W2MJAA U.S. Army Medical Activity, Fort Ord, CA ..... W2Q4AA U.S. Military Academy of Health Science, Fort Sam Houston, TX W3VZAA
19	Service-required data codes (Completed by guidance counselor at time of AD enlistment) (For RA).
19–1 thru 19–4 Abbreviation and Grade	Enter four-digit code of abbreviation and grade at time of enlistment for the following list. *Pay Grade* — *Code* E–1 ..... PV11 E–2 ..... PV22 E–3 ..... PFC3 E–4 ..... SPCM E–5 ..... SGT5 E–6 ..... SSG6

Table 5–1
Instructions for completing the DD Form 1966–Series—Continued

Item number and title		Instructions for completion
		Example: The four-digit code that indicates an enlistment pay grade of E2 would read: PV22
19–5	Break in Active Prior Service	Enter one-digit code to indicate break in active PS, as follows: 0—No PS 1—Less than 1-month break in active PS. 3—At least 1-month and up to and including 3-month break in active PS. 6—Over 3 months and up to and including 6-month break in active PS. 7—Over 6-month break in active PS.
19–6	Advanced Grade Reason	Enter one-digit numeric code. Identify all personnel who have enlisted in RA in pay grade E–2, as follows: 0—Did not enlist as E–2. 1—Pay grade E–2 authorized based on the referral, on or after 25 Feb 85, of one qualified NPS HSDG I–IIIA who enlists in the DEP/RA or USAR before the applicant enlists in RA. 2—Pay grade E–2 authorized based on referral of three qualified NPS applicants who enlist in DEP, RA, ARNG, or USAR before date applicant enlists in RA or enters IADT. 3—Pay grade E–2 authorized based on referral of two qualified NPS HSDG/high school seniors who enlist in DEP, RA, ARNG, or USAR before date applicant enlists in RA.
19–7 thru 19–9	(ENTNAC)/National Agency Check (NAC) Status	Entrance National Agency Check. Enter 3-digit code from the following list.

Position 1—(Item 43)		*Position 2—(Item 44)*		*Position 3—(Item 45)*	
Non-Prior Service (NPS)	A	Automated ENTNAC data initiated	A	No ENTNAC data submitted /req'd	A
Glossary NPS	1	Manual ENTNAC initiated (Enter on DEP–IN)	B	Automated ENTNAC data hadn't ret'd by date of enlistee's ADD/IADT	B
Prior Service (PS)	2	No ENTNAC data submitted/required	C	Automated ENTNAC data ret'd with "FAVORABLE RESULTS"	C
		No NAC data submitted/ required	1	Automated ENTNAC data ret'd with "POSSIBLE MATCH".	D
		Manual NAC Initiated	2	Manual ENTNAC data hadn't been returned by date of enlistee's PADD/IADT	E
				Manual ENTNAC data returned with "FAVORABLE" endorsement	F
				Manual ENTNAC data returned with "UNFAVORABLE" endorsement	G
				Manual ENTNAC data returned with "DEROGATORY" endorsement	H
				No NAC data submitted/required	1
				Manual NAC data had not been returned by date of enlistee's PADD/IADT	2
				Manual NAC data returned with "FAVORABLE" endorsement	3
				Manual NAC data returned with "UNFAVORABLE" endorsement	4
				Manual NAC data returned with "DEROGATORY" endorsement	5

Examples:

NPS—Automated ENTNAC initiated	AAB
NPS—Automated ENTNAC feedback indicated "FAVORABLE RESULTS"	AAC
NPS—Manual ENTNAC initiated	ABE
NPS—Manual ENTNAC feedback indicated "FAVORABLE RESULTS"	ABF
GLOSSARY NPS—No NAC submitted/ required	111
PS—No NAC submitted/required	211
PS—NAC returned with "FAVORABLE" endorsements	223

Notes:

1. Delayed Enlistment. Guidance counselor will code items 19–7 and 19–8 at the time of initial DEP enlistment.

Table 5–1
Instructions for completing the DD Form 1966–Series—Continued

Item number and title		Instructions for completion	
		Item 19–9 will be completed on active duty date, as applicable. 2. Regular Army Enlistment. Guidance counselor will code items 19–7 thru 19–9 as applicable. 3. NPS are always alpha codes and PS and USAR are always numerical codes. Do not mix alpha and numerical characters.	
19–10 thru 19–11	Accessions to Active Army Strength	Enter two-digit alpha code to identify all personnel enlisting, reenlisting from civilian life, as follows:	
		Category	*Code*
		Enlisted—within 2 to 90 days of separation from RA	HA
		Enlisted—within 6 months after date of separation as commissioned officer	HB
		Data Item Number	*Code*
		Enlisted—within 2 to 90 days after date of separation from Active Army in USAR status	HC
		Enlisted—within 2 to 90 days after date of separation from Active Army in NG status	HD
		Enlisted—(no previous active military service) (applicable also for persons whose PS was ADT as SRCP Personnel) or inducted	HF
		Enlisted—within 2 to 90 days after date of separation from Active Army in AUS status	HG
		Enlisted—more than 90 days after date of separation from RA	HJ
		Enlisted—within 6 months after date of separation as warrant officer	HK
		Enlisted—more than 90 days after date of separation from Active Army in USAR status	HL
		Enlisted—more than 90 days after date of separation from AD in NG status	HM
		Enlisted—more than 90 days after date of separation from Active Army in AUS status	HP
		Enlisted—last previous active military service in Air Force or Marine Corps	HQ
		Enlisted—last previous active military service in Navy or Coast Guard	HR
19–12 thru 19–14	Variable term of enlistment	Enter three-digit code for variable term of enlistment. Appropriate number of weeks of training as obtained from REQUEST. (Example: V14 Enter V00 if enlisting for whole years.)	
19–15	Definition of Service	Enter one-digit alpha code to identify all nonprior service personnel (NPS) who have—	
		Category	*Code*
		(1) never served or have served less than 180 days as a member of the U.S. Armed Forces	A
		(2) enlisted illegally while underage, and who were separated by reason of voided enlistment before attaining age 17	B
		(3) been former members of an Armed Forces Academy and did not graduate	C
		(4) completed Reserve Officer Training Corps (ROTC) and served only ADT as officers	D
		(5) served 180 days or more on active duty as members of the U.S. Armed Forces	E
19–16 thru 19–17	ECLT Score	Enter appropriate score 00–99—if applicant did not take the ECLT leave blank (score 100—enter 99)	
19	Service-required data codes	(Completed by guidance counselor at time of enlistment) (For USAR).	
19–1 thru 19–6	Unit Identification Code	Enter six-position UIC of the TPU of the Selected Reserve in which applicant is enlisting. If applicant is enlisting directly into the IRR with concurrent assignment to a Control Group, enter "W0NJAA"	
19–7	Training/Pay Category	Code recorded in this block will be used to indicate applicants' TPC at time of enlistment or reenlistment. Code entries will be as follows: *Code F* *TPC:* NPS applicant who, on enlistment, will immediately enter on IADT. Normally shipped to reception station after processing through MEPS with no waiting period involved. *Code P (nonpay)* *TPC:* NPS applicants who, at time of enlistment, are— (1) Bonafide high school seniors, or high school graduates (except ROTC/SMP potential participants), 17 through 25 years of age, more than 270 days from entry on IADT. (2) Bonafide high school seniors, or HSDGs (except ROTC/SMP potential participants) 17 through 25 years of age within 270 days of entry on IADT, who will be unable to attend scheduled IDT periods before entry on IADT, who request placement in TPC P (nonpay), and whose request has been approved by unit commander. (3) ROTC/SMP potential participants, 17 through 25 years of age, within 180 days of entry on IADT, who will be unable to attend scheduled IDT periods before entry on IADT, who request placement in TPC P (nonpay), and whose request has been approved by unit commander. (4) Bonafide high school seniors and HSDGs, 26 through 34 years of age, more than 180 days from entry on IADT. (5) NHSGs, including those with GED, and high school students (except bonafide high school seniors), more than 90 days from entry on IADT. (6) Enlisting for direct assignment to the IRR. *Code P* *TPC:* NPS applicants, enlisting for a TPU of the Selected Reserve, who at time of enlistment are— (1) Bonafide high school seniors and HSDGs (except for ROTC/SMP potential participants), 17 through 25 years of age, within 270 days of entry on IADT.	

Table 5–1
Instructions for completing the DD Form 1966–Series—Continued

Item number and title		Instructions for completion
		(2) Bonafide high school seniors and HSDGs, 26 through 34 years of age, and ROTC/SMP potential participants, within 180 days of entry on IADT. (3) NHSGs, including those with GED, and high school students (except bonafide high school seniors), within 90 days of entry on IADT. *Code A* *TPC:* All other TPCs not listed above.
19–8 thru 19–9	Gain Transaction Codes	Code recorded in these blocks will be used to identify applicant's gain transaction type at time of enlistment. These codes are as follows: *Code H1* *Transaction:* Gain from civilian life having prior active or reserve service. *Code H2* *Transaction:* Gain from civilian life and does not have prior active or reserve service. *Code HG* *Transaction:* Reenlistment of person who has break in USAR Selected Reserve service of more than 24 hours, but less than 91 days. *Code HH* *Transaction:* Reenlisted after break in USAR Selected Reserve serivce of 91 days or more.
19–10 thru 19–13	Recruiting Station Identification Code	Enter four-digit Brigade/Battalion/Company/Station ID as outlined in Station Address Report, HQ, USAREC. Example Albany battalion + Albany Retg Company + Albany RS = ID code 1A + 1 + D = 1A1D. If enlistment is not processed by USAREC activity, record "0000."
19–14 thru 19–17	Date of Last Physical	This will be an entry that will indicate year and month in which the physical used for enlistment or thru reenlistment was administered, or if DA Form 1811 (Physical Data and Aptitude Test scores upon Release From Active duty) is used, entry will indicate year and month the form was issued. Example: Physical was on 12 Feb 93, "9302"
19–18 thru 19–19	ECLT Score	Enter appropriate score 99—if applicant did not take the ECLT, leave blank (score 100—enter 99).
19–20 thru 19–23	Abbreviation and Grade	Enter four digit code of abbreviation and grade at time of enlistment from the following list: Pay Grade ..... Code E–1 ..... PV11 E–2 ..... PV22 E–3 ..... PFC3 E–4 ..... SPCM E–4 ..... CPL4 E–5 ..... SGT5 E–6 ..... SSG6 E–7 ..... SFC7 E–7 ..... PSGX E–8 ..... MSG8 E–8 ..... 1SGY E–9 ..... SGMR E–9 ..... CSM9
		DD Form 1966/2
20 and 21		Enter Name and SSAN
22a	Education	Enter name and location of all high schools and higher level education institutions attended. (Example: Stoneham HS, Stoneham, MA.) Record degrees granted. Do not list elementary schools unless elementary school was last school attended. If still attending school, enter the word 'Present' in 'To' column. *Note:* Applicant will have to provide documents of the highest educational level completed. (See item 12).
22b thru 26	Questions	Answer by placing initials in proper box. Explain all 'YES' answers in "Remarks."
27	Certification of Applicant	Applicant's signature in this block must be witnessed by recruiter. This item will not be signed until applicant has completed all required items and is in the presence of recruiter.
28	Data Verification by Recruiter	Completed by recruiter who will enter a description of the actual document used to verify items a through f.
		DD Form 1966/3
29 and 30	Enter name and SSAN	

Table 5–1
Instructions for completing the DD Form 1966–Series—Continued

Item number and title		Instructions for completion
31	Certification of Witness	This block will be completed by the recruiter involved in processing the applicant for enlistment.
32	Specific Option/Program Enlisted For	a. (For RA) Enter specific enlistment program and title from Chapter 9. (Example: Program 9A U.S. Army Training Enlistment program, REQUEST Option 3). b. (For USAR) Enter name, address and UIC of USAR unit of assignment. If enlisting for ACASP, enter: "ACASP, Program (specify which program from Table 7–2"). If enlisting for the Alternate Training Program enter: "Alternate Tng Prgm, AR 601–210." If enlisting for ROTC/SMP, enter: "ROTC/SMP, AR 601–210." If enlisting for direct assignment to the IRR with no previous military service, enter: "Con GP (Annual Tng) UIC WONJAA" and "IRR NPS Direct Enl, AR 601–210." If enlisting for direct assignment to the IRR with previous military service, enter: "Con GP (Reinforcement) UIC WONJAA" and "ITT Direct Enl, AR 601–210." c. Self explanatory.
33	Certification of Recruiter or Acceptor	Completed by guidance counselor.
34	Recertification by Applicant and Correction of Data at Time of Active Duty Entry	RA: Guidance counselors will use item 33 to correct or change DEP entries to RA entries when applicant is discharged from DEP or enlistment into RA. In addition, use this section to record any questions or changes in other sections when necessary at time of AD enlistment from DEP or Delayed MSO Status. If applicant enlists straight into RA and no corrections or changes are required, 'none' will be entered. Section will be completed by entering date applicant enlisted into AD. Applicant will sign this section. Then guidance counselor will print his or her name, grade, and sign payroll signature. USAR: Enter 'NA' (not required for USAR applicant).
	Remarks	Use this item for continuation of other items if necessary. Entries below will be included for USAR enlistments. a. When required enter the statements below followed by the applicant's signature: (1) When applicant is unable tp provide verification of successful completion of required course, guidance counselor will enter: 'I certify I have successfully completed or am currently enrolled in high school . . . (course) . . . and understand I must provide verification by school transcript before initial active duty for training (IADT), or accept training in an alternate military occupational specialty if offered, and remain on active duty for such additional period as required to complete such training.' (2) Enter the following statement for all married applicants with dependents under 18 years of age: 'I have . . . (number of dependents) . . . dependents under the age of 18. I understand that the responsibility I have for the care of my children will not be sufficient reason of itself, for satisfactorily participating in the Ready Reserve during my period of enlistment. I further understand that it is my responsibility to make proper arrangements for the care of my dependents during periods of military service when I am required to perform duty in an area where dependents are not authorized.' b. Report back to MEPS on (Date) at (Time). Rec Bn . . . Reporting Date . . . Basic Tng Sta . . . Reporting Date . . . AIT Sta . . . Reporting Date . . . CCN c. For ACASP enlistees, enter appropriate statement from paragraph 7–16c(1). If enlisting for USAR Bands Option, enter proper statement from table. d. For enlistments under the Alternate Training Program, enter the following: "Enl for Alternate Tng Prgm, AR 601–210, Chapter 9."
		DD Form 1966/4
35 and 36	Enter name and SSAN	
37	Parent/Guardian Statement(s)	Self-explanatory. See Paragraph 2–3, Rule A.
38	Verification of Single Signature Consent	Self-explanatory. See Paragraph 2–3, Rule A.
39	Name Change	This item is provided in the event the applicant wishes military record to reflect a name other than the one shown on birth certificate. If the name for the military record is the same as the name on the birth certificate, enter 'NA' in items 39a through 39c, if this page is used.

Notes:

Each page of the DD Form 1966 (Series) requires the entry of the full name (Last, First, and MI) and Social Security Number on the top.

Table 5–2
NPS authorized pay categories and procurement program numbers
(Note: NPS IRR Direct enlistments are all 0×8 Option, Pay Cat is L, Procurement program number (PPN) is 00)

Program	IF	AND	THEN
(1) Applicants, 17 through 25 years of age and high school seniors			
Applicant is 17 through 25 years of age and a high school senior who enlist for the—			
Standard Training Program	8×0 Option	IADT is within 270 days with Pay Cat P (with pay) option	PPN is 1A
		IADT is within 270 days with Pay Cat P (without pay) option	PPN is 1B
		IADT is within 270 days with Pay Cat P (without pay) option	PPN is 1C
	6×2 Option	IADT is within 270 days with Pay Cat P (with pay) option	PPN is 1D
		IADT is within 270 days with Pay Cat P (without pay option)	PPN is 1E

Table 5–2
NPS authorized pay categories and procurement program numbers
(Note: NPS IRR Direct enlistments are all 0×8 Option, Pay Cat is L, Procurement program number (PPN) is 00)—Continued

Program	IF	AND	THEN
		IADT is within 270 days with Pay Cat P (without pay) option	PPN is 1F
	4×4 Option	IADT is within 270 days with Pay Cat P (with pay) option	PPN is 1G
		IADT is within 270 days with Pay Cat P (without pay) option	PPN is 1H
		IADT is not within 270 days with Pay Cat P (without pay) option	PPN is 1J
	3×5 Option	IADT is within 270 days with Pay Cat P (with pay) option	PPN is 1K
		IADT is within 270 days with Pay Cat P (without pay) option	PPN is 1L
		IADT is not within 270 days with Pay Cat P (without pay) option	PPN is 1M
Alternate Training Program	8×0 Option	IADT is within 270 days with Pay Cat P (with pay) option	PPN is 1N
		IADT is within 270 days with Pay Cat P (without pay) option	PPN is 1P
		IADT is not within 270 days with Pay Cat P (without pay) option	PPN is 1Q
	6×2 Option	IADT is within 270 days with Pay Cat P (without pay) option	PPN is 1R
		IADT is within 270 days with Pay Cat P (with pay) option	PPN is 1S
		IADT is not within 270 days with Pay Cat P (without pay) option	PPN is 1T
ROTC/SMP Potential Participant	8×0 Option	IADT is required (for BT) within 180 days with Pay Cat P (with pay)	PPN is 1U
		IADT is required (for BT) within 180 days with Pay Cat P (without pay) option	PPN is 1V
		BT not required and IADT is not scheduled Pay Cat is	APPN is 1W
(2) Applicants, 17 through 25 years of age, HSGs			
Applicant is 17 through 25 years of age and a high school senior who enlists for the—			
Standard Training Program	8×0 Option	IADT is within 270 days with Pay Cat P (with pay) option	PPN is 1X
		IADT is within 270 days with Pay Cat P (without pay) option	PPN is 1Y
		IADT is within 270 days with Pay Cat P (without pay) option	PPN is 1Z
	6×2 Option	IADT is within 270 days with Pay Cat P (with pay) option	PPN is 2A
		IADT is within 270 days with Pay Cat P (without pay option)	PPN is 2B
		IADT is within 270 days with Pay Cat P (without pay) option	PPN is 2C
	4×4 Option	IADT is within 270 days with Pay Cat P (with pay) option	PPN is 2D
		IADT is within 270 days with Pay Cat P (without pay) option	PPN is 2E
		IADT is not within 270 days with Pay Cat P (without pay) option	PPN is 2F
	3×5 Option	IADT is within 270 days with Pay Cat P (with pay) option	PPN is 2G
		IADT is within 270 days with Pay Cat P (without pay) option	PPN is 2H
		IADT is not within 270 days with Pay Cat P (without pay) option	PPN is 2J
Alternate Training Program	8×0 Option	IADT is within 270 days with Pay Cat P (with pay) option	PPN is 2K
		IADT is within 270 days with Pay Cat P (without pay) option	PPN is 2L
		IADT is not within 270 days with Pay Cat P (without pay) option	PPN is 2M
		IADT is within 270 days with Pay Cat P (with pay) option	PPN is 2N
		IADT is within 270 days with Pay Cat P (without pay) option	PPN is 2P
		IADT is not within 270 days with Pay Cat P (without pay) option	PPN is 2Q
ACASP	8×0 Option	IADT is within 270 days with Pay Cat P (with pay) option	PPN is 2R
		IADT is within 270 days with Pay Cat P (without pay) option	PPN is 2S
		IADT is within 270 days with Pay Cat P (without pay) option	PPN is 2T
	6×2 Option	IADT is within 270 days with Pay Cat P (with pay) option	PPN is 2U
		IADT is within 270 days with Pay Cat P (without pay option)	PPN is 2V
		IADT is within 270 days with Pay Cat P (without pay) option	PPN is 2W
	4×4 Option	IADT is within 270 days with Pay Cat P (with pay) option	PPN is 2X
		IADT is within 270 days with Pay Cat P (without pay) option	PPN is 2Y
		IADT is not within 270 days with Pay Cat P (without pay) option	PPN is 2Z
	3×5 Option	IADT is within 270 days with Pay Cat P (with pay) option	PPN is 3A
		IADT is within 270 days with Pay Cat P (without pay) option	PPN is 3B
		IADT is not within 270 days with Pay Cat P (without pay) option	PPN is 3C
ROTC/SMP Potential Participant	8×0 Option	IADT is required (for BT) within 270 days with Pay Cat P (with pay) option	PPN is 3D

Table 5–2
NPS authorized pay categories and procurement program numbers
(Note: NPS IRR Direct enlistments are all 0×8 Option, Pay Cat is L, Procurement program number (PPN) is 00)—Continued

Program	IF	AND	THEN
		IADT is required (for BT) within 270 days with Pay Cat P (without pay) option	PPN is 3E
(3) Applicants, 17 through 25 years of age, NHSGs, GED, and non-high school seniors			
Applicant is 17 through 25 years of age, NHSG, GED, and non-high school senior, who enlists for the—			
Standard Training Program	8×0 Option	IADT is within 90 days with Pay Cat P (with pay) option	PPN is 3G
		IADT is not within 90 days with Pay Cat P (without pay) option	PPN is 3H
	6×2 Option	IADT is within 90 days Pay Cat P (with pay) option	PPN is 3J
		IADT is not within 90 days with Pay Cat P (without pay) option	PPN is 3K
	4×4 Option	IADT is within 90 days with Pay Cat P (with pay) option	PPN is 3L
		IADT is not within 90 days with Pay Cat P (without pay) option	PPN is 3M
	3×5 Option	IADT is within 90 days with Pay Cat P (with pay) option	PPN is 3N
		IADT is not within 90 days with Pay Cat P (without pay) option	PPN is 3P
Alternate Training Program	8×0 Option	IADT is within 90 days with Pay Cat P (with pay) option	PPN is 3Q
		IADT is not within 90 days with Pay Cat P (without pay) option	PPN is 3R
	6×2 Option	IADT is within 90 days Pay Cat P (with pay) option	PPN is 3S
		IADT is not within 90 days with Pay Cat P (without pay) option	PPN is 3T
ACASP	8×0 Option	IADT is within 90 days with Pay Cat P (with pay) option	PPN is 3U
		IADT is not within 90 days with Pay Cat P (without pay) option	PPN is 3V
	6×0 Option	IADT is within 90 days with Pay Cat P (with pay) option	PPN is 3W
		IADT is not within 90 days with Pay Cat P (without pay) option	PPN is 3X
	4×4 Option	IADT is within 90 days with Pay Cat P (with pay) option	PPN is 3Y
		IADT is not within 90 days with Pay Cat P (without pay) option	PPN is 3Z
	3×5 Option	IADT is within 90 days with Pay Cat P (with pay) option	PPN is 4A
		IADT is not within 90 days with Pay Cat P (without pay) option	PPN is 4B
(4) Applicants, 26 through 34 years of age, HSG			
Applicant is 26 through 34 years of age, HSG, who enlists for—			
Standard Training Program	8×0 Option	IADT is within 180 days with Pay Cat P (with pay) option	PPN is 4C
		IADT is not within 180 days with Pay Cat P (without pay) option	PPN is 4D
	6×2 Option	IADT is within 180 days Pay Cat P (with pay) option	PPN is 4E
		IADT is not within 180 days with Pay Cat P (without pay) option	PPN is 4F
	4×4 Option	IADT is within 180 days with Pay Cat P (with pay) option	PPN is 4G
		IADT is not within 180 days with Pay Cat P (without pay) option	PPN is 4H
	3×5 Option	IADT is within 180 days with Pay Cat P (with pay) option	PPN is 4J
		IADT is not within 180 days with Pay Cat P (without pay) option	PPN is 4K
Alternate Training Program	8×0 Option	IADT is within 180 days with Pay Cat P (with pay) option	PPN4L
		IADT is not within 180 days with Pay Cat P (without pay) option	PPN is 4M
	6×2 Option	IADT is within 180 days Pay Cat P (with pay) option	PPN is 4N
		IADT is not within 180 days with Pay Cat P (without pay) option	PPN is 4P
ACASP	8×0 Option	IADT is within 180 days with Pay Cat P (with pay) option	PPN is 4Q
		IADT is not within 180 days with Pay Cat P (without pay) option	PPN is 4R
	6×2 Option	IADT is within 180 days Pay Cat P (with pay) option	PPN is 4S
		IADT is not within 180 days with Pay Cat P (without pay) option	PPN is 4T
	4×4 Option	IADT is within 180 days with Pay Cat P (with pay) option	PPN is 4U
		IADT is not within 180 days and Pay Cat P (without pay) option	PPN is 4V
	3×5 Option	IADT is within 180 days with Pay Cat P (with pay) option	PPN is 4W
		IADT is not within 180 days and Pay Cat P (without pay) option	PPN is 4X
ROTC/SMP Potential Participant	8×0 Option	IADT is within 270 days and BCT is required	PPN is 4Y
		IADT within 270 days is not required and Pay Cat is	PPN is 4Z
(Note: NPS IRR Direct enlistments are all 0×8 Option, Pay Cat is L., and Procurement program number (PPN) is 00)			
(5) Applicants, 26 through 34 years of age, NHSG and GED			
Applicant is 26 through 34 years of age, NHSG and GED who enlist for the—			
Standard Training Program	8×0 Option	IADT is within 90 days with Pay Cat P (with pay) option	PPN is 5A

Table 5–2
NPS authorized pay categories and procurement program numbers
(Note: NPS IRR Direct enlistments are all 0×8 Option, Pay Cat is L, Procurement program number (PPN) is 00)—Continued

Program	IF	AND	THEN
		IADT is not within 90 days with Pay Cat P (without pay) option	PPN is 5B
	6×2 Option	IADT is within 90 days with Pay Cat P (with pay) option	PPN is 5C
		ADT is not within 90 days with Pay Cat P (without) pay option	PPN is 5D
	4×4 Option	IADT is within 90 days with Pay Cat P (with pay) option	PPN is 5E
		IADT is not within 90 days with Pay Cat P (without pay) option	PPN is 5F
	3×5 Option	IADT is within 90 days with Pay Cat P (with pay) option	PPN is 5G
		IADT is not within 90 days with Pay Cat P (without pay) option	PPN is 5H
Alternate Training Program	8×0 Option	IADT is within 90 days with Pay Cat P (with pay) option	PPN is 5J
		IADT is not within 90 days with Pay Cat P (without pay) option	PPN is 5K
	6×2 Option	IADT is within 90 days with Pay Cat P (with pay) option	PPN is 5L
		IADT is within 90 days with Pay Cat P (without pay) option	PPN is 5M
ACASP	8×0 Option	IADT is within 90 days with Pay Cat P (with pay) option	PPN is 5N
		IADT is not within 90 days with Pay Cat P (without pay) option	PPN is 5P
	6×2 Option	IADT is within 90 days with Pay Cat P (with pay) option	PPN is 5Q
		IADT is not within 90 days with Pay Cat P (without) pay option	PPN is 5R
	4×4 Option	IADT is within 90 days with Pay Cat P (with pay) option	PPN is 5S
		IADT is not within 90 days with Pay Cat P (without pay) option	PPN is 5T
	3×5 Option	IADT is within 90 days with Pay Cat P (with pay) option	PPN is 5U
		IADT is not within 90 days with Pay Cat P (without pay) option	PPN is 5V

Table 5–3
PS authorized pay categories and PPNs

Applicants with PS who enlist for—	IF	AND	THEN
For assignment to a TPU		Specific training on ADT is required as a prequisite for the award of an ACASP MOS (such as 91 B training required for award of 91C MOS)	PPN is 85
		If BT on ADT is required due to previous discharge under provision of the TDP	PPN is 86
		If BT on ADT is required for reasons other than a previous discharge under provisions of the TDP	PPN is 87
		If no training on ADT is required as a condition of enlistment,	PPN is 88
	ROTC/SMP	Potential participant who will seek enrollment in ROTC after enlistment is a HSG or GED equivalent, and enlists for a minimum of 4 years. TPC is A,	PPN is A7
	Transferring to participate in ROTC/SMP	Individual currently enrolled in ROTC and transferring from Control	
		Group (ROTC) to a TPU of the Selected Reserve to become an SMP participant and currently completing a statutory or contractual obligation. TPC is A	PPN is A8
	Other options	If enlistment agreement guarantees attendance at an active military school or institution in an ADT status	PPN is 89*
		If BT on ADT is required due to previous discharge under provision of TDP	PPN is 90
		If BT on ADT is required for reasons other than a previous discharge under provision of the TDP	PPN is 91
		If no training on ADT is required as a condition of enlistment	PPN is 92
For assignment to the IRR		No training on ADT is required as condition of IRR PS enlistment option. Applicants requiring completion of BT or AIT programs are ineligible for enlistment under the option	PPN is 95

Figure 5–1. Information about reinstatement rights of persons who do not qualify for military service (refer to paragraph 2–14)

INFORMATION ABOUT REINSTATEMENT RIGHTS OF PERSONS WHO DO NOT QUALIFY FOR MILITARY SERVICE

The Congress has enacted a law that gives reinstatement rights to persons who leave their positions (other than temporary) to enlist in, enter, or determine their physical fitness to enter, the Armed Forces of the United States and who are found not qualified. The Department of Labor through its Office of Veterans' Reemployment Rights will provide information about the rights you have and any assistance you need in exercising them. The Army is cooperating to bring this important matter to your attention. The most important thing to remember is that the law requires that a person found not qualified for military service apply for his/her former job at the next regularly scheduled work period following return home. The law permits normal travel time from the examining station to the person's home. If circumstances beyond the person's control extend this time, reemployment protection will also continue.

It is suggested therefore that, if you desire to return to your job, you report for work at the next regularly scheduled work period or just as soon as you possibly can thereafter. If you have any difficulty with your employer in retaining your former job, it is suggested that you communicate immediately with the Office of Veterans' Reemployment Rights, US Department of Labor, at the address shown below.

... (Name and address of appropriate office to be inserted) ...

APPLICANT MEDICAL PRESCREENING FORM

Authority: Sections 505, 510, and 3012, Title 10, U.S. Code. Principal purpose: To speed your medical examination processing by identifying possible medical problem areas and to aid the medical staff in determining your eligibility and physical capabilities. To prepare military service applicants for medical processing by identifying documents or medical history required. Disclosure: Voluntary; failure to provide the information requested will stop further processing of your enlistment application.

PART I. PROCESSING REQUIREMENTS (RECRUITER COMPLETES - VERIFY PERSONAL DATA ENTERED)

1. a. ARMED SERVICE PROCESSED FOR:

☒ ARMY ☐ NAVY ☐ MARINE CORPS ☐ AIR FORCE ☐ COAST GUARD

b. SERVICE COMPONENT

☒ REGULAR ☐ RESERVE ☐ NATIONAL GUARD

2. NAME OF APPLICANT *(Last, First, Middle)*	3. DATE OF BIRTH *(YYMMDD)*	4. SOCIAL SECURITY NUMBER
THOMAS JAMES R.	730823	123-45-6789

5. HEIGHT *(actual) (inches)*	6. WEIGHT *(actual) (lbs)*	7. MAX WT ALLOWED *(lbs)*	8. DATE SCREENED *(YYMMDD)*
71	198	221	940110

PART II. MEDICAL HISTORY (APPLICANT) Check each item–explain "yes" and "unsure" answers in item 16.

9. PHYSICAL IMPAIRMENTS

YES	NO	UNSURE	
			Have you ever had or have you now
	✓		a. Back trouble
	✓		b. Ear trouble or loss of hearing
	✓		c. Eye trouble, injury or illness
	✓		d. Any deformities of, or missing fingers or toes
	✓		e. Any painful or "trick" joints or loss of movement in any joint
	✓		f. Impaired use of arms, legs, hands and feet
	✓		g. Have loss of vision in either eye

10. CORRECTIVE DEVICES

YES	NO	UNSURE	
			Do you
✓			a. Wear braces on your teeth
✓			b. Wear contact lenses or glasses
	✓		c. Wear a hearing aid

11. DISEASES

YES	NO	UNSURE	
			Have you ever had or have you now
	✓		a. Hepatitis
	✓		b. Rheumatic Fever

12. FEDERAL GOVERNMENT ACTIONS

YES	NO	UNSURE	
			Have you ever
	✓		a. Been rejected for military service
	✓		b. Been discharged from military service for mental, physical or other reasons.
	✓		c. Do you receive or have you applied for disability from any Federal Agency.

13. TREATMENT OF ILLNESS/INJURY

YES	NO	UNSURE	
			Have you ever
	✓		a. Taken any medicines
	✓		b. Been hospitalized
	✓		c. Had bones surgically repaired using pins screws or plates
	✓		d. Had or have you now any illness or injury including broken bones which required treatment by a physician / surgeon, hospitalization or a surgical operation.

14. MEDICAL CONDITIONS

YES	NO	UNSURE	
	✓		a. Do you have any difficulty standing for a long time?
			Have you ever
	✓		b. Been treated for a mental condition.
	✓		c. Been a Sleepwalker since age 12.
			Have you ever had or have you now
	✓		d. Addiction to drugs or alcohol
	✓		e. Allergies
	✓		f. Asthma or respiratory problems
	✓		g. Bedwetting, since age 12.
	✓		h. Epilepsy or seizures of any kind.
	✓		i. Other medical problems or defects of any kind.

15. (FEMALES ONLY) DATE OF LAST MENSTRUAL PERIOD *(YYMMDD)*:

16. EXPLANATION OF "YES" AND "UNSURE" ANSWERS: DESCRIBE PROBLEM. GIVE AGE AT TIME OF PROBLEM, NAME OF DOCTOR AND/OR HOSPITAL WHERE TREATED, AND YOUR CURRENT STATUS REGARDING THAT PROBLEM.

10.A. Braces - Aug 92, 19, Dr. Decay, Baltimore Dental Center.
Braces will be removed in 60 Days.

10b. Glasses, 1963, 10, Dr. Sight, Eye Clinic

DD Form 2246, NOV 80 949/042

Figure 5–2. Sample of a completed DD Form 2246

PART III. CERTIFICATION BY APPLICANT AND RECRUITER

WARNING: The information you have given constitutes an official statement. Federal law provides severe penalties (up to 5 years confinement or a $10,000 fine or both), to anyone making a false statement. If you are selected for enlistment based on a false statement, you can be tried by military courts-martial or meet an administrative board for discharge and could receive a less than honorable discharge that would affect your future. WARNING.

a. Applicant. I certify the information on this form is true and complete to the best of my knowledge and belief, and no person has advised me to conceal or falsify any information about my physical and mental history.	b. Recruiting Representative. I certify all information is complete and true to the best of my knowledge. I have conducted the medical prescreening requirements as directed by service regulations.
APPLICANT'S SIGNATURE: James R. Thomas	NAME OF RECRUITING REP. *(Last, First, M.I.)*: Joseph B. Quig III
	PAY GRADE OF RECRUITING REP.: SGM
DATE SIGNED *(YYMMDD)*: 940110	SIGNATURE OF RECRUITING REP.: Joseph B. Quig III — DATE SIGNED *(YYMMDD)*: 940110

PART IV. MEDICAL PROCESSING INSTRUCTIONS TO APPLICANT (Rctg Rep Check Blocks – Applicant Initials)

The Armed Forces Examining and Entrance Station (AFEES) or other military medical facility will conduct a thorough medical examination. You should provide any medical records or documents regarding illness, hospitalization, injuries, treatment, or surgery which may be required/requested by the examining physician. The items below apply specifically to you and represent requirements of the medical staff. Please initial each checked item in the blank provided to indicate that you understand.

PREPARATION FOR MEDICAL EXAMINATION

INSTRUCTIONS

☐ 1. Take medical documents as discussed. ____

☒ 2. Take eye glasses. JT.

☐ 3. Wear contact lenses. Also take your eye glasses with you or a statement from the optometrist/opthalmologist of visual acuity and eye glass refractive error. Statement must be less than one year old. ____

☒ 4. Bring a statement from your orthodontist saying that the braces you are wearing will be removed at your expense and active treatment ended before your active duty date. JT.

☒ 5. Males wear undershorts; females wear bra and panties for medical examination. JT.

ACKNOWLEDGMENTS

☐ 1. I understand that I will undergo a pelvic/rectal examination. (females only) ____

☒ 2. My medical examination may take more than 1 day if tests are required. JT

☒ 3. I've been briefed on the processing procedures and I understand them. JT.

☐ 4. I must lose ____ lbs. before further processing can take place. ____

☐ 5. I appear to be ineligible for further processing for the following reasons:

_____

_____

_____

_____

NOTE: In questionable cases, use DIAL-A-MEDIC procedures to call or forward this form and other documents to the AFEES Chief Medical Officer through the service rep. prior to scheduling a medical examination.

PART V. MEDICAL OFFICER'S COMMENTS

Based on information provided, further processing is:

☐ Authorized ☐ Not Justified

☐ Deferred pending review of additional documentation
(attach supplemental page for remarks)

SIGNATURE AFEES MEDICAL OFFICER	DATE SIGNED *(YYMMDD)*

DD Form 2246 Reverse, NOV 80

o.S. Government Printing Office: 1990-261-871/21404

Figure 5–2. Sample of a completed DD Form 2246—Continued

Figure 5–3. Sample letter requesting documents from applicant's physician

(Recruiting Organization Letterhead)

. . . *(Date)* . . .

TO: . . . *(Applicant's Physician)* . . .
. . . . . .
. . . . . .

Re: . . . . . .
SSN: . . . . . .

Dear Doctor . . . . . :

The above named person has applied for enlistment in the Armed Forces of the United States. In the course of our preenlistment interview, it was indicated that a history of a medical condition exists that may or may not be significant to military duties. To make a complete and fair decision on the applicant's medical fitness, further documents from you are needed. The applicant has been advised that the added information is to be furnished at his/her own expense, since the Government will not pay, nor make reimbursement, for any actions taken to obtain the required information or documents.

The documents needed are as follows:

( ) A statement of the applicant's current medical status of ailments listed below, along with an outline of treatment and prognosis.

( ) A copy of the hospital discharge summary.

( ) A copy of the surgical and pathology report.

( ) Other.

Please mail the documents to:

Your assistance in providing this information is sincerely appreciated.

Applicant's Release: I hereby authorize the above named physician or his agent to release, to the requesting Armed Forces recruiter and military examining facility, a copy of my medical record to conduct a medical evaluation of my acceptability for military service.

Sincerely,

. . . *(Signature of applicant)* . . .

. . . *(Recruiting Service representative)* . . .

CERTIFICATE AND ACKNOWLEDGEMENT OF SERVICE REQUIREMENTS FOR INDIVIDUALS ENLISTING, REENLISTING, OR TRANSFERRING, INTO TROOP PROGRAM UNITS OF THE US ARMY RESERVE

For use of this form, see AR 601-210, AR 135-91 and AR 140-111; the proponent agency is DCSPER.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY:	Title 10, USC Section 270, 10 USC 511, 10 USC 673a & Executive Order 9397, 22 November 1943.
PRINCIPAL PURPOSE:	To explain obligation and participation requirements and to insure that your agreement to these conditions is a matter of record.
ROUTINE USES:	Confirmation of obligation and participation requirements; occasionally as a basis for non-participation action if requirements are not met.
DISCLOSURE:	Disclosure of your SSN is voluntary, however, if not provided you will not be enlisted.

SECTION I – APPLICABILITY

This certificate and acknowledgement of service requirements will be completed by all individuals enlisting, reenlisting, or transferring, into troop program units of the US Army Reserve under the provisions of AR 135-91, AR 140-111 and AR 601-210. It is not applicable to personnel enrolling in the ROTC program in accordance with AR 145-1.

SECTION II – INSTRUCTIONS

For individuals *enlisting or reenlisting* in the US Army Reserve: the guidance counselor, or the officer administering the Oath of Enlistment, is responsible to read and explain the service requirements set forth below. Following the reading, explanation, affixing of proper signatures and the administration of the Oath of Enlistment, a copy of this signed form will be stapled to each copy of the signed enlistment agreement.

For individuals *transferred or reassigned* to a troop program unit of the US Army Reserve: the unit commander, or his designated representative, is responsible to read and explain the service requirements set forth below. Following the reading, explanation and affixing of proper signatures, a copy will be provided to the individual, a copy will be filed in the member's MPRJ, and the original copy will be forwarded to Commander, RCPAC, ATTN: DARC-RMR-R, 9700 Page Blvd., St. Louis, MO 63132, for inclusion in the member's OMPF.

SECTION III – EXPLANATION TO APPLICANT/MEMBER

In connection with membership in the US Army Reserve, it is my duty and responsibility to explain the service and participation requirements that are applicable. If, during the course of this explanation, you have any questions, or want further clarification, advise me and I will explain all matters to your satisfaction and understanding before proceeding. Following the administration of the Oath of Enlistment, *if you are enlisting or reenlisting*, you will be furnished an Enlistment Document *(DD Form 4/1 through 1/4)* which you will be required to sign. An exact copy of this explanation with your signature will be attached to all copies of your Enlistment Document. *If you are being transferred or reassigned* to a troop program unit of the US Army Reserve, an exact copy of this explanation will be inserted in your military records. In either case I will furnish you a copy of this signed statement.

This certificate is required by regulation when you have voluntarily elected one of the following option: *(Individual will initial next to the checked transaction.)*

1. ☐ *TRANSFER OR REASSIGNMENT TO A TROOP PROGRAM UNIT OF THE US ARMY RESERVE.* This requires that you continue training with your assigned unit and continue satisfactory participation in the Ready Reserve for the remaining period of service on your current statutory or contractual obligation.

2. ☐ *IMMEDIATE REENLISTMENT.* As a current member of the US Army Reserve I am reenlisting for continued service in a troop program unit and satisfactory participation in the Ready Reserve for the entire period of service stipulated on the enlistment document to which this is attached.

3. ☑ *ENLISTMENT/REENLISTMENT OF PRIOR SERVICE MEMBER HAVING NO REMAINING STATUTORY MILITARY SERVICE OBLIGATION.* I am currently not a member of the US Army Reserve, but I have had previous military service in the Armed Forces of the United States and I have no remaining statutory military

DA FORM JUN 84 3540/1 EDITION OF OCT 80 IS OBSOLETE. PAGE 1

Figure 5–4. Sample of a completed DA Form 3540

SECTION III – EXPLANATION TO APPLICANT/MEMBER *(Continued from page 1)*

service obligation. This enlistment will require that I commence training with a troop program unit immediately. I will be required to maintain satisfactory participation in the Ready Reserve for the entire period of service stipulated in the Enlistment Document to which this is attached.

4. ☐ *ENLISTMENT/REENLISTMENT OF A PRIOR SERVICE MEMBER WITH A REMAINING STATUTORY MILITARY SERVICE OBLIGATION.* I am currently a member of another Armed Force of the United States, or a member of the Army National Guard, and I have been granted a conditional release to permit enlistment in the US Army Reserve. I incurred an eight-year military service obligation upon entry into the military service and I have not completed that obligation; therefore, this enlistment into the US Army Reserve is, at least, for the minimum period of service remaining of my statutory obligation. This enlistment will require that I commence training with a troop program unit immediately. I will be required to maintain satisfactory participation in the Ready Reserve for the entire period of service stipulated on the Enlistment Document to which this is attached.

5. ☐ *ENLISTMENT/REENLISTMENT OF A FORMER MEMBER OF THE ARMED FORCES WHO WAS DISCHARGED PRIOR TO COMPLETION OF AN INCURRED EIGHT-YEAR MILITARY SERVICE OBLIGATION.* I am currently not a member of the Armed Forces of the United States. During my last previous military service I incurred a statutory military service obligation of six years and when last discharged I had not completed the full six years. Therefore, this enlistment into the US Army Reserve is for a term of service that will equal, or exceed, the period of service that is required to complete the remaining portion of the eight-year obligation. This enlistment requires that I commence training with a troop program unit immediately. I will be required to maintain satisfactory participation in the Ready Reserve for the entire period of service stipulated on the Enlistment Document to which this is attached.

6. ☐ *INITIAL ENLISTMENT AS A NON-PRIOR SERVICE APPLICANT.* I have had no previous military service on active duty, or active duty for training, in the Armed Forces of the United States and upon executing this enlistment I will incur a statutory military service obligation of eight years. The enlistment option that I have selected provides that I will be a member of a troop program unit for a period of _____ years and a member of the Individual Ready Reserve *(IRR)* for the balance of my eight-year service obligation unless I elect to remain with the troop program unit, or unless I am discharged from this enlistment agreement as a result of appointment as a commissioned officer, or warrant officer. I also understand that I will be further required:

a. Unless otherwise stipulated on an Addendum attached to this certificate *(see Section V below)*, to enter and satisfactorily complete an initial period of active duty for training *(IADT)* to become qualified in a military occupational speciality *(MOS)* as soon as a training space is available. Training spaces are normally available within 180 days following enlistment although additional delay may be necessary for military reasons.

b. If for any reason beyond my control I am unable to complete the training during the period for which I was initially ordered to active duty for training *(IADT)* I agree to:

(1) Remain on active duty for training for such additional period as is required to complete my training, *or*

(2) Accept training in an alternate military occupational speciality *(MOS)* if offered, and remain on active duty for training for such additional training as is required to complete such training.

c. If I enlist for assignment to a position requiring airborne training and I refuse to undergo, or fail to complete, such training for reasons within my control, or after receiving a parachutist rating I refuse to participate in airborne training, I will be assigned to a unit vacancy for which I am, or can be, qualified, or if such assignment is not available I will be subject to transfer to the Individual Ready Reserve.

d. If I qualify for enlistment under a training/pay category that authorizes me to be in a paid training status, I will commence training with my unit while I am awaiting entry on initial active duty for training *(IADT)*. If I am not authorized to be in a paid training status upon enlistment I may voluntarily attend scheduled drills with my unit until such time as I am authorized to be paid and then I will commence training with my unit.

e. I will be required to perform satisfactory participation in the Ready Reserve for a period of eight years.

DA FORM JUN 84 3540/2 EDITION OF OCT 80 IS OBSOLETE. PAGE 2

Figure 5–4. Sample of a completed DA Form 3540—Continued

SECTION IV – SATISFACTORY PARTICIPATION

I understand that I must participate satisfactorily during the entire period of my enlistment or assignment to the Ready Reserve in accordance with the rules and regulations now in effect, or which may be hereafter placed into effect, by the proper authority. Satisfactory participation in the Ready Reserve currently is defined as follows:

1. After completing your active duty for training *(if required)* you will serve the remaining period of your enlistment with your assigned unit unless the option you selected provided for transfer to the Individual Ready Reserve after a period of time in your unit.

2. You will be required to attend all scheduled unit training assemblies *(at least 48 per year)* unless you are excused by proper authority. If you accrue 9 or more unexcused absences during any continuous 365-day period you may be declared an unsatisfactory participant. A member who attends a scheduled unit training assembly must be in the prescribed uniform, present a neat soldierly appearance, and perform his/her duties in a satisfactory manner to receive credit for attendance. In the event you do not receive credit for attendance for any of the reasons I have explained you will be charged with an unexcused absence.

3. As a member of a unit you will be required to satisfactorily complete one period of annual active duty for training of not less than 14 days per year, exclusive of travel time unless excused therefrom by proper authority.

4. If through reasons beyond your control, you lose your unit assignment and are assigned by proper authority to the Individual Ready Reserve *(IRR)*, you may be required to complete a period of not more than 30 days active duty for training each year.

5. If you change residence to a location too distant to permit continued participation with your unit, you will be authorized a period of not more than 90 days of excused absence from training. During this 90-day period you must locate and join another Reserve Component unit.

6. You will be responsible for keeping your commander advised of your current mailing address at which you will receive official correspondence.

7. You will be responsible for replying to and complying with all official orders and correspondence which you may receive.

8. If you fail to participate satisfactorily for any of the reasons I have explained or which may be placed into effect hereafter by proper authority, you may be declared an unsatisfactory participant and may be subject to removal from the unit and transfer to the Individual Ready Reserve *(IRR)* under other than honorable conditions.

9. During the entire period of this enlistment, while you are a member of the Ready Reserve, you may at any time be ordered to active duty involuntarily as a member of a unit or as an individual if not assigned to a unit, in the event of a war or national emergency declared by the Congress of the President of the United States or under any other conditions authorized by law in effect at the time of your enlistment or which may hereafter be enacted into law.

SECTION V – ADDITIONS OR CHANGES TO THIS CERTIFICATE

☒ A check in this block indicates that an Addendum has been completed, *signed by the applicant*, and attached hereto. This Addendum is to be considered an integral part of this certificate and it may add, alter, or delete, certain portions of this certificate. Only Addendums that have been authorized by HQDA publications may be used for this purpose.

SECTION VI – STATEMENT OF ACKNOWLEDGEMENT AND UNDERSTANDING OF ENLISTMENT, REENLISTMENT, OR UNIT ASSIGNMENT, OBLIGATIONS

I, the undersigned, having voluntarily elected to become a member of a troop program unit of the US Army Reserve, acknowledge that all of the conditions of such membership as outlined on this certificate, were read and explained to me by the officer, or guidance counselor, whose signature appears below. I have been advised

DA FORM JUN 84 3540/3 EDITION OF OCT 80 IS OBSOLETE. PAGE 3

Figure 5–4. Sample of a completed DA Form 3540—Continued

SECTION VI – STATEMENT OF ACKNOWLEDGEMENT AND UNDERSTANDING OF ENLISTMENT, REENLISTMENT, OR UNIT ASSIGNMENT, OBLIGATION *(Continued from page 3)*

of my responsibilities with respect to satisfactory participation in the Ready Reserve and I understand them.

TYPED NAME	SOCIAL SECURITY NUMBER
ANY O. APPLICANT	123-45-6789
SIGNATURE Any O. Applicant	**DATE SIGNED** 940110

SECTION VII – CERTIFICATION BY OFFICER OR GUIDANCE COUNSELOR

I certify that I have read and explained all of the conditions and stipulations concerning the specific program set forth above under which the individual is, or will become, a member of a troop program unit of the US Army Reserve. Following this reading and explanation, a copy of this certificate was furnished the above named individual.

TYPED NAME AND RANK	TITLE
SAM KEOMAKA MSG	SENIOR ARMY RESERVE COUNSELOR
SIGNATURE Sam Keomaka.	**DATE SIGNED** 940110

REMARKS

DA FORM OCT 80 3540/4 DA FORM 3540/1 THRU 4, OCT 80, REPLACES DA FORM 3540, MAR 78, WHICH IS OBSOLETE. PAGE 4

Figure 5–4. Sample of a completed DA Form 3540—Continued

Figure 5–5. Sample letter for consent to extension in the DEP

DEPARTMENT OF THE ARMY
(Appropriate recruiting battalion address)

SUBJECT: Consent to Extension in the Delayed Entry Program

(Appropriate Rctg Bn commander)

I, . . . *(Reservist's name and SSN)* . . ., have been found disqualified because of . . . *(reason)* . . . for enlistment in the Regular Army for what appears to be a temporary condition. Therefore, I hereby consent to an extension in the US Army Delayed Entry Program for a period of . . . days. I understand that my new date of enlistment in the Regular Army is . . . . My enlistment option is . . . . I have been informed that if, as a result of this extension, I lose my original enlistment option, I may request a discharge from the Delayed Entry Program or select another option that is acceptable to me.

. . . (Date) . . . *. . . (Reservist's signature) . . .*

. . . (Date) . . . *. . . (Signature of guidance counselor) . . .*

Figure 5–6. Sample letter for request for discharge from the DEP

(Appropriate recruiting battalion address)

SUBJECT: Request for separation from Delayed Entry Program

(Appropriate Rctg Bn commander)

1. I, . . . *(print name)* . . ., do hereby request separation from the Delayed Entry Program for the reasons indicated below. I understand that by initiating this request for separation I forfeit my enlistment guarantee to the school or training I have selected as indicated on the statements of enlistment and that my class reservation will be canceled. I further understand that should my separation request be disapproved by higher headquarters that I may be required to serve on active duty for . . . years in my Reserve status.

2. My reason for requesting separation is: (Continue on back or separate sheet if necessary.)

. . . (Date) . . . *. . . (Signature of Reservist) . . .*

. . . (Date) . . . *. . . (Typed name and grade of guidance counselor) . . .*

. . . (Date) . . . *. . . (Signature of guidance counselor or recruiter) . . .*

Figure 5–7. Sample letter for withdrawal of DEP discharge request

(Appropriate Recruiting Battalion address)

SUBJECT: Withdrawal of Delayed Entry Program Separation Request

(Appropriate Rctg Bn)

I, . . . *(print name)* . . ., having previously requested separation from the Delayed Entry Program, do hereby withdraw my request and voluntarily agree to enlist in the Regular Army. I understand that I forfeited my original enlistment guarantee when I submitted my request for separation and that I must select a new option from those available at this time.

. . . (Date) . . . *. . . (Signature of reservist) . . .*

. . . (Date) . . . *. . . (Typed name and grade of guidance counselor as witness) . . .*

. . . (Date) . . . *. . . (Signature of guidance counselor) . . .*

Figure 5–8. Sample letter for courtesy enlistment

(Appropriate Recruiting Battalion address)

SUBJECT: Courtesy Enlistment in the US Army

TO: *(Appropriate Rctg Bn)*
1. /Mr/Miss/Ms . . . . . SSN . . . . . .
is scheduled to be enlisted into the US Army through your battalion.

2. The following information is forwarded:
a. Recruiter . . . . . Telephone . . . . . .
Address . . . . . .
b. Applicant's approximate arrival in your area . . . . . .
c. Applicant's address in your area . . . . . .
. . . . . Telephone: . . . . . .
d. Applicant is/is not in the DEP. Scheduled AD/ADT date is: . . . . . .
e. Applicant has been instructed to contact: . . . . . .
f. AFEES that did initial processing: . . . . . .

3. This action was coordinated with . . . . . of your Rectg Bn on . . . . . Case file will be/has been mailed to: . . . . . .
. . . . . .

4. Please contact . . . . . at . . . . . if questions or problems arise.

Figure 5–8. Sample letter for courtesy enlistment—Continued

5. Following enlistment, please forward copies of the applicant's DD Form 4 series, DD Form 1966 series, and DA Form 3286-series or DA Form 3540 as appropriate to this battalion.

(Signature block)

Figure 5–9. Sample letter for waiver of VA disability compensation (RA)

. . . *(Date)* . . .

Manager
Regional Office, Veterans Administration
(Address)

Dear Sir:

I, . . . *(Name)* . . ., . . . *(Social Security number)* . . ., having enlisted in the Regular Army this date, do hereby voluntarily waive my monthly Veterans Administration compensation in the amount of $ . . . . This compensation is being received under claim No. . . . from the Veterans Administration Regional Office, . . . *(Address)* . . . .

Sincerely yours,

. . . *(Signature)* . . .

1st Ind

MEPS, *(location) (date)*
To: Manager, Regional Office, Veterans Administration
. . . *(Address)* . . .

. . . *(Name of applicant)* . . . was enlisted in the Regular Army at this station on . . . *(Date)* . . . .

. . . *(Signature of Commanding Officer)* . . .

Figure 5–10. Sample letter for request for waiver of disability compensation (USAR)

Manager
Veterans Administration Regional Office
(Address)

(Date)

Dear Sir:

I, . . . *(Name)* . . ., . . . *(Service number)* . . ., . . . *(Social Security number)* . . . having (re) enlisted in the United States Army Reserve this date do voluntarily waive my Veterans Administration compensation for a period of inactive duty training, active duty, or active duty for training. This compensation is being received under Claim No. . . . from the Veterans Administration Regional Office . . . *(Address)* . . .

Figure 5–10. Sample letter for request for waiver of disability compensation (USAR)—Continued

1st Ind

(Unit) (Location) (Date)

To Manager, Veterans Administration Regional Office
(Address)

. . . *(Name of enlistee)* . . ., . . . *(Service number)* . . ., . . . *(Social Security number)* . . . was (re)enlisted in the USAR at this unit on. . . *(Date of enlistment)* . . . .

. . . *(Signature block of a Commissioned Officer)* . . .

Chapter 6
MEPS Processing Phase

Section I
General Information

6–1. General

This chapter provides policy and guidance for those functions that are administered at MEPS by MEPCOM personnel and guidance counselors.

6–2. PS Individuals physically examined outside MEPS

Physical examination outside of MEPS is not authorized (except in authorized overseas locations).

6–3. Actions required of USMEPCOM personnel before sending applicants to guidance counselor

a. Orient applicants on processing to be done at the MEPS.

b. Give required ASVAB tests. Caution persons giving tests and recording test scores to compute and record test designations, test scores, and aptitude area scores with the utmost care. Specific directions to give and score tests are in manuals that accompany the tests. Adhere strictly to instructions given in AR 611–5 to administer tests.

c. Give required medical examinations.

d. Direct medically and mentally tested applicants to the guidance counselor for final counseling and interview. Make the following MEPS records available to the guidance counselor:

(1) Original SF 88.
(2) Original SF 93.
(3) Latest MEPCOM PCN 714 ADP.
(4) Other documents or records for final decision on acceptability.

Section II
Guidance Counselor Processing Phase

6–4. General

This section prescribes—

a. Duties of the guidance counselor.

b. Procedures to be followed in the enlistment process.

6–5. Procedures applicable to RA and USAR

Procedures below apply to both the RA and USAR. The guidance counselor—

a. Notifies the recruiting company concerned via ARADS of results of medical and mental tests and any other pertinent data on all preprocessed applicants.

b. Reviews with applicant the DD Form 1966–series and supporting documents for errors or missing data. Make corrections.

c. Verifies applicant's eligibility for enlistment. Specifically, question applicant on existence of juvenile and youthful offender records. Explains thoroughly to each applicant the Army policy that adjudication as a youthful offender or juvenile delinquent by a State, or disposition by Federal juvenile authorities, will not prevent enlistment if applicant is otherwise eligible. Applicant will be judged for Army fitness by his or her character at time of application for enlistment. Advises applicant that a record of adverse juvenile adjudications removed from official court records does not alter the fact that the person committed the act that adjudged him or her a delinquent. Applicant must still reveal to the Army that he or she was the subject of an adverse adjudication. This advice is important, for once the person enters the Army such records may be discovered during a security investigation and cause him or her difficulty in obtaining schooling and assignments. The person also may be subject to discharge for fraudulent enlistment.

d. Advises rejected applicant of reemployment rights.

e. Accesses REQUEST to determine options available.

f. Uses Joint Optical Information Network (JOIN) segments applicable to MOS and option for counseling all applicants on their enlistment options. The use of JOIN is mandatory. If JOIN segments are outdated or unavailable, use DA Pam 351–4 and AR 611–201 for counseling. REQUEST will override any conflicts in JOIN segments or listed publications that pertain to enlistment eligibility criteria.

g. Counsels applicants who failed to meet specific qualifications for options for which they applied; advises them of other available options.

h. Verifies, by school transcript, successful high school course completion when it is required for entry into a specific MOS. (For example, checks to see whether applicant has completed algebra, biology, chemistry, and so forth.) When applicant is unable to provide evidence of successful completion of required course at the time of enlistment, complete required entry on DA Form 3286–59 series.

i. Advises female applicants that their enlistment automatically requires them to qualify for basic weapons.

j. Ensures immigrant aliens are not processed for any MOS, training, or assignment requiring a security clearance.

k. Reviews the DA Form 3286–Series, for RA, and DA Form 3540 series or the DA Form 4688–Series, for USAR, with proper addendum. Initiates and reviews forms with applicant. This review is an important part of the enlistment process. The statements, completed correctly, prevent the possibility of erroneous enlistment, broken enlistment commitments, and misunderstanding on entitlements, assignments, and other matters relating to the enlistment agreement. Ensures that statements for enlistment entered in the above document and in DD Form 1966 series Remarks, when applicable, accurately reflect enlistment commitment. For USAR, also determines that applicant is qualified for original USAR unit and MOS selected or, if proper, an alternate option.

l. Questions applicants to be sure they understand their enlistment commitments. They must be advised that no provision exists to request or except voluntary discharge before normal completion of their enlistment commitment, other than for hardship, dependency, or compassionate reasons.

m. Counsels applicants that—

(1) The Army does not condone the use of marijuana or harmful or habit forming chemicals or drugs.

(2) In-service use may be punished under the UCMJ.

n. Advises applicants that some MOSs will require completion of a specified course of instruction as a prerequisite before entering training for the MOS for which they are enlisting.

o. Gives all applicants a final and thorough counseling. This counseling should eliminate any misunderstanding of enlistment promises.

p. Reproduces all verification documents for inclusion in enlistment packets. (GC will certify all copies as a true copy of the original.) Returns original copies to applicants. Reminds applicants of documents needed to establish benefits at reception battalion.

Note. Naturalization certificates, alien registration cards, citizenship documents and U.S. passports, when reproduced, will be marked "FOR MILITARY ENLISTMENT/USE ONLY" NOT FOR ANY OTHER PURPOSE.

q. Ensures that applicants enlisting for an MOS that requires security clearance, as outlined in REPQL (Report of Qualifications), are processed by the PERSCOM security interviewer.

r. For applicants requiring special extensive processing after MEPS mental or physical examination (in other words, OCS or WOFT board, flight physical, band audition, or waivers)—

(1) Determines MEPS test and physical results and inform applicant of these results.

(2) Refers applicant back to recruiter and dismiss him or her from the MEPS.

s. Ensures that Army policy is understood by having all applicants complete DA Form 3286–67.

t. Notifies RC units, when former members are discharged or released for enlistment into the RA or USAR.

u. Ensures that DD Form 1966/1, items 18 and 19, will not be completed until AD date, for RA, and date of enlistment, for USAR.

v. If an applicant enlists for an MOS that is annotated on REQUEST as a Force Modernization MOS, Ensures that the following statement will be added to the applicant's DA Form 3286. "I am aware that the MOS for which I am enlisting requires training on equipment currently in the developmental stage, which may not be available. If this situation arises at completion of basic training, I understand that I will receive training in an alternate MOS within the same career management field."

w. Counsels applicants on the benefits of the Veteran's Educational Assistance Act of 1984 (Montgomery G.I. Bill).

x. Ensures all applicants who speak English as a second language and who still experience difficulty in conversing in and understanding English are properly identified and take the ECLT. The guidance counselor informs those applicants who score 69 or below on ECLT that they will receive English training at the Defense Language Institute, English Language Center (DLIELC). Those applicants scoring 0–39 on the ECLT will be enlisted for 4 years regardless of MOS for which enlisting. Those who score 40–69 will have no additional requirements beyond those normally placed upon any other applicant in the same test score category.

y. Informs applicants that they must achieve a minimum ECLT score of 70 or a proficiency level of 1.5 upon completion of DLIELC training. Persons who do not meet either of these requirements will be processed for separation.

z. Advises all enlistees of the importance of wearing eyeglasses to and during training. Discourages enlistees from the use of contact lenses. The training environment is not conducive to the use of contact lenses.

6–6. Procedures applicable to RA only

Procedures below apply to the RA only. The guidance counselor—

a. Explains to applicants who enlist for an overseas area the specific normal tour length and involuntary extension policy, as defined in AR 614–30. DA Form 3286 series will show applicant's understanding of normal tour lengths.

b. Advises applicants that it will be their duty to establish and maintain an account with a United States financial institution (such as a bank, savings, and loan institution, or credit union) for the direct receipt of their net pay and allowances while serving on active duty in the Army. Further, explains that they must establish an account in a U.S. financial institution (of their choosing) and execute the appropriate forms at the servicing finance office arrival at the USARECBN. Review DA Form 3286–67 with the applicant and ensure that it is signed by the applicant, the guidance counselor, and the witnessing official.

c. Counsels a married couple to prevent any misunderstanding of Army policy on assignment of married Army couples. Use of DA Pam 600–8, paragraph 3–49 through 3–50, is recommended for this counseling, despite a married couple's enlistment options or programs. Question married Army couples on Army policy, eligibility criteria, and assignment conditions. Married couples should be fully aware that applying for joint assignment under the Army married couples program, does not guarantee that they will be able to establish a joint domicile after completion of their initial entry training.

d. Completes DD Form 1966/1, item 17, for DEP enlistment.

e. If applicant enlists in the RA from DEP or enlists directly into the RA without benefit of DEP, prepares the proper DA Form 3286–series as required by the specific option in chapter 9, as taken from the REQUEST reservation. Witnesses the applicant's signature on the DA Form 3286–series and addendum. The guidance counselor signs the form as witnessing official.

6–7. Procedures applicable to USAR only

Prior service applicants who have not satisfactorily completed a basic training course or AIT, must enter on IADT within 180 days. IADT funds and orders will be used to train these personnel. (Includes glossary non-prior service). Phase III of the STARR Program is also considered a part of IADT. Paragraph 6–6*b* above applies to USAR also.

Section III
USAR Vacancy Requirements

6–8. Vacancies and projected vacancies

a. Enlistments and assignments to USAR TPUs are authorized for vacancies on USAR REQUEST according to the following priority of fill.

(1) Vacant positions within the unit as displayed on the Unit Manning Report.

(2) Known pending losses.

(3) Permitted overstrength.

(4) Attrition.

b. Projected vacancies will be under the policy below.

(1) PS and NPS personnel may be enlisted up to 12 months before a projected vacancy. If initial active duty training (IADT) exceeds 36 weeks, the 12-month period may be exceeded by the IADT period (including BCT).

(2) Commanders may submit assignment requests against vacancies occurring in approved MTOE or TDA authorization documents that have projected effective dates of reorganization.

c. Applicant will not be assigned to a USAR TPU beyond reasonable commuting distance without written consent of the applicant and approval by the USAR TPU commander. Reasonable commuting distance is the distance from home to the USAR TPU location within a 50-mile radius and does not exceed 1.5 hours of travel time one way under average traffic, road, and weather conditions by automobile.

d. Vacancy requirements are not needed for enlistment or reenlistment in the IRR.

6–9. Vacancy requirements

a. Obligated personnel. Enlistment of persons who incur a 8-year statutory service obligation enlistment in the USAR will be made only—

(1) For assignment to a TPU vacancy on REQUEST. (See para 6–8.)

(2) After receipt of a confirmed training space for entry on IADT to undergo basic training.

b. Female enlistments. The current policy on enlistment of women in the USAR is as follows:

(1) Women are authorized to serve in any enlisted specialty except those listed in AR 611–201, chapter 4, at any organizational level, and in any unit of the USAR.

(2) Women may not serve in units or in positions in units that would routinely require them to take part in direct combat.

(3) Enlistment of women in any of the closed specialties is not authorized.

c. Nonobligated persons. Enlistment of nonobligated persons will be as follows:

(1) For TPU vacancy on REQUEST, if—

(a) Applicant has had PS and has no remaining statutory obligation.

(b) Applicant is a qualified member of the USAR and is immediately reenlisting under AR 140–111, chapter 3.

(2) For enlistment or reenlistment in the IRR with assignment to the USAR Control Group (Reinforcement) without regard to position vacancies in the IRR, if—

(a) Applicant has had prior military service and has no remaining statutory obligation and enlists under this regulation or reenlists under AR 140–111, chapter 3.

(b) Applicant is a qualified member of the IRR or Standby Reserve and is immediately reenlisting under AR 140–111, chapter 3.

(3) CG, ARPERCEN, may authorize enlistment or reenlistment of PS personnel who have no remaining statutory obligation for assignment to USAR Control Group (Reinforcement) and attachment to a TPU or reinforcement training unit (RTU). Overseas commanders may authorize enlistment or reenlistment of such persons on request of the unit commander. Applicant must be otherwise qualified. The person will be informed that during the period of unit attachment all IDT will be in a nonpay status, but retirement point credit will accrue. Applicant must have served honorably on AD or taken part satisfactorily in Reserve training during period of prior enlistment or obligated service.

(4) Persons currently employed, or who seek employment in the U.S. Army Reserve Technician Program, may be enlisted for assignment to a unit vacancy. They must otherwise qualify and be authorized by the area commander. If applicant has no prior military service, then enlistment requires prior receipt of a confirmed training space for entry on IADT. If a unit vacancy is not available, the person will be assigned as overstrength to the unit in which he or she is performing the majority of assigned duties. Assigned technicians are required to participate successfully in the assigned TPU throughout their enlistment period.

d. Military intelligence, signals intelligence, electronic warfare, signal security units, staff specialists, and Special Forces enlistments. Enlistment eligibility and processing procedures for enlistment of PS and NPS applicants for unit vacancies in units or branches specified below will be under the reference shown. If persons enlisted for these assignments are later found not fully qualified, they may be reassigned, with or without their consent, to another branch of the USAR for which they are qualified.

(1) Military intelligence, signals intelligence, electronic warfare, and signal security units: AR 135–382.

(2) Military police detachments (criminal investigation): AR 195–3.

(3) Special Forces: AR 614–200, chapter 6.

Section IV
MEPS Administrative Processing Phase

6–10. General

This section outlines administration responsibilities and required actions of MEPCOM personnel before and after administering the Oath of Enlistment.

6–11. Duties of USMEPCOM personnel

MEPCOM personnel will—

a. Ensure that applicants who qualify have proper documents before they are enlisted and sent to their first station.

b. Attach to reception battalion copy of the DD Form 4–series the original copy of REQUEST printout of enlistee's option.

c. Complete preparation and disposition of required forms and records. (See chap 5, and AR 601–270.) To establish enlistment eligibility, applicants often must present personal documents. These will be returned along with discharge certificates, separation reports, and other documents. Copies will be made of those documents needed for processing by the guidance counselor.

d. Prepare DD Form 93 in final form. The MEPS will dispose of DD Form 93 under tables B–1 and B–2.

e. Conduct preenlistment interview (to include fingerprint service) under policies and procedures set by USMEPCOM.

f. Administer Oath of Enlistment. (See sec VI.)

g. Obtain signature on confirmation of Oath of Enlistment on the DD Form 4–series.

h. Make transportation arrangements. (See chap 5, sec V.)

i. Send enlistees and forward records to proper station. Return rejected applicants to place of tentative acceptance.

j. Process all enlistee's (USAR Control Group Delayed Entry, Regular Army and Army Reserve), for ENTNAC according to section XXI, chapter 20.

Section V
DD Form 1966/1 through DD Form 1966/4 and the DD Form 4–Series

6–12. Completion of DD Form 1966–series

Guidance counselor will review and ensure that the DD Form 1966 series is properly completed. Comparing all entries to verification documents and the DD Form 398–2. The final completed DD Form 1966 series should be free of all errors and must be legible. Counselor will print all entries. (See chap 5.)

6–13. Preparation of DD Form 4–series

The DD Form 4–series is the basic document establishing a legal relationship between the U.S. Government and the enlisted member. Special care will be taken to see that all items are typed correctly, without strikeover.

a. After preparation of items 1 through 14 by MEPS, applicant will be returned to guidance counselor with DD Form 4 for review and signature.

b. After guidance counselor signs item 14*e*, certifies accuracy of all actions taken, and accepts applicant for DEP, RA, or USAR enlistment, applicant returns to MEPS for completion of processing and enlistment.

c. After taking oath of enlistment, applicant signs item 18a and enlisting officer signs item 19*e*. A copy is then given to enlistee for personal records.

d. For applicants entering on AD from the DEP, MEPS types all required data in items 20 and 21 and sends applicant to guidance counselor.

e. Guidance counselor reviews all forms, verifies eligibility for AD, ensures that any changes in applicant's status are properly documented, witnesses applicant's signature in item 20*b*, then signs item 21*e* and accepts applicant for RA enlistment.

f. After taking oath, applicant signs item 22*b* and enlisting officer signs item 23e.

6–14. Actions before signature, DD Form 4–series

Before an applicant signs the confirmation of Oath of Enlistment on the DD Form 4–Series, the enlisting officer—

a. Gives orientation required by section VI.

b. Ensures applicants who have questions about their 8-year military obligation have all questions answered by the Army Liaison before enlistment.

c. Ensures that no promises have been made to applicants, either direct or implied, which cannot be substantiated by proper regulations. Applicants who have any misunderstanding about the extent of their full enlistment commitment, specific options or Army unique benefits will have them explained by the Army Counselor, supported by this regulation.

d. Administers the Oath of Enlistment. (See sec VI.)

6–15. Correction of errors on enlistment forms

To correct errors found after applicant has enlisted and forms are distributed, procedures below apply.

a. Immediate commander or designee may correct minor administrative and typographical errors found after distribution of forms. Complete DA Form 4187 and correct the DD Form 4–series or DD Form 1966–series for RA. Forward a copy of the approved DA Form 4187 to Commander, U.S. Army Enlisted Records and Evaluation Center, ATTN: PCRE–RR, Fort Benjamin Harrison, IN 46249. Prepare a new DD Form 4–Series for USAR. Complete the revised page of the DD Form 4–Series or in its entirety, to include confirmation of enlistment. The date entered in item 16c by the enlisting officer will reflect the actual date that the oath on the revised DD Form 4–Series was administered. At the top and bottom of each corrected page of the revised DD Form 4, print or type, in block letters, "CORRECTED COPY." The corrected pages of the DD Form 4 will be attached to the original DD Form 4.

b. To correct the DD Form 4–series on length of service, see paragraph 8–6.

c. If a soldier or the officer who has administered the oath of enlistment has failed to sign the DD Form 4 and distribution has been made, the OMPF copy will be signed and a memo or DA 4187 explaining the circumstance will be attached. In addition, a new page of the DD Form 4 will be prepared and completed and appropriate signatures obtained, this copy will be annotated as a "CORRECTED COPY" for both RA or USAR and appropriate distribution made. Assistance from the USAREC, TRADOC or FORSCOM liaison will be obtained as necessary.

6–16. Claims of erroneous entries

Authority to act on claims of erroneous entries on enlistment documents, which is not delegated elsewhere in this chapter or in AR 600–8–1, is delegated to Commander, U.S. Army Enlisted Records and Evaluation Center, Fort Benjamin Harrison, IN 46249, for RA, and Commander, ARPERCEN, ATTN: DARP–PAT–I, 9700 Page Boulevard, St Louis, MO 63132–5200, for USAR. Requests relating to claims of erroneous entries must include a statement signed by the person. Include copies of substantiating documents that will assist in making a decision.

Section VI
Administration of Oath of Enlistment and Related Matters

6–17. Orientation before administration of oath

Before giving the Oath of Enlistment to an applicant, the enlisting officer—

a. Explains the UCMJ, Article 83, to applicant. Emphasize importance of UCMJ in respect to truthful answers to questions on the enlistment forms.

b. Tells applicant that anything in his or her record that may prohibit enlistment must be disclosed before the oath is administered. Explains to applicant that if disclosure is made at this time (before the Oath of Enlistment) the worst that can happen will be rejection for enlistment.

c. Warns applicant that DD Form 2280 will be forwarded to the Defense Investigative Service (DIS). Warns applicant that even though a person may conceal a criminal or juvenile record or PS at time of enlistment, such a record will be discovered later. The applicant will be subject to trial by court-martial for fraudulent enlistment or possible discharge under less-than-honorable conditions.

6–18. Administration of oath of enlistment

A commissioned officer of any Armed Service will administer the Oath of Enlistment in the DD Form 4–Series orally, in English, to each applicant. Make a suitable arrangement to ensure that the oath is administered in a dignified manner and in proper surroundings. Display the U.S. flag prominently near the officer giving the oath. The words "So help me God" may be omitted for persons who desire to affirm rather than to swear to the oath. Explain to all enlistees the substance of Articles 85 and 86 of the UCMJ.

6–19. Actions required after administration of the oath

Immediately after the Oath of Enlistment, the enlisting officer—

a. Requires each enlistee to sign the DD Form 4–Series.

b. Provides each enlistee with a legible copy of enlistment forms.

6–20. Predating an enlistment

Except as indicated below, date of enlistment is the actual date the Oath of Enlistment is given. This date must be shown on the enlistment record above the signature of the officer who administered the oath.

a. No enlistment will be predated without prior approval. A person's enlistment may be delayed through no fault of his or her own, but for the convenience of the Government.

b. Request to predate the enlistment will be sent to the Commander, U.S. Army Enlisted Records and Evaluation Center, Fort Benjamin Harrison, IN 46249, for RA; and to the Commander, ARPERCEN, ATTN: DARP–PAT–SU, 9700 Page Boulevard, St. Louis, MO 63132–5200, for the USAR.

Chapter 7
RA and Army Reserve Civilian Acquired Skills Program

Section I
Introduction

7–1. General

This chapter provides policy and guidance for implementing the Army Civilian Acquired Skills Program (ACASP). The ACASP attracts and uses persons with civilian-acquired skills required by the Army. Persons qualified for the ACASP may be given an advance in grade upon enlistment. They may be entitled to accelerated promotion based on the skill level held and demonstrated duty performance.

7–2. Objectives

Objectives of the ACASP are as follows:

a. Enlistment of qualified personnel with civilian-acquired skills needed by the Army.

b. Increased job satisfaction.

c. Improved personnel classification and use while MOS performance standards are maintained.

d. Reduced training loads and costs.

e. Added means for rapid mobilization.

7–3. Procedures for the ACASP

a. Deputy Chief of Staff for Personnel (DCSPER). The DCSPER develops policy for the ACASP.

b. CG, PERSCOM (for RA) and CG, ARPERCEN (for USAR). The CG, PERSCOM and the CG, ARPERCEN, in coordination with the Chief, Army Reserve (CAR)—

(1) Conduct periodic reviews and submit recommendations to the HQDA (DAPE–MPA), WASH DC 20310, for addition or deletion of skills.

(2) Develop criteria for skills to be added to the program; review and comment on recommendations submitted by other agencies.

(3) Coordinate with DCSPER in developing annual procurement programs for each ACASP skill.

c. Commanding General (CG), U.S. Army Recruiting Command (USAREC). The CG, USAREC,—

(1) Implements processing procedures contained in this chapter.

(2) Develops and implements advertising and procurement plans and procedures to attract qualified applicants for the program.

d. Commanders of ACASP enlistees. ACASP enlistee commanders—

(1) Ensure that ACASP enlistees are properly assigned and considered for accelerated promotions, in a timely manner, under paragraph 7–11.

(2) Use ACASP soldiers in the awarded PMOS for—

(a) (For RA) Duration of the period of enlistment under the ACASP program. AR 600–200 and other applicable directives will govern reclassification, when required.

(b) (For USAR) At least 1 year after award of the ACASP MOS.

e. Training center commanders. Training center commanders—

(1) Provide reception battalion processing and required training for ACASP soldiers.

(2) (For RA only) Prepare and process ACASP soldiers for overseas movement under AR 600–8–101 if soldiers are to be assigned overseas after completing training.

7–4. Eligibility

The ACASP is available to qualified men and women with or without PS. Persons with skills acquired through military service will not be enlisted under this program. Members of the ARNG or USAR who were awarded an MOS based upon Civilian Acquired Skills and are applying for enlistment into the Regular Army will be authorized to enlist under this program provided they are otherwise qualified and are not entitled to a higher enlistment grade by other provisions of this regulation. All prior service applicants who have had a break in service of five or more years and are qualified under this chapter may enlist for ACASP regardless of former MOS. These applicants must meet all requirements to include basic eligibility. Applicants must—

a. Meet basic eligibility criteria for enlistment (chapter 2 or 3, as appropriate), skill training and work experience (table 7–1), MOS prerequisites and prerequisites of AR 611–201. MOS prerequisites are available on a computer output display by using the REPQL Program of REQUEST. When a person has unusual training or experience relevant to an MOS, requests for determination of equivalency may be submitted for consideration to HQDA (DAPE–MPA).

b. Have had either training or experience in their civilian-acquired skill within 24 months of enlisting.

c. Exceptions for applicants qualified for ACASP but who do not meet or possess applicable MOS ASVAB score and no prerequisite MOS training is required may request through appropriate chain of command an exception to policy. Approval is required from HQDA (DAPE–MPA).

7–5. Enlistment periods

Minimum terms of enlistment for ACASP will be established by proper enlistment options, chapter 9, and as announced by HQDA (DAPE–MPA) for special categories of persons and for selected MOS.

Table 7–1
Skills and criteria authorized for the ACASP

To qualify for MOS: 27B10
Titled: Land Combat Support System Test Specialist
With later appointment to: E4
The following criteria must be met:
a. Be eligible for security clearance under AR 380–67.
b. Have 2 years of experience in use of diagnostic test equipment similar to that used for land combat support systems and have formal training with the contractor who developed the Army's system.

To qualify for MOS: 27E10
Titled: Land Combat Electronic Missile System Repairer
With later appointment to: E4
The following criteria must be met:
a. Be eligible for security clearance under AR 380–67.
b. Have 2 years of experience in use of diagnostic test equipment similar to that used for wire-guided missile systems test and have formal training with the contractor who developed the Army's system.

To qualify for MOS: 31C10
Titled: Single Channel Radio Operator
With later appointment to: E4
The following criteria must be met:
a. Be eligible for security clearance under AR 380–67.
b. Have 1 year of experience, or combination of formal training and experience totaling 1 year, as radio teletype operator and be capable of sending and receiving manual teletypewriter operations, in message format, at minimum of 25 words per minute.

To qualify for MOS: 31L10
Titled: Cable Systems Installer-Maintainer
With later appointment to: E4
The following criteria must be met: Have 2 years of experience, or combination of formal training and experience totaling 2 years, as a wireman, switchboard operator, telephone installer, or pole lineman.

To qualify for MOS: 35H10 (RA only)
Titled: Test Measurement and Diagnostic Equipment (TMDE) Maintenance Support Specialist
With later appointment to: E4
The following criteria must be met: Have 2 years of experience or combination of formal training and experience totaling 2 years in operation, maintenance, and calibration of test, measurement, and diagnostic equipment.

To qualify for MOS: 36L10 (RA only)
Titled: Transportable Automatic Switching System Operator/ Maintainer
With later appointment to: E4
The following criteria must be met:
a. Be eligible for security clearance under AR 380–67.
b. Have 2 years of experience, or combination of formal training and experience totaling 2 years, in installing, operating, and maintaining automatic electronic switching equipment.

To qualify for MOS: 39C10 (RA only)
Titled: Target Acquisition/Surveillance Radar Repairer
With later appointment to: E4
The following criteria must be met:
a. Be eligible for security clearance under AR 380–67
b. Have 2 years of experience, or combination of formal training and experience totaling 2 years, as ground surveillance radar repairer.

To qualify for MOS: 39E10
Titled: Special Electrical Devices Repairer
With later appointment to: E4
The following criteria must be met: Have 2 years of experience, or combination of formal training and experience totaling 2 years, in repair of special electrical devices such as infrared weapon sights, infrared binoculars, metascopes, searchlights, mine detectors, and lighting kits for marking aircraft glide angles and airdrop zones.

To qualify for MOS: 91E10N5 (request 91E1N)
Titled: Dental Laboratory Specialist
With later appointment to: E4
The following criteria must be met:
a. Successful completion of an American Dental Association Accredited Dental Laboratory Technician Program, or

Table 7–1
Skills and criteria authorized for the ACASP—Continued

b. Be a Certified Dental Technician (CDT) in complete dentures, partial dentures, and crown and bridge, or
c. Have 3 years' experience or a combination of formal education and experience totaling 3 years as a dental laboratory technician with experience in complete dentures, partial dentures, crown and bridge, and orthodontics.
d. Proficiency training required by paragraph 7–9 must be performed under supervision of an NCO qualified in MOS 42D or a dental officer.

To qualify for MOS: 42E10
Titled: Optical Laboratory Specialist
With later appointment to: E4
The following criteria must be met:
a. Be a graduate of State-recognized 1-year course in opticianry or be licensed as optician.
b. Proficiency training required by paragraph 7–9 must be performed under supervision of an NCO qualified in MOS 42E or an Optometrist (AOC 68K).

To qualify for MOS: 42E20
Titled: Optical Laboratory Specialist
With later appointment to: E5
The following criteria must be met:
a. Have at least 1 year of experience after graduation from State-recognized 1-year course in opticianry or 1-year experience after receipt of license as optician.
b. Proficiency training required by paragraph 7–9 must be performed under supervision of an NCO qualified in MOS 42E or an Optometrist (AOC 68K).

To qualify for MOS: 43M10
Titled: Fabric Repair Specialist
With later appointment to: E4
The following criteria must be met: Have 2 years of experience as tailor, sewing machine operator, or repairer of clothing, textile, canvas, or webbed items.

To qualify for MOS: 44B10
Titled: Metal Worker
With later appointment to: E4
The following criteria must be met: Have 2 years of experience, or combination of formal training and experience totaling 2 years, as metal body repairer.

To qualify for MOS: 44E10
Titled: Machinist
With later appointment to: E4
The following criteria must be met: Have 2 years of experience, or combination of formal training and experience totaling 2 years, as machinist.

To qualify for MOS: 45B10 (RA only)
Titled: Small Arms/Artillery Repairer
With later appointment to: E4
The following criteria must be met: Have 2 years of experience, or combination of formal training and experience totaling 2 years, as firearms gun examiner, firearms assembler, or gunsmith.

To qualify for MOS: 46Q10
Titled: Journalist
With later appointment to: E4
The following criteria must be met:
a. Be eligible for SECRET security clearance under AR 380–67.
b. Type minimum speed of 20 words per minute.
c. Have 2 years of experience as public relations person, newspaper reporter, or editor; or possess BA degree in journalism.
d. Successfully complete 10-week Journalism Course.

To qualify for MOS: 46R10
Titled: Broadcast Journalist
With later appointment to: E4
The following criteria must be met:
a. Be eligible for security clearance under AR 380–67.
b. Type minimum speed of 20 words per minute.

Table 7–1
Skills and criteria authorized for the ACASP—Continued

c. Have 2 years of experience as paid employee on production staff of licensed radio or television station.
d. Successfully complete 10-week Broadcasting Course.
e. Pass voice audition before enlistment.

To qualify for MOS: 51B10
Titled: Carpentry And Masonry Specialist
With later appointment to: E4
The following criteria must be met: Have 2 years of experience and be certified as Civil Service-rated carpenter or mason, WB–7, or have 2 years of experience and be apprentice member of United Brotherhood of Carpenters and Joiners of America.

To qualify for MOS: 51K10
Titled: Plumber
With later appointment to: E4
The following criteria must be met: Have 2 years of experience, or combination of formal training and experience totaling 2 years, as a plumber or pipefitter helper installing and repairing pipe systems, plumbing fixtures, and equipment.

To qualify for MOS: 51M10
Titled: Firefighter
With later appointment to: E4
The following criteria must be met: Have 2 years of full-time experience as a member of an aircraft crash/rescue crew.

To qualify for MOS: 51R10
Titled: Interior Electrician
With later appointment to: E4
The following criteria must be met: Have 2 years of experience and be certified as Civil Service-rated electrician, WG–5, or have 2 years of experience and be apprentice member of International Brotherhood of Electrical Workers, or equivalent.

To qualify for MOS: 52C10
Titled: Utilities Equipment Repairer
With later appointment to: E4
The following criteria must be met: Have 2 years of experience, or combination of formal training and experience totaling 2 years, as utilities equipment repairer.

To qualify for MOS: 52D10 (RA only)
Titled: Power Generation Equipment Repairer
With later appointment to: E4
The following criteria must be met: Have 2 years of experience, or combination of formal training and experience totaling 2 years, as powerhouse mechanic, powerplants mechanic, or gas-turbine/ powerplants mechanic.

To qualify for MOS: 52G10
Titled: Transmission and Distribution Specialist (USAR only)
With later appointment to: E4
The following criteria must be met: Have 2 years of experience and be certified as a Civil Service-rated electrician, WGA 68, or have 2 years of experience in the installation of electrical transmission and distribution systems and exterior services and be an apprentice member of the International Brotherhood of Electrical Workers or its equivalent.

To qualify for MOS: 57E10
Titled: Laundry and Bath Specialist
With later appointment to: E4
The following criteria must be met: Have 2 years of experience in laundry working, dryer operation, or washer operation.

To qualify for MOS: 57F10
Titled: Mortuary Affairs Specialist
With later appointment to: E4
The following criteria must be met: Have 2 years of experience in mortuary science as an identification clerk or funeral attendant.

To qualify for MOS: 62B10
Titled: Construction Equipment Repairer
With later appointment to: E4

Table 7–1
Skills and criteria authorized for the ACASP—Continued

The following criteria must be met: Have 2 years of experience, or combination of formal training and experience totaling 2 years, in maintenance and repair of gasoline, diesel, electrical-powered engineer construction and associated equipment and be certified as Civil Service-rated Construction Equipment Repairman, WG–4, or have 2 years of experience and be apprentice member of Operating Engineers, AFL–CIO, or equivalent.

To qualify for MOS: 62E10
Titled: Heavy Construction Equipment Operator
With later appointment to: E4
The following criteria must be met:
a. Have 2 years of experience as operator of crawling or wheeled tractors, graders, or loaders and be certified as Civil Service-rated Heavy Construction Equipment Operator, WG–4, or have 2 years of experience and be apprenticed member of International Union of Operating Engineers, AFL–CIO.
b. Have valid State motor vehicle license.

To qualify for MOS: 62F10
Titled: Crane Operator
With later appointment to: E4
The following criteria must be met:
a. Have at least 2 years of experience as crane or terrain forklift operator and be certified as Civil Service-rated crane operator, WG–4, or 2 years of experience and be apprentice member of International Union of Operating Engineers, AFL–CIO.
b. Have valid State motor vehicle license.

To qualify for MOS: 62G10
Titled: Quarrying Specialist
With later appointment to: E4
The following criteria must be met: Have 2 years of experience, or combination of formal training and experience totaling 2 years, in operation of quarry machinery.

To qualify for MOS: 62H10
Titled: Concrete and Asphalt Equipment Operator
With later appointment to: E4
The following criteria must be met:
a. Have 2 years of experience, or combination of formal training and experience totaling 2 years, in concrete or asphalt paving operations.
b. Have valid State motor vehicle license.

To qualify for MOS: 62J10
Titled: General Construction Equipment Operator
With later appointment to: E4
The following criteria must be met:
a. Have 2 years of experience, or combination of formal training and experience totaling 2 years, in operation of general construction machines.
b. Have valid State motor vehicle license.

To qualify for MOS: 63G10
Titled: Fuel and Electrical Systems Repairer
With later appointment to: E4
The following criteria must be met: Have 2 years of experience, or combination of formal training and experience totaling 2 years, in repair of automotive fuel and electrical systems.

To qualify for MOS: 63H10
Titled: Track Vehicle Repairer
With later appointment to: E4
The following criteria must be met: Have 2 years of experience, or combination of formal training and experience totaling 2 years, in repair and overhaul of engines, powertrains, and chassis components of wheel and track vehicles and material handling equipment.

To qualify for MOS: 67N10
Titled: UH–1 Helicopter Repairer
With later appointment to: E4
The following criteria must be met: Have 2 years' experience, or combination of formal training and experience totaling 2 or more years, in the repair of Bell Model 204 or Bell Model 205 helicopter.

Table 7–1
Skills and criteria authorized for the ACASP—Continued

To qualify for MOS: 67T10
Titled: UH–60 Helicopter Repairer
With later appointment to: E4
The following criteria must be met: Have 2 years experience, or combination of formal training and experience totaling 2 years, in the repair of Sikorsky Model S–76 helicopters.

To qualify for MOS: 67U10
Titled: CH–47 Helicopter Repairer
With later appointment to: E4
The following criteria must be met: Have 2 years experience, or a combination of formal training and experience totaling 2 years, in the repair of Boeing Vertol Model 114 or Boeing Vertol Model 234 helicopters.

To qualify for MOS: 67V10
Titled: Observation Scout Helicopter Repairer
With later appointment to: E4
The following criteria must be met: Have 2 years experience, or a combination of formal training and experience totaling 2 years, in the repair of Bell Model 206 helicopters.

To qualify for MOS: 68B10
Titled: Aircraft Powerplants Repairer
With later appointment to: E4
The following criteria must be met: Have proper Federal Aviation Administration (FAA) license for repair and overhaul of aircraft powerplants. (See note 1.)

To qualify for MOS: 68D10
Titled: Aircraft Powertrain Repairer
With later appointment to: E4
The following criteria must be met: Have proper FAA license for repair and overhaul of aircraft powertrains. (See note.)

To qualify for MOS: 68F10
Titled: Aircraft Electrician
With later appointment to: E4
The following criteria must be met: Have proper FAA license for repair and overhaul of aircraft electrical systems and components. (See note.)

To qualify for MOS: 68G10
Titled: Aircraft Structural Repairer
With later appointment to: E4
The following criteria must be met: Have proper FAA license for maintenance of aircraft structures and control surfaces. (See note.)

To qualify for MOS: 68H10
Titled: Aircraft Pneudraulics Repairer
With later appointment to: E4
The following criteria must be met: Have proper FAA license for repair and overhaul of aircraft hydraulic systems. (See note.)

To qualify for MOS: 68L10
Titled: AVIONIC Communications Equipment Repairer
With later appointment to: E4
The following criteria must be met: Have 2 years experience, or combination of formal training and experience totaling 2 years, in repair of VHF and transistorized UHF, FM, and SSB AVIONIC communications equipment.

To qualify for MOS: 68N10
Titled: AVIONIC Mechanic
With later appointment to: E4
The following criteria must be met:
a. Be eligible for security clearance under AR 380–67.
b. Have 2 years of experience, or combination of formal training and experience totaling 2 years, performing maintenance on communications, navigation, and flight control equipment, installed in aircraft and supporting ground-based AVIONIC equipment.

To qualify for MOS: 68Q10
Titled: Avionics and Flight System Repairer
With later appointment to: E4

Table 7–1
Skills and criteria authorized for the ACASP—Continued

The following criteria must be met: Have 2 years of experience, or combination of formal training and experience totaling 2 years, in repair of such AVIONIC navigation and associated ground equipment as marker beacons, radio direction finders, position fixers, airborne TACAN, and ground beacons.

To qualify for MOS: 68R10
Titled: Avionics Radar Repairer
With later appointment to: E4
The following criteria must be met: Have 2 years of experience or, combination of formal training and experience totaling 2 years, performing maintenance on terrain following avoidance radar, doppler navigation radar, weather radar, station keeping radar, radar altimeters, IFF, TACAN, and inertial navigation set. Meet security clearance requirements per AR 380–67.

To qualify for MOS: 71G10
Titled: Patient Administration Specialist.
With later appointment to: E4
The following criteria must be met:
a. Have 1-year training or experience or a combination of 1-year training and experience in medical terminology, medical administration, and management of medical records in a health care setting.
b. Proficiency training required by paragraph 7–9 must be performed under supervision of an NCO qualified in MOS 71G or a Patient Administration Officer (AOC 67E).

To qualify for MOS: 76J10
Titled: Medical Supply Specialist
With later appointment to: E4
The following criteria must be met:
a. Have 1 year's experience in manual or automated stock control procedures, medical material warehousing, inventory procedures, quality control of medical items and manual or automated property control procedures.
b. Proficiency training required by paragraph 7–9 must be performed under supervision of an NCO (SSG or above) qualified in MOS 76J or a Health Services Material Officer (AOC 67K).

To qualify for MOS: 77L10
Titled: Petroleum Laboratory Specialist
With later appointment to: E4
The following criteria must be met: Have 2 years of experience, or combination of formal training and experience totaling 2 years, as petroleum refinery laboratory technician.

To qualify for MOS: 77W10
Titled: Water Treatment Specialist
With later appointment to: E4
The following criteria must be met: Have 2 years of experience, or combination of formal training and experience totaling 2 years, in water treatment plant operations.

To qualify for MOS: 81B10
Titled: Technical Drafting Specialist
With later appointment to: E4
The following criteria must be met: Have at least 2 years of experience as draftsman and be certified as Civil Service draftsman, GS–4, or 2 years of experience and be apprentice member of American Federation of Technical Engineers, AFL–CIO, or equivalent.

To qualify for MOS: 81C10
Titled: Cartographer
With later appointment to: E4
The following criteria must be met: Have 2 years of experience, or combination of formal training and experience totaling 2 years, as map draftsman.

To qualify for MOS: 82B10
Titled: Construction Surveyor
With later appointment to: E4
The following criteria must be met: Have 2 years of experience, or combination of formal training and experience totaling 2 years, as surveyor.

Table 7–1
Skills and criteria authorized for the ACASP—Continued

To qualify for MOS: 82D10
Titled: Topographic Surveyor
With later appointment to: E4
The following criteria must be met: Have 2 years of experience, or combination of formal training and experience totaling 2 years, as surveyor.

To qualify for MOS: 83E10
Titled: Photo and Layout Specialist
With later appointment to: E4
The following criteria must be met: Have 2 years of experience, or combination of formal training and experience totaling 2 years, in lithographic offset press plate activities.

To qualify for MOS: 83F10
Titled: Printing and Bindery Specialist
With later appointment to: E4
The following criteria must be met: Have 2 years of experience, or combination of formal training and experience totaling 2 years, in photoprocessing reproduction.

To qualify for MOS: 88H10
Titled: Cargo Specialist
With later appointment to: E4
The following criteria must be met: Have 2 years of experience as longshoreman.

To qualify for MOS: 88K10
Titled: Watercraft Operator (Seaman)
With later appointment to: E4
The following criteria must be met:
a. Have 2 years of experience as watercraft crewmember.
b. Be certified by U.S. Army Marine Qualification Division (MQD). Guidance counselors will call the MQD at Fort Eustis, VA (DSN 927–4621 or Comm 804–878–4621), and provide applicant's qualifications to member of the MQD. The MQD will provide instructions for obtaining certification in accordance with AR 56–9, Surface Transportation Watercraft.

To qualify for MOS: 88L10
Titled: Watercraft Engineer (Engineman)
With later appointment to: E4
The following criteria must be met:
a. Have 2 years of experience, or combination of formal training and experience totaling 2 years, in operation and maintenance of such marine vessel items as generators, motors, electrical systems, ramp mechanisms, winches, pumps, and vessel piping systems.
b. Be certified by U.S. Army Marine Qualification Division (MQD). Guidance counselors will call the MQD at Fort Eustis, VA (DSN 927–4621 or Comm 804–878–4621) and provide applicant's qualifications to a member of the MQD. The MQD will provide instructions for obtaining certification in accordance with AR 56–9.

To qualify for MOS: 88M10
Titled: Motor Transport Operator
With later appointment to: E4
The following criteria must be met:
a. Have 2 years of experience as driver of vehicles rated at 5 tons and higher.
b. Have valid State motor vehicle license.

To qualify for MOS: 88P10 (USAR only)
Titled: Locomotive Equipment Repairer
With later appointment to: E4
The following criteria must be met: Have 2 years of experience, or combination of formal training and experience totaling 2 years in the following areas:
a. Locomotive repairing.
b. Locomotive electrician.
c. Railroad car repairing.
d. Airbrake fitting and repair.

To qualify for MOS: 88T10 (USAR only)
Titled: Railway Section Repairer
With later appointment to: E4

Table 7–1
Skills and criteria authorized for the ACASP—Continued

The following criteria must be met: Have 2 years of experience, or combination of formal training and experience totaling 2 years, as:
a. Track layer.
b. Railroad track maintainer.
c. Way inspector.

To qualify for MOS: 88U10 (USAR only)
Titled: Railway Operations Crewmember
With later appointment to: E4
The following criteria must be met: Have 2 years of experience, or combination of formal training and experience totaling 2 years, as:
a. Locomotive engineer.
b. Road engineer, freight.
c. Station Agent, or Station Master.
d. Towerman.
e. Train dispatcher.
f. Conductor.
g. Brakeman/coupler.
h. Hostler, outside.
i. Fireman, locomotive.

To qualify for MOS: 91B10
Titled: Medical Specialist
With later appointment to: E4
The following criteria must be met:
a. Have successfully completed a State-approved course in Emergency Medical Treatment at the Paramedic/Advanced level (EMT–P) and possess a current State license as an EMT–P.
b. Complete the exportable 300–F14 91B Medical NCO ACASP Proficiency Course (may be completed during the period of proficiency training required by para 7–9).

To qualify for MOS: 91B10P1 (request 91B13)
Titled: Orthopedic Specialist
With later appointment to: E4
The following criteria must be met:
a. Have 1 year of general experience as medical aid or assistant, or as a member of a rescue or ambulance team, which provided knowledge of hospital, medical, or clinical routines and emergency procedures, and 1 year of specialized experience or training in cast room as technician or have 2 years of specialized experience or training in cast room techniques.
b. Must complete 91B training under the auspices of the AMEDDS&S prior to proficiency training, or have completed a National Registry Emergency Medical Treatment (EMT) course.
c. Proficiency training required by paragraph 7–9 must be performed under supervision of an NCO qualified in this MOS or an Orthopedic Surgeon (AO 61M).

To qualify for MOS: 91B20P1 (request 91B23)
Titled: Orthopedic Specialist
With later appointment to: E5
The following criteria must be met:
a. Have 1 year of general experience as medical aid or assistant, or as a member of a rescue or ambulance team, and 2 years of specialized experience or training in cast room as technician, or combination of formal training and experience totaling 3 years in cast room techniques.
b. Must complete 91B training under the auspices of the AMEDDS&S prior to proficiency training, or have completed a National Registry Emergency Medical Treatment (EMT) course.
c. Proficiency training required by paragraph 7–9 must be performed under supervision of an NCO qualified in this MOS or an Orthopedic Surgeon (AO 61M).

To qualify for MOS: 91B10N3 (request 91B14)
Titled: Occupational Therapy Specialist
With later appointment to: E4
The following criteria must be met:
a. Be certified occupational therapy assistant (COTA) by American Occupational Therapy Association.
b. Must complete 91B training under the auspices of the AMEDDS&S prior to proficiency training, or have completed a National Registry Emergency Medical Treatment (EMT) course.

Table 7–1
Skills and criteria authorized for the ACASP—Continued

c. Proficiency training required by paragraph 7–9 must be performed under supervision of an Occupational Therapy officer (65A) or an NCO qualified in this MOS.

To qualify for MOS: 91B10P2 (request 91B12)
Titled: Ear, Nose, and Throat Specialist
With later appointment to: E4
The following criteria must be met:
a. Have 2 years of experience as nursing assistant to a medical doctor specializing in ear, nose, and throat care and treatment or Baccalaureate or higher-level degree in audiology or speech therapy from an accredited college or university.
b. Must complete 91B training under the auspices of the AMEDDS&S prior to proficiency training, or have completed a National Registry Emergency Medical Treatment (EMT) course.
c. Proficiency training required by paragraph 7–9 must be performed under supervision of an Otolaryngologist (AOC, 60T) or an NCO qualified MOS 91B10P2.

To qualify for MOS: 91B10P3 (request 91B15)
Titled: Eye Specialist
With later appointment to: E4
The following criteria must be met:
a. Successfully complete ophthalmic assistant course.
b. Must complete 91B training under the auspices of the AMEDDS&S prior to proficiency training, or have completed a National Registry Emergency Medical Treatment (EMT) course.
c. Proficiency training required by paragraph 7–9 must be performed under supervision of an Optometry officer (AOC 68K), Ophthalmologist (AO 60S) or an NCO qualified in this MOS.

Titled: Eye Specialist 91B20P3 (request 91B25)
With later appointment to: E5
The following criteria must be met:
a. Have successfully completed ophthalmic technician course.
b. Must complete 91B training under the auspices of the AMEDDS&S prior to proficiency training, or have completed a National Registry Emergency Medical Treatment (EMT) course.
c. Proficiency training required by paragraph 7–9 must be performed under supervision of an Optometry officer (AOC 68K), Ophthalmologist (AO 60S) or an NCO qualified in this MOS.

To qualify for MOS: 91C20
Titled: Practical Nurse
With later appointment to: E5
The following criteria must be met:
a. Have successfully completed State-approved course in practical, registered, or vocational nursing.
b. Must have successfully passed the National Council of State Boards of Nursing Licensure Examination (NCLEX–PN or RN) and possess current State or Commonwealth of Puerto Rico license as practical, registered, or vocational nurse.
c. Proficiency training required by paragraph 7–9 must be performed under supervision of an Army Nurse Corps Officer or NCO (SSG and above) qualified in MOS 91C.
d. Persons enrolled in an approved practical or vocational nurse program, having satisfactory academic standings, with reasonable assurance of successfully completing the course, may be enlisted in the DEP or USAR when they are within 6 months of graduation. Individuals must successfully complete the practical or vocational nursing course, receive State license, and satisfy training requirements of the ACASP to be qualified for the award of MOS 91C20 and accelerated appointment to pay grade E5. Failure to satisfy any of these requirements will result in MOS redesignation. Individual then would be required to complete appropriate training for award of redesignated MOS, and subsequent promotions above pay grade E3 will be under AR 140–158 or AR 600–8–19. (Entry grade for this MOS will be Specialist.)

To qualify for MOS: 91D10
Titled: Operating Room Specialist
With later appointment to: E4
The following criteria must be met:
a. Have 1 year experience as an operating room technician or have completed an operating room technician course of at least 12 weeks'

duration. The course curriculum must contain the following key elements: a supervised clinical practicum of not less than 240 hours; basic science subjects to include surgical anatomy; principles and practices of sterilization; duties of the scrub technician, and duties of the circulator.

b. Proficiency training required by paragraph 7–9 must be performed under supervision of an Army Nurse Corps Officer or NCO (SSG and above) qualified in MOS 91D.

To qualify for MOS: 91E10
Titled: Dental Specialist
With later appointment to: E4
The following criteria must be met:

a. Have successfully completed a 6-month course for dental assistants.

b. Proficiency training required by paragraph 7–9 must be performed under supervision of a Dental Corps Officer or NCO qualified in MOS 91E.

To qualify for MOS: 91E20
Titled: Dental Specialist
With later appointment to: E5
The following criteria must be met:

a. Successfully complete a recognized 6-month course for dental assistants and have at least 2½ years of experience in chairside assistant duties or possess a certificate, diploma, or associate or higher level degree, awarded for successful completion of a 2 year or longer course in dental hygiene.

b. Proficiency training required by paragraph 7–9 must be performed under supervision of a Dental Corps Officer or NCO qualified in MOS 91E.

To qualify for MOS: 91B10N9 (request 91B1N)
Titled: Physical Therapy Specialist
With later appointment to: E4
The following criteria must be met:

a. Possess an Associate Degree in Physical Therapy from a Physical Therapist Assistants' Program accredited by the American Physical Therapy Association and a State license to practice. In States where a license/ certification to practice as a PTA is not contingent upon program completion, applicant may submit a copy of current license/ certification with appropriate letters of recommendation reflecting a minimum of 1 year work experience as a PTA. At least one letter must be forwarded by the individual's immediate supervisor. The application must be approved by Chief, Physical Therapy Branch, Academy of Health Sciences.

b. Must complete 91B training under the auspices of the AMEDDS&S prior to proficiency training, or have completed a National Registry Emergency Medical Treatment (EMT) course.

c. Proficiency training required by paragraph 7–9 must be performed under supervision of a Physical Therapy officer (AOC 65B) or an NCO qualified in this MOS.

To qualify for MOS: 91K10
Titled: Medical Laboratory Specialist
With later appointment to: E–4
The following criteria must be met:

a. Have graduated within the previous 36 months from a Medical Laboratory Technician Training Program of at least 50 weeks in length, accredited by the Committee of Allied Health Education and Accreditation (CAHEA). (See note below.) Documentation must include a copy of the school certificate, with original date not more than 3 years prior to enlistment; AND

b. Certification within 36 months of enlistment as a Medical Laboratory Technician by the Board of Registry of the American Society of Clinical Pathologists, MLT (ASCP); OR , certification as a Medical Laboratory Technician by the Board of the American Medical Technologists, MLT(AMT); OR certification as a Clinical Laboratory technician by the national Certification Agency for Clinical Laboratory Personnel, CLT. Documentation must include a copy of the appropriate certificate, with original date not more than 3 years prior to enlistment.

c. Proficiency training required by paragraph 7–9 must be performed under supervision of a Clinical Laboratory Officer (AOC71E), Laboratory Sciences Officer (AOC 67B), Pathologist (AOC 61U), Clinical Pathologist AOC (61V), or an NCO (SSG or above) qualified in MOS 91K.

Note. For a list of CAHEA-accredited schools, see the latest edition (published yearly) of the Allied Health Education Directory, American medical Association (AMA), Chicago Il.

(This MOS is a result of a consolidation of other medical MOS and is pending implementation at time of publication. This MOS may be used when and provided it is available via REQUEST.)

To qualify for MOS: 91K20M2 (request 91K20)
Titled: Cytology Specialist
With later appointment to: E–5
The following criteria must be met:

a. Have earned an Associate Degree in a laboratory science, or medical technology from an accredited institution AND;

b. Have graduated within 36 months of enlistment from a School of Cytotechnology accredited by the Committee on Allied Health Education and Accreditation (CAHEA); or

c. be certified within 36 months of enlistment as a cytotechnologist by the Board of Registry of the American Society of Clinical Pathologist.

d. Documentation of the Associated degree requires an official transcript from the degree granting institute. A certified copy of documentation of certification by ASCP or graduation from CAHEA-accredited School of Cytotechnology is required.

e. Proficiency required by paragraph 7–9 must be performed under the supervision of a Medical Oncologist (AOC 61 B), Pathologist (61U), Clinical Pathologist (AOC 61V), or an NCO qualified as a Cytology General Supervisor (MOS 91K30M2 or 91K40M2).

This MOS is a result of a consolidation of other medical MOS and will be available only when the final conversion is approved. This MOS will be available as announced by REQUEST.

To qualify for MOS: 91K20P9 (request 91K29)
Titled: Biological Science Assistant
With later appointment to: E5
The following criteria must be met:

a. Have a Bachelors degree with specialization in biology, chemistry, toxicology, physiology, organic chemistry, physics, microbiology, zoology, parasitology, pharmacology, biochemistry, or other related physical science, or medical allied science.

b. Be certified as a Medical Laboratory Technician (MLT), or Medical technologist (MT), by the Board of Registry of the American Society of Clinical Pathologist (ASCP); OR certified as a Medical Laboratory Technician (MLT) or Medical Technologist (MT) by the Board of the American Medical Technologist (AMT); or certified as a Clinical Laboratory technician (CLT) or Clinical Laboratory Scientist (CLS) by the National Certification Agency for Clinical Laboratory Personnel (NCA). Documentation must include a copy of the appropriate certificate.

c. Be approved for enlistment in this MOS by the Chief, Health Services Branch (TAPC–EPM–H), PERSCOM (COMM: (703) 325–8034 DSN: 221–8034). Guidance counselor will call and record specific assignment instructions as well as obtain approval prior to enlistment.

d. Successfully complete the proficiency training required at the location of the assigned research project according to paragraph 7–9.

e. Foreign transcripts must be evaluated prior to contacting PERSCOM.

Note: Enlistment grade will be Specialist E4, due to the applicant having a bachelors degree, cite chapter 7 as the enlistment grade authority.

To qualify for MOS: 91M10
Titled: Hospital Food Service Specialist
With later appointment to: E4
The following criteria must be met:

a. Have 2 years of experience, or a combination or formal training and experience totaling 2 years, in preparing hospital meals, special foods, formulas, and nourishments, or be a graduate of an approved dietetic assistant or dietetic technician program.

b. Successfully complete 94B10 (food service specialist) course.

c. Proficiency training required by paragraph 7–9 must be performed under supervision of a Hospital Dietitian (AOC 65C).

To qualify for MOS: 91S10N4 (request 91S14)
Titled: X-Ray Specialist
With later appointment to: E4
The following criteria must be met:

Table 7–1
Skills and criteria authorized for the ACASP—Continued

a. Have successfully completed a CAHEA approved radiology program, the documented equivalent, or be certified/registered in medical radiography (X-ray Technology) by American Registry of Radiologic Technologist (ARRT), or American Registry of Clinical Radiologic Technologists (ARCRT) or a State credentialing agency.

b. Proficiency training required by paragraph 7–9 must be performed under supervision of a Radiologist (AOC 61Q, 61R or 61S) or an NCO qualified in MOS 91P.

To qualify for MOS: 91S20N4 (request 91S24)
Titled: X-Ray Specialist
With later appointment to: E5
The following criteria must be met:

a. Have 1 year's experience after completing a CAHEA approved radiography program, or the documented equivalent, or have 1 year experience after being certified/registered in medical radiography (X-Ray Technology), by American Registry of Radiologic Technologist (ARRT), or American Registry of Clinical Radiologic Technologists (ARCRT) or a State credentialing agency.

b. Proficiency training required by paragraph 7–9 must be performed under supervision of a Radiologist (AOC, G1Q, 61R or 61S) or an NCO qualified in MOS 91P.

To qualify for MOS: 91Q10
Titled: Pharmacy Specialist (See note.)
With later appointment to: E4
The following criteria must be met:

a. Have successfully completed a Pharmacy Technician training program accredited by the American Society of Hospital Pharmacists.

b. If employed as a Pharmacy Technician in a State that requires licensure or certification, possess such a current license or certificate to practice.

c. Proficiency training required by paragraph 7–9 must be performed under supervision of a Pharmacy officer (AOC 68H) or an NCO qualified in MOS 91Q.

To qualify for MOS: 91Q20
Titled: Pharmacy Specialist (See note.)
With later appointment to: E5
The following criteria must be met:

a. Be a graduate of an accredited college of pharmacy or have successfully completed a Pharmacy Technician training program accredited by the American Society of Hospital Pharmacists and have 1 year's experience as a pharmacy technician.

b. If employed as a Pharmacy Technician in a State which requires licensure or certification, possess such a current license or certificate to practice.

c. Proficiency training required by paragraph 7–9 must be performed under supervision of a Pharmacy Officer (AOC 68H) or an NCO qualified in MOS 91Q.

To qualify for MOS: 91T10
Titled: Animal Care Specialist
With later appointment to: E4
The following criteria must be met:

a. Be a graduate of a 2-year animal/veterinary technician program accredited by the American Veterinary Medical Association.

b. Proficiency training required by paragraph 7–9 must be performed under supervision of a Veterinary Corps Officer or an NCO qualified in MOS 91T.

To qualify for MOS: 91V20
Titled: Respiratory Specialist
With later appointment to: E5
The following criteria must be met:

a. Have graduated from an accredited program or a program holding a Letter of Review from the Joint Review Committee for Respiratory Therapy Education; or be certified as a Respiratory Therapist by the National Board for Respiratory Care. (Phone (817)283–2835 to validate accreditation/ Letter of Review of training programs.) Those who enlist more than 2 years following graduation or certification must have been employed within the past 24 months in the respiratory therapy field and present a letter from their current or most recent respiratory therapy supervisor stating that they are competent.

Table 7–1
Skills and criteria authorized for the ACASP—Continued

b. Proficiency training required by paragraph 7–9 must be performed under supervision of a Medical Corps Officer, a civilian Registered Respiratory Therapist or an NCO qualified in MOS 91V.

c. Persons enrolled in an approved program, having satisfactory academic standings, with reasonable assurance of successfully completing the course, may be enlisted in the DEP or USAR when they are within 6 months of graduation. Individuals must successfully complete the respiratory therapist course, receive State license, and satisfy training requirements of the ACASP to be qualified for the award of MOS 91V20 and accelerated appointment to pay grade E5. Failure to satisfy any of these requirements will result in MOS redesignation. Individual then would be required to complete appropriate training for award of redesignated MOS, and subsequent promotions above pay grade E3 will be under AR 140–158 or AR 600–8–19. (Entry grade for this MOS will be Specialist.)

To qualify for MOS: 93C10
Titled: Air Traffic Control (ATC) Operator
With later appointment to: E4
The following criteria must be met:

a. Meet Army Class II medical fitness standards in AR 40–501.

b. Have FAA control tower operator's certificate and control tower facility training.

To qualify for MOS: 93D10
Titled: Air Traffic Control Equipment Repairer
With later appointment to: E4
The following criteria must be met: Have 2 years of experience, or combination of formal training and experience totaling 2 years, performing maintenance on Air Traffic Control (ATC) communications equipment, navigational aids (NAVAIDs), and AVIONIC equipment (checks and adjustments) associated with ATC systems.

To qualify for MOS: 94B10
Titled: Food Service Specialist
With later appointment to: E4
The following criteria must be met: Have 2 years of experience, or combination of formal training and experience totaling 2 years, in preparing meals in commercial or institutional activities. (Does not include work experience in fast food franchise or similar operation.)

To qualify for MOS: 96B10
Titled: Intelligence Analyst
With later appointment to: E4
The following criteria must be met:

a. Be eligible for SECRET security clearance and SCI under AR 380–67.

b. Meet additional requirements for MOS under AR 614–200.

c. Must have completed minimum of 2 years of accredited college studies in one of the following areas; political science, journalism, psychology, computer science, or geology; or minimum of 2 years of experience with State, or U.S. Government in the field of intelligence analyst or related field.

d. Successfully complete resident Intelligence Analyst Course (96B) at the USAICS within 18 months of initial enlistment.

To qualify for MOS: 96D10
Titled: Imagery Analyst
With later appointment to: E4
The following criteria must be met:

a. Be eligible for TOP SECRET security clearance and SCI under AR 380–67.

b. Meet additional requirements for MOS under AR 614–200.

c. Have near vision correctable to approximately 14/14 (inches), distant vision correctable to 20/20 standard Snellen, normal stereoscopic acuity, with or without correction (tested on stereoscopic instrument).

d. Have 2 years of experience, or combination of formal training and experience totaling 2 years, as topographic surveyor, topographic draftsman, photogrammetrist, geologist, cartographic aide, or aerial photography interpreter.

To qualify for MOS: 97B1L
Titled: Counterintelligence Agent (Linguist only)
With later appointment to: E5

Table 7–1
Skills and criteria authorized for the ACASP—Continued

The following criteria must be met:

a. Be eligible for TOP Secret security clearance with eligibility for access to Special Compartmented Information under AR 380–67.

b. Meet additional requirements of MOS under AR 611–201 and AR 614–200.

c. Must meet all requirements of chapter 9.

d. Have listening and reading comprehension of at least "2" in needed language as reflected on REQUEST program "Quals". Language proficiency testing will be accomplished at MEPS under AR 601–270 for applicants who claim proficiency in requested foreign language and meet above requirements.

e. A minimum age of 21.

f. Must be able to speak English without objectionable accent or impediment. Must have a qualifying score on the English Language Comprehension Test (ECLT 7200L or its replacement).

g. Successfully complete the Counter Intelligence Agent course.

h. Special instructions are as follows:

(1) Requirements for MOS 97B1L will be reflected on REQUEST program 'Quals'.

(2) Persons who enlist through this program will not receive language training. On addendum to DA Form 3286–68 (Statement for Enlistment United States Army/Army Reserve Civilian Acquired Skills Enlistment Program), guidance counselors will complete the statement to indicate enlistee's language skill. (Example: "I understand that my civilian acquired skills as a Spanish linguist, MOS 97B1LLA, will be recognized upon enlistment and..."). The MOSC, to include proper language identifier, also will be entered as shown above.

To qualify for MOS: 97E1L
Titled: Interrogator (Linguist only)
With later appointment to: E4
The following criteria must be met:

a. Be eligible for SECRET security clearance under AR 380–67.

b. Meet additional requirements for MOS under AR 614–200.

c. Have reading and listening comprehension of at least "2" in needed foreign language under AR 611–6. Language proficiency testing will be accomplished at MEPS under AR 601–270 for applicants who claim proficiency in needed foreign language and meet above requirements.

d. Successfully complete interrogator course.

e. Special instructions are as follows:

(1) Requirements for MOS 97E for (RA) will be reflected on the REQUEST System program "RPTCAS." Requirements for USAR will be obtained from units vacancy lists.

(2) Persons who enlist through this program will not receive language training. On the Addendum to DA Form 3286–68 (for RA), DA Form 3540 series (for USAR), guidance counselors will complete the statement to indicate the enlistee;s language. (Example: "I understand that my civilian-acquired skill as a Korean Linguist, MOS 97E1L, will be recognized upon enlistment and...") The MOSC to include the proper language identifier also will be entered as shown above.

To qualify for MOS: 98G1L (Linguist only)
Titled: Voice Interceptor
With later appointment to: E5
The following criteria must be met:

a. Be eligible for TOP SECRET security clearance and SCI under AR 380–67.

b. Must meet all requirements of chapter 9.

c. Have listening and reading comprehension of at least "2" in needed foreign language in AR 611–6. Language proficiency testing will be accomplished at MEPS under AR 601–270 for applicants who claim proficiency in needed foreign language and meet above requirements.

d. Successfully complete Voice Interceptor Course.

e. Special instructions are as follows:

(1) Requirements for MOS 98G1 (for RA) will be reflected on REQUEST System program "RPTCAS." Requirements for USAR will be obtained from units vacancy lists.

(2) Persons who enlist through this program will not receive language training. On the Addendum to DA Form 3286–64 (Statement for Enlistment U.S. Station/Command/Unit/Area Enlistment Program) (for RA), DA Form 3540 series (for USAR), guidance counselors will complete the statement to indicate enlistee's language. (Example: "I understand that my civilian-acquired skill as a Korean Linguist, MOS 98G1LKP, will be recognized upon enlistment and..."). The MOSC, to include proper language identifier, also will be entered as shown above.

(3) For RA only, as follows:

(a) Guidance counselor or security interviewers will enter the appropriate statement for enlistment, MOS code and title 98G10, VOICE INTERCEPTOR.

(b) Persons who qualify for enlistment bonus, based on civilian-acquired foreign language, also will be enlisted for U.S. Army Cash Bonus Enlistment Program, 9–C. Guidance counselors or security interviewers will enter in the appropriate statement for enlistment, MOS code and title 98G10, VOICE INTERCEPTOR. MOS code, to include language identifier, as reflected by the REQUEST System will be entered in the appropriate statement for enlistment. (Example: 98G1LKP would be entered for a person qualified in the Korean language.)

(The following grades apply to USAR only)

To qualify for MOS:
02B10, 02C10, 02D10, 02E10, 02F10, 02G10, 02H10, 02J10, 02K10, 02L10, 02M10, 02N10, 02T10, 02U10
Titled: NA
With later appointment to: E4
The following criteria must be met: Meet criteria and bandsman technical proficiency requirements under the USAR Band Enlistment Option.

To qualify for MOS: 02B20, 02C20, 02D20, 02E20, 02F20, 02G20, 02H20, 02J20, 02K20, 02L20, 02M20, 02N20, 02T20, 02U20
Titled: NA
With later appointment to: E5
The following criteria must be met: Meet criteria and bandsman technical proficiency requirements under the USAR Band Enlistment Option.

(For U.S. Army Bands—Regular Army Only)

To qualify for MOS: A U.S. Army Band MOS and assignment to a band
Titled: NA
The following criteria must be met:

1. Before enlistment.

a. For all bands, applicants must—

(1) Meet basic eligibility criteria for enlistment as modified by this Enlistment Option.

(2) Meet bands technical proficiency requirements prescribed in paragraph 4. Although applicants (except as noted in chap 7) must complete AIT, personnel meeting these requirements have acquired civilian skills and are eligible for the ACASP. However, award of bands MOS will not be accomplished before completion of AIT as certified by the Commandant, U.S. Army Element, School of Music.

(3) Be auditioned and recommended for enlistment by an Army band's representative as prescribed in paragraphs 3 and 4. This audition requirement applies to prior service applicants when not enlisting under ACASP, to include applicants who hold bands MOS.

b. For The U.S. Army Band and 3d Infantry (The Old Guard) Fife and Drum Corps, meet prerequisites for assignment to Presidential support activities (AR 380–67).

c. For airborne division band, meet prerequisites listed in chapter 9, enlistment program 9–B.

d. For overseas band, meet prerequisites for voluntary overseas service under AR 614–30.

e. For the 3d Infantry (The Old Guard) Fife and Drum Corps:

(1) Undergo an extensive background investigation and receive approval for White House duty.

(2) Maintain standards of personal behavior, professional competence, loyalty, and integrity required for continued assignment and duty with the Old Guard.

2. After enlistment.

a. For all bands, applicants must—

(1) Successfully complete BT if required. (Provisions of AR 612–201 apply for persons with PS.)

(2) Successfully complete any bands training to which assigned.

(3) Qualify for retention in bandsman assignment by satisfactory performance of duty and technical competence, as determined by bandmaster of unit to which assigned.

b. For airborne division band, pass applicable physical fitness test and satisfactorily complete airborne training.

c. For overseas band, meet qualifications for assignment to overseas area under AR 614–30.

3. Information for applicants.

a. Travel performed before enlistment for auditioning purposes will be at the expense of the Government provided physical and mental tests have already been administered.

b. Applicants who pass bandsman audition and are recommended for enlistment by the proper bandmaster, as indicated below, may enlist for a specific vacancy in any Army band. Applicants enlisting initially for a specific band other than a special band or U.S. Army Element, School of Music (USAESOM) will be required to fulfill the obligation to that band before reassignment.

(1) Special bands and USAESOM: The U.S. Army Bands (TUSAB); U.S. Army Field Band (USAFB); U.S. Military Academy Band (USMAB); USAESOM; and the 3d Infantry (The Old Guard) Fife and Drum Corps. Applicants must be auditioned by the special band or USAESOM in which enlistment is desired. After completion of 4 months of active service, persons may be appointed, on recommendation of the respective bandmaster or commandant, to the minimum authorized grade of the unit without regard to time in grade or position vacancies, as follows:

(a) Pay grade E–6: USAFB, USAESOM, and 3d Infantry (The Old Guard) Fife and Drum Corps. Members of the 3rd Infantry (The Old Guard) Fife and Drum Corps will be appointed to the minimum authorized grade (indicated above) not sooner than completing 4 months' active Federal service (AFS) from the date of current enlistment and not later than 10 months' AFS from date of current enlistment. This will allow for individual variance in fulfilling the proficiency of unique ceremonial requirements. Ceremonial qualifications for The Old Guard Fife and Drum Corps are to attain a high level of proficiency on specific antiquated instrument, whether fife, bugle, or rudimental drum; successfully memorize and skillfully play all music in the current repertoire; and master 18th century marching drill and memorize all drill routines performed by The Old Guard Fife and Drum Corps.

(b) Pay grade E–5: USMAB.

(2) MACOM bands (pay grade E–4).

(a) Applicants must be auditioned by the Commander of MACOM bands prior to enlistment commitment. CONAR Band, Headquarters, U.S. Army Training and Doctrine Command (HQ, TRADOC), Fort Monroe, VA, DSN 680–3888 or Comm 804–727–3888; 214th Army Band, HQ Forces Command (FORSCOM), Fort McPherson, GA, DSN 572–3963 or Comm 404–752–3963; and 33d Army Band, HQ, USAREUR. (Commanders of the CONAR and the 214th Army Bands are authorized to accept auditions on behalf of the Cdr, 33d Army Band.)

(b) Upon completion of required bands training, persons recommended by the Commandant, USAESOM, may be appointed to pay grade E–4 without regard to time in grade or service or position vacancies. Cite "AR 601–210" as the promotion authority.

(c) Applicants accepted to a specific MACOM band will be guaranteed assignment to that band for 1 year after arrival at the unit.

(d) Applicants may be retained at the MACOM band guaranteed under this option after completion of 1 year, or may be reassigned to another MACOM band as directed in accordance with the needs of the Army. Applicants will be assigned only to MACOM bands during this enlistment period, provided their musical skills are maintained at an acceptable level for MACOM bands.

(3) Specific bands: Any authorized Army division or separate band (AR 220–90).

(a) Applicants will be auditioned by the nearest Army bandmaster certified to perform auditions.

(b) On completion of required bands training, as certified by Commandant, USAESOM, persons recommended by the Commandant may be appointed to pay grade E–4 without regard to time in grade or service or position vacancies. (Cite this regulation paragraph as promotion authority.)

c. Women may be enlisted for any Army band.

d. Applicants enlisted for an airborne band will undergo airborne training required when bandsman training has been completed. Enlistment for an airborne band constitutes a dual option. If enlistee fails to complete airborne training satisfactorily, the person will be assigned to a nonairborne band.

e. The general characteristics of the School of Music Course-of-Study will be explained by the auditioning bandmaster. This includes a review of the school's purpose, scope and prerequisites given in DA Pam 351–4 and a review of the MOS description (AR 611–201) or the instrument involved. More information may be obtained from the commandant, USAESOM, (DSN 680–7507 or Comm 804–464–7507/08).

f. If the band to which a person is assigned or attached under this option is deployed, relocated, reorganized, or redesignated before expiration of guaranteed minimum period of assignment, the person will remain assigned to the band. If the band is inactivated, disbanded, or discontinued, the person will be reassigned according to the needs of the Army.

g. Persons who fail to meet any of the established prerequisites or become medically or otherwise disqualified for training or duty will not be assigned to band duty. These persons will be trained and assigned according to the needs of the Army and required to complete the term of service for which enlisted.

h. PS applicants required to repeat BT will be so advised under AR 612–201.

i. Enlistee may elect to waive band precommitment at any time. In such cases, the soldier will be assigned and used to meet the needs of the Army.

4. Processing procedures.

a. Applicant interview. If applicant is otherwise eligible for enlistment, the Army guidance counselor will interview applicant to establish eligibility for enlistment for this option. Guidance counselor will—

(1) Determine specific bandsman assignment that applicant desires.

(2) Ensure that procedures are followed for applicants for The U.S. Army Band and the 3d Infantry (The Old Guard) Fife and Drum Corps (para 1).

(3) Before arranging for auditioning for specific instrument, ensure that desired band MOS is available for enlistment of NPS or PS applicants as appropriate.

(4) Arrange date and time for applicant to audition as follows:

(a) Army bands (general). Contact nearest Active Army bandmaster or SGM, Army Bands (DSN 221–5098 or Comm 202–325–5098).

(b) MACOM bands. Contact the SGM, Army Bands, (DSN 221–5098 or Comm 202–325–5098) or, if known, the MACOM band for which enlistment is desired.

(c) Special bands. Contact special band for which enlistment is desired.

(d) Instructor duty at USAESOM. Contact Commandant, U.S. Army Element, School of Music, Naval Amphibious Base (Little Creek), Norfolk, VA 23521 (DSN 680–7507/08, Comm 804–464–7507/08).

b. Audition procedure.

(1) Auditioners. Army Band Officers (Specialty Code 42C), Warrant Officer Bandmasters (Specialty Code 420C), and Band Sergeants Major/Band First Sergeants (MOS 02Z5) personally will interview and conduct auditions for potential bandmembers. This authority will not be delegated further without the approval of the Chief, Army Bands.

(2) Audition materials.

(a) Each unit (band) will develop an audition book of representative music, according to the guidance found in the Audition Procedures Manual for Bands of the Army, Marine Corps, and Navy for each MOS.

(b) DA Form 1633–R (Band Audition Record), will be used to report audition results for all MOS.

(c) Record copy of the applicable DA Form 1633–R will be maintained by the unit (band) giving the audition. Additionally, a copy will be forwarded to the recruiter who requested the audition. A copy of the form is located at the back of AR 614–200 for reproduction purposes.

(3) Audition results.

(a) Applicants must achieve a score of 2.3, as defined in the Audition Procedures Manual for Bands of the Army, Marine Corps, and Navy, to meet minimum technical proficiency requirements. Applicants who fail to meet these requirements will be told by the auditioner that they did not meet the minimum standards at the time of the audition. The auditioner will also notify the recruiter.

(b) After conducting the audition, the auditioner will contact the DA Band Representative and report the score achieved. The DA

Table 7–1
Skills and criteria authorized for the ACASP—Continued

Representative will consult the current cutoff chart and tell the auditioner whether the score attained is sufficient to enter the Army. If the score is sufficient to enter the Army, the DA Band Representative will issue a control number at that time and the auditioner will place the control number on the DA Form 1633–R and complete the form.

(c) DA Form 1633–R will not be addressed to nor handcarried by applicants. It will be dispatched by name and grade to requesting recruiter. Forms that are not assigned a control number by the DA Band Representative will be considered invalid for purpose of enlistment.

(d) Copy of each DA Form 1633–R, whether a pass or a fail, will be furnished to the DA Band Representative.

(4) Assignment commitments.

(a) Should the applicant choose not to enlist in CMF 97, then the guidance counselor will contact Band Accessions Manager, U.S. PERSCOM, to verify the applicant's control number and to notify the DA Band Representative that the applicant has chosen not to enlist in CMF 97, thereby freeing the control number for another applicant.

(b) For personnel enlisting for service in a special band (The U.S. Army Band (Pershing's Own), The U.S. Army Field Band, or the U.S. Military Academy Band or the Old Guard Fife and Drum Corps), the DA Form 1633–R will not be issued. A letter, signed by the Commander or his representative from the unit for which enlistment is desired, will be used in place of the form. The letter will indicate the applicant's name, date of audition, and whether the applicant passed the audition. The signed letter will be forwarded to the applicant's recruiter for further processing. A copy of the letter will also be furnished to the DA Band Representative. The following sentence will be included in the body of the letter: 'This letter is issued in lieu of the DA Form 1633–R (Band Audition Record).' For further information, contact the DA Band Representative.

(c) Applicants who successfully pass the audition will be actively assisted by the bandmaster in contacting the appropriate recruiting personnel. In all cases, the auditioning bandmaster will contact recruiting personnel with audition results. Even though it is usually more advantageous for the individual to contact an Army recruiter and guidance counselor and undergo test batteries at MEPS before auditioning, this is not mandatory. However, to have travel funded by the Government, the person must process with the local Army recruiter or guidance counselor in advance of scheduled audition.

(d) A band commander or bandmaster who finds a prospect for enlistment in CMF 97 who actually enlists may, upon request, have the enlistee assigned to his or her band for a minimum of 1 year following completion of AIT regardless of unit vacancies provided the MOS in which enlisting is a shortage Army-wide. The individual may, during processing, opt for either the auditioning band (if accepted in shortage MOS), or another band which shows a need for that MOS. (Contact Bands Branch to establish MOS is a shortage.)

(5) Validity period. An audition result will remain valid for 45 days. The individual must enlist or DEP during that period. DEP dropouts must reaudition.

(6) DEP. Persons enlisting under this option may enter DEP for up to a 365-day period. For persons electing DEP of over 90 days, "Army Bands, Unassigned" will be used; for those electing DEP of 90 days or less, a unit-or-choice will be negotiated with the Bands Central Accessions Manager, PERSCOM. As an added incentive for persons in the "Army Bands, Unassigned," Bands Central Accessions Manager will renegotiate with the guidance counselor for a unit-of-choice when that person comes within 90 days of basic active service date (BASD). It must be noted, however, that this action must be initiated by the person through his or her guidance counselor. (Telephone number of the Bandsman Centralized Accessions Manager is in *c*(1) below.)

c. Processing after audition.

(1) All requests for enlistment for bands will be coordinated between the MEPS guidance counselor and the Bands Central Accession Manager, PERSCOM (DAPC–EPM–A), WASH DC 22331–0400, DSN 221–8337/8078; Comm 202–325–8337/8078. During MINIMIZE, electrical message will be used.

(2) Enlistment for an Army band in Europe will be coordinated with HQDA, as noted in (1) above. Enlistment commitment will state "Army Bands, USAREUR," as opposed to identifying a specific band. Final band assignment will be determined on person's arrival in Europe.

(3) Except for Special Band enlistees, and those determined by Chief, Army Bands to be highly qualified, prospective bandsmen will attend advanced individual training (DOI 450–F1) at the U.S. Army Element School of Music. Waivers for highly qualified enlistees may be requested, in writing, to Chief, Army Bands, ATTN: ATZI–AB, Fort Benjamin Harrison, IN 46216–5070, by the band commander or bandmaster who auditions the applicants. Enclosures to the request will include the taped WFPS and the individual's resume. Enlistees receiving AIT waivers will be granted constructive credit for AIT in the form of a DA Training certificate from Commandant, U.S. Army Element, School of Music.

Statements for enlistment:

a. Proper parts of the DD Form 1966-series will be completed for applicants under chapters 5 and 6.

(1) Item 31. Bands for initial assignment will be specified using entries as follows:

(a) TUSAB.
(b) USAFB.
(c) USMAB.
(d) U.S. Army Element (W1MUAA), School of Music.
(e) 3d Infantry (The Old Guard) Fife and Drum Corps.
(f) Army Bands, USAREUR.
(g) Identity of other specific band for which enlisted.
(h) Army Bands, Unassigned.

(2) Remarks. Reference Item 31: Confirmation of Initial Band Assignment HQDA (DAPC–EPM–A) (date).

b. Complete DA Form 3286–series.

(3) Enlistment Program 9B will be used for this program. List AR 601–210, chapter 7, and Program 9B on all option/enlistment documents.

Notes:

1. (These criteria are in addition to those required in AR 611–201 for award of MOS. See AR 611–201 and REQUEST for security clearance and additional requirements.)
2. Applicants must have no record of conviction of any Federal or State Statute relating to use, growth, processing, manufacture, sale, disposition, possession, transportation, or importation of narcotic drugs, marijuana, and depressant or stimulant drugs or substances.

Section II
Training Requirements

7–6. Enlistment training options available under ACASP

An applicant's age at enlistment, service obligation if applicable, prior military service, and MOS selected will determine applicable training options. Table 7–2 lists the RA training options available to persons qualifying for enlistment under the ACASP. Table 7–3 lists the USAR enlistment training options.

Table 7–2
ACASP RA enlistment programs

Enlistment Program: 9A **Title:** U.S. Army Training Enlistment Program
Enlistment Program: 9B **Title:** U.S. Army Station/Command/Unit/Area Enlistment Program
Enlistment Program: 9C **Title:** U.S. Army Incentive Enlistment Program

7–7. BT requirement

a. Persons not having prior military service or who did not complete proper BT during previous military service must complete a period of BT. (For USAR, see table 7–3.) (For RA, see para 5–20.)

b. (For USAR only) Male applicants, under 26 years of age, with no prior military service, must complete at least 12 consecutive weeks of IADT (10 USC 511d).

Table 7–3
ACASP USAR enlistment training options

Option: 1
Available to: NPS, 17 through 25 years of age
Training requirement: 8 weeks of BT followed by 4 weeks of applicatory training during IADT
Initial active duty for training: 12 consecutive weeks
Minimum promotion eligibility period (See note 1): 3 months

Option: 2
Available to: NPS, 17 through 25 years of age
Training requirement: 8 weeks of BT followed by prerequisite training required by MOS.
Initial active duty for training: Minimum period depends on length of prerequisite training, but not less than 12 consecutive weeks.
Minimum promotion eligibility period (See note 1): 4 months (See note 2.)

Option: 3
Available to: NPS, 26 through 34 years of age
Training requirement: 8 weeks of BT on IADT plus 48 hours of proficiency training during IDT
Initial active duty for training: 8 weeks
Minimum promotion eligibility period (See note 1): 5 months

Option: 4
Available to: NPS, 26 through 34 years of age
Training requirement: 8 weeks of BT followed by prerequisite training required by MOS
Initial active duty for training: Minimum period depends on length of prerequisite training if completed during IADT
Minimum promotion eligibility period (See note 1): 4 months (See note 2.)

Option: 6
Available to: PS applicants (for ages, see chap 3)
Training requirement: None
Initial active duty for training: None
Minimum promotion eligibility period (See note 1): None. May enlist or reenlist with grade authorized by table 7–1 for ACASP MOS

Notes:

1. Minimum promotion eligibility period as shown by this column is established from time member enters on IADT or begins proficiency training.
2. Minimum promotion eligibility period shown is based on average 8-week prerequisite MOS training requirement during IADT. Promotion cannot be affected until successful completion of all required training.
3. If member is required to complete BT (having not satisfied BT requirement during previous military service); or to undergo prerequisite MOS training; or combination of both; then IADT period, training requirement, and minimum eligibility would depend on length of required training. Member would be eligible for promotion to accelerated grade on release from ADT, return to unit, and successful completion of all required training.

7–8. Requirement for prerequisite training

a. Some MOSs available under the ACASP require completion of a specified course as a prerequisite for awarding the MOS (table 7–1). (For example 94B10 AIT is required for award of MOS 91M.) Award of the ACASP MOS and promotion to the accelerated grade will not be considered until successful completion of all required training, including prerequisite training if required.

b. For USAR personnel, this prerequisite training may be accomplished during IADT, or ADT at a later date or through completion of correspondence courses or USAR schools, if available. However, other than training listed in table 7–1, MOS training during IADT will not be offered to ACASP applicants.

c. (For RA only) For the purpose of assignment to overseas areas, civilian training or experience in the proper skill and completion of BT satisfy mandatory training requirement prescribed by AR 614–30, paragraph 2–7b. This requirement is for ACASP enlistees who are awarded noncombat arms MOS based on civilian-acquired skills.

7–9. Requirement for proficiency training

a. ACASP enlistment training options require completion of a specified period of proficiency training as a prerequisite for awarding of the MOS. (For USAR, see table 7–3. For RA, this period is 8 weeks.) Proficiency training is a specified period of time during which the person functions in the MOS for which he or she was enlisted. For USAR, this training should be performed during regularly scheduled training assemblies or equivalent training periods.

b. The training is a transition period in which the member learns to apply the civilian-acquired skill to the military. Proficiency training time will be used by commanders to evaluate the person's ability to function in the specific MOS. Before award of MOS and promotion to accelerated pay grade, the member must be able to perform duty requirements of the MOS as described in AR 611–201.

Section III
ACASP Personnel Management

7–10. Determination of qualifications and enlistment grades

a. ACASP applicants must present valid evidence of completion of required civilian training to enlistment authorities. This evidence may include certificates, diplomas, union cards, or employment records showing the period of actual work experience, training received, degree of proficiency attained, and a summary of duties and training in the civilian-acquired skill. Training may include successful completion of union, industry, or Government-recognized training or apprenticeship programs. Certificates and diplomas submitted by applicants must bear the original seal of the institution awarding the document, or be notarized as true copies.

b. Persons who meet training and work experience requirements (table 7–1) and satisfy all other enlistment criteria will be enlisted in pay grade E3. On successful completion of BT and other training listed in appropriate option of table 7–2 or table 7–3, individuals may be promoted the accelerated grade authorized by table 7–1.

c. Classification interviewers at reception battalions will continue to review individual qualifications. They will identify soldiers not recruited under the ACASP, but who should be processed under AR 612–201 as it applies to soldiers with civilian-acquired skills. Soldiers found qualified under ACASP will be referred to USAREC liaison.

7–11. Award of MOS, accelerated promotion, and adjustment of basic enlisted service date

a. Persons enlisted under the ACASP will be in pay grade E3 if they meet the criteria of table 7–1. Promotion to the accelerated grade and award of the MOS authorized by the enlistment agreement will be made either with approval of the unit commander or by the training commander for active Army personnel, after successful completion of all training required by the enlistment program selected in table 7–2 or 7–3. (For RA, this includes 8 weeks of successful performance in the skill.) The accelerated grade will be awarded to qualified soldiers without regard to time in grade, time in service, or promotion allocation. After having been awarded the ACASP MOS and promoted to the accelerated grade, the person will be governed by AR 600–200 or AR 135–205 and AR 140–158, as appropriate. This applies for later personnel management including promotions.

b. The commander with authority to promote may take action to deny or defer promotion to the accelerated grade. The commander will be guided in this determination by duty requirements of the soldier's MOS as described in AR 611–201. Reasons for denying or deferring promotion may be any failure of the soldier to demonstrate proper conduct during the proficiency training period or failure to demonstrate minimum required level of performance for the MOS. The soldier must be advised in writing by the commander of the reason for denying or deferring the accelerated promotion. A record of this counseling, including basis and results, will be entered in the soldier's DA Form 201 (Military Personnel Records Jacket, U.S. Army) as a permanent document only when promotion has been denied. The soldier will indicate on the counseling statement that he

or she has read the statement and that he or she has or has not submitted a statement in his or her own behalf.

c. On denial of accelerated promotion to the applicable grade, the commander may appoint the soldier to the next lower grade. However, the soldier must not already be serving in that grade. (For example, a soldier is appointed to E4 on denial of promotion to E5.) After promotion is denied, future promotions will not be made under provisions of this chapter. The commander may defer promotion for up to four more weeks (for RA) or four more regularly scheduled (4-hour duration) training assemblies (for USAR) if the soldier's performance does not clearly warrant promotion nor denial of promotion at the end of the proficiency training period of 8 weeks or as listed in table 7–2 or table 7–3 as appropriate. Promotion may be deferred. If so, the soldier may be promoted to the higher grade or denied promotion at any time after completion of the initial proficiency period and the deferred period as indicated above. Interim promotions pending final decision are not authorized. A final decision must be made by the end of the deferred period. Persons failing to perform successfully in the skill, and who are not provided accelerated promotion, will be considered for future promotions along with their contemporaries under AR 600–200 or AR 140–158, as proper.

d. Deferral or denial of accelerated promotion to ACASP soldiers will not constitute a breach of enlistment contract or agreement, nor result in an unfulfilled enlistment commitment.

e. (For RA Only) The BESD for ACASP soldiers will be computed to reflect 6 months of enlisted service when they initially enter AD if this minimum service in not already acquired. (For example, a soldier who initially entered AD 1 Mar 94, BESD is 1 Sep 93.) The soldier will be promoted to the proper pay grade under this chapter. When he or she is, the BESD will be adjusted to show minimum time in service, with waiver, required by AR 600–200, chapter 7, for the grade awarded. This will be done if neither the soldier's active duty service date (ADSD) nor BESD already reflects this minimum service. The BESD determined will be maintained through grade E5. This adjustment allows the ACASP soldier to compete for future promotions. On promotion to grade E6, the BESD will be decided as follows: for grade E6 through E9, enter the BESD that shows the total of all periods of enlisted service, active and inactive, as a member of the RA and Reserve. Service not creditable in the computation of basic pay will not be included. If a person has served in an enlisted status only, BESD is the same as the PEBD.

f. Special provisions for Band Enlistment under ACASP (RA) apply. Promotion will be accomplished by citing this regulation. However, subsequent promotion or promotion authority for soldiers who transfer to a special band will be AR 600–200. Promotion under this regulation only applies to initial enlistment/assignment. Commanders who defer or otherwise deny promotion to a soldier within the timeframe specified, must counsel and make part of the soldier's OMPF a statement to effect that promotion was denied or deferred. Applicants enlisting for the Band who attend the USAESOM may be promoted upon completion of AIT.

g. Soldiers authorized to be promoted to E5 under ACASP, table 7–1, are exempt from the PLDC completion requirement. However, soldiers must be scheduled and complete PLDC as soon as possible, while promotion may be made, this does not exempt soldier from attending PLDC for all other purposes.

7–12. ACASP enlistment control

ACASP enlistments will be controlled by PERSCOM through the REQUEST System. If a skill is not available, applicant will be advised of other enlistment opportunities available. (For RA only.)

7–13. AT restriction

NPS applicants who enlist under the ACASP may not be ordered to AT until after successful completion of BT. (For USAR only.)

7–14. Mobilization readiness and deployability

a. Enlistees under ACASP will be reported as MOS-qualified for mobilization readiness when all of the following actions are accomplished:

(1) Successful completion of BT.

(2) Satisfaction of prerequisite training if required by the MOS for which enlisted.

(3) Award of ACASP MOS as PMOS based on satisfactory completion of proficiency training (to be determined by unit commander using AR 611–201 as a guide).

(4) Promotion to accelerated grade shown on enlistment agreement.

b. (For USAR only) 10 USC 671 requires a minimum of 12 weeks of BT, or equivalent, before a member of the military service may be deployed overseas. The DCSPER has determined that completion of training programs and options outlined in table 7–3 equals the 12-week BT requirement of the statute.

Section IV
Enlistment Processing Procedures

7–15. Processing procedures

a. Processing procedures as outlined in an applicant's selected enlistment option will apply. Also, procedures outlined below will be followed for all ACASP applicants.

(1) Recruiters will review and verify applicant's qualifications before sending applicants to guidance counselors. Guidance counselors will verify qualifications and complete necessary enlistment forms and processing.

(a) Each applicant will submit documents that verify intent to enter civilian schooling, length and successful completion of education, training, and experience for the applicable skill. These documents must bear the original seal of the issuing agency or be notarized. Documents will include, but are not limited to the following: school transcripts; certificates of completion of training; certificates of registration with a Board of Registry or professional society; diplomas; employment records; union membership cards; certification as civil service apprentice or journeyman; letter/document attesting to acceptance in a civilian post-secondary training program. Civil Service Standard Form 50 (Notification of Personnel Action) may be used; and certification of applicant's typing or dictation, when required.

(b) Persons applying must present documentary evidence described.

(c) (For RA only) If applicant is currently enrolled in an approved course with satisfactory academic standing, and is enlisting in the DEP with an RA enlistment date after course completion, applicant is eligible for ACASP. Applicant must present proof of enrollment, academic standing, and course graduation date, and a letter from the school, signed by the school administrator, prior to DEP enlistment. If applicant fails to graduate or receive course certification, applicant becomes ineligible for ACASP, and enlistment contract must be renegotiated at pay grade for non-ACASP, or the applicant will be discharged from the DEP.

(2) Skills available for enlistment and unit vacancies will be ascertained by the REQUEST System before completion of ACASP enlistments. Unit vacancies will be verified with the proper unit if required by the REQUEST System. If the REQUEST System does not provide a requirement, applicant will not be enlisted under this chapter. He or she will be offered other enlistment opportunities without entitlement to ACASP and accelerated promotion under this chapter. Guidance counselor will have applicant sign a statement to this effect in the remarks section of DD Form 1966 series.

(3) All requested training spaces for PS applicants enlisting under ACASP will be coordinated through USAREC.

(4) (For USAR only) PS personnel with a remaining statutory obligation will—

(a) Enlist for the number of years required to fulfill remaining statutory obligation period, but for not less than 3 years.

(b) If prerequisite MOS training is required, be enlisted in the pay grade authorized by chapter 3, but not less than pay grade E3,

nor in a pay grade higher than authorized for the ACASP MOS in table 7–1. On successful completion of all required training, the member may be promoted to accelerated grade authorized for the ACASP MOS by table 7–1, if enlisted in lower pay grade.

(c) Be enlisted in the pay grade authorized by table 7–1 for the ACASP MOS when no prerequisite training is required.

(d) Not be required to perform a period of proficiency training.

(5) (For USAR only) PS personnel with no remaining statutory obligation will enlist or reenlist for at least 3 years; (b) through (d) above apply.

(6) All personal documents used to verify applicant's qualifications will be reproduced and attached to and distributed with each copy of the DD Form 4–Series under appendix B. Original copies will be returned to applicant.

(7) Guidance counselors will—

(a) (For RA) Complete appropriate RA enlistment program and cite "No Formal Training, ACASP" MOS/Title, and complete DA Form 3286–68. (For USAR) Place an "X" in the box on the DA Form 3540–Series that shows that an addendum has been attached to the form.

(b) Complete and witness applicant's signature on the addendum as follows: DA Form 3286–68. The MOS for which the applicant enlists and the pay grade to which accelerated promotion is authorized will be entered in spaces provided. When a license is required to document qualifications, license number and State identification will be entered on the addendum, opposite the pay grade. The addendum will be firmly attached to the proper DA Form 3286–series or DA Form 3540–series, as appropriate. It will be distributed with each copy of the DD Form 4–series under instructions contained in appendix B.

(c) Explain to each ACASP applicant the following: that accelerated promotion above grade of E3 is not automatic, but contingent on his or her demonstrated performance in skill and conduct; that if applicant's performance and conduct do not warrant accelerated promotion, promotion may be deferred or denied by his or her commander without constituting a breach of enlistment agreement; that applicant will be required to complete the term of service for which enlisted.

7–16. Record entries and orders for USAR

Orders and records of applicants enlisting under the ACASP will contain the entries discussed below.

a. For USAR Bands Option, see Enlistment Option 9E for record entries and orders.

b. For members required to undergo BT or prerequisite MOS training, orders prepared using Format provided by HQ USMEPCOM according to AR 601–270. Cite this regulation (AR 601–210) as authority.

c. In the DD Form 1966–Series, the following apply:

(1) In Remarks, enter proper statement from the list below under table 7–3.

(a) Enlisted for ACASP MOS (specify) with promotion to pay grade (specify) on completion of BT and proficiency training on IADT (at least 12 weeks) and return to unit, if approved. (Table 7–3).

(b) Enlisted for ACASP MOS (specify) with promotion to pay grade (specify) on completion of BT and prerequisite AIT and return to unit, if approved. (Table 7–3).

(c) Enlisted for ACASP MOS (specify) with promotion to pay grade (specify) on completion of BT and 48 hours IDT, if approved. (Table 7–3).

(d) Enlisted for ACASP MOS (specify) with promotion to pay grade (specify) on completion of BT (if required), or prerequisite AIT (if required), or both (if required), and on return to unit, if approved. (Table 7–3).

(2) In item 31, Special Options Enlisted For, enter the following: "ACASP, Option (specify), AR 601–210, table 7–3."

Chapter 8
Actions Required After Enlistment

8–1. General

This chapter covers procedures that apply to final processing phase of the new RA soldier. Processing a new soldier is not complete until he or she finishes training. During this time, processing errors or misunderstandings may occur. They must be resolved since records are vital to the soldier. Accuracy of processing records affects the soldier's military career, civilian life, and family after his or her death.

8–2. Reporting procedures

a. Reception battalion. The reception battalion adds documents to establish finance, medical, and personnel records on each soldier. Reception personnel must ensure that the enlistment commitment, if extended, is entered on DA Form 2–1.

b. Installation. The installation where the soldier received initial training will report the soldier to PERSCOM as training arrival per reporting procedures contained in AR 612–201.

c. Training center. As part of in-processing, the training center will—

(1) Screen records and orders for special category personnel. Report persons with enlistment commitments by name and commitment to the CG, PERSCOM.

(2) Compare assignment instructions with enlistment records to see that enlistment commitments have been honored. Report inconsistencies immediately to the CG, PERSCOM, for resolution. Affected soldiers will not proceed to permanent duty stations until the CG, PERSCOM, has made corrected assignments. Procedures for processing assignment instructions for initial entry training soldiers are in AR 612–201.

8–3. Waivers of enlistment commitments

a. After a person enters the Army, the enlistment commitment or a portion of it may be waived. However, Army elements must ensure that waivers are used sparingly and only when reasons are valid; for example, compassionate or hardship reasons or the Army is unable to fulfill an enlistment commitment. Prepare the waiver in writing. A waiver is not automatic nor is it designed for soldiers to change their enlistment unless unusual or Government directed circumstances exist. The procedures below apply.

(1) Enlistees with commitments for training and duty in a specific MOS or CMF, assignment to a specific unit, and the enlistment bonus (EB) may not waive the training without waiving the EB.

(2) Enlistees who waive only the unit assignment commitment, but not the EB, may only be assigned to an installation or unit authorized personnel with the EB skill.

(3) Enlistees with an EB commitment who have a commitment for training, or training and a specific unit assignment, may waive the EB commitment to apply for some other training or assignment.

(4) Enlistment commitment waivers will—

(a) Be prepared in duplicate.

(b) Be signed by the enlistee.

(c) Be witnessed by a commissioned officer, warrant officer, or a DA civilian designated as a military personnel officer or USAREC Liaison.

(d) Contain wording substantially as follows: "I voluntarily waive my enlistment commitment for ... made at the time of my enlistment. I realize and fully understand that, as a result of doing so, I will be assigned in accordance with any remaining portion of my enlistment commitment and the needs of the Service, and will be required to complete the full term of service for which I enlisted."

b. The original of the above certificate of enlistment commitment waiver will be forwarded to the Commander, U.S. Army Enlisted and Evaluation Center, ATTN: PCRE–RR, Fort Benjamin Harrison, IN 46249. Place the original copy of the enlistee's Official Personnel Military File (OPMF). Attach a duplicate to the DD Form 4 copy of the enlistee's MPRJ. Retain both copies for the first term of the person's enlistment.

c. When an enlistment commitment for an authorized assignment is waived before reporting date, the waived commitment will be reported to the office that authorized the assignment.

d. An entry will be made in item 4 of DA Form 2–1, indicating the waived enlistment commitment.

e. Commanders at all levels will set up procedures and policies to review enlistment commitments at the time the enlisted members arrive at the unit. Commanders will take necessary action to ensure that commitments made to enlistees are fulfilled.

8–4. Erroneous or unfulfilled enlistment commitments

When a breach of enlistment commitment occurs, the service member has a reasonable time to present a claim. (The time period normally is 30 days.) The time period starts from the date the member is informed that his or her commitment will not be honored, or he or she discovers that the commitment has been breached.

a. Apply above time limits with discretion in each case.

b. Forward, under paragraph 8–6, claims that—

(1) Cannot be resolved at the local level.

(2) Should be honored for moral commitment or alleged verbal commitment.

c. If it is discovered that an enlistee was erroneously enlisted or if the enlistee reveals information which if known could have resulted in rejection for enlistment before departure from the MEPS, follow procedure in AR 635–200, paragraph 7–15*e*.

8–5. Processing claims of unfulfilled or erroneous enlistment commitments

Refer such claims to the Recruiting Command Liaison NCO for resolution. For claims for persons who have departed the Reception Battalion, the installation commander will—

a. Review the person's MPRJ to determine validity of allegations.

b. Decide if the major commander can fulfill an enlistment commitment that the enlistee does not desire to waive. If not, installation commander will notify PERSCOM as quickly as possible that the person—

(1) Is available immediately under AR 614–200, chapter 8.

(2) Has an unfulfilled enlistment commitment.

c. Forward enlistee's claim to the CG, PERSCOM, for resolution when the person appears to have—

(1) Enlisted for an option.

(2) Not met prerequisites that must be determined before enlistment.

d. Help prepare letter request for claimants for either erroneous or unfulfilled enlistment commitments that cannot be resolved by reassignment action. Subject of letter will be "Correction of Unfulfilled or Erroneous Enlistment Commitment."

(1) Forward original and one copy of request with enclosures below by first class mail direct to Commander, PERSCOM, ATTN: DAPC–PDT–S, 2461 Eisenhower Avenue, ALEX VA 22331–0400.

(a) The DD Form 4–series.

(b) The DD Form 1966–series.

(c) The DA Form 3286–series and addendums completed for the claimant.

(d) DA Form 2–1.

(e) SF 88 and SF 93, if required, and related documents (for example, consultation reports).

(f) Waiver of enlistment commitment or statement that DA Form 2-1 does not show that the enlistment commitment was waived.

(g) Sworn or notarized statement from claimant affirming the facts.

(h) Other statements or documents to help evaluate the claim.

(2) Forward third copy of the request (including copies of enclosures in (1) above) by first class mail direct to HQ, U.S. Army Recruiting Command, ATTN: RCES–RI, Fort Knox, KY 40121. Also, send with the request a DA Form 209 (Delay, Referral or Follow-up Notice) addressed to claimant.

e. Process claims on erroneous enlistment grades under AR 600–200. Submit request to help establish correct enlistment grade, with substantiating evidence and statements, to Commander, PERSCOM.

f. Process, as outlined in paragraph 6–11, claims on erroneous home of record or other entries not covered above.

8–6. Correction of term of enlistment

An error may be discovered to have been made in processing an enlistment so that the term of enlistment shown on the DD Form 4–series is for a longer term than intended. If so, unit commanders will submit a request for correction of enlistment agreement through military channels to the Commander, PERSCOM, ATTN: DAPE–PDT–S, 2461 Eisenhower Avenue, ALEX VA 22331–0400. The request will contain the following data:

a. Sworn statement by member and other involved persons. The statement will give circumstances of enlistment.

b. Evidence to support claim of error in period of enlistment shown on—

(1) The DD Form 4–series.

(2) The DD Form 1966–series.

(3) The proper DA Form 3286–series.

(4) Other documents that may be available.

c. Statement from person that he or she agrees or consents to correction of term of enlistment shown on the DD Form 4–series.

d. If the change to term of enlistment is a result of a DA directive, include any and all correspondence or messages that apply. The CG, PERSCOM, may determine that an error has been made in the term of enlistment shown on the DD Form 4–series. (For example, term of enlistment may be other than that intended by both the member and the Army. The DD Form 4–series will not be amended by "pen and ink" correction. Instead, a memorandum will be added to the member's file giving the correct term.) The soldier will be assisted in preparing a DD Form 149, which will be attached to the documents cited above. CG, PERSCOM, provides an advisory opinion and forward the soldiers application to the Army Board of Corrections for final action.

Note. The DD Form 4–series must be maintained in its original state should it ever be needed in a legal proceeding.

e. Claims from personnel at reception battalions (RECBN) will be referred to the USAREC Liaison for resolution. (Claims for personnel in training or for soldiers who have completed formal training will be processed by the installation personnel in accordance with *a* through *d* above.)

f. The USAREC Liaison NCO will provide assistance to accomplish the following:

(1) Obtain and review documents in *b* above.

(2) Provide reception battalion CDR, information to support correction to enlistment forms.

(3) Assist the soldier in preparing a DD Form 149. (Do not make corrections to original DD Form 4.)

(4) Prepare a memorandum that explains the error and advise the soldier to attach a copy of all of the items above with his or her request.

g. Under no circumstances will a contract be amended when a soldier objects or claims entries are correct until appropriate resolution or inquiry is completed.

8–7. Correction of enlistment grade

Correction of enlistment grade, after enlistment documents have been executed, is to be accomplished by promotion or reduction action, whichever applies. Enlistment documents will not be altered to reflect the different grade. Comply with appropriate provisions of AR 600–8–19. Assistance in establishing an individual's eligibility for different grade may be requested from the Commander, PERSCOM, ATTN: TAPC–EPT–B, 2461 Eisenhower Avenue, Alexandria, VA 22331–0457. Requests must include copies of substantiating documents or statements. The service member will be advised of the right to apply to the U.S. Army Board for Correction of Military Records (ABCMR). The ABCMR, acting for the Secretary of the

Army (section 1552, title 10, United States Code (10 USC 1552)), is the authority for correcting (backdating) the effective date when a conflict exist. AR 600–8–19 provides procedures under paragraph 1–13 for retroactive effective date as well as procedures for receipt of back pay.

8–8. Extension of term of enlistment

Extension to term of enlistment is authorized. If term is to be lengthened, a DA Form 1695 (Oath of Extension of Enlistment) must be administered for payment of an EB. Extension document will be evidence of eligibility if all other documents support a bonus. Distribute DA Form 1695 as shown below.

a. Original to Commander, U.S. Army Enlisted Records and Evaluation Center, ATTN: PCRE–FR–RR, Fort Benjamin Harrison, IN 46249.

b. Copy to DA Form 201 (Military Personnel Records Jacket, U.S. Army).

c. Copy to Personnel Finance Record folder.

d. Copy to USAREC Liaison NCO.

e. Copy to the person.

8–9. USAREC Liaison role for processing USAR soldiers in the reception battalion

The primary mission of the USAREC Liaison NCO (LNCO) is to save enlistments which might be endangered as a result of breaches or administrative error in the enlistment process/contract. The USAREC LNCO will renegotiate erroneous, defective, or unfulfilled enlistment contracts, per USAREC instructions.

a. USAREC LNCOs will process USAR problems at the reception battalion only.

b. USAREC LNCOs will provide technical assistance when requested.

c. Upon departure from the reception battalion, processing becomes the responsibility of TRADOC USAR LNCO who will handle cases according to guidance issued by HQ, TRADOC.

d. TRADOC LNCOs are required to report any recruiting errors or contractual problems not previously detected by the USAREC LNCO to the recruiting battalion and to HQ USAREC for action.

Chapter 9
Enlistment Programs/Options

9–1. General

a. Enlistment programs/options are designed to merge valid Army requirements with personal desires. To best serve these two purposes, recruiting personnel must ensure that—

(1) Persons applying for specific options are informed of—

(a) The precise nature of commitment.

(b) The extent to which specific option will satisfy applicant's personal desires.

(2) Persons accepted for specific options possess prescribed prerequisites to meet performance standards of the Army.

b. Table 9–1 lists and gives the general description of all authorized enlistment programs and options. Enlistment Programs 9A through 9K in tables 9–2 through 9–12 describe each of the options.

Table 9–1
Listing and general description of authorized enlistment programs and options

Program/option	Name of program/option Authorized request option Regular Army	DA Form required
9A	U.S. Army Training Enlistment Program Request options: 3,4,10,13,26, and may be combined with program 9C when authorized.	DA 3286–63
9B	U.S. Army Station/Unit/Command/Area Enlistment Program Request options: 4,13,18,19,20,23,25,26, and may be combined with program 9C when authorized.	DA 3286–64
9C	U.S. Army Incentive Enlistment Program Request options: 17, 27, or 28. Must be combined with program 9A or 9B. (Enlistment Bonus—Army College Fund—Loan Repayment Program)	DA 3286–66
9D	U.S. Army Officer Enlistment Program Request options: 11 or 12	DA 3286–65
	For USAR	
9E	USAR Bands Enlistment Program	DA 3540 series
9F	MI Signal Intelligence EW and Signal Security USAR Enlistment Program	DA 3540 series
9G	IRR Prior Service Direct Enlistment Program	DA 4688 series
9H	ROTC/SMP Enlistment Program	DA 3540 series
9I	USAR OCS Enlistment Program	DA 3540 OCS Addendum
9J	USAR WOFT Enlistment Program	DA 3540 WOFT Addendum
9K	Specialized Training for Army Reserve Readiness (STARR) Program	DA 3540 series STARR Addendum

Notes:

1. All Regular Army enlistment programs are authorized delayed entry/delayed status.
2. Any enlistment program or option that has specific education requirements requires that education be verified.
3. Assignment and MOS restrictions for non-U.S. citizens must be considered. OCS, WOFT, Ranger, Special Forces, MI and all MOSs with any security clearances of confidential or higher required are not available to non-U.S. citizens (except citizens of Palau, RMI and FSM).

9–2. Qualifications

All applicants must be qualified for enlistment under basic eligibility criteria given in this regulation. This chapter gives other option requirements that must be met.

a. Former Peace Corps members may not enlist for options that authorize assignment to—

(1) The U.S. Army Intelligence and Security Command (INSCOM).

(2) Intelligence duties.

(3) The country in which they served as Peace Corps volunteers.

b. Persons not former Peace Corps members, but who received Peace Corps training, will not be assigned duties in a military intelligence field in any foreign country for which they were trained.

c. Selection of an option under this regulation is permitted even if it will result in a second or later permanent change of station during the same fiscal year. (See AR 614–6.)

9–3. Honoring enlistment commitments

Every effort will be made to honor all promises made at time of enlistment or reenlistment. To meet commitments, recruiting personnel will—

a. Comply with specific option procedures.

b. Promise only what is authorized.

c. Follow procedures to report and assign persons enlisted for an option.

d. Detect errors promptly so that the person may be assigned under his or her enlistment commitment.

9–4. Counseling on waivers affecting options

a. Applicants who require waivers under chapter 4 on limitations that may apply to their selection of enlistment options will be specifically counseled. Options that require security clearance may require that persons have no record of civil offenses or record reflecting adversely on the person's character. Applicants for such options will be advised that their final eligibility cannot be determined until after their enlistment.

b. They also will be advised that waiver of disqualification for enlistment does not imply an eventual favorable decision on option eligibility. If applicant elects such an option after above counseling, advise him or her that the Army may void the option if he or she is later determined to be ineligible. The person then may be required to complete the term of service for which he enlisted. Further advise the applicant that omissions of any information he or she was required to disclose, including expunged records, may later be a basis for an unfavorable decision on option eligibility.

c. Also, most options have other conditions that cannot be determined until after the person enlists. If these conditions are not met, the Army may void the option without giving rise to a claim of unfulfilled enlistment commitment or erroneous enlistment. The "Information for Applicants' " section of each option table requires that such information be explained to all applicants.

9–5. Selection of an additional option (For RA only)

Qualified applicants who enlist for options given in this chapter may select other options in connection with the chosen primary option. If the combination of the chosen options are to be effective, requirements for each option must be met satisfactorily. Failure to qualify for one of the options, however, does not void remaining options if applicant remains qualified for the other option. Persons enlisting for multiple options will complete the proper DA Form 3286-series for each option selected.

9–6. Incentives and entitlement for Selected Reserve service

a. Incentives and entitlements authorized for enlistment, reenlistment, or service in the Selected Reserve are prescribed by AR 135–7. These include the following:

(1) Selected Reserve Incentive Program (SRIP) NPS enlistment bonus.

(2) SRIP PS enlistment bonus.

(3) SRIP reenlistment bonus.

(4) SRIP affiliation bonus.

(5) Student Loan Repayment Program.

(6) Health Professionals Loan Repayment Program.

(7) Montgomery GI Bill for Selected Reserve service (10 USC 106).

(8) Montgomery GI Bill 2x4 Program (38 USC 30).

(9) Montgomery GI Bill for Active Duty service (re: AGR entitlements) (38 USC 30).

b. Eligibility criteria for these incentives or entitlements, processing procedures, and required forms, are prescribed by AR 135–7.

Table 9–2
Program 9–A, U.S. Army Training Enlistment Program

Line: 1
Item: Available to:
Comment: Qualified non prior service (NPS) and prior service (PS) applicants enlisting for the minimum term of enlistment authorized by REQUEST. PS and glossary NPS must be authorized to retrain. PS and MOS-qualified glossary NPS must enlist for not less than 3 years or the term reflected on REQUEST, if greater than 3 years. Enlistment for 2 years or 2-year VEL is only authorized for NPS who have an AFQT of 50 or greater and an education level of high school diploma graduate. Two-year term is not available to PS or MOS qualified glossary NPS unless announced by HQDA (DAPE–MPA).

Line: 2
Item: REQUEST options: 3, 4, 10, 13, and 26.
Comment: NA

Line: 3
Item: Description of option:
Comment: Guarantees enlistee training selected. This program guarantees a specific MOS or CMF, as well as provides a guarantee to Airborne, Language and Intelligence MOS/Training if selected and if qualified for the specific training enlisting for. If enlisting under the Puerto Rican English Language option, guarantees enlistee English language training only.

Line: 4
Item: Prerequisites that must be met before enlistment.
Comment:

a. Meet basic eligibility criteria for enlistment as modified by this program.

b. Meet all prerequisites for training in the selected MOS in accordance with AR 611–201. If enlisting for an MI MOS, AR 614–200 and AR 611–201.

c. Initiation of a personnel security investigation, if required.

d. Meet Personal Reliability Program criteria, if required.

e. Meet REQUEST qualifications.

f. For an MOS that requires language training, applicant must meet the following additional prerequisites.

(1) Be a high school graduate.

(2) Possess a qualifying DLAB score (89).

(3) Be a U.S. Citizen. (Spouse must also meet this requirement if married.)

(4) Have excellent character, discretion, and unquestioned loyalty to the United States.

(5) Have no speech impediment.

(6) Possess minimum hearing acuity (AR 611–201).

(7) Have physical profile of "1" in the "S" factor.

g. For MOS 97B:

(1) Not be a former Peace Corps member.

(2) Be not less than 18 years of age at time of RA enlistment.

(3) Be a high school diploma graduate (HSDG).

(4) Meet the following citizenship requirements:

(a) Must be a U.S. citizen by birth.

(b) Members of applicant's immediate family must be U.S. citizens; if citizenship of spouse was acquired through naturalization, spouse must have resided in the United States for at least 5 years. Immediate family under this program is defined as spouse, parents, parents-in-law, brothers, sisters, and children.

(c) No near relative or other person to whom the applicant or spouse may reasonably be considered to be bound by ties of affection, kinship, or obligation may be residing in a foreign country within whose boundaries, as physical or mental coercion is known to be a common practice either against persons accused of acting in the interest of the United States or against the relatives of such persons.

(d) For this program, a near relative also includes uncles, aunts, grandparents, father or mother-in-law, step-relationships corresponding to any of the above, and persons acting in loco parentis as defined in AR 600–8–10.

(e) Neither applicant nor spouse may have commercial or vested interests in countries as indicated in (c) above.

h. For Airborne Training, applicants must—

Table 9–2
Program 9–A, U.S. Army Training Enlistment Program—Continued

(1) Meet medical fitness standards for Airborne Training (AR 40–501).
(2) Never have been rejected or relieved from Airborne Training or duty because of physical disability or training failure.
(3) Never have voluntarily withdrawn from Airborne Training.
(4) Enlist for an MOS that has Airborne Training available (Request option 4).
(5) If enlisting for Airborne and first assignment is "Airborne unassigned," then all other option 4 "FIRSTA" will use program B (table 9–3) (UNRG, and so forth).
(6) Have physical examination documents annotated by MEPs physician indicating "Airborne Qualified."
i. For Puerto Rican English Language option:
(1) Attain a qualification score of 21–49 on the AFQT portion of the ASVAB.
(2) Have a verified PAA score of at least 1000.
(3) Agree to enlist without specific MOS quaranteed.
(4) Meet all other prerequisites set forth in this regulation.

Line: 5
Item: Prerequisites that must be met after enlistment.
Comment:
a. Satisfactorily complete Initial Entry Training (BT, OSUT, and AIT, as required).
b. Satisfactorily complete Airborne Training if required and enlistment is for Airborne Training.
c. Meet any special requirements for training in the selected MOS that cannot be determined before enlistment.
d. If enlisting for MOS 97B, meet the following prerequisites:
(1) Successfully complete required MOS training at U.S. Army Intelligence Center and School.
(2) Be subject of a favorable special background investigation, to include—
(a) Evaluation of potential qualifications and personal characteristics.
(b) Being eligible for sensitive compartmented information (SCI) access.
(3) Qualify for retention in MOS 97B duties by satisfactory performance of assigned duties and maintenance of high standards of integrity and loyalty required by intelligence operations.
(4) Maintain a record free from indiscretions or defects of character that are deemed unacceptable by the CG, PERSCOM. (See AR 614–200 for examples.)
e. If enlisting for the Puerto Rican English Language option, meet the following prerequisites:
(1) Attend the English Training Program (Lackland AFB, Texas) and upon completion of the program, attain a score of 70 or higher on the ECLT.
(2) If scoring 70 or higher on the ECLT, retake the ASVAB.
(3) Based upon scores achieved on the ASVAB, select an MOS and enlistment program and execute the appropriate enlistment program forms, which will constitute a renegotiated enlistment contract.

Line: 6
Item: Information for applicants
Comment: Applicants will be advised of 2 through 5 above; also, they will be—
a. Oriented on the nature of training and duties in the skill selected to receive training in. (Use Joint Optical Information Network (JOIN) and AR 611–201.)
b. Informed that the training selected is based on current training requirements existing at the time of applicant's enlistment. Also, one of the following may occur: training selected may be discontinued before attendance; soldier later may become medically disqualified for training selected; or soldier may fail to receive required security clearance (not because of data withheld at time of enlistment). If any one of these occur, the soldier will be given the chance to select related training or any other training for which qualified and a training requirement (quota) exists. An alternate selection will be honored. Soldier will be required to complete the term of service for which enlisted. If solider does not desire alternate training, the solider may initiate a request for unfulfilled enlistment commitment according to AR 600–200 and AR 635–200.
c. Advised that the course length for training is not guaranteed and that the Army may change the course length or numeric designation of an MOS. (Enlistment remains valid provided that the MOS does not change content substantially.)

Table 9–2
Program 9–A, U.S. Army Training Enlistment Program—Continued

d. Advised that this program does not guarantee, imply or promise any assignment upon completion of AIT. Further, no guarantee that the soldier will or will not be assigned to an overseas location is made. Recruiters and guidance counselors cannot make speculations or verbal commitments with regard to any provisions of this program.
e. Advised that, if relieved from training for academic deficiency, disciplinary reasons, or failure to receive required security clearance because of information withheld by applicant at time of enlistment, the soldier will be assigned, according to the needs of the Army, and required to complete the term of service enlisted for.
f. Advised that this program may be combined with an incentive program if the applicant meets the requirements of the incentive program and enlists for an MOS under such program.
g. Advised when enlisting for an MOS that requires language training of the following specific provisions:
(1) Relief from school course for academic deficiency, disciplinary reasons, or failure to obtain required security clearance is basis for reassignment under needs of the Army. Soldier will be required to complete his or her term of service enlisted for.
(2) DA makes every effort to use language-qualified personnel. Language school graduates may be assigned duties in an appropriate country or area, or be given training in another MOS under needs of the Army before first duty assignment.
(3) For persons who possess proficiency in the language for which enlisting, the course length may be reduced by authority of the Director, Defense Language Institute. (If proficiency meets criteria of RA and Army Reserve Civilian Acquired Skills Program (chap 7), this program will not be used for enlistment.)
h. Informed when enlisting for MOS 97B of the following:
(1) Biographical screening for soldiers will be conducted at BT by a military intelligence group agent. With biographical screening, agent will ask more detailed questions as required to determine suitability for MOS 97B.
(2) Scope and prerequisites for training is prescribed in AR 611–201 and additional information can be found in AR 614–200 and DA Pam 351–4.
(3) Applicant must be fully aware that the scope of this MOS depicted in AR 611–201, AR 614–200, and DA Pam 351–4 is only partial because of security classification of such information.
(4) Final acceptance for MOS 97B duties, in spite of the fact that enlistment was for this program, will depend on meeting prescribed criteria.
(5) If persons attending BT are found to be unqualified for MOS 97B, they will be—
(a) Informed that enlistment commitment is voided.
(b) Informed that on completion of BT, he or she will be reassigned according to needs of the Army and be required to complete the period for which enlisted.
(6) CG, PERSCOM, may grant a waiver when the applicant fails to meet the eligibility criteria above, except those pertaining to "former Peace Corps members", and required standards of character, loyalty, discretion, and integrity.
(7) Soldier must successfully complete a period of probation 1 year after date of completion of training or until 21 years of age, whichever is longer.
(8) Soldier may elect to waive this enlistment program at any time, in such cases, the soldier will be assigned and used according to needs of the Army.
i. Informed of the following when enlisting under the Puerto Rican English Language option:
(1) Soldier will not initially be guaranteed training in any specific MOS/CMF, or assignment to any specific station, command, unit, or area.
(2) Soldier will be required to attend the English Language Training Program.
(3) Soldier will be administered the ECLT upon completion of training. If score is 70 or greater, soldier will be required to retake the ASVAB.
(4) The resulting scores from the ASVAB retest will become the scores of record from which qualifications for training and enlistment programs will be determined. If at least a score of 21 is not obtained on the ASVAB retest, with at least one qualifying aptitude area score, the soldier will be assigned an MOS and enlistment programs based upon their initial ASVAB scores.

Table 9–2
Program 9–A, U.S. Army Training Enlistment Program—Continued

(5) If neither the ASVAB retest nor the initial ASVAB scores qualify the soldier an MOS and enlistment program(s), soldier will be separated from the Army.

(6) If soldier fails to attain the required score of 70 or better on the ECLT, he or she will be separated from the Army regardless of AFQT and aptitude area scores.

Line: 7
Item: Program processing procedures.
Comment:

a. Normal processing procedures prescribed by this regulation apply.

b. Applicants requiring a specific level of education or course completion for the MOS must present documentary proof in the form of a high school diploma or certified GED certificate. Transcripts are required to show specific course completion (example: Algebra, Chemistry, Science, and so forth).

c. Training seats must be obtained via the REQUEST under any option providing training only.

d. REQUEST reservation must be canceled when an applicant fails to meet prerequisites or does not enlist within the specific timeframe required.

e. Enlistment for any MOS requiring TS or SCI access requires interview by PERSCOM security interviewer. REQUEST will alert GC to interview requirement.

f. Applicants who are not U.S. citizens will not be enlisted for any MOS,assignment, or unit that requires a security clearance.

g. Applicants required to be interviewed by the PERSCOM security interviewer will be processed as follows:

(1) PERSCOM security interviewer will conduct interview according to instructions and policy provided by the Commander, PERSCOM.

(2) Security interviewer will consult with the central clearance facility when appropriate, or when questionable information has been revealed that does not clearly qualify or disqualify applicant.

(3) Security interviewer will refer applicants back to the Counselor when applicant does not qualify for clearance.

(4) Security interviewer will assist and supervise applicant in the completion of all required forms.

(5) Applicants enlisting for any MOS that is nuclear related must also be interviewed.

Line: 8
Item: Statements for enlistment.
Comment:

a. Ensure that proper entries are made on the DD Form 1966 series. Enter "U.S. Army Training Enlistment Program" as the option, also include the MOS and title. If Airborne Training is included, so indicate.

b. If enlisting for a CMF, then indicate by stating "Within CMF" 11, 13, or 19, and enter title of CMF.

c. Complete DA Form 3286–63 (Statement for Enlistment U.S. Army Training Enlistment Program). Complete this form as follows:

(1) Under line 1a, enter the specific MOS and title or "Within CMF," indicate CMF and title. If the applicant had a REQUEST reservation made via REQUEST option 4 and assignment is "UNCM"(uncommitted), then indicate on the second line "Airborne Training." If Airborne is not selected, enter N/A.

(2) Under line 1g, enter the term of enlistment in whole years and, if MOS requires a variable enlistment legislation (VEL), enter the number of weeks as reflected by REQUEST or DA instruction. If non-VEL, enter 00 in the weeks section.

(3) Applicant will be required to read and acknowledge his or her understanding of this enlistment program by signing the appropriate block under "Authorization." The GC will complete the remainder of this section, witnessing the applicant's signature. The GC, by signing this form, indicates that he or she has provided all information required under the provisions of this program.

(4) The GC will indicate the CCN number from REQUEST, date reservation was made, and the alphabetical enclosure to the contract under ANNEX. If applicant was in the DEP, this would then be annex B, if no DEP, then annex A.

(5) GC will also complete DA Form 3286–70 (Addendum to Statements for Enlistment (Additional Requirements for Enlistment Options) when applicant is enlisting for Special Intelligence (MOS 97B).

(6) All applicants will also be required to complete DA Form 3286–67 regardless of MOS.

Table 9–2
Program 9–A, U.S. Army Training Enlistment Program—Continued

(7) Entries on all forms will be printed or typed legibly. Signatures will be the signature normally used by the applicant.

(8) If the soldier has dependents in the custody of another, complete DA Form 3286–69 (Statement of Understanding for Persons Having Dependents in the Custody of Another). Ensure that applicant fully understands the implication associated with this statement.

(9) Each enlistee must be fully aware of the statements they are acknowledging, and must be given adequate time to read and ask questions.

d. If enlisting for the Puerto Rican English Language Training option, indicate "09B10–Trainee (English Language)" on DA Form 3286–63, paragraph 1a. Also, complete DA Form 3286–67.

Line: 9
Item: Orders and record entries.
Comment: For enlistees in MOS 97B only, furnish two copies of enlistment orders to the Commander, PERSCOM, ATTN: TAPC–EPL–M, 2461 Eisenhower Avenue, ALEX VA 22331–0400, within 15 days of enlistment date. Ensure that all items required to be completed on DD Form 1966 are accomplished.

Table 9–3
Program 9–B, U.S. Army Station/Unit/Command/Area Enlistment Program

Line: 1
Item: Name of program.
Comment: U.S. Army Station/Unit/Command/Area Enlistment Program

Line: 2
Item: Available to:
Comment: Qualified applicants with or without prior military service enlisting for the term required for MOS or option displayed by REQUEST. Each Glossary NPS (who has been awarded an MOS) and prior service must enlist for not less than 3 years, or the term required via REQUEST if greater. For MOS-qualified Glossary NPS and PS, use REQUEST option 18. If training is authorized, use any other option available under this program. Glossary NPS and PS of any component other than Army may be enlisted in their former MOS only if it converts to an Army MOS. Verification of conversion must be made through PERSCOM, Retention Management Branch, AUTOVON 221–3564. It is not mandatory that other Service (PS) enlist in their former MOSs. This program is also available for enlistment under the Army Civilian Acquired Skills Program.

Line: 3
Item: Description of program.
Comment: Guarantees applicants who meet the prerequisites of this program training in an MOS and a first assignment to either a station, unit, command, or area. Guarantee is for a minimum of 12 months from arrival at the station, unit, command, or area. For ACASP enlistees, no training is guaranteed, but prerequisite training may be required.

Line: 4
Item: Prerequisites that must be met before enlistment.
Comment:

a. Basic eligibility criteria for enlistment as modified by this program.

b. Applicants required to undergo AIT must meet prerequisites for training in selected MOS according to AR 611–201 and REQUEST. ACASP enlistees must meet AR 611–201 and chapter 7 (of this regulation) criteria.

c. Applicants selecting—

(1) Seneca or Sierra Army Depot must meet, without exception, criteria in AR 50–5, qualify for a "SECRET" clearance, and enlist for MOS 95B (Military Police).

(2) Seneca or Sierra Army Depot will be disqualified from selecting these units if the following behavioral characteristics or medical conditions are found to exist:

(a) Psychiatric disorder or condition that, in the opinion of a physician, may be detrimental to nuclear safety or reliability.

Table 9–3
Program 9–B, U.S. Army Station/Unit/Command/Area Enlistment Program—Continued

(b) Alcoholism or recent repeated overindulgence in alcohol or unauthorized use, possession, or sale of illegal substances or narcotics, including marijuana.

(c) Physical profile serial other than a "1" under "S."

(d) Any character trait, history or illness, or other information that, in the opinion of the physician, may cause significant defects in judgment or reliability.

(e) Lack of emotional or mental maturity or sense of responsibility.

(f) Evidence of inadequate group adjustment.

(g) Negligence or delinquency in performance of duty.

(h) Financial or family irresponsibility.

(i) Poor attitude or lack of motivation toward assignment involving nuclear duty.

(j) Adverse police record, other than minor infractions.

(k) Record of judicial or nonjudicial punishment other than minor infractions.

(l) Any other character trait or record of conduct that would be prejudicial to reliable performance of nuclear duty.

(3) U.S. Army Band will be enlisted according to chapter 7, RA and Army Reserve Civilian Acquired Skills Program, and this program. Prior service applicants must be reauditioned.

(4) COHORT-designated units will be advised that units under this program have a rotation schedule. They will, or may be subject to, movement between CONUS and OCONUS, depending upon the location of the unit.

(5) The 3rd Infantry (The Old Guard) must have approval and meet the provisions of AR 614–200. Obtain approval by contacting the 3rd Infantry at commercial 202–696–3149.

(6) The U.S. Army Marksmanship Unit must have a letter of acceptance that indicates the location of first assignment and approval for the assignment.

(7) Overseas locations or units must meet, without exception, the provisions of AR 614–30.

(8) Any unit obtained from REQUEST option 25 must meet the following additional prerequisites.

(a) Applicant must be a high school graduate (HSG) if enlisting in CMF 98 or 33 (HSG includes equivalent diploma).

(b) Applicant must meet all prerequisites of AR 611–201.

(c) If a former member of the Peace Corps, the applicant will not be assigned for duty or TDY in the MI field for a period of 4 years following service with the Peace Corps. The soldier will not be assigned to any foreign country where he or she served for the Peace Corps.

(d) Citizenship of the applicant and his or her spouse must be by birth (U.S. citizen). If citizenship was obtained by naturalization, approval must be obtained (see table 9–2, line 4, for additional criteria (citizenship) and approval authority for naturalized citizens).

(9) Berlin Brigade must meet the requirements of AR 614–200.

(10) 1st Battalion, 65th ADA, or 3d Battalion, 68th ADA, must meet the same criteria as outlined for Sierra or Seneca Army Depot. Meet provisions of AR 50-5 for safeguard sites.

(11) Special Forces must be U.S. citizens; HSGs; have a physical profile of "111111", regardless of MOS for which enlisting; be Airborne qualified; have no time lost on previous enlistment; have never received a courts martial; meet the provisions of AR 614–200; and never have been rejected or relieved from Airborne or Special Forces (SF) training or duty.

(12) A Ranger Unit, must be U.S. citizens, meet physical standards of AR 40-501, for this type of duty; have a minimum physical profile of 111121, regardless of MOS; be Airborne qualified; or volunteer for Airborne training. If PS, not have any time lost during last enlistment; have no record of courts martial; and meet, without exception, the criteria in AR 614–200 for Ranger training.

d. All applicants enlisting for any unit must meet AR 611–201, AR 614–200 (if required for unit or activity), and AR 614–30 (if OCONUS to include Alaska or Hawaii).

e. All applicants will be informed of the requirements for movement of dependents according to AR 614–200 (tour length with dependents). No guarantee of movement of dependents is authorized other than that contained in paragraph 5–18 of this regulation.

Line: 5
Item: Prerequisites that must be met after enlistment.
Comment:

Table 9–3
Program 9–B, U.S. Army Station/Unit/Command/Area Enlistment Program—Continued

a. Satisfactorily complete basic combat training, one station unit training and advanced individual training as required.

b. Successfully complete Airborne training if enlisting for Airborne.

c. If enlisting for Airborne, Ranger, or SF—

(1) Retain and maintain physical standards for Airborne and other training (all).

(2) Be able to swim 50 meters unassisted (SF and Rangers).

(3) Satisfactorily complete required SF or Ranger training as appropriate for unit enlisting in.

(4) Qualify for a SECRET clearance (SF or Rangers).

(5) Score at least the minimum requirement on the Ranger or SF physical fitness qualification test, which consists of: Pushups (42); situps (52); and a 2-mile run in 15 minutes, 54 seconds. (See Physical Fitness Test in AR 614–200.)

(6) Qualify for retention on Ranger or SF duty by maintaining required physical, medical, professional, and suitability standards.

d. Meet any special requirements for MOS, unit, or station that cannot be determined before enlistment.

e. Enlistment for Sierra or Seneca Army Depot requires that the soldier maintain standards of line 4c(1) and (2) of this program.

Line: 6
Item: Information for applicants.
Comment:

a. Applicants who are prior service and authorized to enlist in grade E–5 or above must possess an MOS for which a vacancy exists and assignment has been obtained via PERSCOM.

b. Applicants who are authorized to enlist in grades E–4 and below may be enlisted without training for any vacancy that is obtained under the "no formal training" REQUEST option. If no vacancy exists on REQUEST, the applicant may enlist for training in any MOS available and for which he or she is qualified.

c. Prior service applicants are required to undergo Basic Combat Training according to AR 612–201 and this regulation.

d. Persons enlisting under this program who fail to meet prerequisites or become medically or otherwise disqualified for training or duty in the chosen or enlistment MOS will be trained or utilized according to the needs of the Army. They will be required to complete the term of service for which they enlisted.

e. Applicant may elect to waive this enlistment program at any time. If so, he or she will be utilized according to the needs of the Army and required to complete the term of service for which enlisted.

f. Advise applicants enlisting for Fort Hamilton, NY, that they may be assigned duties at Forts Totten, Wadsworth, Tilden, Hancock, or other areas within the New York City metropolitan area.

g. If the unit or activity to which a person is assigned or attached under the provisions of this program is deployed, relocated, reorganized, or redesignated, the person will remain with that unit or activity. No guarantee of 'location' is made when enlisting for a specific area, unit, or command.

h. If the unit, activity, station, or command is inactivated, disbanded, or discontinued, the person will be subject to reassignment according to the needs of the Army.

i. Person may be subject to periods of TDY on an individual basis away from the station of choice for which enlisting. Such periods of TDY will not count against guaranteed stabilization period.

j. Persons may receive initial assignment at interim location to unit undergoing training. That unit will deploy to the station of choice upon successful completion of training. Stabilization starts upon arrival at station.

k. If enlisting for a COHORT-designated unit, the following information will be provided:

(1) COHORT units have rotation schedules between CONUS and OCONUS locations.

(2) Although it is the intent to train and assign members of the same COHORT training package as a group, there are instances where a group that has trained together is split up in the COHORT unit and, as a result, does not violate or otherwise breach the contract. Enlistees for COHORT will, however, be assigned to the unit (division) for which enlisting. No guarantee of specific company, battalion, or brigade is implied.

(3) Because COHORT units have rotation to overseas areas and units that are located in overseas areas have additional intertheater rotations, applicants must be advised to meet the overseas tour length

Table 9–3
Program 9–B, U.S. Army Station/Unit/Command/Area Enlistment Program—Continued

requirement for the area in order to have a with dependents tour. This sometimes requires an extension of the enlistment period to meet the requirements of AR 614–30. This includes Alaska and Hawaii.

l. Applicants enlisting for an assignment in an electronic warfare/cryptologic unit, area, or activity must be informed of the following:

(1) Meet criteria listed under line 4c(8) of this program.

(2) Meet, without exception, citizenship criteria according to AR 614–200 and AR 611–201 for the MOS.

(3) Be interviewed and accepted by the PERSCOM security interviewer.

(4) If applicants fail to meet any of the prerequisites after enlistment, they will be:

(a) Reassigned under the needs of the Army.

(b) Required to complete the term for which enlisted.

(5) Applicants not initially approved for access to special intelligence information through no fault of their own will be counseled. They will be given a chance to select an alternate program for which qualified and a vacancy exists. In such event, a 4-year enlistee may apply to have his or her term reduced to meet the required term of the new MOS (but not less than 3 years). Request for reduction of term may be submitted to Commander, PERSCOM, ATTN: TAPC–EPA–R, ALEX VA 22332–0400. Withholding or denial of information by the soldier, after security investigation is found to be the cause for denial to access of special intelligence information, does not constitute justification for a reduced term. If soldier is authorized a reduced term, it will be for not less than 3 years. If MOS or option selected required an equal or longer term than 4 years, the soldier will not be required to extend.

Line: 7
Item: Program processing procedures.
Comment:

a. Normal processing procedures of this regulation apply.

b. Applicants requiring a specific level of education or course completion for the MOS or unit must present documentary proof in the form of high school diploma, GED certificate, transcript, or letter that clearly shows the applicant has the required education level or course required.

c. Training and assignment must be obtained via REQUEST under any option that provides a station, unit, area, or command as a first assignment.

d. This program will not be used for "Airborne Uncommitted"(UNAB). Use when assignment is indicated or request is for Rangers or SF only (use program A for UNAB).

e. Enlistment for any MOS requiring a TS or SCI access requires interview by PERSCOM security interviewer.

f. Applicants who are not U.S. citizens will not be authorized any MOS or assignment that requires a security clearance. GC will check citizenship.

g. See program A of this regulation for PERSCOM security interview procedures.

h. Prior service applicants (E–5 and above) must have an assignment obtained from PERSCOM.

Line: 8
Item: Statements for enlistment.
Comment:

a. Ensure that proper entries are made on the DD Form 1966 series. Enter "U.S. Army Station/Unit/Command/Area Enlistment Program" as the option and include the MOS and title. If Airborne, option 4, is included, indicate "Airborne Training." Show the specific station, unit, command, or area as reflected via REQUEST. (If UNAB, use program A. If unassigned SF or Ranger, use this program.)

b. If enlisting for a CMF, enter on the DD Form 1966 series as "within CMF–XX" and show the title of the CMF.

c. Complete DA Form 3286–64 (Statement For Enlistment U.S. Army Station/Unit/Command/Area Enlistment Program). Complete the DA Form 3286–64 as follows:

(1) On line 1a enter the specific MOS and title or "within CMF–XX" and title. If REQUEST reservation was made under option 4, indicate "Airborne Training" on next line. If no Airborne is required, indicate not applicable on this line. Form is self-explanatory. For PS or ACASP, see line 1b.

(2) On line 1c indicate the specific station/unit/command/or area obtained via REQUEST or USTAPA as follows:

Table 9–3
Program 9–B, U.S. Army Station/Unit/Command/Area Enlistment Program—Continued

(a) If first assignment is a "station," enter the name of that station (example: REQUEST DRU8, enter Fort Drum; RIL8, enter Fort Riley, and so forth).

(b) If first assignment is a unit, enter only the unit designation-do not indicate location. (Example: REQUEST 4IND, enter 4th Inf Div; REQUEST 18AC, enter 18th Airborne Corps; and UNRG, "Ranger Unassigned" Do not use for UNAB.)

(c) If first assignment is a command, enter only the name of the command, not the location. (Example: REQUEST HSC, enter "Health Services Command" or REQUEST CCUN, enter "Communications Command.")

(d) If first assignment is an area, enter only the area. (Example: REQUEST EUR8, enter Europe; HAW9, enter Hawaii.)

(e) Under line 1g, enter the term of enlistment in whole years and if MOS requires a VEL, enter the number of weeks as reflected by REQUEST or DA instruction. If non-VEL, enter 00 in the weeks section.

(f) Applicant will be required to read and acknowledge his or her understanding of this enlistment program by signing the appropriate block under "Authorization." The GC will complete the remainder of this section, witnessing the applicant's signature. The GC, by signing this form, indicates that he or she has provided all information required under the provisions of this program.

(g) The GC will indicate the CCN number from REQUEST, date reservation was made, and the alphabetical enclosure to the contract under ANNEX. If applicant was in the DEP this would then be annex C, if no DEP, then annex A.

(h) GC will also complete DA Form 3286–70 when applicant is enlisting for Special Intelligence (MOS 97B).

(i) All applicants will also be required to complete DA Form 3286–67 (Army Policy) regardless of MOS.

(j) Entries on all forms will be printed or typed legibly. Signatures will be the signature normally used by the applicant.

(k) If the soldier has dependents in the custody of another, complete DA Form 3286-69, ensure applicant fully understands the implication associated with this statement.

(l) Each enlistee must be fully aware of the statements they are acknowledging. Adequate time to read and ask questions must be given to each applicant.

Line: 9
Item: Orders and Record Entries
Comment: For enlistees in MOS 97B only, furnish two copies of enlistment orders to CDR, PERSCOM, ATTN: TAPC–EPL–M, 2461 Eisenhower Avenue, ALEX VA 22331–0400, within 15 days of enlistment date. Ensure that all items required to be completed on DD Form 1966 are accomplished. Ensure that all applicants understand that completion of Ranger Indoctronition Program is required if enlisting for a Ranger Unit. Annotate on the enlistment form applicants acknowledgment of this fact and that he understands that failure of the RIP will be cause for assignment according to the needs of the Army.

Table 9–4
Program 9–C, U.S. Army Incentive Enlistment Program (Enlistment Bonus/Army College Fund/Loan Repayment Program)

Line: 1
Item: Available to:
Comment: Qualified applicants enlisting for a term of enlistment required via REQUEST and MOS authorized one of the incentives under this program.

Line: 2
Item: REQUEST options: 17, 27, or 28.
Comment: In conjunction with a primary option offering one of the incentives in this program.

Line: 3
Item: Description of program.
Comment: Guarantees one of the following incentives:

a. Enlistment Bonus (EB).

b. Army College Fund (ACF).

c. Loan Repayment Program (LRP).

Table 9–4
Program 9–C, U.S. Army Incentive Enlistment Program (Enlistment Bonus/Army College Fund/Loan Repayment Program)—Continued

Note: Applicant must enlist for and be qualified under this program to receive one of the above incentives. Enlistment incentive must be authorized by HQDA message.

Line: 4
Item: Prerequisites that must be met before enlistment.
Comment: All applicants must—

a. Meet eligibility criteria for enlistment and modification of this program.

b. Be a high school graduate.

c. Achieve an AFQT score of 50 or greater (or as announced by HQDA).

d. Meet all prerequisites and quality for the Primary Enlistment Program.

e. Choose an MOS authorized an associated option.

f. Enlist for only one incentive. (Note: Unless specifically authorized by HQDA, only one incentive under this program may be given to qualified applicants.)

Line: 5
Item: Prerequisites that must be met after enlistment.
Comment: Enlistee must satisfactorily complete Initial Entry Training to include language training (if enlisting for language MOS). For enlistees electing the ACF, remain enrolled in the GI Bill. For enlistees electing the LRP, disenrollment from GI Bill must be accomplished. Meet and comply with provisions of Primary Enlistment Program.

Line: 6
Item: Information for applicants.
Comment: Applicants will be advised of lines 2 through 5, above, and of the following:

a. Enlistment Bonus.

(1) Enlisting for an enlistment bonus.

(a) Enlistees who voluntarily, academically, or because of misconduct, fail to satisfactorily complete AIT or OSUT will be trained in another MOS. They will complete their term of enlistment based upon the needs of the Army, unless separated for administrative or disciplinary reasons. In the above instances, the bonus will not be paid.

(b) Enlistees who, through no fault of their own, fail to satisfactorily complete AIT or OSUT in the MOS for which originally enlisted will be given a chance for training in another MOS and be retrained in the Army, or released from active duty if they so desire. If retrained and the new MOS is authorized an enlistment bonus, enlistee will be entitled to payment upon satisfactorily completing AIT or OSUT. The dollar value will be determined by the MOS for which trained, regardless of the MOS for which enlisted.

(c) Persons who become medically or otherwise disqualified for duty in the MOS awarded and have been paid a bonus will be retrained, if necessary, and used according to the needs of the Army. Such persons will be required to complete their term of enlistment. If such later disqualification is either voluntary or the result of fault or misconduct on the part of the soldier, repayment of the unearned portion of the bonus is required. If such later disqualification is neither voluntary or a result of fault or misconduct on the part of the soldier, repayment of any part of the bonus is not required.

(d) Soldiers paid the EB must (unless otherwise directed by HQDA) serve in the designated MOS for the period of enlistment. (This includes normal skill progression.)

(2) The bonus. The bonus—

(a) Is payable up to $5,000 on completion of training (if required) and award of qualifying MOS with any remaining portion of the bonus paid in 4 equal installments beginning 3 months from receipt of the initial $5,000 payment and every 3 months thereafter.

(b) Is payable at first duty station if in possession of MOS via ACASP, payment is according to (a), above, upon award of MOS.

(3) Persons who do not complete their term of enlistment for which a bonus was paid because of voluntary reasons or misconduct will be required to refund the percentage of the bonus that corresponds to the unexpired part of the total enlistment period (such as the unearned portion of the bonus). Persons who immediately reenlist before completion of the term of service for which a bonus was paid will not be subject to repayment of bonus if reenlistment period exceeds

Table 9–4
Program 9–C, U.S. Army Incentive Enlistment Program (Enlistment Bonus/Army College Fund/Loan Repayment Program)—Continued

remaining enlistment bonus period by at least 2 years. Unserved bonus period may not be used for SRB computation.

(4) Persons who are in the DEP of another Service are ineligible for this program.

(5) Advise applicants that attendance at AIT requires successful completion of BT and qualification for security clearance if required.

b. Army College Fund.

(1) This program provides additional education assistance in addition to that earned under the GI Bill.

(2) The money earned is deposited in the soldier's VA account. Normally, the funds will be dispersed to the participant in 36 equal monthly installments while the person is enrolled in an approved program of education.

(3) Soldiers who fail to complete their initial term of enlistment in the MOS which offered the ACF forfeit entitlement to all benefits provided by ACF, unless discharged for service connected disability, hardship, or convenience of the Government. If discharged for the convenience of the Government, the following minimum time must have been served: 20 months for 2-year enlistees and 30 months for all other terms (3 years or longer).

(4) Soldiers who fail to contribute to the GI Bill for 12 consecutive months for any reason forfeit all benefits provided by this incentive.

c. Loan Repayment Program.

(1) Soldier must disenroll from GI Bill. (See line 7.)

(2) The Government will repay a designated portion of any loan incurred that was made, insured, or guaranteed under part B of the Higher Education Act of 1965 (Guaranteed Student Loan) or any loan under part E of such act (National Direct Student Loan) after 1 October 75 and before enlistment into the Regular Army.

(3) Provided the applicant meets and maintains the prescribed prerequisites, enlistment for the LRP ensures that the portion or amount of loan that may be repaid is 331/3 percent or $1,500, whichever is greater, of the unpaid principal balance for each year of service completed up to the authorized limit of the loan to be repaid.

(4) Repayment is made only after each successful year of active duty performed commencing on the date of RA enlistment.

(5) The soldier must be advised that repayment amounts paid by the Government are subject to Federal and State income taxes as taxable income each year that payment is made.

(6) Soldiers must remain qualified and in the incentive MOS for the duration of the initial enlistment, unless otherwise directed by HQDA. Change of MOS because of normal career progression (AR 611–201) is authorized.

Line: 7
Item: Program processing procedures.
Comment: Guidance counselor will—

a. Complete required entries on the DD Form 1966.

b. Enter one of the following on the DD Form 1966 and DA Form 3286-66.

(1) Program C—(1) INCENTIVE PROGRAM—Cash Bonus, Amount $ _____.

(2) Program C—(2) INCENTIVE PROGRAM—Army College Fund.

(3) Program C—(3) INCENTIVE PROGRAM—Loan Repayment Program. Followed by "AR 601–210."

c. If enlisting for the LRP, disenroll applicant or soldier from GI Bill.

d. Verify that the applicant has qualifying loans if enlisting for the LRP. Advise applicant if any loan is not eligible and have the applicant acknowledge same in the remarks section of the DD Form 1966 series.

Line: 8
Item: Statements for enlistment.
Comment: Complete DA Form 3286–66 (Statement of Understanding, US Army Incentive Enlistment Program) as follows:

a. In block 1a, indicate the specific primary program (example: "Training Enlistment Program" MOS 13B10) followed by the specific incentive (example: "Cash Bonus" or "Loan Repayment Program").

b. On line 1b, enter years and weeks of enlistment. If no weeks, enter 00.

c. On Line 2, enter the bonus amount (if enlisting for a bonus) and the authority. Do not use a USAREC message, use the referenced HQDA message. If applicant is enlisting for any other incentive, enter not applicable (NA) under the amount and message.

Table 9–4
Program 9–C, U.S. Army Incentive Enlistment Program (Enlistment Bonus/Army College Fund/Loan Repayment Program)—Continued

d. If applicant is enlisting for the LRP, guidance counselor will complete disenrollment portion of DD Form 2366 (Montgomery GI Bill Act of 1984 (MGIB). In addition, a cover sheet will be added to the Reception Battalion with bold printed letters indicating: "DISENROLLED FROM THE GI BILL (LRP PARTICIPANT)."

e. When qualified and authorized, applicants are entitled to only one incentive under this program. If HQDA announces that more than one incentive is authorized for a particular MOS, then all enlistment documents and statements for enlistment will reflect both. In addition, when more than one incentive is authorized and given, the authority will be listed in the remarks of DD 1966. (Example: "LRP and Cash Incentive authorized per DA Message No._____.")

Line: 9
Item: Orders and records.
Comment: Records will reflect enlistment for this program when applicant is qualified and enlists under the provision of the program.

Table 9–5
Program 9–D, U.S. Army Officer/Warrant Officer Enlistment Program

Line: 1
Item: Name of program.
Comment: U.S. Army Officer/Warrant Officer Enlistment Program

Line: 2
Item: Available to:
Comment: Qualified applicants with or without prior military service enlisting for 3 years. If enlisting for Officer Candidate School (OCS) must have received a baccalaureate or higher degree. If enlisting for Warrant Officer Flight Training (WOFT), must be a high school graduate. Applicants in their senior year of either high school or of a 4-year college program may be enlisted into the Delayed Entry Program contingent upon successful completion of high school (WOFT) or receipt of a BA/BS (OCS). Foreign transcripts must be evaluated. All applicants must be U.S. citizens.

Line: 3
Item: Description of program.
Comment: Guarantees qualified applicants enrollment in OCS or WOFT upon successful completion of Basic Training (if required). Enlistment forms will specify program for which the applicant is enlisting (OCS or WOFT).

Line: 4
Item: Prerequisites that must be met before enlistment.
Comment:

a. If enlisting for OCS, the applicant must—

(1) Meet the basic eligibility criteria for enlistment as modified by this enlistment program.

(2) Possess documentary proof of having received a baccalaureate or higher degree from an accredited college or university. Foreign transcripts must be evaluated according to table 2-1 of this regulation. Applicants in their senior year of a college program leading to the award of a baccalaureate degree may be enlisted in the DEP if a letter or transcript is provided indicating expected graduation date.

(3) Be a U.S. citizen.

(4) Not have 10 or more years active military service, nor will have more than 10 years active military service at time of commission. (Applicants with 9 years active military service at time of application should be carefully processed to ensure that enlistment date and expected graduation date allow commissioning before reaching the 10th year of service.)

(5) Be at least 19 years of age and not have passed their 29th birthdate at time of Regular Army enlistment.

(6) Meet medical standards prescribed for officer candidates according to AR 40–501.

(7) Meet the weight (body fat) standards of AR 600–9, regardless of category (NPS, Glossary NPS, and PS).

b. If enlisting for WOFT, the applicant must—

Table 9–5
Program 9–D, U.S. Army Officer/Warrant Officer Enlistment Program—Continued

(1) Meet the basic eligibility criteria for enlistment as modified by this enlistment program.

(2) Possess documentary proof of having received a high school diploma or higher education degree. It is preferred that applicants have at least 2 years of college. (HSDG status is under the definition of this regulation.)

(3) Be at least 19 years of age and not have passed their 29th birthdate at time of RA enlistment.

(4) Regardless of enlistment type (PS, NPS, and so forth), meet the provisions of AR 600–9.

(5) Be not taller than 76 inches or shorter than 64 inches in height.

(6) Agree to accept appointment or commission as a warrant officer for an indefinite term in the USAR and serve on Active Duty for not less than 72 months after successful completion of Flight Training.

(7) Undergo a complete type "A" medical examination for class "1" flight prescribed by AR 40–501. Report of such examination will include electrocardiographic tracing and optomology consultation. Class "1" flight physical are required to be approved by the Aeromedical Center, Fort Rucker, AL, before RA accession.

(8) Not have attended or have been eliminated or graduated from a previous course of military-sponsored flight or preflight instruction program.

(9) Be a U.S. citizen.

(10) Possess a favorable NAC.

(11) Meet all prerequisites and processing requirements established under this program.

Line: 5
Item: Prerequisites that must be met after enlistment.
Comment:

a. If enlisting for OCS, applicants must—

(1) Successfully complete Basic Training.

(2) Successfully complete advanced physical fitness examination at Fort Benning, GA, before OCS enrollment.

(3) Successfully qualify for personal security clearance before OCS graduation. Have completed NAC/ENTNAC before OCS enrollment. Must Qualify for a SECRET clearance before commissioning.

(4) Maintain high standard of conduct and efficiency before and during OCS enrollment. Persons failing to maintain high standards may be subject to disenrollment and elimination from the OCS program under the provisions of AR 351–5.

b. If enlisting for WOFT, applicants must—

(1) Successfully complete Basic Combat Training (BCT).

(2) Successfully complete the Warrant Officer Candidate School (WOCS) and flight officer indoctrination. (Persons not required to attend BCT will be sent directly to WOCS).

(3) Qualify for security clearance before entry into WOCS.

Line: 6
Item: Information for applicants.
Comment: Applicants will be informed of lines 2 through 5, above, and of the following.

a. Enlistment for OCS.

(1) Army OCS is conducted at Fort Benning, GA, and is 14 weeks in duration. Branches in which officers are trained vary according to the needs of the Army. These needs are greater in Combat Arms than in other branches.

(2) Applicants must fully understand that the OCS preference statement makes or implies no guarantee of OCS assignment or branch of commissioning.

(3) Graduates normally are commissioned in one of the following branches: Infantry, Armor, Medical Service Corp, Signal, Engineers, Field Artillery, Transportation, Quartermaster, Finance, Chemical, Ordnance, Military Intelligence, Adjutant General, Military Police, and Air Defense Artillery. This list is subject to change without notice.

(4) Training for OCS is designed to place the soldier in and under physical, mental, and emotional pressure to simulate the stress and fatigue of combat. From the date of entry into the Army the soldier will undergo extensive and intense training until graduating from OCS.

(5) Officer candidates are appointed to grade E–5 while attending OCS. (Criteria of b(3) below applies to OCS also.)

b. Enlistment for WOFT.

Table 9–5
Program 9–D, U.S. Army Officer/Warrant Officer Enlistment Program—Continued

(1) To be eligible for primary flight training, enlistees must complete the 6-week WOCS course (described in DA Pam 351–4 or DA Pam 95–1) at the U.S. Army Aviation Center, Fort Rucker, AL.

(2) Applicants will be made aware of the nature of flight training and responsibilities that warrant officers assume.

(3) Those who fail to meet the requirements of line 5*a* and*b,* above, or who voluntarily withdraw from the WOFT Program will be required to serve the remainder of their enlistment as an enlisted member.

(4) Warrant officer candidates are promoted to grade E–5 while attending WOFT (at entry into the WOCS). Individuals in*b*(3), above, will be reduced in grade as determined by the school commandant.

(5) Class dates are tentative and may be changed by HQDA.

(6) Applicant will be advised that he or she will undergo a second class 1 flight physical examination before WOCS.

Line: 7
Item: Program processing procedures.
Comment:
7–1. Enlistment for OCS.

a. Normal processing procedures prescribed by chapters 5 and 6 apply. Special processing procedures for this option are listed below. Applicants who meet eligibility requirements will submit typewritten applications on DA Form 61 (Application for Appointment), in triplicate, to the Recruiting Battalion. These will be checked for completeness, and information elements will be verified.

b. Recruiting commanders will assist applicants in completing the following:

(1) Citizenship Certificate, if required.

(2) DD Form 398–2 and DD Form 2280.

(3) DD Form 1966-series.

c. MEPS will complete DD Form 4 series at time of enlistment.

d. Recruiting Battalion will arrange necessary testing and other required actions in the following sequence:

(1) Minimum score. All applicants must achieve a minimum score of 110 or higher in the GT aptitude area. Enter score in item 41, Remarks, of DA Form 61. Applicants who fail to attain minimum score will be disqualified.

(2) Officer Selection Battery (OSB) Test. Standard score of 90 or higher must be attained on subtest 2 of the OSB. Enter score in item 41, Remarks, of DA Form 61. Retest is authorized if a minimum of 6 months has elapsed since previous test and alternate form of the test is given. A person who has achieved minimum qualifying OSB score may not be retested. Applicants who fail to attain minimum score after retest will be disqualified.

(3) Officer Qualification Inventory. This test has been replaced by the OSB and is no longer a valid test.

(4) Office Leadership Board (OLB–1). See 11(b) below.

(5) Medical examination. Applicants must be medically examined and must meet medical fitness standards in AR 40–501, chapter 2, distance visual acuity and color vision requirements for combat and combat support arms in AR 40–501, and weight standards of AR 600–9.

(6) Passing all tests. If applicants successfully meet all the above criteria, their applications will be endorsed to the Recruiting Battalion OCS Board.

(7) OCS Board schedule. Company commanders will notify applicants of the specific date to appear before the Recruiting Battalion OCS Board.

(8) OCS Board decision. Only upon recommendation of the recruiting battalion OCS board and selection by the USAREC OCS review board will the applicant be enlisted into the DEP. When the Recruiting Battalion OCS Board unanimously favors rejection, applicant will be so informed. In cases in which the Recruiting Battalion OCS Board renders a split decision, application will be forwarded to the Recruiting Brigade commander for decision. In such cases, tell applicants that they will be notified of their status at a later date. When decision is made, take action as stated above.

(9) Class assignments. HQ, USAREC, upon approval by the USAREC review board, will assign selected applicants a class date based upon available training seat vacancies. Use guidance from the CG, USAREC, when assigning qualified applicants to OCS classes out of sequence.

(10) Processing selections. USAREC processes selected applicants on a first-come-first-served basis, based on mission requirements.

Table 9–5
Program 9–D, U.S. Army Officer/Warrant Officer Enlistment Program—Continued

USAREC then will mail the following documents to Commander, PERSCOM, ATTN: TAPC–OPP–P, 200 Stovall Street, ALEX VA 22332–0400, for specialty assignment, officer basic course, and first duty station for all applicants:

(a) Copy of college transcript.

(b) Copy of DA Form 483 (Officer's Assignment Preference Statement).

(c) Copy of DA Form 61.

(d) Copy of DA Form 6227 (Officer Leadership Board Interview, Interview Record, OLB–1 answer sheet). Approved USAREC evaluation sheet may be used in place of DA Form 6227. Note: Original documents will be retained to include in the enlistment packet, if required.

(11) OCS Boards.

(a) The CG, USAREC, is delegated authority to establish and convene OCS Boards within each Recruiting Battalion. Each board will consist of at least three officers. The CG, USAREC, may further delegate to a Recruiting Battalion commander authority to appoint OCS Boards.

(b) The board will question applicant on personal history, training, and experience. It will decide whether or not he or she appears to possess the desire, determination, and motivation necessary to complete training and to develop into a satisfactory commissioned officer. On this basis, each board member will make an independent appraisal of applicant's overall qualification for a commission in the Army Reserve.

(12) Waivers. Waiver provisions in AR 351–5 and this regulation will be applied to applicants for enlistment under this option. Submit waivers for any type of conviction under this regulation. Waivers of baccalaureate degree and minimum mental test score requirements will not be considered.

7–2 Enlistment for WOFT.

a. Normal processing procedures prescribed by chapters 5 and 6 apply.

b. In addition, Recruiting Battalion commanders will—

(1) See that applicant is given help in preparing an application under AR 611–85 and triplicate copies of DA Form 61. Reserve officers will be advised of the provisions of AR 135–100.

(2) Review application to determine whether or not the person is qualified to enlist for this option.

(3) Arrange for necessary mental testing at the MEPS. Mental tests are administered in the sequence shown below. Failure to attain minimum score on any one of these tests will disqualify applicant from further testing.

(4) Applicants must achieve minimum GT score of 110.

(5) Applicants must score 90 or higher on revised Flight Aptitude Selection Test (FAST) to qualify for additional processing. Applicant who failed to score 90 in the revised FAST may be retested only one time. Retesting will not be sooner than 6 months after the original testing. An alternate version of the test must be used.

(6) After taking the FAST, scores will be computed on DA Form 6256 (Alternate Flight Aptitude Selection Test (AFAST) Battery Scoring Worksheet) as shown in DA Pam 611–256–1. File FAST scoring worksheets of applicants who fail to achieve qualifying scores and of those who do not enlist in the applicant-registrant file. Attach scoring worksheets of qualified persons who enlist to their enlistment records.

(7) Mail scored FAST answer sheets for all applicants, regardless of scores attained, to the Commander, Army Research Institute Field Unit (ATTN: PERIOA), P.O. Box 476, Fort Rucker, AL 36362. Scored test answer sheets are considered controlled test material and will be packaged for shipment under AR 611–5. In packaging answer sheets for shipment, care must be taken to avoid damaging the sheets. Do not fold, crease, pin, clip, staple, tear, or otherwise alter answer sheets.

(8) Applicants who meet mental prerequisites are referred to the WOFT Examining Board for further consideration. Applicants must appear before the recruiting battalion WOFT Examining Board before being given the medical examination.

(9) Arrange for a Class 1 Flight Physical Examination at a military installation with a flight surgeon. Recruiting Battalion will send electrocardiographic tracing, SF 88 and SF 93, and medical papers for final evaluation to through HQ, USAREC, ATTN: USARCRO–SM, to the Commander, U.S. Army Aeromedical Center (ATTN: ATZO–AAMC–AA–ER), Fort Rucker, AL 36362.

Table 9–5
Program 9–D, U.S. Army Officer/Warrant Officer Enlistment Program—Continued

(10) Not grant waivers for applicants who do not meet minimum prerequisites in line 4. Disqualifications that may be waived under chapter 4 and AR 135–100 will be submitted under chapter 4. Forward waiver requests approved for enlistment purposes to the Commander, ARPERCEN, ATTN: DARP–PAT–SI, 9700 Page Boulevard, St. Louis, MO 63132-5200. A decision will be made on whether or not disqualification can be waived for purpose of appointment as Reserve warrant officer. If waiver request is disapproved, applications will be denied.

(11) Enlist applicants in the DEP only after selection by the USAREC WOFT review board.

(12) After enlistment is completed, see that application (including copies of SF 88 and SF 93 and electrocardiographic tracing), related papers, and copies of orders accompany the person to his or her first duty station.

(13) Report enlistments under this regulation on the Recruiting and Induction Status Report (RCS DCSPER–277).

c. The CG, USAREC, is authorized to appoint boards of officers, known as WOFT Review Boards, within each recruiting battalion. This authority may be further delegated to Recruiting Battalion commanders. Boards will consist of at least three officers. If possible, one of the board members will be an Army aviator currently on flying status.

(1) The senior board member will ensure that each applicant meets the minimum prerequisites in line 4 above.

(2) The board will question applicant on personal history, training, and experience, and on such subjects as whether or not applicant possesses the degree of motivation and determination necessary to successfully complete flight training. Each member will make an independent appraisal of applicant's overall qualifications for appointment as a warrant officer in the Army Reserve. Each board member will make his or her individual appraisal on the appropriate form from HQ USAREC. On completion of the above appraisals, the board jointly will recommend acceptance or rejection of applicant for flight training.

(3) After selection of applicant, the Recruiting Battalion operations section will process applicant as directed by the CG, USAREC.

(4) Complete DD Form 398–2, Department of Defense National Agency Questionnaire, and DD Form 2280, Armed Forces Fingerprint Card and include in person's enlistment packet and forward to reception station with applicant. For prior service, use FD 258.

Line: 8
Item: Statement for enlistment.
Comment:

a. If enlisting for OCS or WOFT, ensure appropriate course is entered in item 1a of DA Form 3286-65 (Statement For Enlistment U.S. Army Officer Enlistment Program).
(DA Form 3286-63 is not required.)

b. Ensure that proper entries are made on DD Form 1966 series.

c. Comply with program 9A, line 8. Ensure that items (3) through (9), line 8, of program A is complied with for this program if applicable.

Line: 9
Item: Orders and record entries.
Comment: Ensure all items required to be completed on DA Form 1966 series are accomplished. Option code for OCS and OCS and WOFT is according to table 5–1.

Table 9–6
Enlistment Option 9–E USAR bands enlistment option

Line: 1
Item: Name of option
Comment: U.S. Army Reserve Bands Enlistment Option.

Line: 2
Item: Description of option
Comment:

a. Assignment to a US Army Reserve Band.

b. Accelerated appointment to advanced pay grade without regard to time-in-grade and time-in-service requirements.

Table 9–6
Enlistment Option 9–E USAR bands enlistment option—Continued

c. Entry on IADT for training in pay grade E3.

Line: 3
Item: Available to
Comment: PS and NPS applicants qualified for enlistment in the Army Reserve, who meet criteria for ACASP as modified by this table.

Line: 4
Item: Prerequisites that must be met before enlistment
Comment:

a. Meet basic eligibility criteria for enlistment as prescribed by chapter 2 or 3.

b. Meet eligibility criteria for enlistment in ACASP as prescribed by chapter 7.

c. Meet additional requirement of passing qualifying audition in the band MOS for which enlisting. Qualifying audition must be administered by an authorized auditioner as defined in line 7 of this table.

Line: 5
Item: Prerequisites that must be met after enlistment
Comment:

a. Successfully complete training requirements prescribed by table 7–2, Enlistment Program 9B, training requirements will be determined by the option of table 7–2, Enlistment Program 9B, under which applicant was enlisted.

b. Qualify for retention in bandsman assignment by satisfactory performance of duty and technical competence.

c. Satisfactory attendance with assigned band at all scheduled training assemblies and AT periods during period of assignment to the band as prescribed by DA Form 3540.

Line: 6
Item: Information to applicants
Comment: Applicant will be informed of previous five items and will be—

a. Oriented on duties associated with MOS in which person is to be enlisted, as outlined in AR 611–201.

b. Advised that appointment to accelerated grade is contingent on all of the following:

(1) Successful completion of all required training.

(2) Recommendation by the Bandmaster based on person's demonstrated duty performance during minimum of 20 unit training assemblies.

(3) Unit vacancy in grade and MOS in which appointed.

c. Advised that failure to complete BT successfully may result in separation from USAR under AR 635–200.

d. Advised that failure to demonstrate technical competence, or perform satisfactorily, during proficiency training period could result in delay or denial of appointment to accelerated pay grade and MOS reclassification or reassignment.

Line: 7
Item: Program processing procedures
Comment:

a. If applicant is otherwise eligible for enlistment, interview applicant to determine eligibility for enlistment under this option.

b. Ensure that applicant is aware of provisions of lines 5 and 6 of this table.

c. Arrange date and time for audition of applicant as described below.

d. Audition procedures are shown below.

(1) Auditions will be conducted only by the Bandmaster of the band for which applicant is enlisting (unless an exception is granted by the Area Commander, FORSCOM, or HQDA Staff Bands Officer).

(2) Audition materials are shown below.

(a) 02B through 02L: Form A or B of the WFPS (Publisher: Hal Leonard).

(b) 02M: USAESOM Form DI–76–R. (Available from the Commandant, U.S. Army Element, School of Music, ATTN: ATTNG–SM–DTD, Naval Amphibious Base, (Little Creek), Norfolk, VA 23521.)

(c) 02N: USAESOM Forms DI–79-R; DI–79–1–R; DI–79–2–R. (Available from address shown in (b) above.)

(d) 02T: USAESOM Forms DI–73–R and DI–73–1–R. (Available from address shown in (b) above.)

Table 9–6
Enlistment Option 9–E USAR bands enlistment option—Continued

e. Audition results are shown below.

(1) Minimum audition score to qualify for enlistment in MOS 02B through 02N, and in MOS 02T, is a raw score of 87.

(2) If applicant does not receive a qualifying score, or qualifying audition, applicant will be so advised at time of audition.

(3) If applicant passes that audition and elects to enlist in the band MOS, authorized auditioner may issue a letter of certification (see fig 9–10) verifying date of audition and raw or converted score. The letter will contain a statement either recommending or not recommending applicant for enlistment. A copy of the completed audition form will be attached to this letter. Distribution of this letter of certification will be as follows:

(a) Original and one copy will be forwarded to responsible career counselor. (Original and copy will not be hand-carried to career counselor by the applicant.)

(b) One copy of the letter will be forwarded to applicant.

(c) One copy of the letter will be forwarded to responsible CONUSA Staff Band Officer. The copy forwarded to the band officer will have a copy of the completed audition form attached.

f. Accelerated appointment and pay grade determination, either E4 or E5, will be at the discretion of the promotion authority based on a letter of recommendation issued by the Bandmaster and contingent on availability of a position vacancy in grade and MOS in which appointed. Authority for accelerated appointment will be this table.

Line: 8
Item: Statement of enlistment
Comment: DA Form 3286–68 and DA Form 3540 series, required by paragraph 7–15a(7)(a), will be completed for all applicants under this option.

Line: 9
Item: Record entries and orders
Comment:

a. For applicants required to enter on IADT, orders will be prepared using Format prescribed by HQ, USMEPCOM per AR 601–270, and will contain "USAR Bands Option, Option 9–E, AR 601–210" as the response to the "Auth" lead line.

b. DD Form 1966 series, item 39, enter proper statement from one of the following and under table 7–2, Enlistment 9B:

(1) Enlisted for USAR Bands Option for ACASP MOS (specify) with appointment to pay grade (specify) on completion of BT and proficiency training on IADT (minimum 12 weeks) and return to unit.

(2) Enlisted for USAR Bands Option for ACASP MOS (specify) with appointment to pay grade (specify) on completion of BT or IADT and 48 hours proficiency training during IDT.

(3) Enlisted for USAR Bands Option for ACASP MOS (specify) with appointment to pay grade (specify) on completion of BT (2 weeks IADT plus 32 hours IDT) and 80 hours proficiency training during IDT.

(4) Enlisted for USAR Bands Option for ACASP MOS (specify) with appointment to pay grade (specify) on completion of BT (if required) and return to unit.

(5) Enlisted for USAR Bands Options for ACASP MOS (specify) in pay grade (specify). (Table 7–2, Enlistment 9B).

c. In item 43a, DD Form 1966 series, enter the following "USAR Bands (ACASP) Option 9–E, AR 601–210."

Table 9–7
Enlistment Program 9–F Military intelligence, signals intelligence, electronic warfare, and signal security units enlistment program

Line: 1
Item: Name of program
Comment: Military Intelligence (MI), Signals Intelligence (SIGINT), Electronic Warfare (EW), and Signal Security (SIGSEC) units. Short Title: U.S. Army Military Intelligence, Signal Intelligence, Electronic Warfare, and Signals Security Units Enlistment Option (CEWI) units option.

Table 9–7
Enlistment Program 9–F Military intelligence, signals intelligence, electronic warfare, and signal security units enlistment program—Continued

Line: 2
Item: Description of option
Comment: Assignment to a U.S. Army Reserve CEWI unit.

Line: 3
Item: Available to
Comment: PS and NPS applicants qualified for enlistment in the Army Reserve, who meet criteria in AR 140–192.

Line: 4
Item: Prerequisites that must be met before enlistment
Comment:

a. An applicant must meet basic eligibility criteria for enlistment as prescribed by proper chapter 2 or 3, as modified by this Enlistment Option.

b. An applicant must be a HSG or GED equivalent if enlisting for CMF 96, 97, or 98. (See paras l and m below for specific unit requirements.)

c. An applicant must attain a skilled technical aptitude area score of 100 or higher when tested with the ASVAB if enlisting in CMF 96, 97, or 98. MOS 96C requires a score of 115 and MOS 98J a score of 110.

d. An applicant must be reliable, trustworthy, of good conduct and character, discreet, of unquestioned integrity; be completely and unswervingly loyal to the United States.

e. Applicants must have no record of conviction by courts-martial during present or previous service with U.S. Armed Forces.

f. Applicants must have no record of conviction by civil court for any offense other than minor traffic violations. A series of traffic violations will not be considered minor.

g. Applicants must have no information in the following files that would prevent granting of security clearance under AR 604–5:

(1) Provost marshal.

(2) Intelligence.

(3) DA Form 201 (Military Personnel Records Jacket, U.S. Army) (MPRJ).

(4) Medical.

h. Applicants must have committed none of the acts listed in AR 380–67, paragraph 3–1a.

i. Applicants must meet physical standards as follows:

(1) An applicant must have minimum physical profile category. (As an exception, index under "S" of the PULHES classification must be "1.")

(2) Applicants for controlled MOS 97B must be free of mannerisms or other personal characteristics that might be the cause of undue notice or recognition. Applicant must be able to distinguish between green, red, and amber colors.

j. Applicants who are former member of the Peace Corps (such as, volunteers, leaders, and staff members) will not be assigned, attached, or detailed to an intelligence-type unit or position in the USAR. Persons who received Peace Corps training but did not go overseas with the Peace Corps are not considered former members of the Peace Corps. However, such persons will not be assigned duties in an MI field in and foreign country for which trained.

k. Applicants must meet citizenship requirements as follows:

(1) Applicant and spouse must be U.S. citizens. If applicant or spouse is U.S. citizen by naturalization, approval procedures in *n* below apply.

(2) Immediate family (children, parents, brothers, sisters, and children from previous marriage) of applicant and spouse should be U.S. citizens. When members of immediate family are not U.S. citizens, approval procedures in n below apply.

(3) No member of immediate family of applicant or spouse and no person to whom applicant and spouse may reasonably be considered to be bound by ties of affection, kinship, or obligation may be a resident of a foreign country having basic or critical national interests opposed to those of the United States. When applicant or spouse has relatives or friends residing in foreign countries, approval procedures in n below apply.

l. In addition, applicant must meet specific unit requirements as follows, as prescribed in AR 140–192.

(1) Tactical MI unit.

(a) Applicants for assignment to imagery interpretation duties must not be color blind; must have distant vision correctable to 20/20 in both

Table 9–7
Enlistment Program 9–F Military intelligence, signals intelligence, electronic warfare, and signal security units enlistment program—Continued

eyes; must have near vision acuity (corrected) not less than J–1 in both eyes; and must meet depth perception test conditions conducted with Verhoeff sterometer or equivalent.

(b) Applicants for assignment to linguistic spaces must have language aptitude under *m* below.

(c) Waivers of qualifications listed above may be granted by CONUS Army commanders for all persons except those applying for controlled MOS positions.

(2) MI Detachments (Strategic) (MID(S)).

(a) Applicant should currently be attending college or university, or have completed 2 years of a 4-year course in an accredited college or university.

(b) Applicant must have at least one of the following qualifications: be employed in work, or engaged as a student, in a field of study closely related to specific intelligence activities; be able to read, speak, and comprehend at least one foreign language applicable to geographical or technical area for which unit is constituted; be qualified as imagery interpreter, if applicable, for the unit's mission; and when these fields relate to the unit mission, be qualified by experience or study in one or more of the following: communications, economics, geography, geology, geomorphology, history, international relations, political science, sociology, or transportation.

(c) Applicant must request for waiver of any qualification requirement cited above must be forwarded to Commander, FORSCOM, ATTN: AFIN–CB, Fort McPherson, GA 30330.

(3) SIGINT, EW, and SIGSEC units.

(a) Be eligible for TOP SECRET clearance under AR 604–5 and SCI access as determined by the Commander, Central Clearance Facility (CCF). (Exceptions are those support persons excluded from SCI requirements in the MTOE.)

(b) No waivers of aptitude score will be granted for training in SIGINT, EW, or SIGSEC technical specialties.

m. Applicants for noncontrolled MOS position in a counterintelligence unit need not meet requirements of *i* above.

(1) Attain a score on the DLAT of not less than 89 or achieve an S2–R2 score on the proper Defense Language Proficiency Test.

(2) Be free of speech or hearing impediment.

(3) PS applicants, without statutory obligation, must enlist for at least 4 years.

n. When waivers of basic eligibility are necessary and authorized below, applicant will prepare request and justification for waiver to go with application. Recommendation of immediate commander is required on all requests for waiver. Prerequisites above may be waived as follows:

(1) Requirements of *d, g, h,* above and 5b will not be waived.

(2) Prerequisites of *e, f, h, and k* above will require waiver by Commander, CCF, as part of security determination. Requests for these waivers will accompany request for security investigation forwarded to Commander, FORSCOM, ATTN: AFIN–CSP, Fort McPherson, GA 30330.

(3) Prerequisites of *b, c and i* above will require waiver by the CG, USARPERCEN.

Line: 5
Item: Prerequisites that must be met after enlistment
Comment:

a. Successfully complete any training for which enlisted.

b. Be approved for access to special intelligence information and qualify for continued access, as follows:

(1) Controlled MOS position (MOS 97B and 97C). Favorable completion of a special background investigation (SBI); favorable determination by Commander, CCF.

(2) MID(s). Favorable completion of an SBI; favorable determination of applicant's eligibility for access to SCI by Commander, CCF.

(3) SIGINT/EW/SIGSEC unit. Favorable completion of an SBI and favorable determination of applicant's eligibility for SCI by Commander, CCF. For support personnel, the unit commander will determine security clearance requirements based on duties assigned and degree of access or exposure to classified information.

(4) Noncontrolled MI MOS positions (unless otherwise coded in the MTOE or TDA remarks).

(a) MOS 96B, 96D and 96Z. Favorable completion of background investigation (BI); favorable determination for TOP SECRET clearance.

Table 9–7
Enlistment Program 9–F Military intelligence, signals intelligence, electronic warfare, and signal security units enlistment program—Continued

(b) MOS 96C, 96H, 17K, 17L, and 17M. SECRET clearance (17K10 and 17M10 require CONFIDENTIAL clearance), granted under AR 604–5.

(c) Other positions. Other positions in a USAR MI, SIGINT, EW, or SIGSEC unit require degree of clearance to perform duties granted under AR 604–5.

(5) Requests for investigation will be forwarded to Commander, FORSCOM, ATTN: AFIN–CSP, Fort McPherson, GA 30330.

c. For continued assignment to SIGINT, EW, or SIGSEC units, meet security requirements and acquire technical proficiency as it relates to MOS code of authorized position.

Line: 6
Item: Information to applicants
Comment: Applicants will be informed of previous five items and the following:

a. Applicants may request assignment to a CEWI unit provided all prerequisites are met. Approval for MOS requiring language training must be obtained from HQDA (DAPC–EPT–D) (Commercial 202–325–8415/6, AUTOVON 221) before enlistment.

b. Some training may required a 4-year enlistment.

c. Applicants will be subject to proper personnel security investigation (PSI). Continued assignment or attachment will depend on a continuing favorable security determination.

d. Inform applicants that if they fail to meet any required prerequisite after enlistment, they may select another unit for which qualified if vacancy exists.

e. Failure to complete basic training successfully may result in separation from the USAR under AR 635–200.

f. Withholding or denial of information required for security clearance processing will be just cause for release from this option.

g. Applicants not initially approved for access to special intelligence information through no fault of their own will be counseled and may be given the chance to select another unit for which qualified and vacancy exists.

Line: 7
Item: Other processing
Comment:

a. Enlistment for this program will be processed under this regulation and AR 140-192.

b. PERSCOM security interviewer will process security clearance for all CEWI enlistments.

Line: 8
Item: Certificate of
Comment: Certificate of Acknowledgement of Service Requirements (DA Form 3540 series) must be completed by all personnel enlisted under this option, and is an integral part of enlistment agreement.

Line: 9
Item: Record entries
Comment:

a. Entries will be under chapter 6.

b. Enter proper personnel procurement number (PPN) from table 5–4A or 5–4B.

Table 9–8
Enlistment Option 9–G Army IRR (PS) direct enlistment program

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Line: 1
Item: Name of option
Comment: Army Individual Ready Reserve Prior Service Direct Enlistment Program. Short Title: IRR (PS) Direct Enlistment Program.

Line: 2
Item: Description of option
Comment: Enlistment into the USAR with concurrent assignment to USAR (Control Group Reinforcement).

Table 9–8
Enlistment Option 9–G Army IRR (PS) direct enlistment program—Continued

Line: 3
Item: Available to
Comment: PS applicants qualified for enlistment in the USAR under chapter 3.

Line: 4
Item: Prerequisites that must be met before enlistment
Comment:
a. Meet basic eligibility criteria for enlistment as prescribed by table 3–1.
b. Must have successfully completed a BT course conducted by a US Armed Force during previous military service.
c. Have no remaining statutory obligation.
d. Be qualified in an MOS listed in AR 611–201 or that can easily be converted to a MOS in AR 611–201.
e. Applicant must complete the DA Form 4688-series. (See fig 9–11.)
f. Applicant must enlist for 3, 4, 5, 6, 7, or 8 years.

Line: 5
Item: Prerequisites that must be met after enlistment
Comment:
a. Member will remain assigned to USAR Control Group (Reinforcement) for entire period of enlistment unless electing one of the following options:
(1) Apply for enlistment in the RA under chapter 3.
(2) Transfer to a TPU of the Selected Reserve under AR 140–10.
b. Member of the USAR Control Group (Reinforcement) must—
(1) Complete and promptly return all military correspondence.
(2) Promptly report all changes of address to Commander, ARPERCEN, ATTN: DARP–PRR–PM, 9700 Page Boulevard, St. Louis, MO 63132–5200.

Line: 6
Item: Information to applicant
Comment:
a. Applicant will be informed of previous five items and the following:
(1) Time spent in the IRR will count toward computation of time-in-grade and time-in-service for promotion consideration and longevity for pay purposes.
(2) Member of the IRR is not entitled to receive pay unless member is serving on AD or ADT.
(3) Promotion consideration will be under policy currently in effect for members of the IRR. (See AR 140–158.)
(4) Fifteen points are awarded for each year for membership in the Ready Reserve. Member must accrue 50 points per year for 20 years to qualify for retired pay on reaching age 60.
b. Member of the IRR may be involuntarily ordered to AD in time of war or national emergency declared by the President or Congress of the United States or under any other conditions authorized by law in effect at time of enlistment, or which may later be enacted.

Line: 7
Item: Option processing procedures
Comment: Enlistment for this program will be processed under chapters 5 and 6 of this regulation, as PS applicants.

Line: 8
Item: Certificate of acknowledgement
Comment: Certificate of Acknowledgement of Service Requirements (DA Form 4688 series) (fig 9–11) must be completed by all personnel enlisted under this program, it is an integral part of the enlistment agreement.

Line: 9
Item: Record entries and orders
Comment:
a. On DD Form 1966 series, make the following entries:
(1) Item 33a (DD Form 1966/1), PROG ENL FOR, enter "PNN 95."
(2) Item 21 (DD Form 1966/1), SVC REQUIRED DATA CODES.
(a) Block 1 and 2 enter "7R".
(b) Block 3 thru 8 enter "WONJAA."
(c) Block 9 enter "A".

Table 9–8
Enlistment Option 9–G Army IRR (PS) direct enlistment program—Continued

(3) Item 31a (DD Form 1966/2), enter "IRR prior service enlistment option (chap 9, AR 601–210)."
b. In Item 10b, Remarks DD Form 4/1, enter, IRR Prior Svc Enl (option 9–I, AR 601–210), PPN 95.

Table 9–9
Enlistment Option 9–H Reserve officer training corps/ simultaneous membership program enlistment program

Line: 1
Item: Name of option
Comment: Reserve Officer Training Corps (ROTC)/Simultaneous Membership Program (SMP) Short Title ROTC/SMP.

Line: 2
Item: Description of option
Comment:
a.Assignment to a TPU of the USAR in a paid drill status.
b. Simultaneous training as an ROTC cadet and as a member of a TPU of the USAR after enrollment in the ROTC program.
c. Accelerated appointment by pay grade E5 on enrollment in the ROTC.

Line: 3
Item: Available to
Comment: PS and NPS applicants qualified for enlistment in the USAR who can meet criteria for enrollment in MS III, ROTC.

Line: 4
Item: Prerequisites that must be met before enlistment
Comment:
a.Officer Trainee vacancy must exist in the TPU to which applicant is to be assigned on enlistment. (Note: See para 10–4.)
b. Meet basic eligibility criteria for enlistment as prescribed by table 2–1 or 3–1, as applicable (to include ASVAB testing).
c. Meet additional requirements below for enrollment in ROTC.
(1) Agree, that on successful completion of ROTC Advanced Course, to include ROTC Advanced Camp, to volunteer for commissioning.
(2) Agree to apply for enrollment in ROTC Advanced Course within 1 year after enlistment in USAR.
(3) Be of good moral character as evidenced by record in home community.
(4) Be citizen of United States.
(5) Be at least 17 years of age and under 25 years of age at time of enlistment. HQDA(TAPC–OPP–P) will consider requests for waiver in exceptional cases when approval is recommended by the TPU commander concerned and Commander, U.S. Army ROTC Cadet Command. An approved waiver of maximum age will constitute a waiver for enrollment in the Advanced ROTC Course if required and for appointment as a Reserve commissioned officer of the Army if required.
(6) Meet medical fitness standards prescribed in AR 145–1, paragraph 3–15d, for enrollment in ROTC Advanced Course.
(7) Have qualifications for becoming an effective Army Officer as evidenced by appearance, record, personality, scholarship, extra-curricular activities, and aptitude for military training.
(8) Achieve minimum qualifying total score of 850 on the College Entrance Examination Scholastic Aptitude Test (SAT), composite score of 19 on the American College Test (ACT), or minimum total score of 85 on the Preliminary SAT (PSAT). If these scores are not available, or, if the person does not qualify on SAT, ACB, or PSAT, OSB score (90) may be used for enlistment. If these scores are not available applicable commander, Recruiting Brigade (USAREC), may approve waivers for enlistments in cases in which applicant has achieved an aptitude area GT score of 110 or higher.
(9) Agree to enroll for a minimum of 2 years in a full-time regular course of instruction leading to a baccalaureate or advanced degree at an eligible institution hosting, or having a cross-enrollment agreement with another institution hosting an Army ROTC program. To be eligible, institution must be a civilian institution accredited to award

Table 9–9
Enlistment Option 9–H Reserve officer training corps/ simultaneous membership program enlistment program—Continued

baccalaureate degrees, or any military junior college that does not confer baccalaureate degrees.

(10) Meet requirements of AR 145–1, table 5–1, for entry into ROTC Advance Course, or agree to meet this requirement within 229 days following enlistment.

d. PS applicants must agree to minimum term of service of 4 years on enlistment. NPS applicants must enlist for an 8-year term of service.

e. Applicant or recruiter must present a completed PMS Certification (fig 9–12) to the guidance counselor. (Fig 9–12 is located after the last chapter, in this regulation.)

f. Applicant must complete DA Form 4824–R (Addendum to Certificate and Acknowledgement of Service Requirements (DA Form 3540) For All Personnel Applying For Participation in the Reserve Officers' Training Corps (ROTC)/Simultaneous Membership Program (SMP)). (DA Form 4824–R may be reproduced locally on 8½ - by 11-inch paper; a copy for local reproduction is located at the back of this regulation.)

Line: 5
Item: Prerequisites that must be met after enlistment
Comment:

a. Satisfactory participation with the TPU at all scheduled training assemblies and AT periods. Member will be excused on request from AT during the year he or she is required to attend ROTC Advanced Camp. (See para 10– 12.)

b. If member has no prior military service he or she must enter on IADT within 270 days after enlistment to successfully complete 8 weeks BT.

c. If member has prior military service and has accomplished a BT course on AD or ADT conducted by a US Armed Force, entry on IADT to complete 8 week BT is not required.

d. Apply for enrollment in ROTC Advanced Course within 1 year.

e. BT requirement: This option does not apply to persons already enrolled in MS III; these individuals are transferred from ROTC (Control Group) to the TPU. They have already executed the DD Form 4 series when enlisting for ROTC, under USC 10, 511a. Applicants eligible under this option enlist under USC 10, 511d, and if they previously have not completed BT they must be scheduled within 270 days.

Line: 6
Item: Information to applicants
Comment: Applicant will be informed of previous five items and the following:

a. ROTC/SMP is a voluntary officer training program that requires USAR enlisted status for eligibility.

b. Commissioned officer when computing length of service for any purpose may not apply credits that stem from enlisted service served concurrently with ROTC Advanced Course Training (sec 2106, title 10, United States Code).

c. ROTC/SMP participants may apply for ROTC scholarships; however, they will be transferred from TPU assignment and reassigned to Control Group (ROTC).

d. Failure to apply for enrollment in ROTC Advanced Course within 1 year after enlistment will cause the member to be dropped as a potential ROTC/SMP participant. Member then will be retained in the unit in an enlisted status until completion of the statutory or contractual MSO. Member also will be required to undergo any IADT not previously completed, to include AIT for MOS qualification if required.

e. Should potential ROTC/SMP participant not be accepted for enrollment in ROTC Advanced Course, member may request discharge from current enlistment agreement, or retention in the TPU in enlisted status with same requirements as (4) above.

f. Should member become disenrolled from Advanced ROTC; or fail to volunteer for the Early Commissioning Program; or fail to accept a commission; or fail to be tendered a commission, if otherwise qualified member will be retained in the unit in an enlisted status until completion of the statutory or contractual MSO. Member would be required to undergo any IADT not previously completed, to include AIT for MOS qualification, if required. After being dropped as an ROTC/SMP participant, enlisted pay grade will be determined under AR 140-158.

g. Applicants enlisting for this option are not entitled to enlistment incentives under current DA circulares prescribing the Selective

Table 9–9
Enlistment Option 9–H Reserve officer training corps/ simultaneous membership program enlistment program—Continued

Reserve Incentive Program (SRIP) or similar Federal directives governing incentive programs.

Line: 7
Item: Option
Comment:

a. If applicant is otherwise eligible for USAR enlistment in a TPU, interview applicant to determine probable eligibility for enlistment under this option.

b. Obtain from guidance counselor verification that an officer vacancy exists in the TPU to which applicant will be assigned on enlistment.

c. Provide applicant with PMS Certification (fig 9–12); request applicant have Certification completed by PMS and returned before enlistment processing.

d. On receipt of completed PMS Certification (fig 9–12) that shows applicant has a reasonable chance for acceptance on application for enrollment in ROTC Advanced Course, complete enlistment processing as required by chapter 6.

Line: 8
Item: Statement of enlistment
Comment: Addendum to the DA Form 3540-series, (DA Form 4824–R) and the DA Form 3540-series itself must be completed for all applicants enlisted under this option. These will be firmly attached to original and all copies of the DD Form 4-series.

Line: 9
Item: Record entries and orders
Comment:

a. Copies of the PMS Certification (fig 9–12) will be included in Packet No 1, Packet No 4, and Packet No 6 of the completed enlistment packets. (See app B.)

b. For applicants required to enter on IADT, orders prepared using AR 310–10, appendix A, format 260, will contain "ROTC/SMP Option, option 9–H, AR 601–210" as the response to the "Auth" lead line, and will stipulate that period of training is to be 8 weeks to complete BT.

c. In Item 39 Remarks, DD Form 1966 series, enter "Enl for ROTC/ SMP, chap 10, AR 601–210."

d. In Item 32a, DD Form 1966 series, enter "ROTC/SMP, AR 601-210."

e. See table 5–1 for required entries in items 18b, 18l, 18m, 18p, and 19, DD Form 1966/1.

f. PPN will be determined from table 5–4, as appropriate.

Table 9–10
Enlistment Option 9–I U.S. Army Reserve OCS Enlistment Option

Line: 1
Item: Name of option
Comment: U.S. Army Reserve OCS Enlistment Option

Line: 2
Item: Available to
Comment: Qualified applicants, with or without PS, who have a minimum of 60 semester hours of transcripted college credits from an accredited college or university: NPS enlisting for the USAR Standard Training Program (6 × 2 option) or PS enlisting for 3 years.

Line: 3
Item: Description of option
Comment: Guarantees qualified applicants, who meet prerequisites, enrollment in the OCS Program.

Line: 4
Item: Prerequisites that must be met before enlistment
Comment:

a. Basic eligibility criteria for USAR enlistment as modified by this enlistment program.

b. Possess documentary proof of having received 60 or more transcripted semester hours as listed in Education Directory, Higher

Table 9–10
Enlistment Option 9–I U.S. Army Reserve OCS Enlistment Option—Continued

Education, published by the Department of Education. (Foreign transcripts must be evaluated according to chapter 2.)

c. Be at least 19 years of age and not have passed their 29th birthdate at the time of USAR enlistment.

d. Dependency requirements are as follows:

(1) Single parents with dependent(s) may not be enlisted for this option.

(2) Married applicants must meet dependency requirements in chapter 3 or 4 as applicable.

e. Meet mental and medical standards in line 7c below.

f. Be recommended for enlistment by OCS Board.

g. Be a U.S. citizen.

h. Weight standards of AR 600–9.

Line: 5
Item: Prerequisites that must be met after enlistment
Comment:

a. Successfully complete BT, if required.

b. Successfully complete advanced physical fitness examination at Fort Benning, GA, before OCS enrollment.

c. Successfully qualify for personal security clearance before OCS graduation.

d. Maintain high standard of conduct and efficiency before and during OCS enrollment. Persons failing to maintain high standard may be subject to elimination from the OCS Program under AR 351–5.

Line: 6
Item: Information for applicants
Comment: Applicants will be advised of provisions of lines 2 through 5 above and the following:

a. Army OCS is conducted at Fort Benning, GA, and is 14 weeks in duration. Branches in which officers are trained are determined by the TPU vacancy for which enlisting.

b. OCS applicants must understand the nature of the challenge that faces them. Each applicant must realize that—

(1) From the date he or she enters the Army until he or she graduates from OCS, he or she will undergo about 6 months of intensive training (if BT is required).

(2) This training is designed to place him or her under physical, mental, and emotional pressure to simulate stresses and fatigue of combat.

(3) Applicants who fail to meet the requirements of line 5a, *b, c, or d,* or who voluntarily withdraw from the OCS program, will be required to serve the remainder of their enlistment as an enlisted member.

Line: 7
Item: Option processing procedures
Comment: Normal processing procedures prescribed by chapters 5 and 6 apply. Special processing procedures for this option are listed below. Applicants who meet eligibility requirements will submit typewritten applications on DA Form 61, in triplicate, to the recruiting battalion. These will be checked for completeness, and information elements will be verified.

a. Recruiting company commanders will ensure that applicants are assisted in completing—

(1) Citizenship certificate, if required.

(2) DD Form 398–2.

(3) DD Form 1966 series.

b. MEPS will complete DD Form 4 series at time of enlistment.

c. Recruiting battalion will arrange necessary testing and other required actions in the following sequence:

(1) Minimum score. Applicants with a baccalaureate degree must achieve a score of 110 or higher in the GT aptitude area. Applicants with at least 60 semester hours of transcripted college credits, but less than a baccalaureate degree, must achieve a score of 120 or higher in the GT aptitude area. Enter score in item 41 (remarks) of DA Form 61. Applicants who fail to attain minimum score will be disqualified.

(2) Officer Selection Battery Test (OSB). Standard score of 90 or higher must be attained on Subtest 2 of the OSB. Enter score in item 41 (remarks) of DA Form 61. Retest is authorized if minimum of 6 months has elapsed since previous test and if an alternate form of the test is given. A person who has achieved minimum qualifying OSB score may not be retested. Applicants who fail to attain minimum score after retest will be disqualified.

Table 9–10
Enlistment Option 9–I U.S. Army Reserve OCS Enlistment Option—Continued

(3) Officer Qualification Inventory. This test has been replaced by the OSB and is no longer a valid test.

(4) Officer Leadership Board (OLB–1). (See (11)(a) below.)

(5) Medical examination. Applicants must be medically examined and must meet medical fitness standards in AR 40–501, chapter 2, and distance visual acuity and color vision requirements for combat and combat support arms in AR 40–501, and weight standards of AR 600–9.

(6) Passing all tests. If applicants successfully meet all the above criteria, their applications will be endorsed to the Recruiting Battalion OCS Board.

(7) OCS Board schedule. Company commanders will notify applicants of the specific date to appear before the Recruiting Battalion OCS Board.

(8) OCS Board decision. When the Recruiting Battalion OCS Board unanimously favors acceptance, the applicant will be enlisted only on approval by the USAREC OCS Review Board and if a vacancy exists. When the Recruiting Battalion OCS Board unanimously favors rejection, the applicant will be so informed. In cases in which the Recruiting Battalion OCS Board renders a split decision, the application will be forwarded to the recruiting brigade commander for decision. In such cases, tell applicants they will be notified at a later date of their status. When a decision is made, take action as stated above.

(9) Class assignments. The USAREC OCS Review Board is authorized to review an OCS application immediately on receipt from the recruiting battalion and assign class seats for any class in the FY based on available vacancies. Use guidance from the CG, USAREC, when assigning qualified applicants to OCS classes out of sequence.

(10) Processing selections. The USAREC Review Board will make selections not later than 9 weeks before the reception battalion date and give the decision to the recruiting battalion commander.

(11) OCS Boards.

(a) The CG, USAREC, is delegated authority to establish and convene OCS boards within each recruiting battalion. Each board will consist of at least three officers. The CG, USAREC, may further delegate to a recruiting battalion commander authority to appoint OCS boards.

(b) The board will question the applicant on personal history, training, and experience. It will decide whether or not he or she appears to possess the desire, determination, and motivation necessary to complete training to develop into a satisfactory commissioned officer. On this basis, each board member will make an independent appraisal of applicant's overall qualification for a commission in the Army Reserve. Individual appraisal will be made. (The CG USAREC may modify board procedures to meet special conditions under which USAREC units are structured.)

(12) Waivers. Waiver provisions in AR 351–5 and this regulation will be applied to applicants for enlistment under this program. Submit waivers for any type of conviction under this regulation. Waivers of minimum ASVAB test score requirements will not be considered.

(13) Unit vacancy. Upon favorable recommendation from the recruiting battalion, operations will identify TPU officer requirements using the REQUEST System Vacancy data. Upon identification of a suitable officer vacancy within a reasonable commuting distance of the applicant's home, recruiting battalion operations will notify the MUSARC Strength Management Office (SMO) to change the vacancy to a "Commander's Priority 6" and enter the applicant's name and SSN in the vacancy remarks field. A copy of the vacancy data with the applicant's name and SSN will be included in the board packet forwarded to HQ, USAREC and retained in the recruiting battalion residual packet.

(14) Board results. Upon recruiting battalion notification of HQ, USAREC OCS/WOFT board results, the recruiting battalion will notify the MUSARC SMO to accomplish the following:

(a) Vacancies pertaining to selected applicants will be changed to "Commander Priority 7" enabling guidance counselors to make NPS reservation, on the day the applicant is to be enlisted.

(b) Vacancies pertaining to non-selectees (fully qualified) who are permitted to resubmit within 30 days, and who desire to resubmit, will remain coded with Commander Priority 6.

(c) Vacancies pertaining to non-selectees (not competitive) who are not permitted to resubmit for 6 months, will be returned to Commander Priority 9 and the name and SSN removed from the remarks field.

Table 9–10
Enlistment Option 9–I U.S. Army Reserve OCS Enlistment Option—Continued

Line: 8
Item: Statements for enlistment
Comment:
a. Ensure that proper parts of the DD Form 1966 series are completed for applicants under chapters 5 and 6.
b. Complete DA Form 3540 series and DA Form 5586–R (Addendum to Certificate to acknowledgement of Service Requirements for Enlistment into the U.S. Army Reserve Officer Candidate School).

Table 9–11
Enlistment Option 9–J U.S. Army Reserve WOFT Enlistment Program

Line: 1
Item: Name of option
Comment: U.S. Army Reserve WOFT Enlistment Option.

Line: 2
Item: Available to
Comment: Qualified applicants with or without PS enlisting for (NPS 6 × 2) (PS 3 years).

Line: 3
Item: Description of option
Comment: Guarantees applicants who meet prerequisites enrollment in the WOFT program.

Line: 4
Item: Prerequisites that must be met before enlistment
Comment:
a. Basic eligibility criteria for enlistment as modified by this enlistment program.
b. Be at least 17 years of age and not have passed the 29th birthdate at time of enlistment into USAR.
c. Meet weight standards in AR 600–9.
d. Be not over 76 inches nor less than 64 inches in height.
e. Be at least a HSDG. Preferably have 2 years of college. GED test is not acceptable (unless applicant has 60 semester hours of college).
f. Agree to accept appointment as warrant officer for indefinite term in the USAR and serve for no less than 60 months after successful completion of the flight training course in a Troop Program Unit.
g. Undergo a complete Type A medical examination for Class I flying prescribed by AR 40–501. Report of such examination will include electrocardiographic tracing, optomology consultation, and linear anthropometric measurements.
h. Not have attended, nor have been eliminated or graduated from a previous course of military-sponsored flight or pre-flight instruction program.
i. Possess favorable NAC.
j. Be a U.S. citizen.

Line: 5
Item: Prerequisites that must be met after enlistment
Comment:
a. Successfully complete BT, Warrant Officer Candidate Course (WOCS), and flight officer indoctrination. Persons not required to attend BT will be sent directly to WOCS.
b. Qualify for security clearance before entering the WOCS.

Line: 6
Item: Information for applicants
Comment: Applicants will be informed of provisions of lines 2 through 5 above and the following:
a. To be eligible for primary flight training, enlistees must complete the 6-week WOCS course (described in DA Pam 351–4 or DA Pam 95–1) at the U.S. Army Aviation Center, Fort Rucker, AL.
b. Applicants will be made aware of the nature of flight training and responsibilities that warrant officers assume.
c. Those who fail to meet requirements of lines 5a or *b* above, or who voluntarily withdraw from the WOFT program, will be required to serve the remainder of their enlistment as an enlisted member.

Table 9–11
Enlistment Option 9–J U.S. Army Reserve WOFT Enlistment Program—Continued

d. Warrant officer candidates are promoted to grade E–5 while attending WOFT (at entry into the WOCS). Individuals in c above will be reduced in grade as determined by CDR, ARPERCEN.
e. Class dates are tentative and may be changed by HQDA.
f. Inform applicants of service obligation as a member of Selected Reserve in a TPU. (See AR 135–91.)

Line: 7
Item: Option processing procedures
Comment:
a. Normal processing procedures prescribed by chapters 5 and 6 apply.
b. In addition, recruiting battalion commanders will—
(1) See that the applicant is given help in preparing application under AR 611–85 and triplicate copies of DA Form 61 application to appointment. Reserve officers will be advised of provisions of AR 135–100.
(2) Review the application to determine whether the person is qualified to enlist for this program.
(3) Arrange for necessary mental testing at the MEPS. Mental tests are administered in the sequence shown below. Failure to attain the minimum score on any of these tests will disqualify the applicant from further testing.
(a) Applicants must achieve a minimum GT score of 110.
(b) Applicants must score 90 or higher on the revised Flight Aptitude Selection Test (FAST) to qualify for additional processing. (Applicants who scored 270 or higher on the previous FAST remain qualified for processing.) Applicants who failed to score 90 on the revised FAST or a 270 on the previous FAST may be retested only one time, but not sooner than 6 months after the original test.
(c) After taking the FAST, scores of the battery composite, the rotary wing, and fixed wing will be computed on DA Form 6256 as shown in DA Pam 611–256–1. File FAST scoring worksheets of applicants who fail to achieve a qualifying score, and of those who do not enlist, in the applicant-registrant file. For qualified persons who enlist attach scoring worksheets to their enlistment records.
(d) Mail scored FAST answer sheets for all applicants, regardless of scores attained, to the Commander, Army Research Institute Field Unit, ATTN: PERIOA, P.O. Box 476, Fort Rucker, AL 36362. Scored test answer sheets are considered controlled test material and will be packaged for shipment under AR 611–5. In packaging answer sheets for shipment, care must be taken to avoid damaging the sheets. Do not fold, crease, pin, clip, staple, tear, or otherwise alter answer sheets.
(4) Refer applicants who meet mental prerequisites to the WOFT Examining Board for further consideration. Applicants must appear before the WOFT Examining Board before being given the medical examination.
(5) Arrange for a Class I Flight Physical Examination at a military installation with a flight surgeon. The recruiting battalion will send electrocardiographic tracing, SF 88, SF 93, and medical papers for final evaluation to the Commander, U.S. Army Aeromedical Center, ATTN: ATZO–AAMC–AA–ER, Fort Rucker, AL 36362.
(6) Not grant waivers for applicants who do not meet minimum prerequisites in line 4. Disqualifications that may be waived under chapter 4 and AR 135–100 will be submitted under chapter 4. Forward waiver requests approved for enlistment purposes to the Commander, ARPERCEN, ATTN: DARP–PATSI, 9700 Page Boulevard, St. Louis, MO 63132–5200. A decision will be made on whether or not disqualification can be waived for the purpose of appointment as a Reserve warrant officer. If the waiver request is disapproved, the applicant will be denied enlistment under this regulation.
(7) See that after enlistment is completed, the application (including copies of SF 88 and SF 93 and electrocardiographic tracing), related papers, and copies of orders accompany the person to his or her unit.
c. The CG, USAREC, is authorized to appoint boards of officers, known as WOFT Examining Boards, within each recruiting battalion. Boards will consist of at least three officers. If possible, one of the board members will be an Army aviator currently on flying status.
(1) The senior board member will ensure that each applicant meets the minimum prerequisites in line 4 above.
(2) The board will question the applicant on personal history, training, and experience; and on such subjects as whether the applicant possesses the degree of motivation and the determination necessary to successfully complete flight training. Each member will

Table 9–11
Enlistment Option 9–J U.S. Army Reserve WOFT Enlistment Program—Continued

make an independent appraisal of the applicant on his or her overall qualifications for appointment as a warrant officer in the Army Reserve. Each board member will make his or her individual appraisal on the appropriate form provided by HQ, USAREC. On completion of the above appraisals, the board jointly will recommend acceptance or rejection of the applicant for flight training.

(3) Upon a favorable recommendation from the recruiting battalion, operations will identify a TPU officer requirement using the REQUEST System Vacancy data. Upon identification of a suitable officer vacancy within a reasonable commuting distance of the applicant's home, recruiting battalion operations will notify the MUSARC Strength Management Office (SMO) to change the vacancy to a "Commander's Priority 6" and enter the applicant's name and SSN in the vacancy remarks field. A copy of the vacancy data with the applicant's name and SSN will be included in the board packet forwarded to HQ, USAREC and retained in the recruiting battalion residual packet.

(4) Upon recruiting battalion notification of HQ USAREC WOFT board results, the recruiting battalion will notify the MUSARC SMO to accomplish the following:

(a) Vacancies pertaining to selected applicants will be changed to Commander Priority 7 enabling the guidance counselor to make an NPS reservation on the day the applicant is to be enlisted.

(b) Vacancies pertaining to non-selectees (fully qualified) who are permitted to resubmit within 30 days, and who desire to resubmit will remain coded with Commander priority 6.

(c) Vacancies pertaining to non-selectees (not competitive), not permitted to resubmit for 6 months, will be returned to Commander Priority 9 and the name and SSN removed from the remarks field.

(5) Complete DD Form 398–2, and DD Form 2280. Include in person's enlistment packet and forward to reception battalion with applicant. For prior service use FD 258.

Line: 8
Item: Statements for enlistment
Comment:

a. Ensure that proper parts of the DD Form 1966-series are completed for applicants under chapters 5 and 6.

b. Complete DA Form 3540 series and DA Form 5585–R (Addendum to Certificate of Acknowledgement of Service Requirements (DA Form 3540) for Enlistment into the United States Army Reserve Troop Program Unit Warrant Officer Flight Program).

Table 9–12
Enlistment Option 9–K Specialized Training for Army Reserve Readiness (STARR) Enlistment Option

Line: 1
Item: Name of Option
Comment: Specialized Training for Army Reserve Readiness (STARR) Enlistment Option

Line: 2
Item: Available to
Comment: Qualified applicants with or without prior service enlisting for (NPS 6x2) (PS 4 years).

Line: 3
Item: Description of Option
Comment: Guarantees applicants who meet prerequisites enrollment in a civilian training program for select medical skills and advancement to authorized pay grades (see line 10) upon completion. Note: This is not an education incentive or scholarship program. It is an Army Reserve Training Program.

Line: 4
Item: Prerequisites that must be met before enlistment.
Comment:

a. Basic eligibility criteria for enlistment as modified by this enlistment option.

b. Must be a high school graduate or high school senior with reasonable assurance of graduation.

Table 9–12
Enlistment Option 9–K Specialized Training for Army Reserve Readiness (STARR) Enlistment Option—Continued

c. Not possess or have been awarded any MOS under this option, nor have participated previously in this program

d. Not be qualified for an MOS under the Army Civilian Acquired Skills Program that is authorized under this option.

e. Not have an MOS with an SQI of 2.

f. Possess a letter of acceptance from and accredited school in a course of study authorized under this option.

Line: 5
Item: Prerequisites that must be met after enlistment.
Comment:

a. Successfully complete Basic Training within 270 days of enlistment. This is considered Phase I for this option (NPS applicants), Phase III for PS applicants which is 48 hours of proficiency training conducted in IDT at home unit.

b. Start military sponsored training in a civilian school (Phase II) within 180 days of acceptance (or completion of Phase 1 if NPS) and make satisfactory progress toward completion of academic standards.

c. Successfully complete four weeks of active duty training (Phase III) at an Army medical treatment facility.

d. Meet and maintain applicable Army standards for weight and physical fitness.

e. Upon enrollment for Phase II, complete a DD Form 1556 (Request, Authorization, Agreement, Certification of Training and Reimbursement) and forward to the school.

f. Attend authorized school as a full-time student and in the specific program for the MOS in which enlisting. Soldier is expected to maintain academic standards established by the school and complete this phase (phase II) within 2 academic years. This applies to both full and part time students. All requisite licensure and certification is included.

g. Satisfactorily participate in required unit training assemblies unless properly excused by the Troop Program Unit commander.

h. Successfully complete all licensure or certification, and successfully complete all required examinations given by the appropriate national or state accreditation agency. Soldier will take the first available test period. If the soldier fails, take subsequent exams consecutively. The soldier will be allowed 2 attempts to successfully complete required examinations before reclassification/reassignment to another MOS or ordered to complete IET for an MOS.

i. Complete required service in the TPU and obligated service specificized in the enlistment agreement.

Line: 6
Item: Information to applicants
Comment: Applicant will be informed of provisions of 2 through 10 of this option and the following:

a. This option is not a civilian acquired skills enlistment program. The Army, under this option, will provide your Advanced Individual Training (AIT) in an approved/authorized civilian institution as opposed to a military facility. The Army is not providing you financial benefits under this program, the Army is only responsible to pay the expenses incurred for the soldier to receive training for the purpose of being awarded a Military Occupational Specialty authorized by this option.

b. Training by the Army under this program may not exceed two years (academic) and training will be completed in the minimum amount of time feasible for the MOS enlisted for.

c. The Army will pay for tuition, books, fees, and equipment, in an amount that is normally charged for such a program, but not to exceed $6,000 per year ($6,000 cap is inclusive of all associated cost). Room and board, transportation to the school, transportation from domicile to lab, transportation to school functions or other non subject related activity will not be authorized payment or reimbursement. No exceptions to the $6,000 limit is authorized.

d. The Army will pay on a one-time basis:

(1) Pre-admission fees.
(2) Examination charges.
(3) Matriculation Fee.
(4) State/National Board or license fees.
(5) Malpractice Insurance Fee (NOT HEALTH INSURANCE).

(a) The Director of the National Augmentation Detachment will authorize additional payments on a case by case basis when school or other agency requires reenrollment fees for subsequent semesters.

(b) All schools participating in this program must be approved before enrollment.

Table 9–12
Enlistment Option 9–K Specialized Training for Army Reserve Readiness (STARR) Enlistment Option—Continued

e. Termination or suspension of participation in this program will occur if:

(1) At the discretion of the CG, USARC, a soldier's participation in Phase II of this program my be suspended, in lieu of termination, for a period not to exceed six (6) months.

(2) The CG, USARC, will terminate a soldier's participation in this option if:

(a) Disenrollment from the program (training) by the soldier.

(b) Failure to meet and maintain eligibility.

(c) Unsatisfactory TPU participation or performance.

(d) Failure to maintain acceptable academic standards, attendance or other reasons which are not consistent with completion requirements of the course of study as determined by the school attending.

(e) Unsatisfactory completion of necessary training that fulfills the school curriculum leading to certification or licensure in the MOS for which enlisted.

(f) Directed to terminate the program by HQDA.

Line: 7
Item: Option Processing Procedure and Responsibilities
Comment:

a. Normal processing for USAR enlistment procedures prescribed by this regulation apply.

b. In addition, the following applies:

(1) Responsible recruiting battalion commanders will verify compliance with STAFF eligibility requirements.

(2) Recruiting battalion will, at the direction of the CG, USAREC, maintain a working file which lists the eligible schools for participation in this program to include, but not limited to, their curriculum, cost, fees, and semester start dates.

(3) HQ, USAREC, will publish specific processing procedures for recruiters and guidance counselor responsibility in the processing of NPS and PS STARR enlistments. Include REQUEST and DD Form 1966 instructions.

(4) Recruiting guidance counselor will ensure appropriate addendum for enlistment is completed for all applicants enlisting under this program.

Line: 8
Item: Statements for enlistment
Comment:

a. Ensure that proper entries are made on the DD Form 1966 series are completed under procedures of chapters 5 and 6.

b. Complete all addendum and option forms required.

Line: 9
Item: Authorized medical skills for which applicant may enlist
Comment:
42D Dental Laboratory Specialist
91B Medical NCO
91C Licensed Practical Nurse
91D Operating Room Specialist
91P X-Ray Specialist
91Q Pharmacy Specialist
91V Respiratory Specialist

Line: 10
Item: Course criteria and authorized advanced grade for each MOS.
Comment:
To qualify for MOS: 42D10 (USAR STARR only)
Titled: Dental Laboratory Specialist
With later appointment to: E4
The following criteria must be met:

a. Have been accepted for enrollment in an American Dental Association Accredited Dental Laboratory Technician Program.

b. Proficiency training required by Line 5 must be performed under the supervision of an NCO qualified in MOS 42D or a dental officer.

To qualify for MOS: 91B10 (USAR STARR only)
Titled: Medical NCO
With later appointment to: E5
The following criteria must be met:

a. Have been accepted for enrollment in a State-approved course in Emergency Medical Treatment at the Paramedic/Advanced level (EMT-P) that will lead to the issuance of a State license as an EMT–P.

b. Complete the exportable 91B Medical NCO Proficiency Course conducted at an Active Army medical treatment facility that will satisfy the proficiency training requirements of Line 5.

To qualify for MOS: 91C20 (USAR STARR only)
Titled: Practical Nurse
With later appointment to: E5
The following criteria must be met:

a. Have been accepted for enrollment in a State-approved course in practical or vocational nursing that will lead to the issuance of a license as a practical or vocational nurse.

b. Proficiency training required by Line 5 must be performed under the supervision of an Army Nurse Corps Officer or NCO (SSG or above) qualified in MOS 91C.

To qualify for MOS: 91D10 (USAR STARR only)
Titled: Operating Room Specialist
With later appointment to: E4
The following criteria must be met:

a. Have been accepted for enrollment in an operating room technical course of at least 12 weeks duration. The course curriculum must contain the following key elements: a supervised clinical practicum of not less that 240 hours; basic science subjects to include surgical anatomy; principles and practices of sterilization; duties of the scrub technician; and duties of the circulator.

b. Proficiency training required by Line 5 must be performed under the supervision of an Army Nurse Corps Officer or NCO (SSG or above) qualified in MOS 91D.

To qualify for MOS: 91P10 (USAR STARR only)
Titled: X-Ray Specialist
With later appointment to: E4
The following criteria must be met:

a. Have been accepted for enrollment in a CAHEA approved radiography program, or its documented equivalent that will lead to certification/registration by the American Registry of Radiologic technologists (ARRT), or a State credentialing agency.

b. Proficiency training required by Line 5 must be performed under the supervision of a Radiologist (AOC 61Q, 61R, or 61S) or an NCO qualified in MOS 91P.

To qualify for MOS: 91Q10 (USAR STARR only)
Titled: Pharmacy Specialist
With later appointment to: E4
The following criteria must be met:

a. Have been accepted for enrollment in a Pharmacy Technician training program accredited by the American Society of Hospital Pharmacists.

b. Proficiency training required by line 5 must be completed under the supervision of a Pharmacy Officer (AOC 68H) or an NCO qualified in MOS 91Q.

To qualify for MOS: 91V10 (USAR STARR only)
Titled: Respiratory Specialist
With later appointment to: E4
The following criteria must be met:

a. have been accepted for enrollment in an accredited program or a program holding a Letter of Review from the Joint Review Committee for Respiratory Therapy education. (Phone: (817) 283–2835 to validate accreditation/Letter of Review training programs.)

b. Proficiency training required by Line 5 must be performed under the supervision of a Medical Corps Officer, a civilian Registered Respiratory Therapist, or an NCO qualified in MOS 91V.

Authority and effective date of advancement: All promotions to advanced grade will only be effective on or after the completion of all requirements for award of MOS. Orders awarding MOS and promotion should cite this enlistment option as the authority.

STATEMENT FOR ENLISTMENT
UNITED STATES ARMY ENLISTMENT PROGRAM
U. S. ARMY DELAYED ENLISTMENT PROGRAM

For use of this form, see AR 601-210; the proponent agency is ODCSPER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

Authority	Title 10, United States Code, section 275; Executive Order 9397.
Principal Purpose	Basic form used to record contractual obligations to enlistees, guarantees and annexes enlistment contract.
Routine Uses	This form becomes a part of the Enlisted Master File and Field Personnel File. All uses of the form are internal to the United States Army.
Disclosure	Disclosure of the Social Security Number *(SSN)* and other personal information is voluntary. However, failure to provide the required information may result ***in denial of enlistment or reenlistment.***

1. ACKNOWLEDGEMENT: In connection with my enlistment into the United States Army Reserve, I hereby acknowledge that:

a. My enlistment in the U. S. Army Reserve obligates me to a total of 8 years service in the U. S. Armed Forces, including service in the Reserve components, unless sooner discharged by proper authority. Fulfillment of this obligation begins on the date I enlist in the Delayed Entry Program.

b. I will be assigned to the U. S. Army Reserve Control Group *(Delayed Entry)*, during which time I will be in a nonpay status and will not be authorized to participate in any Reserve training.

c. I volunteer to serve on active duty for two years in any job assignment specified by the Army, such period to begin within 30 days unless I enlist into the Regular Army, or I am granted further delay by proper authority.

d. In lieu of performing the active duty specified in c above, I may enlist into the Regular Army for a period of 4 years 0 weeks with the following understanding:

(1) Upon enlistment into the Regular Army, I will be enlisted under the provisions of Army Regulation 601-210, program or programs as indicated below:

(Enter appropriate primary program and all associated programs. for Puerto Rican English Language option use Program 9-A)

PROGRAM	TITLE
9A	US ARMY TRAINING ENLISTMENT PROGRAM
9C	US ARMY INCENTIVE ENLISTMENT PROGRAM (ENL BONUS)

(2) If enlisting for an Army school course, I have been assured of attending the School course for:

~~MOS~~/CMF 11 Title INFANTRY *(Enter MOS or CMF and title; if enlisting under Puerto Rican English Language option, enter "09B10-Trainee (English Language)")*

(3) In the event, through no fault of my own, that my enlistment program, school course, or training of my choice is cancelled or otherwise not available before I enlist into the Regular Army, I will elect one of the following alternatives:

(a) I will elect another program, school course, or training of my choice for which I am qualified and a vacancy exists.

(b) I will be separated from the Delayed Entry Program.

(4) The date of my enlistment into the Regular Army is scheduled for: 10 FEB, 19 94.

(5) In the event that I willfully fail to report for active duty on the date specified in (4) above and on my DD Form 4 enlistment contract I understand that I will be in an Absent Without Leave Status *(AWOL)* and subject to apprehension in accordance with article 86 *(deserter)* of the Uniform Code of Military Justice.

(6) I further certify that I am currently enrolled as a senior in high school and I understand that my enlistment into the Delayed Entry Program is contingent upon my successful completion of high school. _____ *(Initials)*

(7) I understand that the course I have selected requires me to present proof in the form of a transcript or letter from school officials stating I have successfully completed a course or courses of instruction in

_____

(Enter subject(s), i. e., Math, Science, etc.)

DA FORM 3286-59, JUN 91 REPLACES DA FORM 3286-59/1, MAY 86 AND DA FORM 3286-59-2, MAY 86, WHICH ARE OBSOLETE

Figure 9–1. Sample of a completed DA Form 3286–59

(8) I certify that I have read or have viewed the Job Description for the MOS I am enlisting for and further acknowledge that I understand the general nature of the training I will receive. A.O.A. *(Initials)*

(9) I also acknowledge that if I am qualified and I am enlisting for an MOS or CMF that has a Cash Bonus, that the bonus amount authorized on my enlistment into the Regular Army will be the amount authorized upon my entry into the Delayed Entry Program. Further I understand that the Bonus for my CMF MOS on this date is $ 4,000. A.O.A. *(Amount/Initials)*
(Note If enlisting for an MOS which has a Cash Bonus and applicant declined such bonus the word "Declined" is entered in the Amount Block. If no bonus authorized enter "NONE").

(10) If I have enlisted for guaranteed 1st assignment of Europe, I understand that should I acquire a dependent prior to my active duty date, I will no longer be qualified for a guaranteed assignment to Europe. *(This does not preclude assignment to Europe at the discretion of the Army.)*

(11) I certify I have provided my recruiter and counselor all information required on my application for enlistment, further, I have not concealed any medical information and I further state that no person has advised me to conceal any information with respect to my enlistment.

2. **UNDERSTANDING:** I understand that in the event the Secretary of the Army determines that military necessity of a national scope requires that service members be available for immediate assignment/reassignment, any guarantees contained in this agreement may be terminated. Under these conditions I may be assigned or reassigned according to the needs of the Army.

I have read and understand each of the statements above and in the DD Form 1966 series, signed by me, and understand that these statements are intended to constitute all promises whatsoever concerning my enlistment. Any other promise or representation of commitments made to me in connection with my enlistment is written below in my own handwriting, or is hereby waived *(if none, write "NONE")*. NONE A.O.A.

Contract Control Number CCN. 12345678

AUTHENTICATION		
TYPED NAME AND SSN OF APPLICANT ANY O. APPLICANT 123456789	SIGNATURE OF APPLICANT Amy O. Applicant	DATE 11 JAN 94
TYPED NAME, GRADE AND SSN OF COUNSELOR SGM Frank A. Shaffery 111111111	SIGNATURE OF GUIDANCE COUNSELOR Frank A. Shaffery	DATE 11 JAN 94

REVERSE, DA FORM 3286-59, JUN 91

Figure 9–1. Sample of a completed DA Form 3286–59—Continued

STATEMENT FOR ENLISTMENT
UNITED STATES ARMY TRAINING ENLISTMENT PROGRAM

For use of this form, see AR 601-210, the proponent agency is DCSPER

1. ACKNOWLEDGMENT: In connection with my enlistment in the Regular Army for the United States Army Training Enlistment Program, I hereby acknowledge that:

a. My enlistment for this program assures me that, provided I meet required prerequisites, I will receive training in the following Military Occupational Specialty *(MOS)* or Career Management Field *(CMF)*:

(Enter MOS or CMF with complete title)
11X10 - CMF 11 INFANTRY AND AIRBORNE TRAINING

(If Airborne is required enter Airborne Training; if not enter NA)

b. I have read, viewed and have had explained to me the general nature of the training I am to receive for the MOS, CMF and, if applicable, the Airborne training above.

c. I understand that I must satisfactorily complete basic combat training in order to receive the training indicated above. Further, I understand that If I should be relieved from training for academic deficiency, disciplinary reasons, failure to receive any required security clearance because of information withheld by me or any misconduct, I will be trained in accordance with the needs of the Army and required to complete the term of my enlistment.

d. I further state and understand that I have been given no guarantee of assignment nor have I been assured that I will or will not be assigned to an overseas location. I understand that upon successful completion of my training I will be assigned in accordance with the needs of the Army and no guarantee of a specific job has been made .

e. If in addition to my MOS training I am required to complete airborne training, I understand that I am volunteering to perform frequent aircraft flights, parachute jumps and to participate in realistic combat training while receiving airborne training or performing Airborne duties. I understand that I I fail to complete airborne training, maintain airborne qualifications or fail to attain or maintain required standards on the advanced physical fitness test, I will be reassigned and trained in accordance with the needs of the Army. *(only applicable for enlistment that includes Airborne Training listed in para 1a.)*

f. If my enlistment is for an MOS that requires language training and I am guaranteed a specific language, that language is specified in paragraph 1a. If no specific language is specified in paragraph 1a, I am not guaranteed a specific language and will be trained in a language in accordance with the needs of the Army.

g. My term of enlistment in the Regular Army is 4 years 0 weeks.

APPLICABLE TO ALL APPLICANTS ENLISTING UNDER THIS PROGRAM

2. I understand that if my enlistment contract cannot be fulfilled through no fault of my own, the alternatives available to me will be provided in Army Regulation 635-200. I understand that I will have a period of thirty days from the time I am notified, become aware or reasonably should have become aware that my selected training *(1a above)* cannot become fulfilled, to elect an alternative training program for which I am qualified and a vacancy exists, or request a separation. This thirty day period my be extended by the General Courts Martial Convening Authority when necessary to determine the availability of my selected alternative. If I make no election within the thirty day period, my claim will be deemed to have been waived.

DA FORM 3286-63, NOV 89

Figure 9–2. Sample of a completed DA Form 3286–63

3. If I fail, through my own fault , to meet any of these established prerequisites for the Nuclear Surety Programs or the required security clearances or fail to meet or maintain required medical, physical, professional, or other suitability standards for training or retention in accordance with my enlistment contract, I will be trained and assigned in accordance with the needs of the Army and required to complete my term of enlistment. I further acknowledge that if I become disqualified for this enlistment program because of personal conduct, withholding of information that I have within my knowledge that precludes access to special intelligence information, I will be retrained and required to complete my term of enlistment in accordance with the needs of the Army.

4. MILITARY SERVICE OBLIGATION UNDERSTANDING: I understand that an original enlistment in the US Armed Forces obligates me to an eight (8) year Military Service Obligation. My term of enlistment in the Regular Army is creditable towards that obligation as was any enlistment in the Delayed Entry Program. In the event that the Secretary of the Army determines that military necessity of a national scope requires that soldiers be available for assignment/reassignment or training, any or all guarantees contained in this agreement may be terminated. Under these conditions I may be trained, assigned or reassigned according to the needs of the Army.

5. I have read and understand the statements above and that these statement are intended to constitute ALL promises and guarantees whatsoever concerning my enlistment. No other (verbal or otherwise) promise or representation not annexed to my enlistment contract is valid or will be honored. I hereby state that I have NOT been promised anything other than what is written on this form and hereby waive any claim based upon any promise or representation not annexed to my contract. I further state than I have provided my recruiter and guidance counselor all information concerning my qualifications and that no official in the US Army or any other agency has advised me to conceal, nor I have concealed information in connection with my enlistment.

AUTHENTICATION			
SIGNATURE OF GUIDANCE COUNSELOR Vicky Adamson	SIGNATURE OF APPLICANT Any O. Applicant		DATE 940110
TYPED NAME, GRADE AND SSN OF COUNSELOR VICKY ADAMSON MSG 999-99-9999	TYPED NAME, SSN OF APPLICANT ANY O APPLICANT 123-45-6789		DATE 940110
CCN: (REQUEST) 11778860		ANNEX C	DATE 931211

REVERSE OF DA FORM 3286-63, NOV 89

Figure 9–2. Sample of a completed DA Form 3286–63—Continued

STATEMENT FOR ENLISTMENT
UNITED STATES ARMY STATION/UNIT/COMMAND/AREA ENLISTMENT PROGRAM

For use of this form, see AR 601-210; the proponent agency is DCSPER

1. ACKNOWLEDGMENT: In connection with my enlistment in the Regular Army for the US Army Station/Unit/Command/Area Enlistment Program, I hereby acknowledge that:

a. My enlistment for this program assures me that provided I meet required prerequisites, I will receive training in the following Military Occupational Specialty *(MOS)* or Career Management Field:

(Enter MOS or CMF with complete title)

13B10 Cannon Crewman (Airborne Training)

(If Airborne is required, enter "Airborne Training", if not enter NA)

b. If I have prior military service and I am enlisting in my former MOS, I will not receive training. The entry in 1a above will read "Former MOS *(Code and Title)* - No Training." If I am enlisting under the Army Civilian Acquired Skills Program, I will receive no training other than basic combat and any prerequisite training in accordance with the needs of the Army, the entry in 1a above will read: ACASP - No formal training - MOS - *(Code and Title).*

c. I have been assured that my enlistment for this program guarantees that upon successful completion of all required training, I will receive an initial assignment to: *(Enter the first assignment from REQUEST)*

82AB.

(1) I am guaranteed to be assigned to the unit, station, command or area specified in 1c above for not less than one year from the date I report to that unit, station, command or area.

(2) If the first assignment in 1c above is a specific unit, I understand that if that unit moves, is relocated, redesignated or disbanded, I will be required to remain with that unit or in the case of the unit disbanding, be assigned in accordance with the needs of the Army.

(3) If the first assignment in 1c above is a command, area or station, I understand that I may be assigned anywhere within that command, area or station, and with respect to command or area, no specific guarantee of exact location has been made.

(4) Unless specifically stated in 1c above, I have not been assured that I will be stationed in an overseas area. Further, I have not been told that I will not be required to serve in an overseas location and I understand that during my term of enlistment I may or my not be required to serve in a overseas location.

(5) I understand that some units are designated under the Unit Manning System and, as such, I will be required to remain with that unit in accordance with the needs of the Army. I also understand that some units rotate between the United States and overseas locations for which I will be required to remain with that unit.

d. I understand that I must satisfactorily complete all required training for my guaranteed first assignment to remain valid. I also understand that if I am married, no guarantee as to the movement of my dependents has been made. Some assignments may require an extension of enlistment to meet requirements for with dependent tours. Under no circumstances can I take my dependents to any phase of training. *(PS)* personnel are authorized movement of dependents and HHG if assigned to a school of instruction of 20 or more weeks in length.)

e. If in addition to my MOS training I am required to complete Airborne training, I understand that I am volunteering to perform frequent aircraft flights, parachute jumps and to participate in realistic combat training while receiving Airborne training or performing Airborne duties. I understand that if I fail to complete airborne training, maintain airborne qualifications or fail to attain or maintain required standards on the Advanced Physical Fitness Test, I will be reassigned and trained in accordance with the needs of the Army. *(Only applicable for enlistment that includes Airborne Training listed in para 1a.)*

DA FORM 3286-64, NOV 89

Figure 9–3. Sample of a completed DA Form 3286–64

f. If my enlistment is for an MOS that requires language training and I am guaranteed a specific language, that language is specified in paragraph 1a. If a specific language is not specified in paragraph 1a, I will receive language training in accordance with the needs of the Army.

g. My term of enlistment in the Regular Army is 4 years 00 weeks.

APPLICABLE TO ALL APPLICANTS ENLISTING UNDER THIS PROGRAM

2. I understand that if my enlistment contract cannot be fulfilled through no fault of my own, the alternatives available to me will be provided in Army Regulation 635-200. I understand that I will have a period of thirty days from the time I am notified, become aware or reasonably should have become aware that my selected training *(1a above)* cannot become fulfilled, to elect an alternative training program for which I am qualified and a vacancy exists, or request a separation. This thirty day period my be extended by the General Courts Martial Convening Authority when necessary to determine the availability of my selected alternative. If I make no election within the thirty day period, my claim will be deemed to have been waived.

3. If I fail, through my own fault , to meet any of these established prerequisites for the Nuclear Surety Programs or the required security clearances or fail to meet or maintain required medical, physical, professional, or other suitability standards for training or retention in accordance with my enlistment contract, I will be trained and assigned in accordance with the needs of the Army and required to complete my term of enlistment. I further acknowledge that if I become disqualified for this enlistment program because of personal conduct, withholding of information that I have within my knowledge that precludes access to special intelligence information, I will be retrained and required to complete my term of enlistment in accordance with the needs of the Army.

4. MILITARY SERVICE OBLIGATION UNDERSTANDING: I understand that an original enlistment in the US Armed Forces obligates me to an eight (8) year Military Service Obligation. My term of enlistment in the Regular Army is creditable towards that obligation as was any enlistment in the Delayed Entry Program. In the event that the Secretary of the Army determines that military necessity of a national scope requires that soldiers be available for assignment/reassignment or training, any or all guarantees contained in this agreement may be terminated. Under these conditions I may be trained, assigned or reassigned according to the needs of the Army.

5 I have read and understand the statements above and that these statement are intended to constitute ALL promises and guarantees whatsoever concerning my enlistment. No other (verbal or otherwise) promise or representation not annexed to my enlistment contract is valid or will be honored. I hereby state that I have NOT been promised anything other than what is written on this form and hereby waive any claim based upon any promise or representation not annexed to my contract. I further state that I have provided my recruiter and guidance counselor all information concerning my qualifications and that no official in the US Army or any other agency has advised me to conceal, nor I have concealed information in connection with my enlistment.

AUTHENTICATION

SIGNATURE OF GUIDANCE COUNSELOR	SIGNATURE OF APPLICANT		DATE
Victor S. DellIsola	Any O. Applicant		9 Nov 89
TYPED NAME, GRADE AND SSN OF COUNSELOR Victor S. DellIsola, SGM 111-11-1111	TYPED NAME, SSN OF APPLICANT Any O. Applicant 222-22-2222		DATE 9 Nov 89
CCN: (REQUEST) 12345678		ANNEX C	DATE 9 Nov 89

REVERSE OF DA FORM 3286-64, NOV 89

Figure 9–3. Sample of a completed DA Form 3286–64—Continued

STATEMENT FOR ENLISTMENT
UNITED STATES ARMY OFFICER ENLISTMENT PROGRAM

For use of this form, see AR 601-210; the proponent agency is ODCSPER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

Authority	Title 10, United States Code, section 275; Executive Order 9397.
Principal Purpose	Basic form used to record contractual obligations to enlistees, guarantees and annexes enlistment contract.
Routine Uses	This form becomes a part of the Enlisted Master File and Field Personnel File. All uses of the form are internal to the United States Army.
Disclosure	Disclosure of the Social Security Number *(SSN)* and other personal information is voluntary. However, failure to provide the required information may result ***in denial of enlistment or reenlistment.***

1. ACKNOWLEDGEMENT: In connection with my enlistment in the Regular Army for the United States Army Officer Enlistment Program, I hereby acknowledge:

a. I am enlisting for: *(Enter Officer Candidate School, Warrant Officer Flight Training, or Technical Warrant Officer.)*

OFFICER CANDIDATE SCHOOL

b. I understand that I must successfully complete basic combat training, qualify and obtain required security clearance, and meet rigorous physical, mental, and psychological requirements.

c. If enlisting for OCS, I must pass the Advanced Physical Fitness Examination prior to my enrollment in OCS.

d. If enlisting for WOFT, I must successfully complete Warrant Officer Candidate School and Flight Officer Indoctrination.

e. If enlisting for Technical Warrant Officer, I must successfully complete the Warrant Officer Candidate Entry course and Warrant Officer Technical Certification Training Course.

f. To be eligible for a commission or appointment as a Warrant Officer, I must successfully complete the course for which I am enlisting.

g. My initial term of enlistment in the Regular Army is for three (3) years.

2. In connection with my enlistment for this option, I further state and understand:

a. If enlisting for OCS:

(1) After being commissioned, I will serve no less than thirty-six (36) months on active duty as a commissioned officer, unless sooner discharged from active duty by proper authority. I will serve the remainder of my military service obligation as required by law.

(2) After accepting an OCS class assignment, I will not be allowed to withdraw from the OCS program for personal reasons until I have completed at least four weeks of OCS training and only if it is determined to be in the best interest of the Army.

(3) Although I may indicate a preference of branch prior to commissioning, I agree to accept a commission in any branch selected by the Army.

b. If enlisting for Warrant Officer Flight Training or Technical Warrant Officer:

(1) I understand I must continue to meet Class I medical standards for flying *(WOFT)*.

(2) I understand that upon my appointment as a Warrant Officer, **I WILL BE REQUIRED TO SERVE ON ACTIVE DUTY FOR NOT LESS THAN SEVENTY-TWO (72) MONTHS** unless sooner released by proper authority. I will serve the remainder of my military service obligation as required by law.

3. I understand that if I fail to complete the training specified in 1a above, fail to obtain the required security clearance, fail to successfully complete any phase of training, or otherwise become disqualified for commission/appointment, I will be required to complete the 3-year term of this enlistment in accordance with the needs of the Army in an enlisted status. I will serve the remainder of my military service obligation as required by law.

DA FORM 3286-65, JUN 91 REPLACES DA FORM 3286-65, NOV 89, WHICH IS OBSOLETE

Figure 9–4. Sample of a completed DA Form 3286–65

APPLICABLE TO ALL APPLICANTS ENLISTING UNDER THIS PROGRAM

4. I understand that if my enlistment contract cannot be fulfilled through no fault of my own, the alternatives available to me will be provided in Army Regulation 635-200. I understand that I will have a period of thirty days from the time I am notified, become aware or reasonably should have become aware that my selected training *(1a above)* cannot become fulfilled, to elect an alternative training program for which I am qualified and a vacancy exists or request a separation. This thirty-day period may be extended by the General Courts Martial Convening Authority when necessary to determine the availability of my selected alternative. If I make no election within the thirty-day period, my claim will be deemed to have been waived.

5. If I fail, through my own fault, to meet any of the established prerequisites for the Nuclear Surety Programs or the required security clearances or fail to meet or maintain required medical, physical, professional, or other suitability standards for training or retention in accordance with my enlistment contract, I will be trained and assigned in accordance with the needs of the Army and required to complete my term of enlistment. I further acknowledge that if I become disqualified for this enlistment program because of personal conduct, withholding of information that I have within my knowledge that precludes access to special intelligence information, I will be retained and required to complete my term of enlistment in accordance with the needs of the Army.

6. MILITARY SERVICE OBLIGATION UNDERSTANDING: I understand that an original enlistment in the U.S. Armed Forces obligates me to an eight (8) year Military Service Obligation. My term of enlistment in the Regular Army is creditable towards that obligation as was any enlistment in the Delayed Entry Program. In the event that the Secretary of the Army determines that military necessity of a national scope requires that soldiers be available for assignment/reassignment or training, any or all guarantees contained in this agreement may be terminated. Under these conditions I may be trained, assigned, or reassigned according to the needs of the Army.

7. I have read and understand the statements above and that these statements are intended to constitute **ALL** promises and guarantees whatsoever concerning my enlistment. No other *(verbal or otherwise)* promise or representation not annexed to my enlistment contract is valid or will be honored. I hereby state that I have **NOT** been promised anything other that what is written on this form and hereby waive any claim based upon any promise or representation not annexed to my contract. I further state that I have provided my recruiter and guidance counselor all information concerning my qualifications and that no official in the U. S. Army or any other agency has advised me to conceal, nor I have concealed information in connection with my enlistment.

AUTHENTICATION

TYPED NAME AND SSN OF APPLICANT	SIGNATURE OF APPLICANT	DATE
Constance Hill Shaffery 234567890	Constance H. Shaffery	10 Feb 94
TYPED NAME, GRADE AND SSN OF COUNSELOR	**SIGNATURE OF GUIDANCE COUNSELOR**	**DATE**
SGM Frank A. Shaffery 111111111	Frank A. Shaffery	10 Feb 94
CCN (REQUEST)	**ANNEX**	**DATE**
12345678	C	10 DEC 93

REVERSE, DA FORM 3286-65, JUN 91

Figure 9–4. Sample of a completed DA Form 3286–65—Continued

STATEMENT OF UNDERSTANDING
UNITED STATES ARMY INCENTIVE ENLISTMENT PROGRAM

For use of this form, see AR 601-210; the proponent agency is ODCSPER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

Authority	Title 10, United States Code, section 275; Executive Order 9397.
Principal Purpose	Basic form used to record contractual obligations to enlistees, guarantees and annexes enlistment contract.
Routine Uses	This form becomes a part of the Enlisted Master File and Field Personnel File. All uses of the form are internal to the United States Army.
Disclosure	Disclosure of the Social Security Number *(SSN)* and other personal information is voluntary. However, failure to provide the required information may result ***in denial of enlistment or reenlistment.***

1. In connection with my enlistment into the Regular Army, I hereby acknowledge and understand:

a. I am enlisting for *(in addition to my primary program of* 9A US ARMY TRAINING ENL Program) an incentive of *(Enter title of incentive)* ENLISTMENT BONUS.

b. My enlistment in the Regular Army is for 4 years, -0- weeks.

c. I understand that I am only entitled to the incentive as listed in 1a above and I have not been given any other guarantees or verbal promises in connection with my enlistment, other than my primary option.

2. If the incentive in 1a above is U. S. ARMY CASH BONUS, I understand that the BONUS AMOUNT IS $ 4000.00, authorized by HQDA message 140700Z DEC 93, and will be paid in accordance with DA instruction.

3. If the incentive in 1a above is U. S. ARMY COLLEGE FUND (ACF), I will be awarded the amounts indicated below, as they apply to the term I am enlisting for: *(I MUST REMAIN ENROLLED IN THE GI BILL TO RETAIN THIS INCENTIVE.)*

TERM	AMOUNT	ACCRUAL RATE
TWO (2) YEARS	UP TO $ 8,000	333.33 MO SERVED
THREE (3) YEARS	UP TO $12,000	333.33 MO SERVED
FOUR (4) YEARS	UP TO $14,000	300.00 MO SERVED

4. If the incentive in 1a above is for the U. S. ARMY LOAN REPAYMENT PROGRAM *(LRP)*, I understand that I must **DISENROLL** from the GI Bill in order to qualify for this program. DISENROLLMENT MUST BE ACCOMPLISHED at the time I enter on active duty. If I fail to complete the disenrollment portion of the DD Form 2366, I will not be eligible for the LRP and will become automatically enrolled in the GI Bill.

a. I understand that under this program *(LRP)* that the government will repay a designated portion of any loan I incurred that was made, insured or guaranteed, under Part B of the Higher Education Act of 1975 *(Guaranteed Student Loan)* or any loan under Part E of such act *(National Direct Student Loan)* after 1 October 1975 and before I enlist into the Regular Army.

b. Enlistment for the LRP ensures me, provided I meet and maintain the prescribed prerequisites, that the portion or amount of loan that may be repaid is 33 1/3 percent or $1,500, whichever is greater, of the unpaid principal balance for each year of service completed.

c. Repayment will be made only after each successful year of active duty that I perform commencing on the date of my enlistment in the Regular Army.

d. I fully understand that I must secure a military deferment or maintain my account in good standing until such time as repayment *(c above)* is started.

e. I understand that repayment amounts paid by the government are subject to Federal and State income taxed as taxable income each year payment is made.

5. STATEMENT AND CONDITIONS which apply to ALL incentive programs above:

a. I further acknowledge and understand that my incentive is subject to the following conditions:

(1) Should I fail to satisfactorily complete the Advanced Individual Training or One Station Unit Training, I will be trained in another MOS or CMF and required to complete my term of enlistment based upon the needs of the Army, forfeiting any entitlement of the Cash Bonus, LRP, or Army College Fund.

DA FORM 3286-66, JUN 91 REPLACES DA FORM 3286-66, NOV 89, WHICH IS OBSOLETE

Figure 9–5. Sample of a completed DA Form 3286–66

(2) I will lose entitlement to the incentive above if I fail to successfully complete training *(including academic failure)* and receive the MOS I have enlisted for.

(3) I must stay qualified in my incentive MOS for the duration of my initial enlistment, unless otherwise directed by Headquarters, Department of the Army. Change of MOS due to normal career progression *(see AR 621-201)* is authorized.

(4) If I fail to complete my term of enlistment and separation or discharge was at the convenience of the government, I must have completed at least 20 months if my initial term was less than 3 years and at least 30 months if 3 or more years. This applies to the MGIB and the ACF only.

(5) If I receive a commission in the Armed Forces either by graduating from the U. S. Military, Naval, Air Force, or Coast Guard Academy, or by completing a program of educational assistance under the Reserve Officer Training Corps (ROTC) Scholarship program, I will lose my eligibility for the MGIB and the ACF.

APPLICABLE TO ALL APPLICANTS ENLISTING UNDER THIS PROGRAM

6. I understand that if my enlistment contract cannot be fulfilled through no fault of my own, the alternative available to me will be provided in the Army Regulation 635-200. I understand that I will have a period of thirty days from the time I am notified, become aware that my selected training *(1a above)* cannot become fulfilled, to elect an alternative training program for which I am qualified and a vacancy exists, or request a separation. This thirty-day period may be extended by the General Courts Martial Convening Authority when necessary to determine the availability of my selected alternative. If I make no election within the thirty-day period, my claim will be deemed to have been waived.

7. If I fail, through my own fault, to meet any of these established prerequisites for the Nuclear Surety Programs or the required security clearances or fail to meet or maintain required medical, physical, professional, or other suitability standards for training or retention in accordance with my enlistment contract, I will be trained and assigned in accordance with the needs of the Army and required to complete my term of enlistment. I further acknowledge that if I become disqualified for this enlistment program because of personal conduct, withholding of information that I have within my knowledge that precludes access to special intelligence information, I will be retrained and required to complete my term of enlistment in accordance with the needs of the Army.

8 MILITARY SERVICE OBLIGATION UNDERSTANDING: I understand that an original enlistment in the U. S. Armed Forces obligates me to an eight (8) year Military Service Obligation. My term of enlistment in the Regular Army is creditable towards that obligation as was any enlistment in the Delayed Entry Program. In the event that the Secretary of the Army determines that military necessity of a national scope requires that soldiers be available for assignment/reassignment or training, any or all guarantees contained in this agreement may be terminated. Under these conditions, I may be trained, assigned, or reassigned according to the needs of the Army.

9 I have read and understand the statements above and that these statements are intended to constitute **ALL** promises and guarantees whatsoever concerning my enlistment. No other *(verbal or otherwise)* promise or representation not annexed to my enlistment contract is valid or will be honored. I hereby state that I have **NOT** been promised anything other than what is written on this form and hereby waive any claim based upon any promise or representation not annexed to my contract. I further state that I have provided my recruiter and guidance counselor all information concerning my qualifications and that no official in the U. S. Army or any other agency has advised me to conceal nor have I concealed information in connection with my enlistment.

AUTHENTICATION

TYPED NAME AND SSN OF APPLICANT	SIGNATURE OF APPLICANT	DATE
Any O. Applicant 123456789	Amy O. Applicant	11 Jan 94
TYPED NAME, GRADE AND SSN OF COUNSELOR	**SIGNATURE OF GUIDANCE COUNSELOR**	**DATE**
SGM Frank A. Shaffery 111111111	Frank A. Shaffery	11 Jan 94
CCN (REQUEST)	**ANNEX**	**DATE**
12345678	C	11 JAN 94

REVERSE, DA FORM 3286-66, JUN 91

Figure 9–5. Sample of a completed DA Form 3286–66—Continued

STATEMENT OF UNDERSTANDING
(ARMY POLICY)

For use of this form, see AR 601-210; the proponent agency is ODCSPER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

Authority	Title 10, United States Code, section 275; Executive Order 9397.
Principal Purpose	Basic form used to record contractual obligations to enlistees, guarantees and annexes enlistment contract.
Routine Uses	This form becomes a part of the Enlisted Master File and Field Personnel File. All uses of the form are internal to the United States Army.
Disclosure	Disclosure of the Social Security Number *(SSN)* and other personal information is voluntary. However, failure to provide the required information may result ***in denial of enlistment or reenlistment.***

1. SURE PAY:

a. As part of my enlistment contract, I hereby acknowledge and agree that I have the duty and responsibility, as explained below, to establish and maintain an account with a United States financial institution *(such as a bank, savings and loan, or credit union)* for the direct deposit/receipt of my Army net pay and allowances.

b. I understand that within 3 months after completion of IADT/BT/AIT/OSUT, as applicable, I am required to establish an account with the U. S. financial institution for direct deposit/receipt of my Army net pay and allowances, and execute the appropriate forms at my PAC or unit finance office to ensure that my Army net pay and allowances are deposited directly into my account. I understand I may freely choose or change U. S. financial institutions to satisfy this requirement. I understand that I will continue to have the duty and responsibility to maintain such an account for direct deposit/receipt of my Army net pay allowances so long as I remain in service, unless I receive a specific exemption from this requirement from the Army. I understand that failure to establish and maintain an account as described above, in the absence of a specific exemption, may subject me to administrative action and/or disciplinary action under the Uniform Code of Military Justice or state military code *(ARNG)*.

2. ALCOHOL AND DRUG ABUSE.

a. I understand that the Army's policy on alcohol and drug abuse is that the Army must prevent alcohol and drug abuse in order to perform its mission to defend the United States, to ensure its combat readiness, and to protect the health and welfare of its soldiers. I understand that service in the United States Army places me in a position of special trust and responsibility. Any drug abuse by soldiers of the United States Army is against the law, violates Army standards of behavior and duty performance, and will not be tolerated. Alcohol abuse involving criminal acts or conduct detrimental to the Army or good order and discipline will also not be tolerated. The illegal use of narcotics, or prescription drugs, or any use of marijuana or other illegal substances by soldiers can lead to criminal prosecution and/or discharge under other than honorable conditions. If I am identified for either alcohol or drug abuse, including the use or possession of marijuana, appropriate disciplinary and/or administrative action may be taken against me. This may include trial by court-martial or administrative separation from the Army.

b. I understand that certain Military Occupational Specialties *(MOS)* in the Army cannot be performed by persons who have used marijuana or other drugs. If it is established that I have used drugs or marijuana and that usage disqualifies me for the MOS for which I entered the Army or have been awarded, I may be reclassified into another MOS.

3. RELIGIOUS PRACTICE ACCOMMODATION:

a. I understand the Department of the Army's policy on accommodation of religious practices is to accommodate religious practices when accommodation will not have an adverse impact on military readiness, unit cohesion, standards, health, safety, or discipline. The Army places a high value on the rights of its soldiers to observe the tenants of their respective religions. Unit commanders are authorized to initially approve or deny requests for accommodation of religious practices. Conditions of accommodation may change based on military need. Policy guidelines are contained in AR 600-20 and AR 165-20 which my guidance counselor has available for me to read. I understand that the Army cannot guarantee accommodation of religious practices.

b. I further state that I have been given the opportunity to read or I have read the policy in AR 600-20 and AR 165-20.

DA FORM 3286-67, JUN 91 REPLACES DA FORM 3286-67, NOV 89, WHICH IS OBSOLETE

Figure 9–6. Sample of a completed DA Form 3286–67

4. I have read the following statement(s) of understanding:

a. USAR COMMISSIONED WARRANT OFFICERS: I understand that I will automatically vacate my reserve commission/warrant, if I enlist in the Delayed Entry Program.

b. ESL ENLISTEE: I understand that I am enlisting into the Regular Army unassigned. I have been accepted under the conditions described below:

(1) I will be required to attend the English Language Training Program.

(2) I will be administered the English Language Comprehension Test *(ECLT)* upon completion of training. If my score is 70 or greater, I will be required to take the Armed Services Vocational Aptitude Battery *(ASVAB)*.

(3) The resulting scores from my retest will be the scores of record from which my qualifications and options will be determined. If I do not score at least a 21 on the ASVAB retest, with at least one qualifying aptitude area score, I will be assigned an enlistment program/option and MOS based upon my initial ASVAB scores. If neither my ASVAB retest nor my initial ASVAB scores qualify me for an enlistment program/option and MOS, I will be separated from the Army.

(4) If I fail to attain the required score of 70 on the ECLT, I will be separated from the Army, regardless of my AFQT and aptitude area scores.

(5) I have not been guaranteed any assignment, job, or training skill, and fully understand the nature of this enlistment.

(6) My term of enlistment is four (4) years.

c. PRIOR SERVICE ENLISTEE: I understand that if I have enlisted for an MOS that is taught in the OSUT mode, I may be required to complete all or a portion of Basic Training, regardless of the period of my break in service.

d. FITNESS TRAINING UNIT: I understand that I will be given a Pre-Basic Training Physical Fitness test during my first 3 days at the Reception Station. Should I fail to meet the minimum requirements, I will be placed in a Fitness Training Unit *(FTU)* until I can attain the minimum physical standards to enter Basic Training.

5. I have enlisted for the following Educational Incentive Programs *(initial under the appropriate column for each program)*:

	YES	NO
Montgomery GI Bill *(MGIB)*	A.O.A.	
Army College Fund *(ACF)*		A.O.A
Loan Repayment Program *(LRP)*		A.O.A

ANNEX: B

AUTHENTICATION

TYPED NAME AND SSN OF APPLICANT	SIGNATURE OF APPLICANT	DATE
Any O. Applicant 123456789	Any O. Applicant	11 JAN 94
TYPED NAME, GRADE AND SSN OF COUNSELOR	**SIGNATURE OF GUIDANCE COUNSELOR**	**DATE**
SGM Frank A. Shaffery 111111111	Frank A. Shaffery	11 JAN 94

RESERVE, DA FORM 3286-67, JUN 91

Figure 9–6. Sample of a completed DA Form 3286–67—Continued

STATEMENT FOR ENLISTMENT
UNITED STATES ARMY/ARMY RESERVE CIVILIAN ACQUIRED SKILLS ENLISTMENT PROGRAM

For use of this form, see AR 601-210, the proponent agency is DCSPER

1. I understand that my civilian acquired skill as *(a) (an)* Licensed Practical Nurse (MOS = 91C PRACTICAL NURSE) is being recognized for enlistment. I understand that enlistment under this program authorizes me to be advanced in grade based upon my demonstrated skill proficiency and conduct as a soldier.

2. Enlistment under this program does NOT guarantee any MOS training, however, the Army may require me to complete a prerequisite course in association with my skill.

3. I will be advanced to pay grade E-5 in accordance with AR 601-210, provided I receive a recommendation from my commander. Promotion is not automatic but depends upon my demonstration of proficiency, skill and conduct.

4. I further state that I understand the conditions listed in my primary enlistment program and that failure to meet the specific conditions of that program may result in denial of my promotion. In that event, I will be required to complete my term of enlistment in accordance with the needs of the Army.

AUTHENTICATION

SIGNATURE OF GUIDANCE COUNSELOR	SIGNATURE OF APPLICANT	DATE
Patricia Falconer	Any O. Applicant	940110
TYPED NAME, GRADE AND SSN OF COUNSELOR	**TYPED NAME, SSN OF APPLICANT**	**DATE**
PATRICIA FALCONER, SGM 111-11-1112	ANY O. APPLICANT 123-45-6789	940110
CCN: (REQUEST) 12345678	**ANNEX** D	**DATE** 940110

DA FORM 3286-68, NOV 89

*U.S. Government Printing Office: 1991 — 281-871/50105

Figure 9–7. Sample of a completed DA Form 3286–68

STATEMENT OF UNDERSTANDING
FOR PERSONS HAVING DEPENDENTS IN THE CUSTODY OF ANOTHER

For use of this form, see AR 601-210, the proponent agency is DCSPER

"I, John Q. Public, am the parent of John Q Public JR.

and certify that the child(~~ren~~) has (~~have~~) previously been placed and are in the custody of the other parent or another adult by court order. I further certify the custody agreement was and is intended to remain in full force and effect during the term for which I am now enlisting. I understand that if I regain custody of this (~~these~~) child(~~ren~~), either by court decree, or in accordance with applicable state law, or if the child(~~ren~~) is (~~are~~) residing with me in lieu of the legal custodian, I will be processed for involuntary separation for fraudulent entry unless I can show that the regaining custody is not contrary to the above stated intent; *(e.g., death or incapacity of other parent or custodian)."*

-WARNING-
READ CAREFULLY

I HEREBY CERTIFY THAT NO PERSON, AGENCY OR MEMBER OF THE ARMY, TO INCLUDE MY RECRUITER OR GUIDANCE COUNSELOR HAS REQUIRED ME TO GIVE UP CUSTODY OF MY CHILD(REN) AS A CONDITION FOR ENLISTMENT. I UNDERSTAND THAT THE ARMY MERELY RECOGNIZES THAT SOME PERSONS FOR PERSONAL REASONS MAY HAVE RELINQUISHED CUSTODY OF THEIR CHILD OR CHILDREN.

I FURTHER STATE THAT NO PERSON, AGENCY OR MEMBER OF THE ARMY HAS ADVISED ME THAT I WILL BE ALLOWED TO REGAIN CUSTODY OF MY CHILD*(REN)* WHILE IN THE ARMY, NOR HAS GIVEN ME ANY PERCEPTION OR ASSURANCE THAT THE POLICY AS STATED ABOVE IS WAIVEABLE OR NOT UPHELD ONCE ENLISTED.

AUTHENTICATION		
SIGNATURE OF GUIDANCE COUNSELOR Elvis Presley	SIGNATURE OF APPLICANT John Q. Public	DATE 940110
TYPED NAME, GRADE AND SSN OF COUNSELOR ELVIS PRESLEY, SGT , 000-00-0000	TYPED NAME, SSN OF APPLICANT JOHN Q. PUBLIC 111-11-1111	DATE 940110

DA FORM 3286-69, NOV 89

Figure 9–8. Sample of a completed DA Form 3286–69

ADDENDUM TO STATEMENTS FOR ENLISTMENT
(ADDITIONAL REQUIREMENTS FOR ENLISTMENT OPTIONS)

For use of this form, see AR 601-210; the proponent agency is ODCSPER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

Authority	Title 10, United States Code, section 275; Executive Order 9397.
Principal Purpose	Basic form used to record contractual obligations to enlistees, guarantees and annexes enlistment contract.
Routine Uses	This form becomes a part of the Enlisted Master File and Field Personnel File. All uses of the form are internal to the United States Army.
Disclosure	Disclosure of the Social Security Number *(SSN)* and other personal information is voluntary. However, failure to provide the required information may result ***in denial of enlistment or reenlistment.***

1. ACKNOWLEDGEMENT: The enlistment I have selected has additional requirements associated with the MOS or unit I am being assigned to. I hereby acknowledge that I have read and understand the applicable statements below which are in addition to the basic qualifications and understanding for my enlistment.

If I am enlisting for:

☐ a. A Special Forces Unit: *(Initials)* _____ .

(1) If I am not already airborne qualified, I will be required to qualify for and successfully complete such training before receiving Special Forces Training. By my enlistment, I am volunteering to perform frequent aircraft flights and parachute jumps and to participate in realistic combat training while engaged in airborne and Special Forces training and duty. I understand that Special Forces units in time of war are engaged on a sustained basis in operations within and behind enemy lines for military purposes. I am aware that all Special Forces personnel are required to undergo language training either mission type or as a student, at an appropriate language facility.

(2) Should I fail to qualify for Special Forces training duty subsequent to my enlistment, I will not be offered another assignment choice, but will be reassigned in accordance with the needs of the Army. Examples of specific causes for disqualification for Special Forces training include:

(a) Failure to complete basic training and advanced individual training, if required. Failure to attain or maintain required standards as prescribed in AR 614-200, on the Advanced Physical Fitness Test. Inability to swim 50 meters unassisted while wearing fatigues and boots.

(b) Failure to complete satisfactorily airborne *(parachute)* training, if required. Failure to qualify for SECRET security clearance. Loss of medical or professional qualifications required for airborne or Special Forces duty. A determination by the appropriate Special Forces Commander that I am unsuitable for further Special Forces training and duty.

(3) Only personnel who enlist for one of the four operational MOS 18B, 18C, 18D, or 18E are eligible to attend Special Forces Qualification training.

(4) I understand that I am not guaranteed Special Forces training.

☒ b. A Ranger Unit: *(Initials)* A.O.A. .

(1) If I am not already airborne qualified, I will be required to qualify for and successfully complete such training before assignment of a Ranger Unit. I volunteer to attend the Ranger course. By my enlistment for this option, I am volunteering to perform frequent aircraft flights and parachute jumps and to participate in realistic combat training while engaged in airborne/Ranger training and duty.

(2) Causes for disqualification for this option include: Failure to complete satisfactorily airborne *(parachute)* training, if required; failure to qualify for security clearance.

(3) I am aware that the Battalion Commander has the authority to relieve summarily from duty and move from the Battalion, individuals the Commander determines are unsuited for continued assignment to a Ranger unit. Whether I will be reassigned to another Ranger unit will be at the option of the Army, but if I am summarily relieved, such action will not constitute a breach of my enlistment.

DA FORM 3286-70, JUN 91 REPLACES DA FORM 3286-70, NOV 89, WHICH IS OBSOLETE

Figure 9–9. Sample of a completed DA Form 3286–70

☐ c. For Special Intelligence: *(Initials)* _____.

(1) My enlistment for this option assures me that, provided I meet prescribed prerequisites, my initial duty assignment will be in MOS 97B *(Counter Intelligence Agent)*. I have received no assurance that all or any specific part of my enlistment period will be spent in these duties. I understand that I will be on probation status until I am 21 years of age or 1 year after date of successful completion of MOS 97B training, whichever is later.

(2) I understand that my ultimate assignment to training and duty and that my retention in MOS 97B duties will depend upon the following factors which cannot be determined prior to my enlistment:

(a) Successful completion of any MOS training. Favorable conclusion of a special background investigation to include an evaluation of my eligibility for access to Sensitive Compartmented Information *(SCI)*.

(b) Qualification for retention in MOS 97B duties by satisfactory performance of assigned duties and maintenance of the high standards of integrity and loyalty required by intelligence operations. Maintenance of a record free from indiscretions or defects of character which are deemed unacceptable by the Commander, U. S. Total Army Personnel Command.

☐ d. For a U. S. Army Marksmanship Unit: *(Initials)* _____.

I understand my continued service with the unit will be based upon my ability to maintain standards of shooting excellence that assure I remain competitive in National and International competition, I understand if I fail to maintain such standards, or suitability for my unit, as determined by the unit commander, I will be reassigned in accordance with the needs of the Army. My unit of assignment is indicated on my Primary Enlistment Program. *(Assignment is obtained from USAMU).* *(Initials)* _____

☐ e. Training within CMF 18 as a Prior Service Applicant: *(Initials)* _____.

(1) If not already Airborne qualified, I am required to qualify for and successfully complete Airborne Training before I can be enrolled in the Special Forces Assessment and Selection Course *(SFAS)*. If I fail to complete Airborne Training, I will be separated from the Army under the provisions of AR 635-200, Chapter 11, Entry Level Status Performance and Conduct.

(2) If I fail to complete the SFAS, I will be separated from the Army under the provisions of AR 635-200, chapter 11, Entry Level Status Performance and Conduct.

(3) Upon successful completion of SFAS, I will be enrolled into the Special Forces Qualification Course *(SFQC)* in order to receive training in a Military Occupational Specialty *(MOS)* within Career Management Field 18.

(4) If I fail to complete the SFQC and/or fail to be assigned or detailed to a Special Operations unit in an authorized position, I further acknowledge that I will be retrained and required to complete my term of enlistment in accordance with the needs of the Army.

2. UNDERSTANDING: I have read and understand each of the statements above and in the DD Form 1966 series, signed by me, and understand that these statements are intended to constitute all promises whatsoever concerning my enlistment. Any other promise or representation of commitments made to me in connection with my enlistment is hereby waived.

AUTHENTICATION

TYPED NAME AND SSN OF APPLICANT	SIGNATURE OF APPLICANT	DATE
Any O. Applicant 123456789	Any O. Applicant	11 MAR 94
TYPED NAME, GRADE AND SSN OF COUNSELOR	**SIGNATURE OF GUIDANCE COUNSELOR**	**DATE**
SGM Frank A. Shaffery 111111111	Frank A. Shaffery	11 MAR 94

REVERSE, DA FORM 3286-70, JUN 91

Figure 9–9. Sample of a completed DA Form 3286–70—Continued

Figure 9–10. Sample letter of certification for USAR band enlistment option

DEPARTMENT OF THE ARMY
190th Army Band
Anywhere, Anystate 54321

Atkins, Thomas B. 123-45-6789

SUBJECT: Letter of Certification

SFC John P. Doe
Recruiting Battalions
Post Office Building
Anystreet
Anywhere, Anystate 54321

1. Reference is made to Chapter 7, AR 601-210, Army Civilian Acquired Skills Program (ACASP).

2. Using the selection criteria prescribed in table 7-1, above reference, I auditioned Mr. Thomas B. Atkins, SSN 123-45-6789, Box 186, Anywhere, Anystate 54321 on 3 July 1981. I determined that he was qualified for enlistment in MOS 02B (trumpet player) under the ACASP.

3. Mr. Atkins attained an audition raw score of 125. I recommend him for enlistment in pay grade E3 and accelerated promotion to E5. He must successfully complete all required training and demonstrate conduct and skill proficiency during the performance of 20 unit training assemblies after he completes training. I based Mr. Atkins' consideration for accelerated promotion to pay grade E5 on a current position vacancy for an E5 02B (trumpet player).

4. Request that you provide this unit with verification of enlistment or nonenlistment of Mr. Atkins.

5. This audition is valid for 30 days from the date the applicant was auditioned.

1 Encl
Watkins-Farnum Performance
Scale, Form A

W. P. MUSICMAN
CW4 USAR
Commanding

CF:
Commander, Fifth US Army, ATTN: AFKB-PA-PPM,
Ft. Sam Houston, TX 78234
Applicant

CERTIFICATE AND ACKNOWLEDGEMENT OF SERVICE REQUIREMENTS FOR INDIVIDUALS ENLISTING OR REENLISTING IN THE INDIVIDUAL READY RESERVE

For use of this form, see AR 140-111; the proponent agency is DCSPER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY:	Title 10 USC, Sec. 270, 10 USC 511, 10 USC 673a and Executive Order 9397, 22 November 1943.
PRINCIPAL PURPOSE:	To explain obligation and participation requirements and to insure that your agreement to these conditions is a matter of record.
ROUTINE USES:	Confirmation of obligation and participation requirements; occasionally as a basis for nonparticipation action if requirements are not met.
DISCLOSURE:	Disclosure of your SSN is voluntary; however, if not provided, you will not be enlisted.

SECTION I – APPLICABILITY

This certificate and acknowledgement of service requirements will be completed by all personnel enlisting or reenlisting in the Individual Ready Reserve.

SECTION II – INSTRUCTIONS TO OFFICER ADMINISTERING THE OATH OF ENLISTMENT

The officer administering the Oath of Enlistment to individuals enlisting or reenlisting in the Individual Ready Reserve is responsible to read and explain the service requirements set forth below. Following the reading and explanation and after the proper signatures are entered on the form and after having been administered the Oath of Enlistment, one copy of this signed form will be stapled to each copy of signed DD Form 4. The applicant will be furnished a copy of DD Form 4/1 through 4/4 with a copy of this form.

SECTION III – EXPLANATION TO APPLICANT

In connection with your desire to enlist in the Individual Ready Reserve, it is my duty and responsibility to explain the service and participation requirements applicable if you elect to accomplish this enlistment. If during the course of this explanation you have any questions or want further clarification, advise me and I will explain all matters to your satisfaction and understanding before proceeding.

Following administration of the Oath of Enlistment, you will be furnished a copy of the Enlistment Agreement *(DD Form 4/1 through 4/4)* which you have been required to sign. An exact copy of this explanation with your signature will be attached to your DD Form 4/1 through 4/4.

This certificate is required by regulation when you have voluntarily elected one of the following options: *(Individual will initial next to the checked transaction.)*

1. ☐ *IMMEDIATE REENLISTMENT.* As a current member of the US Army Reserve I am reenlisting for continued service in the US Army Reserve. This will require that I continue to participate in the Ready Reserve for the entire period of service stipulated on the enlistment document to which this certificate is attached.

2. ☑ *ENLISTMENT/REENLISTMENT OF A PRIOR SERVICE MEMBER HAVING NO REMAINING STATUTORY MILITARY SERVICE OBLIGATION.* I am currently not a member of the US Army Reserve, but I have had previous military service in the Armed Forces of the United States and I have no remaining statutory military service obligation. This enlistment will require that I participate in the Ready Reserve for the entire period of service stipulated on the enlistment document to which this is attached.

3. ☐ *ENLISTMENT/REENLISTMENT OF A FORMER MEMBER OF THE ARMED FORCES WHO WAS DISCHARGED PRIOR TO COMPLETION OF AN INCURRED SIX-YEAR MILITARY SERVICE OBLIGATION.* I am currently not a member of the Armed Forces of the United States. During my last previous military service I incurred a statutory military service obligation of six years and when last discharged I had not completed the full six years. Therefore, this enlistment into the US Army Reserve is for a term of service that will equal, or exceed, the period of service that is required to complete the remaining portion of the six-year obligation. This enlistment requires that I participate in the Ready Reserve for the entire period of service stipulated on the enlistment document to which this is attached.

DA FORM OCT 80 4688/1 DA FORM 4688/1 THRU 3, OCT 80, REPLACES DA FORM 4688, MAR 78, WHICH IS OBSOLETE. PAGE 1

Figure 9–11. Sample of a completed DA Form 4688

SECTION III – EXPLANATION TO APPLICANT *(Continued from page 1)*

4. ☐ *INITIAL ENLISTMENT AS A NON-PRIOR SERVICE APPLICANT.* I have had no previous military service on active duty, or active duty for training, in the Armed Forces of the United States and upon executing this enlistment I will incur a statutory military service obligation of six years. I will be required to enter and satisfactorily complete an initial period of active duty for training *(IADT)* to become qualified in a military occupational speciality *(MOS)*, as soon as a training space is available. Training spaces are normally available within 180 days following enlistment. Additional delay may be necessary for military reasons. After completing initial active duty for training I will serve the remaining period of my six year military service obligation as a member of the Individual Ready Reserve assigned to Control Group *(Annual Training)*. I will be required to report for two weeks active duty for training during the third and fifth years of my enlistment, to provide me with refresher training in my military occupational speciality. The Commander, Reserve Components Personnel and Administration Center *(RCPAC)*, will provide me with orders and instructions that will inform me of the dates and location of such training, in sufficient time to allow me to arrange my personal affairs. This enlistment will require that I participate satisfactorily in the Ready Reserve for the entire period of service stipulated on the enlistment document to which this is attached.

SECTION IV – PARTICIPATION

I understand that *except for the training requirements stipulated above for members who incur a statutory military service obligation upon enlistment*, or that may be specified on an Addendum attached hereon that I have voluntarily agreed to by affixing my signature, I do not incur a mandatory training requirement during the period of this enlistment, but to participate I must —

1. Complete and promptly return all military correspondence.

2. Promptly report any change of address to Commander, Reserve Components Personnel Administration Center, 9700 Page Blvd., St. Louis, MO 63132.

I UNDERSTAND THAT:

1. The period of time that I am assigned to the Individual Ready Reserve will count toward computation of time-in-grade and time-in-service for promotion consideration and longevity for pay purposes.

2. To qualify for pay purposes I must be serving on active duty, active duty for training, or be a member of a troop program unit of the Selected Reserve attending scheduled training assemblies in an inactive duty status.

3. To qualify for retirement benefits at age 60, I must achieve 20 qualifying years of Federal service and be a member of the Reserve Component during the last 8 years of military service. A qualifying year of military service for retirement requires the member to accrue a minimum of 50 points in a retirement year. My years of service in the Individual Ready Reserve will not qualify me for retired pay at age 60 unless I accrue at least 50 points for each retirement year and each of these years, when added to other qualifying years of Federal service, amounts to a total of 20 years.

4. At any time after I have completed initial active duty for training, if required, while a member of the Individual Ready Reserve I may apply to voluntarily enter on active duty, or active duty for training, to—

a. Attend military schools if I meet the prerequisites and if the school, or course of instruction, is available, or to

b. Perform duties in support of US Army Reserve activities or programs.

5. I may voluntarily seek transfer and subsequent troop program unit assignment if a vacancy exists in my grade and MOS and if approved by the unit commander. Upon transfer and assignment to a troop program unit I must perform as a satisfactory participant. Satisfactory participation as a member of a troop program unit requires that —

a. I must attend all scheduled unit training assemblies unless excused by proper authority. If I accrue 9 or more unexcused absences during any continuous 365-day period I may be declared an unsatisfactory participant. When attending a scheduled unit training assembly, I must be in the prescribed uniform present a neat, soldierly appearance, and perform my duties in a satisfactory manner to receive credit for attendance. In the event I do not receive credit for attendance for any of the reasons outlined, I will be charged with an unexcused absence.

DA FORM OCT 80 **4688/2** DA FORM 4688/1 THRU 3, OCT 80, REPLACES DA FORM 4688, MAR 78, WHICH IS OBSOLETE. PAGE 2

Figure 9–11. Sample of a completed DA Form 4688—Continued

SECTION IV – PARTICIPATION *(Continued from page 2)*

b. As a member of a unit, I would be required to satisfactorily complete one period of annual active duty for training of not less than 14 days per year, exclusive of travel time unless excused therefrom by proper authority.

c. I would be responsible for keeping my unit commander informed of my current mailing address at which I would receive official correspondence.

d. I would be responsible for replying to and complying with all official orders and correspondence which I may receive.

6. If, as a member of a troop program unit, I were to fail to participate satisfactorily for any reasons explained herein, or which may be placed into effect by proper authority, I could be declared an unsatisfactory participant and subject to removal from the unit and transfer to the Individual Ready Reserve *(IRR)* under other than honorable conditions.

7. During the entire period of this enlistment/reenlistment while I am a member of the Ready Reserve, I may at any time be ordered to active duty involuntarily as an individual, or as a member of a unit if I am assigned to a unit, in the event of war or national emergency declared by the Congress, or the President of the United States, or under any other conditions authorized by law in effect at the time of this enlistment, or which may hereafter be enacted into law.

SECTION V – ADDITIONS OR CHANGES TO THIS CERTIFICATE

☐ A check in this block indicates that an Addendum has been completed, *signed by the applicant*, and attached hereon. This Addendum is to be considered an integral part of this certificate and it may add, alter, or delete, certain portions of this certificate. Only Addendums that have been authorized by HQDA publications may be utilized for this purpose.

SECTION VI – STATEMENT OF ACKNOWLEDGEMENT AND UNDERSTANDING OF ENLISTMENT OR REENLISTMENT OBLIGATIONS

I, the undersigned, having voluntarily elected to enlist/reenlist in the United States Army Reserve under the provisions of AR 140-111 for the period of service indicated on the enlistment agreement to which this is attached, acknowledge that all of the conditions of said enlistment were read and explained to me by the officer, or guidance counselor, whose signature appears below, prior to being administered the Oath of Enlistment.

I have been advised of my responsibilities with respect to participation in the Ready Reserve and I understand them.

TYPED NAME	SOCIAL SECURITY NUMBER
Any O. Applicant	111-11-1111
SIGNATURE	**DATE SIGNED**
Any O. Applicant	950123

SECTION VII – CERTIFICATE BY GUIDANCE COUNSELOR OR BY THE OFFICER ADMINISTERING THE OATH OF ENLISTMENT

I certify that prior to being administered the Oath of Enlistment, I read and explained all of the conditions and stipulations concerning the specific program set forth above under which he or she requested enlistment. Following this reading and explanation, he or she requested administration of the Oath of Enlistment. After administering the Oath of Enlistment, a copy of this certificate was furnished the above named individual.

TYPED NAME AND RANK	TITLE
Frank A. Shaffery MSG	SR ARMY COUNSELOR
SIGNATURE	**DATE SIGNED**
Frank A. Shaffery	950123

DA FORM OCT 80 4688/3 DA FORM 4688/1 THRU 3, OCT 80, REPLACES DA FORM 4688, MAR 78, WHICH IS OBSOLETE. PAGE 3

Figure 9–11. Sample of a completed DA Form 4688—Continued

Figure 9–12. Sample PMS (ROTC) certification

PROFESSOR OF MILITARY SCIENCE, ROTC, CERTIFICATION
Reserve Officer Training Corps (ROTC)/Simultaneous
Membership Program (SMP)
Enlistment Option

1. According to Chapter 10, AR 601-210, officials of the US Army Recruiting Command (USAREC) must have certificates from a PMS, ROTC, that an applicant for the ROTC/SMP has a reasonable chance of being enrolled in the ROTC Advanced Course, before the US Army Reserve enlistment processing can be completed.

2. As a result of an interview with . . . . . on . . . . . , I hereby certify that he/she has a reasonable chance of being accepted for enrollment in the ROTC Advanced Course. The applicant appears to have those qualifications necessary for becoming an effective Army officer as evidenced by appearance, record, personality, scholarship, extra curricular activities, and aptitude for military training.

. . . (Date) . . .

. . . (Signature of PMS) . . .

. . . (Typed name, grade, and branch) . . .

. . . (Institution) . . .

. . . (Address of institution) . . .

Chapter 10
Reserve Officers' Training Corps/Simultaneous Membership Program

Section I
Introduction

10–1. General

This chapter prescribes policy and procedures for administering the Reserve Officers' Training Corps/Simultaneous Membership Program (short title: ROTC/SMP) in troop program units of the USAR.

10–2. Scope

a. The ROTC/SMP is a voluntary officer training program designed to increased the number of ROTC officers available for Reserve Forces Duty (RDF). It provides an incentive to encourage enrollment and participation in the ROTC Advanced Course (MS III and MS IV), and provides the future officer with Reserve TPU experience.

b. Subject to the limitations outlined in paragraph 10–3, the ROTC/SMP permits an ROTC cadet (CDT) to train in the ROTC Advanced Course while simultaneously participating as an officer-trainee in paid training assemblies with a USAR troop program unit (TPU).

10–3. Limitations

a. Longevity credit. In computing length of service for any purpose, an officer appointed through the ROTC Advanced Course may not be credited with enlisted service for the period covered by his or her training in the ROTC Advanced Course (10 USC 2106(c)). This includes service performed as a CDT under the ROTC/SMP.

b. ROTC scholarship recipients. Except for recipients of the Reserve Forces Duty Scholarship Program who are required to participate in the ROTC/SMP, CDTs receiving financial assistance under the Army ROTC scholarship program are not eligible to participate in the ROTC/SMP. A CDT in the ROTC/SMP may apply for an ROTC scholarship, however, the CDT will be transferred from the TPU to Control Group (ROTC) prior to acceptance of such scholarship, except as stipulated.

c. Maximum participants. The total number of ROTC/SMP participants assigned to an Army Reserve Command (ARCOM) or Army Reserve General Officer Command (GOCOM) at any one time, will not exceed 4 percent of the authorized total (officer and enlisted) strength of the command. CDTs assigned to one TPU may be attached to another TPU located close to an ROTC detachment. However, the total number of CDTs drilling with any one TPU may not exceed three per commissioned officer supervisor.

d. Basis for direct enlistment or selection for assignment to officer-trainee positions. A soldier may be enlisted as a potential participant, or a CDT may be selected as a participant, for assignment to an officer-trainee position in a TPU on the basis of three officer trainee positions for each assigned officer in an authorized position. The soldier, or CDT, will be assigned as over-strength against that officer position.

e. Priority for direct enlistment or selection for assignment to officer-trainee positions. The number of soldiers, or CDTs, applying to participate in the ROTC/SMP with a given TPU may exceed the number of officer-trainee spaces available. Should this occur, the specific order of priority below will be used for selection. (See *c* and *e* above.)

(1) First priority is for a current USAR TPU soldier not enrolled in the ROTC Advanced Course; however, the applicant must be eligible for enrollment and must complete, or have completed, basic training.

(2) Second priority is for a soldier assigned to a control group of the IRR, other than Control Group (ROTC). The applicant must be reassigned to the TPU, not currently enrolled but eligible for enrollment in the ROTC Advanced Course, and must have completed basic training.

(3) Third priority is for the enlistment of a PS applicant per enlistment Option 9–H. The applicant must be eligible for enrollment in the ROTC Advanced Course.

(4) Fourth priority is for the enlistment of a NPS applicant per enlistment Option 9–H who has completed 3 or 4 years of Junior ROTC and has been granted placement credit by the Professor of Military Science (PMS) for entry into MS III.

(5) Fifth priority is for the enlistment of a NPS or PS applicant per enlistment Option 9–H who is not enrolled in the ROTC Advanced Course, but has completed the ROTC basic camp.

(6) Sixth priority is for the enlistment of a NPS or PS applicant per enlistment Option 9–H who is not enrolled in the ROTC Advanced Course, but has completed MS II.

(7) Seventh priority is for the enlistment of a NPS applicant per enlistment Option 9–H required to complete basic training to qualify for enrollment in the ROTC Advanced Course.

(8) Eighth priority is for the reassignment of a CDT enrolled in the ROTC Advanced Course from Control Group (ROTC) to the USAR TPU.

f. Bonus incentives and loan repayment programs.

(1) A NPS or PS applicant enlisted under Option 9–H is not eligible for a SRIP enlistment bonus (AR 135–7, chap 2), or participation in the loan repayment programs (AR 135–7, chaps 5.1 and 7).

(2) A soldier reassigned from the IRR to a USAR TPU as a potential participant in the ROTC/SMP is not eligible for the SRIP affiliation bonus (AR 135–7, chap 5).

(3) A soldier entitled to bonus payments, or loan repayments, will terminate such entitlement on enrollment in the ROTC Advanced Course (AR 135–7, paras 2–6*g*, 2.1–4*f*, 5–5*c*, and 5.16*b*).

g. Montgomery GI Bill entitlement.

(1) Montgomery GI Bill for service on AD chapter 30, title 38, United States Code (38 USC 30). A soldier entitled to educational assistance under the Montgomery BI Bill for service on AD (38 USC 30) retains such entitlement on enrollment in the ROTC Advanced Course and participation in the ROTC/SMP.

(2) Montgomery GI Bill for Selected Reserve service chapter 106, title 10, United States Code (10 USC 106).

(a) A soldier enlisted as a potential participant per Option 9–H, is entitled to enrollment in the Montgomery GI Bill if he or she completes, or has completed, IET and has been awarded an MOS, and meets the eligibility criteria of AR 135–7, paragraph 8–3*c*, prior to enrollment in the ROTC Advanced Course. The award of reporting codes 09R10 or 09R20 do not serve as verification the soldier or CDT has completed IET.

(b) A soldier who is currently entitled to educational assistance under the Montgomery GI Bill, will retain such entitlement on enrollment in the ROTC Advanced Course and retention in a TPU as a CDT participating in the ROTC/SMP.

(c) A CDT reassigned from Control Group (ROTC) to a USAR TPU to participate in the ROTC/SMP is not eligible for Montgomery BI Bill entitlement.

(d) Termination of Montgomery GI Bill entitlement is prescribed by AR 135–7.

Section II
Eligibility

10–4. Potential participant enlistment eligibility

Enlistment eligibility as a potential participant in the ROTC/SMP is prescribed by Option 9–H.

10–5. ROTC Advanced Course enrollment eligibility

To enroll in the ROTC Advanced Course non-scholarship program, under this chapter, a soldier must—

a. Be assigned to a TPU in the Selected Reserve of the USAR.

b. Have a remaining statutory or contractual service obligation of 4 or more years at time of enrollment.

c. Meet the eligibility standards in AR 145–1, paragraphs 3–15 and 3–17, and not be ineligible per AR 145–1, paragraph 3–14.

d. Agree that on successful completion of the ROTC Advanced Course (to include the Advanced Camp), he or she will volunteer for commissioning in the ROTC Early Commissioning Program if—

(1) He or she was not enlisted in the TPU under Option 9–H.

(2) Is not scheduled to receive a baccalaureate degree within 8 months of completion.

10–6. Cadet ROTC/SMP participation eligibility

For reassignment from Control Group (ROTC) to a Selected Reserve TPU to participate in the ROTC/SMP, a CDT must meet the following eligibility criteria. Waivers are not authorized. The CDT must—

a. Be enrolled in the ROTC Advanced Course nonscholarship program (MS III/MS IV).

b. Be assigned to a verified officer-trainee position in a TPU.

c. Meet the body composition/weight control standards per AR 600–9.

d. Agree to volunteer for commissioning under the provisions of the ROTC Early Commissioning Program on successful completion of the ROTC Advanced Course (to include ROTC advanced camp) if, on completion, the CDT is not scheduled to receive a baccalaureate degree within 8 months.

e. Be processed under the provisions of paragraph.

Section III
Policy

10–7. Policy applicable to a potential participant (09R10)

The following policy and procedures are applicable to a soldier not enrolled in the ROTC Advanced Course, but has enlisted, or been reassigned, as a potential participant in the ROTC/SMP.

a. Potential participant. A "potential participant" is a soldier who is not enrolled in the ROTC Advanced Course, has been enlisted under Option 9–H, or is assigned to a TPU, and executes a DA Form 4824–R in conjunction with a DA Form 3540–series.

b. RC status. The soldier will serve in the enlisted rank and pay grade he or she attained.

c. Identification. A potential participant will be identified by using reporting code 09R10 for the primary and duty MOS on enlistment documents (AR 611–201, para 7–4). TPU vacancy must be reserved on REQUEST as reporting code 09R20. The CG, ARPERCEN will report potential participants to the Office of the Secretary of Defense (OSD) through the Reserve Components Common Personnel Data System (RCCPDS) using Reserve Component Category (RCC) designators "S" or "U" as appropriate, and Training Retirement Category (TRC) designators "A" or "P", as appropriate.

d. Pay. A potential participant is paid in the pay grade and years of service (YDS) attained by Joint Uniform Military Pay System-Reserve Components (JUMPS–RC) under TRC "P" or "A" as appropriate per AR 37–104–10, chapter 2, section III. (See tables 5–2 and 5–3.) Effective the date of enrollment in the ROTC Advanced Course, the soldier's rank is cadet (CDT) and he or she will be advanced to pay grade SGT (E5), for pay purposes while in the officer trainee position , if in a pay grade less than E5.

e. Duty. A potential participant will perform duty in an MOS in which qualified. Or, if not MOS qualified, the soldier will train in a duty MOS as determined by the TPU commander.

f. Satisfactory performance. The soldier serving as a potential participant is subject to the same standards for satisfactory performance as all other enlisted soldiers assigned to the TPU.

g. Status on mobilization or call to AD. The potential participant is an assigned enlisted member of a Selected Reserve TPU. Therefore, the soldier retains his or her current enlisted status and rank and is subject to the same orders as all other soldiers assigned to the TPU in the event of a partial or full mobilization, or call to active duty by the President.

h. Failure to enroll in the ROTC Advanced Course.

(1) *Soldier does not apply for enrollment.* A soldier who enlists under Option 9–H, and does not apply for enrollment in the ROTC

Advanced Course within 1 year following enlistment, will be dropped as a potential participant. The soldier will be retained in a TPU in an enlisted status until completion of his or her contractual service obligation. If the soldier has not previously completed IET and been awarded an MOS, or if the soldier is not qualified for TPU duty MOS, then the soldier must complete any required IET, or MOS qualification training.

(2) Soldier is not accepted for enrollment.

(a) A soldier who enlists under Option 9–H and is not accepted for enrollment in the ROTC Advanced Course within 1 year following enlistment, will at his or her request, either be discharged from the USAR (AR 135–178, para 9–10), or retained in a TPU in an enlisted status until completion of his or her contractual service obligation. If the soldier requests retention and has not previously completed IET and been awarded an MOS, or if the soldier is not qualified for a TPU duty MOS, then the soldier must complete any required IET, or MOS qualification training.

(b) A soldier who enlisted under another USAR enlistment option, and subsequently was selected as a potential participant, must apply for enrollment in the ROTC Advanced Course within 1 year following selection. If the soldier is not enrolled, or is not accepted for enrollment in the ROTC Advanced Course within 1 year following selection, the soldier will be dropped as a potential participant. The soldier will be retained in the USAR and continue to serve under the terms of the enlistment agreement or statutory MSO that existed prior to selection as a potential participant.

10–8. Policy applicable to a participating cadet (09R20)

The following policy and procedures are applicable to a CDT enrolled in the ROTC Advanced Course and participating in the ROTC/SMP.

a. Participant. A "participant" is a CDT enrolled in the ROTC Advanced Course who is simultaneously assigned to a TPU of the Selected Reserve as an officer-trainee.

b. RC status. The rank of an ROTC/SMP participant is cadet (CDT) (AR 600–20). While enrolled in the ROTC Advanced Course, a participant will wear the insignia of an ROTC CDT, and orders issued for any purpose will cite the participant's rank as CDT.

Note. A CDT is not a noncommissioned officer (NCO) or member of the Noncommissioned Officer Corps and therefore is not authorized to wear the insignia of an NCO. A lateral appointment from CDT to a NCO rank is not authorized while the CDT is enrolled in the ROTC Advanced Course.

c. Identification. A CDT participating in the ROTC/SMP will be identified by using reporting code 09R20 as the primary and duty MOS on personnel records and data systems (AR 611–201, para 7–4), CG, ARPERCEN, reports ROTC/SMP participants to the Office of the Secretary of Defense (OSD) through the Reserve Components Common Personnel Data System (RCCPDS) using RCC designator "U" and TRC designator "T".

d. Pay. A CDT is paid in the pay grade and years of service (YOS) attained, but not less than pay grade E5 (para 10–6d), by Joint Uniform Military Pay System-Reserve Components (JUMPS–RC) under TRC "T" per AR 37–104–10, chapter 2, section III. While participating as a CDT in the ROTC/SMP until the date of commissioning, adjustments to pay will include basic pay table increases, basic allowance for subsistence (BAS), basic allowance for quarters (BAS), and drill pay based on YOS and longevity for creditable service in the computation of base pay. The subsistence allowance entitled a CDT enrolled in the ROTC Advanced Course is not affected by the CDT's participation in the ROTC/SMP.

e. Duty. A CDT is an officer trainee and will be assigned duties commensurate with the grade of second lieutenant, but such duties will be performed under the close supervision of a commissioned officer.

f. Satisfactory performance. A CDT participating in the ROTC/SMP is subject to the same standards for satisfactory performance and participation as all contractually obligated officers and enlisted soldiers assigned to the TPU. Failure to meet these performance and participation standards may result in cancellation of the ROTC/SMP agreement (DA Form 4824–R) and reassignment from the TPU to Control Group (ROTC), or disenrollment from the ROTC Advanced Course.

g. Status on mobilization or call to AD. On a partial or full mobilization, by a declaration of war or national emergency by Congress, or call to AD of the Selected Reserve by the President under emergency powers, a CDT (officer-trainee) will be treated as an officer or potential officer. The CDT may be commissioned immediately or be provided further precommissioning training as determined by the Secretary of the Army. A CDT who is commissioned may be mobilized or called to AD with their assigned TPU to fill officer unit vacancies at the time of mobilization or call to AD. An assigned or attached CDT does not effect the mobilization readiness condition of the TPU and therefore, will not be included in the TPU's readiness reporting. Unless disenrolled from the ROTC Advanced Course per AR 145–1, a cadet will not be mobilized, called, or ordered to AD in an enlisted grade or rank.

h. Annual training. CDTs will be excused on their request from annual training (AT) during the year they are required to attend ROTC Advanced Camp. They will not be required to attend both unless they choose to do so, but they must attend Advanced Camp. However, should the CDT be commissioned, or disenrolled from ROTC, and remain assigned to a TPU, the AT requirement must be adhered to. The awarding of credit for AT by virtue of any form of ROTC training is not authorized.

i. Failure to complete ROTC Advanced Course. A CDT, who is disenrolled from ROTC Advanced Course, will be dropped from the ROTC/SMP. If otherwise qualified, he or she will be retained in the TPU until completion of the soldier's contractual or statutory service obligation. Immediate adjustment to rank and pay grade will be made per AR 140–158, paragraph 7–12*e*(2), and the soldier must complete required IADT if not previously completed.

j. Cadet troop leader training (CTLT). A CDT participating in the ROTC/SMP is not eligible to participate in the ROTC CTLT (formerly the Army Orientation Training (AOT) Program).

k. Evaluation reporting. A U.S. Army Officer Evaluation Report (OER) (DA Form 67–8), or a Noncommissioned Officer Evaluation Report (NCOER) (DA Form 2166–7), will not be initiated for an ROTC/SMP CDT.

10–9. Policy applicable to ROTC/SMP cadets on completion of the ROTC Advanced Course

On completion of the ROTC Advanced Course, the discharge, commissioning and assignment of a CDT participating in the ROTC/SMP will be as prescribed by AR 145–1.

Section IV
Processing

10–10. Processing a soldier assigned to a TPU (first priority)

a. A soldier assigned to a TPU becomes a potential participant in ROTC/SMP when he or she executes the Simultaneous Membership Agreement (DA Form 4824–R), and the Agreement has been authenticated by the TPU commander. The agreement will be prepared with an original, and three copies, and distributed as follows:

(1) The original, together with a cover memorandum requesting it be filed in the soldier's official military personnel file (OMPF), will be sent to: CDR, ARPERCEN, ATTN: DARP–PRD–M, 9700 Page Boulevard, St. Louis, MO 63132–5200.

(2) A copy will be attached as an addendum to the soldier's current DA Form 3540 series and retained in the soldier's military personnel records jacket (MPRJ).

(3) A copy will be provided to the soldier.

(4) A copy will be provided to the appropriate ARCOM/GOCOM.

b. A soldier assigned to a TPU becomes a participant in ROTC/SMP when he or she enrolls in the ROTC Advanced Course and remains assigned to a TPU in an officer-trainee position. If not previously accomplished, the CDT must execute the Simultaneous Membership Agreement (DA Form 4824–R). The Agreement will be distributed in the same manner as paragraph *a* above.

c. When a soldier assigned to a TPU applies for enrollment in the ROTC Advanced Course to participate in the ROTC/SMP, the TPU commander will provide the appropriate PMS with a reproduced copy of the soldier's current enlistment agreement (DD Form 4 series).

10–11. Processing a soldier assigned to the IRR (second priority)

a. When a soldier assigned to an IRR control group desires to become a participant or potential participant in the ROTC/SMP and has been accepted by the TPU commander for an officer-trainee position, the soldier will be processed for reassignment from the IRR to the TPU per AR 140–10. If the soldier is within 3 months of ETS, he or she will be processed for an immediate reenlistment per AR 140–111, table 2–3, concurrent with the TPU assignment.

b. After the soldier has been assigned to the TPU, the provisions of paragraph 10–10 apply.

10–12. Processing PS and NPS applicants (third through seventh priority)

Applicants for enlistment as potential participants in the ROTC/SMP, with or without pervious military service (paras 103*e* (3) through (7)), will be processed as prescribed by Option 9–H.

10–13. Processing a cadet assigned to Control Group (ROTC) (eighth priority)

To participate in the ROTC/SMP, a CDT assigned to Control Group (ROTC), will be processed for reassignment to an officer-trainee position in a TPU as follows:

a. The PMS—

(1) Confirms through the TPU commander, or guidance counselor, that an officer-trainee position exists and the TPU commander will accept the CDT for assignment to the position.

(2) Requests the ROTC Region commander issue an order reassigning CDT from Control Group (ROTC) to the TPU as a CDT (ES), reporting code 09R20.

(3) Sends a packet consisting of the following documents to the appropriate guidance counselor:

(a) All copies of the DD Form 1966–series.

(b) The original and one copy of the DD Form 4–series used on enrollment of the CDT in the ROTC Advanced Course.

(c) Two copies of the latest medical examination and medical history (SF 88 and SF 93).

(d) Five copies of the order reassigning the CDT from Control Group (ROTC) to a TPU.

b. The CDT, under the guidance of a recruiter or counselor, will complete required portions of the DD Form 1966–series. The recruiter, guidance counselor, and MEPS officials will complete the appropriate entries on the form based on verifying documents provided by the CDT.

c. The guidance counselor will review the documents to determine the CDT's qualification for unit assignment in the same way as if the CDT was being processed for enlistment.

(1) If the CDT meets the basic eligibility requirements of tables 2–1 or 3–1 (he or she must also take the ASVAB test), the guidance counselor will notify the PMS and reassignment processing will continue.

(2) If the CDT does not meet the requirements of chapter 2 or 3, the counselor will return the packet to the PMS. The PMS will have the reassignment order issued by the ROTC Region commander revoked and advise the CDT that he or she is not eligible for participation in the ROTC/SMP

d. If the CDT is qualified for TPU membership, the PMS will—

(1) Execute DA Form 4824–R, by obtaining the CDT's signature and the TPU commander's authentication. A reproduction master copy of this form is at the end of this regulation and will be locally reproduced on 8½ x 11-inch paper.

(2) Execute a DA Form 3540–series (Certificate and Acknowledgement of Service Requirements for Individuals Enlisting or Transferring Into Troop Program Units of the U.S. Army Reserve), by obtaining the CDT's signature. (See fig 5–7.)

(3) Send the completed DA Form 4824–R and DA Form 3540–series to the appropriate guidance counselor.

e. The guidance counselor will distribute the documents received from the PMS per *a* and *d* above, as follows:

(1) Prepare a packet containing the following documents and send to CDR, ARPERCEN, ATTN: DARP–PRA–I, 9700 Page Boulevard, St. Louis, MO 63121–5200, to establish the CDT's OMPF:

(a) Original DD Form 4–series, if possible. (See (5) below.)

(b) Original DA Form 3540–series with original DA Form 4824–R securely attached.

(c) Original DD Form 1966–series.

(d) Copy of latest SF 88 and SF 93.

(e) Copy of the TPU reassignment order.

(2) Prepare a packet containing the number 2 copies of the documents outlined in (1) above and send it to the appropriate ARCOM/GOCOM commander. This packet will be used to bring the CDT into the strength accountability of the Selected Reserve as a gain transaction. The ARCOM/GOCOM will then send this packet to the appropriate TPU to establish the CDT's MPRJ.

(3) Give the CDT the number 3 copies of the DA Form 3540–series with DA Form 4824–R attached, DD Form 1966–series, and the TPU reassignment order.

(4) At the discretion of USAREC officials, retain or destroy the number 4 copies of the DD Form 1966–series and the other documents used in effecting this transaction.

(5) Make every effort to obtain the original DD Form 4–series executed at the time of the CDT's enrollment in the ROTC Advanced Course. However, if the original cannot be obtained, a readable reproduced copy may be used in lieu of the original.

10–14. Processing a disenrollment from the ROTC Advanced Course

a. A soldier disenrolled from the ROTC Advanced Course is dropped from ROTC/SMP participation, retained as an assigned member of the TPU, and serves in an enlisted rank (AR 140–158, para 7–12*e*(2)) until ETS of his or her current contractual or statutory service obligation. This is provided the soldier is not otherwise processed for discharged per AR 135–178.

b. On notification that a CDT has been disenrolled from the ROTC Advanced Course and processing under AR 135–178 is not being initiated, the TPU commander will complete the Notice of Removal from ROTC/SMP (fig. 10–1), and distribute the copies as shown below.

(1) The original will be sent to CDR, ARPERCEN, ATTN: DARP–PRD–M, 9700 Page Boulevard, St. Louis, MO 63132–5200, with a memorandum requesting the Notice be inserted in the soldier's OMPF.

(2) A copy will be placed in the soldier's MPRJ.

(3) A copy will be given to the soldier.

(4) A copy will be sent to the appropriate ARCOM/GOCOM commander.

(5) A copy, with a memorandum of transmittal and DA Form 4245 (JUMPS–RC Accession and Pay Change Data), will be sent to the JUMPS–RC input station.

c. The TPU commander will coordinate with the appropriate MEPS guidance counselor and obtain training reservations for entry of the soldier ADT to complete basic/advanced IET, if required.

10–15. Processing cadets applying for the Army ROTC Scholarship Program

a. Except for recipients of the Reserve Forces Duty Scholarship Program who are required to participate in the ROTC/SMP, recipients of Army ROTC scholarships, are not eligible to participate in the ROTC/SMP. However, this does not preclude an ROTC/SMP CDT from apply for an ROTC scholarship.

b. An ROTC/SMP CDT must inform the TPU commander that application has been made for an Army ROTC scholarship. If the CDT is awarded and accepts an ROTC scholarship, the PMS will notify the TPU commander who will initiate the reassignment procedures per paragraph 10–17.

10–16. Processing release from ROTC/SMP and reassignment to Control Group (ROTC)

a. Unless disenrolled from the ROTC Advanced Course, or commissioned, a CDT will not be reassigned from a TPU to a control group administered by CDR, ARPERCEN (that is, Annual Training, Reinforcement, and so forth). The voluntary or involuntary release of a CDT from the ROTC/SMP will require reassignment to Control Group (ROTC) administered by an ROTC Region commander, or discharge concurrent with disenrollment.

b. A CDT may be voluntarily released from the ROTC/SMP and reassigned to Control Group (ROTC) provided the reassignment is not solely for the purpose of discharge from the ROTC to avoid a statutory or contractual service obligation. Release from the ROTC/SMP may be based on—

(1) Personal cogent reasons.

(2) A change of address and the CDT lives beyond a reasonable distance from the training center.

(3) Surviving son or daughter status.

(4) Dependency or hardship.

(5) Pregnancy.

c. A CDT will be involuntarily released from the ROTC/SMP and reassigned to Control Group (ROTC) when the CDT—

(1) Accepts an ROTC scholarship.

(2) Is not within reasonable commuting distance of another officer-trainee position as a result of TPU inactivation or relocation.

(3) Is an unsatisfactory participant per AR 135–91.

(4) Fails to maintain Army weight control standards per AR 600–9.

(5) Fails to pass the Army Physical Fitness Test (APFT).

(6) Is unable to perform duties due to parenthood.

(7) Is removed from the ROTC/SMP for cause based on performance or conduct.

d. A request for voluntary or involuntary reassignment of a CDT to Control Group (ROTC) will be processed as follows:

(1) *Voluntary reassignment.* Citing his or her reasons on DA Form 4187, a CDT may request reassignment to Control Group (ROTC). The TPU commander will endorse the request through command channels to the appropriate ARCOM/GOCOM commander. The CDT's MPRJ will be enclosed with the DA Form 4187.

(2) *Involuntary reassignment.* The TPU commander will submit a memorandum with the CDT's MPRJ enclosed, through command channels to the appropriate ARCOM/GOCOM commander requesting reassignment of the CDT to Control Group (ROTC). The memorandum will contain full justification for the request.

e. On receipt of a request submitted under *d* above, the ARCOM/GOCOM commander—

(1) Disapprove the request and return the DA Form 4187 or memorandum with the MPRJ enclosed, to the sender without further action.

(2) Approves the request and—

(a) Issues orders reassigning the CDT to Control Group (ROTC) under the appropriate ROTC Region commander.

(b) Sends copies of the reassignment orders and the CDT's MPRJ to the appropriate ROTC Region commander.

(c) Uses transaction type code "MP".

(d) Instructs the TPU commander to take appropriate action to remove the CDT from the JUMPS–RC Master Pay File.

(e) Sends a memorandum with a copy of the orders enclosed to CDR, ARPERCEN, ATTN: DARP–PRD–M, 9700 Page Boulevard, St. Louis, MO 63132–5200. The memorandum will request a copy of the orders be inserted in the CDT's OMPF and the OMPF be retired under the National Archives and Records Administration (NARA).

10–17. Processing a cadet for discharge to accept a commission

Per AR 135–178, paragraph 1–25*c*, the appropriate PMS will issue orders discharging an ROTC/SMP CDT from enlisted status and TPU membership. A copy of this discharge order must be furnished to the losing USAR TPU as soon as possible so the TPU can initiate procedures necessary to effect a loss transaction to SIDPERS–USAR.

Appendix A
References

Section I
Required Publications

AR 40–501
Standards of Medical Fitness. (Cited in paras 1–16, 2–8, 3–7, 4–20, 5–13, 5–28, and tables 7–1, 9–2, 9–4, and 9–8.)

AR 50–5
Nuclear and Chemical Weapons and Material-Nuclear Surety. (Cited in tables 9–1 and 9–3.)

AR 50–6
Nuclear and Chemical Weapons and Material-Chemical Surety Program. (Cited in tables 9–1 and 9–3.)

AR 135–91
Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures. (Cited in para 10–18.)

AR 135–382
Reserve Component Military Intelligence Units and Personnel.

AR 140–10
Army Reserve: Assignments, Attachments, Details, and Transfers. (Cited in paras 1–10a, 1–11, 3–15, 3–20, 5–23, 5–26, 5–28, 5–34, 5–68, and 10–11, and tables 9–1 and 9–8.)

AR 140–158
Army Reserve: Enlisted Personnel Classification, Promotion, and Reduction. (Cited in paras 2–20, 7–11, 10–7, and 10–14, and tables 7–1, and 9–1, and 9–8.)

AR 220–90
Army Bands. (Cited in table 7–1.)

AR 600–8–10
Leave and Passes.

AR 600–8–19
Enlisted Promotions and Reductions. (Cited in para 8–7.)

AR 600–8–101
Personnel Processing (in- and- Out and Mobilization Processing).

AR 600–9
The Army Weight Control Program. (Cited in paras 3–7, 5–28, 10–6, and tables 9–1, 9–4, and 9–9.)

AR 611–201
Enlisted Career Management Fields and Military Occupational Specialties. (Cited in paras 3–16, 6–5, 6–9, 7–9, 7–14, 10–6, 10–8, and tables 7–1, 9–1, 9–2, 9–3, and 9–6.)

AR 614–30
Overseas Service. (Cited in paras 5–33 and table 7–1.)

AR 614–200
Selection of Enlisted Soldiers for Training and Assignment. (Cited in paras 5–33 and 8–5, and in tables 7–1, 9–1, 9–2, and 9–3.)

Section II
Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this publication.

AR 25–50
Preparing and Managing Correspondence.

AR 37–104–10
Military Pay and Allowance Procedures for Reserve Components of the Army.

AR 40–3
Medical, Dental, and Veterinary Care.

AR 56–9
Surface Transportation watercraft.

AR 135–7
Army National Guard and Army Reserve Incentive Programs.

AR 135–100
Appointment of Commissioned and Warrant Officers of the Army.

AR 135–178
Separation of Enlisted Personnel.

AR 135–180
Qualifying Service for Retired Pay Nonregular Service.

AR 135–205
Enlisted Personnel Management.

AR 140–1
Mission, Organization, and Training.

AR 140–30
Active Duty in Support of the United States Army Reserve (USAR) and Active Guard Reserve (AGR) Management Program.

AR 140–111
U.S. Army Reserve Reenlistment Program.

AR 145–1
Senior Reserve Officer's Training Corps Program: Organization, Administration, and Training.

AR 310–10
Military Orders.

AR 351–5
United States Army Officer Candidate School.

AR 380–67
The Department of the Army Personnel Security Program.

AR 600–8–1
Army Casualty and Memorial Affairs and Line of Duty Investigation.

AR 600–8–104
Military Personnel Information Management/Records.

AR 600–10
The Army Casualty System.

AR 600–20
Army Command Policy.

AR 600–37
Unfavorable Information.

AR 600–43
Conscientious Objection.

AR 600–200
Enlisted Personnel Management System.

AR 601–270
Military Entrance Processing Stations (MEPS).

AR 601–280
Total Army Retention Program.

AR 604–10
Military Personnel Security Program.

AR 611–5
Army Personnel Selection and Classification Testing.

AR 611–6
Army Linguist Management.

AR 611–85
Selection of Enlisted Volunteers for Training as Aviation Warrant Officers.

AR 612–201
Processing, Control, and Distribution of Personnel at U.S. Army Reception Battalions and Training Centers (RCS MILPC-17(R1)).

AR 614–6
Permanent Change of Station Policy.

AR 635–10
Processing Personnel for Separation.

AR 635–40
Physical Evaluation for Retention, Retirement or Separation.

AR 635–100
Officer Personnel.

AR 635–200
Enlisted Personnel.

AR 640–30
Photographs for Military Personnel Files.

AR 700–84
Issue and Sale of Personal Clothing.

DA Pam 351–4
U.S. Army Formal Schools Catalog.

DA Pam 611–256–1
Scoring the Flight Aptitude Selection Test.

FM 21–20
Physical Readiness Training.

Section III
Prescribed Forms

DA Form 1696–R
Enlistment/Reenlistment Qualifying Application (Specially Recruited Personnel). (Prescribed in para 4–18.)

DA Form 3072–2
Applicants Monthly Financial Statement. (Prescribed in para 4–9.)

DA Form 3283–R
Statements of Member Removed from the Temporary Disabled Retired List. (Prescribed in para 5–55.)

DA Form 3286–59
Statement for Enlistment, United States Army Enlistment Program, U.S. Army Delayed Enlistment Program. (Prescribed in para 5–38.

DA Form 3286–63
Statement for Enlistment-United States Army Training Enlistment Program. (Prescribed in table 9–2.)

DA Form 3286–64
Statement for Enlistment United States Army Station/Unit/Command/Area Enlistment Program. (Prescribed in table 7–1.)

DA Form 3286–65
Statement for Enlistment, United States Army Officer Enlistment Program. (Prescribed in table 9–5.)

DA Form 3286–66
Statement of Understanding, United States Army Incentive Enlistment Program (Presribed in table 9–4.)

DA Form 3286–67
Statement of Understanding-Army Policy. (Prescribed in para 3–13.)

DA Form 3286–68
Statement for Enlistment United States Army/Army Reserve Civilian Acquired Skills Enlistment Program. (Prescribed in table 7–1.)

DA Form 3286–69
Statement of Understanding for Persons Having Dependents in the Custody of Another. (Prescribed in para 2–9*d*.)

DA Form 3286–70
Addendum to Statements for Enlistment (Additional Requirements for Enlistment Options). (Prescribed in table 9–2.)

DA Form 4789
Statement of Entitlement to Selective Reenlistment Bonus. (Prescribed in para 3–38.)

DA Form 4824–R
Addendum to Certificate and Acknowledgement of Service Requirements (DA Form 3540) for All Personnel Applying for Participation in the Reserve Officers Training Corps (ROTC)/Simultaneous Membership Program (SMP). (Prescribed in table 9–9.)

DA Form 4826–R
Addendum to Certificate and Acknowledgement of Service Requirements (DA Form 3540) for Enlistment Under the Alternate Training Program. (Prescribed in para 5–67.)

DA Form 5585–R
Addendum to Certificate of Acknowledgement of Service Requirements (DA Form 3540) for Enlistment into the United States Army Reserve Troop Program Unit Warrant Officer Flight Program. (Prescribed in table 9–12.)

DA Form 5586–R
Addendum to Certificate of Acknowledgement of Service Requirements for Enlistment into the United States Army Reserve Officer Candidate School Enlistment Option. (Prescribed in table 9–10.)

DD Form 4 (Series)
Enlistment or Reenlistment Agreement-Armed Forces of the United States. (Prescribed in 1–11*a*.)

DD Form 368
Request for Conditional Release from Reserve or Guard Component. (Prescribed in para 1–10*b*(2).)

DD Form 369
Police Record Check. (Prescribed in para 2–5*d*.)

DD Form 370
Request for Reference. (Prescribed in para 4–31.)

DD Form 372
Request for Verification for Birth. (Prescribed in para 2–3.)

DD Form 1966/1 THRU 4
Record of Military Processing-Armed Forces of the United States. (Prescribed in paras 1–6 and 2–3.)

DD Form 2246
Applicant Medical Prescreening Form

DD Form 2280
Armed Forces Fingerprint Card

Section IV
Referenced Forms

DA Form 2–1
Personnel Qualification Record-Part II

DA Form 31
Request Authority for Leave

DA Form 61
Application for Appointment

DA Form 201
Military Personnel Records Jacket, US Army

DA Form 483
Officer's Assignment Preference Statement

DA Form 873
Certificate of Clearance and/or Security Determination

DA Form 1695
Oath of Extension of Enlistment

DA Form 1811
Physical Data and Aptitude Test Scores Upon Release From Active Duty

DA Form 3540/1 thru 4
Certificate and Acknowledgement of Service Requirements for Individuals Enlisting, Reenlisting, or Transferring into Troop Program Units of the Army Reserve

DA Form 4245
JUMPS-RC Accessions and Pay Change Data

DA Form 4187
Personnel Action

DA Form 4651–R
Request for Reserve Component Assignment or Attachment

DA Form 4886
Issue in Kind-Personal Clothing Record

DA Form 4886–1
Issue in-Kind-Personal Clothing Record-(Female)

DD Form 93
Record of Emergency Data

DD Form 149
Application for Correction of Military Record Under the Provisions of Title 10, U.S. Code, Section 1552

DD Form 214
Certificate of Release or Discharge from Active Duty

DD Form 215
Correction to DD Form 214 Certificate of Release or Discharge from Active Duty

DD Form 220
Active Duty Report

DD Form 398
Department of Defense Personnel Security Questionnaire

DD Form 398–2
National Agency Questionnaire (NAQ)

DD Form 1879
Request for Personnel Security Investigation

DD Form 2005
Privacy Act Statement-Health Care Records

SF Form 88
Report of Medical Examination

SF 93
Report of Medical History

Appendix B
Forms Used in Enlistment Processing or Composition of Enlistment Packets

B–1. General
Packet composition is displayed in table B–1 does not apply to applicants processed under the Active Army In-Service Recruiting Program. Tables B–1 through B–2E describe packet composition and follow this appendix.

a. The copy number of the form or document is shown under each packet as follows:
(1) "0" for original (white).
(2) "2" for the first carbon (yellow).
(3) "3" for the second carbon (green).
(4) "4" for the third carbon (pink).
(5) "R" for mechanically reproduced copy.

b. A number in parenthesis ( ) means that number of copies.

c. Dashes indicate that no distribution is made.

d. An asterisk (*) preceding the document number shows that the document is only used when applicable. (See source reference for applicability.)

B–2. Concept
The recruiting activity, USAREC, or MEPCOM, identified under the form or document number and description, will indicate the person or activity that will initiate the form or procure a certain document, if required. The recruiting activity includes the following:

a. Recruiter (Rctr).
b. Guidance Counselor (GC).
c. MEPCOM personnel.
d. Recruiting Battalion personnel.

Table B–1
Forms used in enlistment processing or composition of enlistment packets

Item	Document/Responsibility	Title and Source	NPS	PS	Packet Number (For Regular Army)						Packet Number (For U.S. Army Reserve)						
					1	2	3	4	5	6	1	2	3	4	5	6	7
1.	DD Form 4/1 through 4/3 (MEPCOM)	Enlistment/Reenlistment Document—Armed Forces of the United States	X	X	0	2	3	4	R	—	0	R	2	4	R	3	—
2.	DD Form 93 (MEPCOM)	Record of Emergency Data	X	X	—	023	4	—	—	—	—	—	0&2	3	4	—	—
3.	*DD Form 214 (RCTR)	Certificate of Release or Discharge from Active Duty	—	X	R	R	R	0	—	—	R	—	R	0	R	—	—
4.	*DD Form 215 (Rctr)	Correction to DD Form 214 Certificate of Release or Discharge from Active Duty	—	X	R	R	R	0	—	—	R	—	R	0	R	—	—
5.	*DD Form 220 (Rctr)	Active Duty Report	—	X	R	R	R	0	—	—	R	—	R	0	R	—	—
6.	*DD Form 368 (See note 1) (Rctr)	Request for Discharge or Clearance from Reserve Component	—	X	—	R	R	—	0	—	R	—	R	—	—	—	—
7.	*DD Form 369 (Rctr)	Police Record Check	X	X	—	—	0	—	—	—	0	—	—	—	—	—	—
8.	*DD Form 370 (Rctr)	Request For Reference	X	X	0	—	R	—	—	—	0	—	R	—	—	—	—
9.	DD Form 372 (Rctr)	Request For Verification of Birth	X	X	—	R	0	R	—	—	—	—	R	R	R	—	—
10.	*DD Form 398– (GC)	Department of Defense Personnel Security Questionnaire (BI/SBI)	X	X	R	—	—	—	—	—	—	—	R	—	R	—	—
11.	DD Form 398–2 (Rctr)	Department of Defense Personnel Security Questionnaire (National Agency Check)	X	X	—	R	R	—	—	—	—	—	R	—	R	—	0
12.	*DIS Form 1 with Original DD Form 398–2 (See note 2)	Manual ENTNAC/NAC Results	X	X	—	0	R	—	—	—	—	—	0	—	R	—	—
13.	DD Form 1879 (GC)	Request for Personnel Security Investigation	X	X	—	R	—	—	—	—	—	—	R	—	R	—	—
14.	DD Form 1966/1 thru DD Form 1966/4 (Rctr)	Record of Military Processing—Armed Forces of the United States	X	X	0	2	3	4	—	—	0	R	2	4	3	—	—
15.	DD Form 2005 (MEPCOM)	Privacy Act Statement—Health Care Records	X	X	—	0	—	—	—	—	—	—	0	—	—	—	—
16.	DD Form 2280 (RCTR)	Armed Forces Fingerprint Card	X	X	—	—	—	—	—	0	—	—	—	—	—	—	0
17.	DD Form 2366	Veterans Education Assistance Act of 1984 (GI–Bill)	X	X	—	02R	R	—	—	—	—	—	—	—	—	—	—
18.	DD Form 2246 (Rctr)	Applicant Medical Prescreening Form	X	X	—	0	R	—	—	—	—	—	0	—	—	—	—
19.	DA Form 61 (Rctr)	Application for Appointment	X	X	—	0	R	—	—	—	—	—	—	—	—	—	—
20.	DA Form 483 (Rctr)	Officer's Assignment Preference Statement	X	X	—	—	—	—	—	—	—	—	—	—	—	—	—
21.	*DA Form 873 (See note 3)	Certificate of Clearance and/or Security Determination	X	X	—	R	—	—	—	—	—	—	0	—	R	—	—
22.	*DA Form 1696–R (Rctr)	Enlistment/Reenlistment Qualifying Application (Specially Recruited Personnel)	X	X	—	—	—	—	—	—	0	—	R	—	—	—	—
23.	*DA Form 1811 (Rctr)	Physical Data and Aptitude Test Scores upon Release from Active Duty	—	X	R	R	R	0	—	—	R	—	R	0	—	—	—
24.	Memorandum	Waiver Approval	X	X	0	R	R	—	—	—	0	R	R	—	—	—	—
25.	*DA Form 3072–2 (Rctr)	Applicant's Monthly Financial Statement	X	X	0	—	R	—	—	—	0	—	R	—	—	—	—
26.	*DA Form 3283–R (GC)	Statements of Member Removed from the Temporary Disability Retired List	—	X	0	R	R	R	—	—	0	R	R	R	R	R	—
27.	DA Form 3286 series (GC)	Statements for Enlistment	X	X	0	2	3	4	—	—	—	—	—	—	—	—	—
28.	DA Form 3286–59 (GC)	Statements for Enlistment—Delayed Entry Program	X	X	0	2	3	4	—	—	—	—	—	—	—	—	—
29.	*DA Form 3540/1	Certificate and Acknowledgment of Service Requirements for Individuals Enlisting, Reenlisting, or Transferring into Troop Program Units of the US Army Reserve	X	X	—	—	—	—	—	—	0	R	R	R	R	—	—

Table B–1
Forms used in enlistment processing or composition of enlistment packets—Continued

Item	Document/Responsibility	Title and Source	NPS	PS	Packet Number (For Regular Army)						Packet Number (For U.S. Army Reserve)						
					1	2	3	4	5	6	1	2	3	4	5	6	7
30.	*Addendum to DA Form 3540 DA Form 4824–R (GC)	Addendum to Certificate and Acknowledgement of Service Requirements (DA Form 3540) for all Personnel Applying for Participation in the Reserve Officers Training Corps (ROTC)/Simultaneous Membership Program (SMP)	X	X	—	—	—	—	—	—	0	R	R	R	R	—	—
31.	*Addendum to DA Form 3540 DA Form 4826–R (GC)	Addendum to Certificate and Acknowledgement of Service Requirements for Enlistment Under the Alternate Training Program	X	—	—	—	—	—	—	—	0	R	R	R	R	R	—
32.	*DA Form 4688/1	Certificate and Acknowledgement of Service Requirements for Individuals Enlisting or Reenlisting in the Individual Ready Reserve	X	X	—	—	—	—	—	—	0	—	R	R	—	R	—
33.	*DA Form 4886 (Rctr)	Issue In-Kind—Personal Clothing Record—Enlisted Men	—	X	—	0	—	—	—	—	—	—	—	—	—	—	—
34.	*DA Form 4886–1 (Rctr)	Issue In-Kind—Personal Clothing Record—Enlisted Women	—	X	—	0	—	—	—	—	—	—	—	—	—	—	—
35.	SF 88 (See note 3) (MEPCOM)	Report of Medical Examination	X	X	R	0	R	—	—	—	R	0	R	—	R	R	—
36.	SF 93 (MEPCOM)	Report of Medical History	X	X	—	0	R	—	—	—	R	0	R	—	R	R	—
37.	DA Form 4187	Personnel Action (RA enl Delay for MSO status applicants)	—	X	0	R	R	R	—	—	—	—	—	—	—	—	—
38	DA Form 4651–R	Request for Reserve Component Asg or Attachment	—	X	—	—	—	—	—	—	0	R	R	R	R	R	—
39.	*SF 513 (MEPCOM)	Medical Record—Consultation Sheet	X	X	R	0	—	—	—	—	R	—	0	—	—	R	—
40.	*SF 520 (MEPCOM)	Clinical Record—Electrocardiographic Record	X	X	—	0	—	—	—	—	R	—	0	—	—	—	—
41.	*SF 522 (MEPCOM)	Medical Record—Request for Administration of Anesthesia and for Performance of Operations and Other Procedures	X	X	—	0	—	—	—	—	R	—	0	—	—	—	—
42.	Audiogram (MEPCOM)	Hearing Examination Results	X	X	—	0	—	—	—	—	—	—	0	—	—	—	—
43.	*FD Form 258 (GC)	FBI Fingerprint Card	X	X	—	—	—	—	—	0	—	—	—	—	—	—	0
44.	I–151 or I–551 (I–551 is the current form) DS Form 1350 FS Form 545 (Rctr)	Immigration and Naturalization Service, Alien Registration Receipt Card or Certificate of Birth Abroad of a Citizen of the U.S. or Certification of Birth Abroad of a Citizen of the U.S.	X	X	—	—	—	0	—	—	—	—	—	0	—	—	—
45.	FS Form 240 (Rctr)	Report of Birth of Child born Abroad of American Parent(s)	X	X	—	—	R	0	—	—	—	—	—	0	—	—	—
46.	INS Form N–560 (Rctr)	Immigration and Naturalization Service Certificate of Citizenship	X	X	—	—	R	0	—	—	—	—	—	—	—	—	—
47.	INS Form N–600 (Rctr)	Application for Certificate of Citizenship	X	X	—	—	R	0	—	—	—	—	—	—	—	—	—
48.	*GSA Form 6851 (Rctr)	Certification of Military Service	—	X	R	R	R	0	—	—	R	—	R	0	—	—	—
49.	*NGB Form 22 (Rctr)	National Guard Report of Separation and Record of Service	—	X	R	R	R	0	—	—	R	—	R	0	—	—	—
50.	*NGB Form 61 (Rctr)	National Guard Clearance	—	X	—	R	R	0	—	—	R	—	R	0	—	—	—
51.	SS Form 5 (Rctr)	Application for Social Security Account Number or replacement oflost card	X	X	—	—	—	—	—	—	—	—	—	—	—	—	—
52.	*USAREC Form 512 (Rctr)	DEP Referral Form	X	—	—	0	R	R	—	—	—	—	—	—	—	—	—

Table B–1
Forms used in enlistment processing or composition of enlistment packets—Continued

Item	Document/Responsibility	Title and Source	NPS	PS	Packet Number (For Regular Army)						Packet Number (For U.S. Army Reserve)						
					1	2	3	4	5	6	1	2	3	4	5	6	7
53.	MEPCOM Form 714 (Rctr)	Request for examination	X	X	—	—	0	—	—	—	—	—	—	—	—	0	—
54.	MEPCOM Form 701 (MEPCOM)	Additional Information disclosed during preenlistment interviews	X	X	—	—	0	—	—	—	—	—	—	—	—	0	—
55.	MEPCOM PCN 084 (MEPCOM)	PS verification	—	X	—	—	2R	—	—	—	—	—	—	—	—	0	—
56.	MEPCOM PCN 714ADP (MEPCOM)	Accession	X	X	—	0	R	—	—	—	—	—	0	—	—	R	—
57.	REQUEST Printout (GC) (see Note 4)	Request reservation scheduling instructions	X	X	—	0	R	—	—	—	—	—	0	—	—	R	—
58.	Grade determination authorization (Rctr)	Correspondence related to Enlistment Grade Authorization	—	X	0	R	R	—	—	—	0	R	R	—	R	R	—
59.	Orders/Amendments (MEPCOM)	Enlistment/Travel/DEP Orders	X	X	—	(7)R	(3)R	(3)R	(3)R	—	—	R	(7)R	R	(3)R	(3)R	—
60.	Personal Documents (Rctr)	Documents used to verify requirements	X	X	R	R	R	0	—	—	—	—	R	0	R	R	—
61.	HS Diploma, GED, Transcript (Rctr)	Verification of education	X	X	R	R	R	0	—	—	—	—	R	0	—	R	—
62.	SSN (Rctr)	Verification of SSN	X	X	R	R	R	0	—	—	—	R	0	—	R	—	—
63.	Documents for ACASP (Rctr)	Verification of civilian skill	X	X	R	0	—	—	—	—	—	—	—	—	—	—	—
64.	MEPCOM PCN ZHM 001	Favorable ENTNAC result	X	—	—	—	0	—	—		—	—	—	—	—	R	—
65.	MEPCOM PCN ZHM 003	Report of ENTNAC submissions	X	—	—	0	R	—	—		—	—	0	—	R	—	—
66.	MEPCOM PCN ZHM 002	Report of ENTNAC—possible match	X	X	—	—	0	—	—		—	—	—	—	—	0	—

Notes:

1. When applicant has been granted conditional release by ARNG or USAR, or an RC of another US Armed Force, to enlist in the DEP, RA, or USAR, a reproduced copy of the DD Form 4-Series, with reproduced copy of conditional release, must be forwarded to losing command immediately after completion of enlistment processing and administration of Oath of Enlistment. This is a mandatory requirement. It provides losing command with authority to issue discharge from the proper RC with a verified effective date for discharge.
2. Applicable when Defense Investigation Service has completed ENTNAC/NAC and results are provided by recruiting stations.
3. Disposition of X-ray films is prescribed in AR 340–18–9.
4. For USAR, also include the REQUEST Incentive Program Summary.

Table B–2
Reference list of tables to be used for disposition of enlistment or reenlistment packets

Rule	When an applicant	Use table
1	has enlisted in RA (NPS/PS)	B–2A
2	has no prior military service and enlists for assignment to a TPU of the Selected Reserve and is required to enter IADT to complete BT	B–2B
3	has prior military service and enlists for assignment to a TPU of the Selected Reserve and is required to enter IADT to complete BT	B–2B
4	has enlisted for ROTC/SMP (see chap 10) and is required to enter IADT to complete BT	B–2B
5	has prior military service and enlists for assignment to a TPU of the Selected Reserve and is not required to complete BT	B–2C
6	has enlisted for ROTC/SMP (see chap 10) and is not required to enter IADT to complete BT	B–2C
7	has no prior military service and enlists for direct assignment to Control Group (AT) of the IRR	B–2D
8	has prior military service and enlists for direct assignment to Control Group (Reinforcement) of the IRR (see chap 5)	B–2E

Table B–2A
When NPS or PS person has enlisted in RA

Packet Number	Distribution
1	Forward immediately on completion of enlistment processing to Commander, Enlisted Records and Evaluation Center (ATTN: PCRE–FS), Fort Benjamin Harrison, IN 46249–5301. Note: Annotate mailing containers "DO NOT OPEN IN MAILROOM" in RED ink using stamps with letters ¼-inch high.
2	Forward to USA Reception Bn or First Duty Station, if not required to complete BT
3	Retain at proper Recruiting Battalion under USAREC directives.
4	Provide to enlistee for personal records.
5	Forward on enlistment, unless forwarded at time of DEP-in, to the proper Reserve or National Guard activity.
6	Forward to Personnel Defense Investigation Service, PO Box 1083, Baltimore, MD 21203

Table B–2B
When NPS or PS person, or ROTC/SMP potential participant, has enlisted in a TPU of Selected Reserve and is scheduled to enter IADT or ADT

Packet Number	Distribution
1	Forward immediately on completion of enlistment processing to Commander, ARPERCEN (ATTN: DARP–PRA–I), 9700 Page Blvd., St. Louis, MO 63132–5200.
2	Forward to US Army Reception Bn (where IADT/ADT is scheduled) (with Enlistee)
3	Retain at Recruiting Bn
4	Provide to enlistee for personal records.
5	Forward to assigned TPU.
6	Appropriate CONUSA (See glossary.)

Table B–2C
When PS person or ROTC/SMP potential participant has enlisted in a TPU of Selected Reserve and is not required to enter IADT or ADT

Packet Number	Distribution
1	Forward immediately on completion of enlistment processing to Commander, ARPERCEN (ATTN: DARP–PRA–I), 9700 Page Blvd., St. Louis, MO 63132–5200.
2	Forward to assigned TPU
3	Retain at Recruiting Bn
4	Provide to enlistee for personal records.
5	Reserve TPU (not required when packet 2 sent)
6	Appropriate CONUSA (See glossary.)
7	Forward to Personnel Defense Investigation Service, PO Box 1083, Baltimore, MD 21203.

Table B–2D
When NPS person has enlisted for direct assignment to Control Group (AT) of the IRR scheduled for entry on IADT

Packet Number	Distribution
1	Forward immediately on completion of enlistment processing to Commander, ARPERCEN (ATTN: DARP–PRA–I), 9700 Page Blvd., St. Louis, MO 63132–5200.
2	Incorporate this packet with Packet Number 6 below.

Table B–2D
When NPS person has enlisted for direct assignment to Control Group (AT) of the IRR scheduled for entry on IADT—Continued

Packet Number	Distribution
3	To USARECSTA where enlistee is scheduled to enter on IADT (with enlistee).
4	Provide to enlistee for records.
5	This packet is not required.
6	Retain at proper Recruiting Battalion.
7	Forward to Personnel Defense Investigation Service, PO Box 1083, Baltimore, MD 21203.

Table B–2E
When PS person has enlisted for direct assignment to Control Group (Reinforcement) of the IRR with no IADT or ADT requirement

Packet Number	Distribution
1	Forward immediately on completion of enlistment processing to Commander, ARPERCEN (ATTN: DARP–PRA–I), 9700 Page Blvd., St. Louis, MO 63132–5200.
2	Incorporate this packet with Packet Number 1 above.
3	Incorporate this packet with Packet Number 1 above.
4	Provide to enlistee for personal records.
5	This packet is not required.
6	Retain at proper Recruiting Battalion.
7	Forward to Personnel Defense Investigation Service, PO Box 1083, Baltimore, MD 21203.

Glossary

Section I
Abbreviations

ABC
American Board for Certification

ABCMR
U.S. Army Board for Correction of Military Records

AC
Active Component

ACASP
Army Civilian Acquired Skills Program

ACB
Army Classification Battery

ACE
American Council on Education

ACH
Alternative Credential Holder

ACT
American College Test

AD
active duty

ADA
Air Defense Artillery

ADAPCP
Alcohol and Drug Abuse Prevention and Control Program

ADS
active duty support

ADSD
active duty service date

ADSW
active duty for special work

ADT
active duty for training

AEA
assignment eligibility and availability

AFQT
Armed Forces Qualification Test

AFS
Active Federal Service

AGR
Active Guard Reserve

AIT
Advanced Individual Training

AMC
U.S. Army Materiel Command

AMOPS
Army Mobilization Operations Planning System

ANG
Air National Guard

AOT
Army orientation training

AQB
Army Qualification Battery

ARCOM
U.S. Army Reserve Command

ARNG
Army National Guard

ARNGUS
Army National Guard of the United States

ARPERCEN
U.S. Army Reserve Personnel Center

ASCP
American Society of Clinical Pathologists

ASI
additional skill indicator

ASVAB
Armed Services Vocational Aptitude Battery

AT
annual training

ATC
Army Training Center

AUS
Army of the United States

AUVS
Automated Unit Vacancy System

AWOL
absent without leave

BADSD
basic active duty service date

BAQ
basic allowances for quarters

BAS
basic allowances for subsistence

BASD
basic active service date

BESD
basic enlistment service date

BI
background investigation

BPED
basic pay entry date

BRM
basic rifle marksmanship

BSSRB
broken service selective reenlistment bonus

CAP
Civil Air Patrol

CAR
Chief of Army Reserve

CCF
central clearance facility

CEB
Cadet Evaluation Battery

CG
commanding general

CHSPE
California High School Proficiency Examination

CIHS
currently in high school

CL
clerical

CLA
certified laboratory assistant

CMF
Career Management Field

CO
combat

COHORT
Cohesion, Operation Readiness, and Training

CONUS
continental United States

CONUSA
the numbered armies in CONUS

COTA
certified occupational therapy assistant

CTLT
cadet troop leadership training

CTMS
Chief, Testing Management Section

DA
Department of the Army

DCSPER
Deputy Chief of Staff for Personnel

DEP
delayed entry program

DEROS
date eligible for return from overseas

DIS
Defense Investigation Service

DLAB
Defense Language Attitude Battery

DLAT
Defense Language Aptitude Test

DLIELC
Defense Language Institute, English Language Center

DMDC
Defense Manpower Data Center

DOD
Department of Defense

DOR
date of rank

DOS
days of service

EAD
entry on active duty

EB
enlistment bonus

ECLT
English Comprehension Level Test

ECP
Early Commissioning Program

EDP
Expeditious Discharge Program

EL
electronics

ENTNAC
Entrance National Agency Check

EPTS
existed prior to entry service

ETS
expiration term of service

EW
electronic warfare

FA
field artillery

FAA
Federal Aviation Administration

FAST
Flight Aptitude Selection Test

FBI
Federal Bureau of Investigation

FMB
Force Management Branch

FS
Foreign Service

FSM
Federated States of Micronesia

GED
General Education Development

GEDH
General Education Development - high school graduate

GM
general maintenance

GOCOM
U.S. Army Reserve General Officer Command

GST
General Screening Test

GT
general technical aptitude area

HHG
household goods

HIV
Human Immunodeficiency Virus

HQ
headquarters

HQDA
Headquarters, Department of the Army

HRAP
Hometown Recruiter Aide Program

HSC
U.S. Army Health Services Command

HSDG
high school diploma graduate

HSG
high school graduate

HSSR
high school senior

IADT
initial active duty for training

IAW
in accordance with

ID
identification

IET
initial entry training

ING
Inactive National Guard

INS
Immigration and Naturalization Service

INSCOM
U.S. Army Intelligence and Security Command

IRE
interservice reenlistment eligibility code

IRR
Individual Ready Reserve

ISC
interservice separation code

ITT
individual tactical training

JOIN
Joint Optical Information Network

JROTC
Junior Reserve Officers' Training Corps

JUMPS-RC
Joint Uniform Pay System-Reserve Component

MACOM
major Army command

MAPS
U.S. Military Academy Preparatory School

MDC
movement designator code

MDW
U.S. Army Military District of Washington

MEPRS
Military Enlistment Processing Reporting System

MEPCOM
U.S. Army Enlistment Processing Command

MEPS
Military Entrance Processing Stations

MET
Mobile Examining Team

MI
military intelligence

MID(S)
Military Intelligence Detachment (Strategic)

MILPO
Military Personnel Office

MLT
medical laboratory technician

MM
mechanical maintenance

MOS
military occupational specialty

MOSC
military occupational specialty code

MPRJ
Military Personnel Records Jacket, U.S. Army

MRVS
Medical Research Volunteer Subject Program

MSO
military service obligation

MTOE
modification table of organization and equipment

MUSARC
major U.S. Army Reserve command

NA
not applicable

NAC
National Agency Check

NACES
National Association of Credential Evaluation Service

NCO
noncommissioned officer

NDCC
National Defense Cadet Corps

NHSG
non-high school graduate

NPS
nonprior service

NYC
Neighborhood Youth Corps

OCS
Officer Candidate School

ODCSPER
Office of the DCSPER

OF
operators and food

OJT
on-the-job training

OLB
Officer Leadership Board

OPM
Office of Personnel Management

OPMF
Official Personnel Military File

OSB
Officer Selection Battery Test

OSD
Office of the Secretary of Defense

OSUT
one-station unit training

PEBD
pay entry basic data

PERSCOM
U.S. Total Army Personnel Command

PERSINS
Personnel Information System

PL
Public Law

PMAS
Post Master's Degree

PMOS
primary military occupational specialty

PMS
Professor of Military Science

POE
port of embarkation

PPN
personnel procurement number/procurement program number

PRP
Personnel Reliability Program

PS
prior service

PSAC
Prior Service Active Component-complete

PSAI
Prior Service Active Component-incomplete

PSAT
Preliminary Scholastic Aptitude Test

PSI
personnel security investigation

PSMB
Prior Service Management Board

PSR
Prior Service Reserve Component

PSSP
Personnel Security Screening Program

PULHES
Physical Profile Serial Code (Numerical)

PW
prisoner of war

RA
Regular Army

RC
Reserve Component

RCCPDS
Reserve Components Category Paid Drill Strength

RE
reentry eligibility

RECBN
reception battalion

REPQL
Report of Qualifications

REQUEST
Recruit Quota System

RFD
Reserve Forces Duty

RIF
reduction in force

RMI
Republic of the Marshall Islands

ROTC
Reserve Officers' Training Corps

RPIRS
Reserve Personnel Information Reporting System

RPMF
Reserve Personnel Master File

RTU
reinforcement training unit

SA
Secretary of the Army

SADT
special active duty for training

SAT
Scholastic Aptitude Test

SBI
special background investigation

SC
signal/communications

SCI
sensitive compartmented information

SFAS
Special Forces Assessment and Selection course

SIGINT
Signals Intelligence

SIGSEC
Signals Security

SMP
Simultaneous Membership Program

SPD
separation program designator

SQT
Skill Qualification Test

SRB
selective reenlistment bonus

SRIP
Selected Reserve Incentive Program

SROTC
Senior ROTC

SSI
senior service instructor

SSN
social security number

ST
skilled technical

STAR
Specialized Training for Army Readiness

TC
test category

TDP
Trainee Discharge Program

TDRL
Temporary Disability Retired List

TDY
temporary duty

TPU
troop program unit

TRADOC
U.S. Army Training and Doctrine Command

TRC
Training Retirement Category

TTAD
Temporary tour of active duty

TUSAB
The U.S. Army Band

UCMJ
Uniform Code of Military Justice

USACC
U.S. Army Communications Command

USACDEC
U.S. Army Combat Development Experimentation Command

USAEEA
U.S. Army Enlistment Eligibility Activity

USAESOM
U.S. Army Element School of Music

USAF
U.S. Air Force

USAFB
U.S. Army Field Band

USAMRIID
U.S. Army Medical Research Institute of Infectious Diseases

USAMU
U.S. Army Marksmanship Unit

USAR
U.S. Army Reserve

USAREC
U.S. Army Recruiting Command

USATC
U.S. Army Training Center

USMA
U.S. Military Academy

USMAB
U.S. Military Academy Band

USMEPCOM
U.S. Military Entrance Processing Command

UVL
Unit Vacancy List

VA
Veterans Administration

VEAP
Veterans' Educational Assistance Program

VEL
variable enlistment legislation

WFPS
Watkins-Farnum Performance Scale

WOCMDC
Warrant Officer Candidate Military Development Course

WOFT
Warrant Officer Flight Training

WST
Women's Selection Test

YOS
years of service

Section II
Terms

Applicant and enlistee
a. Applicant. Person who—
(1) Applies voluntarily for enlistment in the RA or USAR.
(2) Is found eligible for further processing after completing and signing the DD Form 1966–Series.
b. Enlistee. Person who has enlisted in the DEP, the RA, or the USAR. An applicant becomes an enlistee after—
(1) The Oath of Enlistment is taken.
(2) Applicable portions of the DD Form 4–series are signed.

Area commanders
The following are identified as area commands:
a. U.S. Army Europe (USAEUR).
b. U.S Army Pacific Command (USARPAC).
c. U.S. Army Southern Command (SOUTHCOM).
d. U.S. Army Special Operations Command (USASOC).
e. U.S. Army Reserve Command (USARC).
f. U.S. Army Reserve Personnel Center (ARPERCEN).

Army (Regular Army, Active Army, U.S. Army Reserve)
a. Army. The regular Army, Army of the United States, Army National Guard of the United States, and the Army Reserve.
b. RA. The permanent Army, comprising a major component of the U.S. Army; also, the term is used to distinguish between the RA and other major components of the U.S. Army.
c. Active Army. RA soldiers on AD; ARNGUS and USAR soldiers on AD (except as excluded below); ARNG soldiers called into Federal service; and all persons appointed, enlisted, or inducted into the Army without a component. Excluded are soldiers serving on ADT; Active Guard Reserve status. (AGR); active duty for special work (ADSW); temporary tours of active duty (TTAD); and AD pursuant to the call of the President (10 USC 673b).
d. USAR. A Federal force, consisting of individual reinforcements and combat, combat support, support, and training type units. This force is organized and maintained to provide—
(1) Military training in peacetime.
(2) A reservoir of trained units and individual reservists to be ordered to AD in case of a national emergency.

Careerist
a. (For RA). A member of the RA on his or her second or subsequent enlistment. Careerists are former members of other Regular Components who—
(1) Have completed an initial term of service.
(2) Are enlisted and on AD in the RA.
b. (For USAR). A Selected Reserve member who—
(1) Has 6 or more years of satisfactory Federal service for Reserve retirement under 10 USC 1331.
(2) Has reenlisted in the USAR.

Dependent
For enlistment purposes, "dependent" provides a clear-cut rule that will prevent enlistment of persons who have family and financial responsibilities that would be difficult, if

not impossible, to meet while they are members of the military service. This definition does not apply for purposes of pay and allowances, medical care, exchange privileges, and other benefits.

a. To determine enlistment eligibility, dependent means—

(1) *Spouse.* Does not include common law spouse unless the marriage has been recognized by a civil court.

(2) *Unmarried, natural, or adopted child.* This applies to any unmarried, natural, or adopted child, under 18 years of age, of an applicant. 'Natural child' includes any illegitimate child determined to be applicant's child by court order. Applicant's natural or adopted child is not a dependent if—

(a) The child has been adopted by another person (final adoption court order or decree issued and effective).

(b) Custody has been transferred by court order (final court order issued and effective) and no monetary child support is required of the applicant.

(3) *Stepchild.* Stepchild under 18 years of age living with the applicant.

(4) *Another supported person.* Any other person who, in fact, depends on applicant for over one-half of his or her support.

b. Husband and wife undergoing simultaneous enlistment oaths.

Defense Manpower Data Center
Centralized system set up and managed by DOD to give all branches of the Armed Forces enlistment eligibility information on PS personnel.

Enlistment
Voluntary contract (DD Form 4–Series) for military service that creates military status as an enlisted member of the RA or the USAR. This includes enlistment of both NPS and PS personnel. The latter group includes prior Army and USAR personnel and any persons with PS in any other Armed Force of the United States.

Enlistment categories
a. Initial-termer (RA). Person serving an initial term of active service. (Persons who are on IADT only are not included in this category.)

b. First-termer (USAR). Person serving in first term of service in the USAR. For statistical purposes, a first-termer is defined as a member whose initial entry into the Armed Forces incurred a statutory obligation of 6 years and who has not, as yet, completed that obligation.

c. First-term USAR. PS or NPS person serving on a first enlistment in the USAR.

Extended Active Duty (EAD)
AD performed by a member of the ARNGUS or USAR when strength accountability passes from the ARNG or USAR to the Active Army.

Expiration of term of service (ETS)
The scheduled date on which a soldier's statutory or contractual (whichever is the later) term of military service will end.

Grade
Refers to pay grade unless otherwise specified.

Initial entry training (IET)
A term used to identify mandatory training each member of the U.S. Army must complete upon initial entry in the service to qualify in a military specialty or branch and which is required by law for deployability on land outside the continental limits of the United States per 10 USC 671. The term encompasses the completion of basic training and specialty or branch qualification while serving on AD or ADT. For ARNGUS and USAR soldiers it includes completion of IADT, the officer basic course (OBC), and the warrant officer basic course (WOBC).

Major Army commands
Major Army commands are listed below.

a. U.S. Army Forces Command.
b. U.S. Army Training and Doctrine Command.
c. U.S. Army Military District of Washington.
d. U.S. Army Materiel Development and Readiness Command.
e. U.S. Army Intelligence and Security Command.
f. U.S. Army Communications Command.
g. U.S. Army Criminal Investigation Command.
h. U.S. Army Health Services Command.
i. Military Traffic Management Command.
j. U.S. Army, Europe and Seventh Army.
k. Eighth U.S. Army.
l. U.S. Army, Japan.
m. U.S. Army, Western Command.

Major USAR command
a. U.S. Army Reserve commands.
b. U.S. Army Reserve general officer commands.

Military entrance processing station
Station where—

a. Physical examinations and mental tests are administered to applicants.
b. Administrative processing and enlistment are completed.

Military occupational specialty
Group of military jobs so closely related that the highest degree of interchangeable skills exists among persons so qualified.

Military service obligation
a. Each person who becomes a member of an armed force . . ., shall serve in the Armed Forces for a total of eight years, unless he or she is sooner discharged because of personal hardship under regulations prescribed by the Secretary of Defense . . . Any part of such service that is not active duty or is active duty for training shall be performed in a Reserve Component. (10 USC 651).

b. Each person covered by subsection (a) who is not a Reserve, and who is qualified, shall, upon his or her release from active duty, be transferred to a Reserve Component of his or her armed force to complete the service required by subsection (a) (10 USC 651).

Personnel status (for enlistment purposes)
a. NPS personnel.

(1) Never served in any component of the Armed Forces or served less than 180 days of active duty as a member of any Component of the Armed Forces. USAR applicant must not have been awarded an MOS. (see note below)

(2) Enlisted illegally while underage and was separated by reason of voided enlistment before attaining age 17.

(3) Former member of an Armed Forces academy who did not graduate and served less than 180 days.

(4) Completed ROTC and served only ADT as an officer. (Considered PS for purposes of enlisting in USAR.)

b. PS personnel.

(1) (For persons enlisting in RA) Have 180 days or more active duty in any component.

(2) (For persons enlisting in the USAR) Have 180 days or more of active duty in any component of the armed forces and has been awarded an MOS.

(3) Former members of an Armed Forces academy who did not graduate and served 180 days or more.

Note. Persons considered NPS, but previously discharged from any branch of the Armed Forces, must present DD Form 214 and must meet PS criteria in AR 601–210, tables 4–1 and 4–2. The NPS/PS definitions of this regulation do not change the fact that any person who has enlisted in any component of the armed forces does have prior military service. The definitions are intended for management and accession purposes only and have no effect on the applicants status or previous military service.

Program procurement numbers
Numbers that—

a. Have been established to provide information on the number of enlisted personnel in various programs.
b. Will be used to identify a person's program source at time of enlistment.

Recruit Quota System
Real-time automatic data processing system. This system—

a. Matches a potential enlistee's qualifications to the Army's MOS requirements.
b. Provides quotes and reservations for training school seats for enlistees.

Reentry eligibility codes
These are codes that are assigned to soldiers who do not immediately reenlist at the last duty station to which assigned. The purpose

of these codes is to inform the U.S. Army recruiter of the soldier's eligibility to reenter the service.

Surviving son or daughter
Only remaining son or daughter in a family where the father, or one or more sons or daughters, as a result of serving in the U.S. Armed Forces—

a. Was killed in action or died in the line of duty from wounds, accident, or disease.

b. Is in a captured or missing-in-action status.

c. Is permanently 100-percent disabled as determined by the VA or one of the military services.

Within 3 months of separation
Period of 3 months is the time period during which a person must enlist to be eligible for certain benefits. Time period starts the day after separation and ends with the date of the month, 3 months later, that corresponds to the separation date. When no corresponding date exists in the third month, the last day of that month will be the terminating date. (For example, if a person separates on 31 January, terminating date is 30 April).

Section III
Special Abbreviations and Terms

This section contains no entries.

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ENLISTMENT/REENLISTMENT QUALIFYING APPLICATION

(SPECIALLY RECRUITED PERSONNEL)

For use of this form, see AR 601-210; the proponent agency is ODCSPER

APPLICATION FOR:
☐ ENLISTMENT
☐ REENLISTMENT

1. NAME *(Last - First - Middle Initial)*		2. FORMER SERVICE NUMBERS
3. DATE OF BIRTH	4. PHYSICAL PROFILE	5. AFQT TEST AND SCORES

6. PRIOR ACTIVE FEDERAL SERVICE

COMPONENT OR SERVICE	FROM	TO	MOS CODE	GRADE

TOTAL ACTIVE FEDERAL SERVICE	YEARS	MONTHS	DAYS

7. DESCRIPTION OF MAJOR DUTY ASSIGNMENTS ON ACTIVE DUTY

8. SERVICE SCHOOL COURSES COMPLETED

COURSE	MOS CODE	SCHOOL AND LOCATION	LENGTH OF COURSE	YEAR ATTENDED

9. INACTIVE FEDERAL SERVICE

COMPONENT OR SERVICE	FROM	TO	MOS CODE	GRADE

TOTAL INACTIVE FEDERAL SERVICE	YEARS	MONTHS	DAYS

10. CIVILIAN EDUCATION

LEVEL	NAME AND LOCATION OF SCHOOL	MAJOR OR SPECIALTY	DEGREE	YEAR
HIGH SCHOOL				
COLLEGE				
UNIVERSITY				
POST GRADUATE				

OTHER EDUCATION AND DESCRIPTION OF TRAINING WHICH QUALIFIES FOR ENLISTMENT/REENLISTMENT SPECIFIED

11. CIVILIAN EMPLOYMENT SINCE DATE OF LAST SEPARATION FROM THE ARMED FORCES
(If additional space is required, use additional sheet of paper)

FROM *(Date)*	TO *(Date)*	EMPLOYER AND ADDRESS

DESCRIPTION OF DUTIES AND RESPONSIBILITIES

FROM *(Date)*	TO *(Date)*	EMPLOYER AND ADDRESS

DESCRIPTION OF DUTIES AND RESPONSIBILITIES

12. LIST OF SUPPORTING DOCUMENTS *(Attached)*

13. STATEMENT OF APPLICANT

I, , DO HEREBY ACKNOWLEDGE THAT I HAVE EXAMINED IN DETAIL THE DATA AND INFORMATION PRESENTED HEREIN AND THAT THE SAME ARE TRUE, COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SIGNATURE *(First name - Middle name - Last name)*

14. RECOMMENDATIONS OF RECRUITING OFFICER TO INCLUDE MOS AND GRADE

TYPED NAME, GRADE, AND ORGANIZATION OF RECRUITING OFFICER	SIGNATURE

STATEMENTS OF MEMBER REMOVED FROM THE TEMPORARY DISABILITY RETIRED LIST For use of this form, see AR 601-210; the proponent agency is DCSPER.	DATE

I have been advised of my entitlement to be permanently retired/separated upon my removal from the Temporary Disability Retired List as provided for under Sections 1201/1203, Title 10, United States Code.

I hereby waive my present entitlement to disability retirement/separation compensation for the purpose of continuing on USAR duty despite my physical disability.

I understand that at the time of my ultimate retirement/separation, my disqualifying defect will be reevaluated under the physical standards in effect at the time of the determination of the disqualifying defect and under the standards in effect at the time of the evaluation. My separation retirement will proceed under standards which are most advantageous to me.

In voluntarily enlisting this date, I am aware that, dependent upon my retention qualifications and the requirements of the Service, it may be necessary to effect my retirement/separation prior to the completion of the period for which I have enlisted.

TYPED NAME, GRADE, AND SSN OF MEMBER	SIGNATURE

ADDENDUM TO CERTIFICATE AND ACKNOWLEDGEMENT OF SERVICE REQUIREMENTS *(DA FORM 3540)* FOR ALL PERSONNEL APPLYING FOR PARTICIPATION IN THE RESERVE OFFICERS TRAINING CORPS *(ROTC)*/SIMULTANEOUS MEMBERSHIP PROGRAM *(SMP)*

For use of this form, see AR 601-210; the proponent agency is ODCSPER

INFORMATION REQUIRED BY THE PRIVACY ACT

AUTHORITY:	Title 10 USC Section 270, 10 USC 511, 10 USC 673a and Executive Order 9397, 22 November 1943.
PRINCIPAL PURPOSE:	To explain additional obligations and participation requirements imposed as a result of this specific option and to insure that your agreement to these conditions is a matter of record.
ROUTINE USES:	Confirmation of obligations and participation requirements incurred under this option; occasionally as a basis for removal from the program if the requirements are not met.
DISCLOSURE:	Disclosure of your SSN is voluntary; however, if not provided you will not be accepted into the program.

APPLICABILITY

This addendum to DA Form 3540 will be completed by all individuals applying for participation in the ROTC/SMP and will be reproduced locally.

INSTRUCTIONS TO USAR ACCEPTANCE OFFICIAL

Each individual applying for participation in the ROTC/SMP will read, initial where indicated, and sign this addendum prior to participating in the program if they are currently unit members, or prior to being enlisted, reenlisted, extended, or reassigned, as a member of a troop program unit of the USAR. All questions will be answered to the applicant's satisfaction. After completion of the Authentication block below, a copy of this Addendum will be attached firmly to each copy of the DA Form 3540 and distributed in accordance with the instructions contained in Section IV, Chapter 8, AR 140-111.

EXPLANATION TO APPLICANT

1. In connection with my selection for participation in the ROTC/SMP as a currently assigned unit member, or in connection with my enlistment, reenlistment, extension of enlistment, or reassignment from Control Group *(ROTC)* to a troop program unit of the US Army Reserve, I accept the following

☐ Option 1: Selection for participation in ROTC/SMP as a member currently assigned to the appropriate troop program unit. I further acknowledge that *(check one)*

☐ I have previously successfully completed a basic training course conducted by the US Armed Forces; or I have successfully completed 3 years or more of Junior ROTC and a letter of acceptance by a Professor of Military Science as credit placement for enrollment in Advanced ROTC has been issued and is available to the recruiting officials; or I have attended a Service Academy for one year; or I have successfully completed MS II; or I have successfully completed ROTC Basic Camp. Read and initial paragraphs 2a through 2f, h, i, j, l, and m.

☐ Entry on Initial Active Duty for Training *(IADT)* to complete basic training is required to be successfully completed prior to entrance in ROTC/SMP. Read and initial paragraphs 2a through 2f, h, i, j, l, and m.

☐ Option 2: Enlistment for ROTC/SMP with no previous military service or ROTC credit placement for enrollment in Advanced ROTC. Entry on Initial Active Duty for Training *(IADT)* to complete basic training is required to be successfully completed prior to entrance in ROTC/SMP. Read and initial paragraphs 2a through 2g, i, j, k, and m.

☐ Option 3: Enlistment, reenlistment, or extension of enlistment, for ROTC/SMP with one of the following:

a. Previous military service and have successfully completed a basic training course conducted by US Armed Forces.

b. Have successfully completed 3, or more, years of Junior ROTC and a letter of acceptance by a Professor of Military Science as credit placement for enrollment in Advanced ROTC, has been issued and is available to the recruiting officials.

c. Have attended a Service Academy for one year.

d. Have successfully completed MS II.

e. Have successfully completed ROTC Basic Camp.

Read and initial each paragraph 2a through 2m.

☐ Option 4: Reassignment from Control Group *(ROTC)* to a troop program unit for participation in ROTC/SMP and already enrolled and participating in the Advanced ROTC Program. Read and initial paragraphs 2a, b, c, d, i, j, k, and m.

2. In connection with my enlistment, reenlistment, extension of enlistment, or reassignment from Control Group *(ROTC)*, the following additional agreements are acknowledged:

a. I understand the ROTC/SMP is a voluntary officer training program which requires Reserve Component enlisted status for eligibility.

b. I understand that by law *(10 USC 2106)* a commissioned officer may not apply credits which stem from enlisted service served concurrently with ROTC Advanced Course training, when computing length of service for any purpose.

c. I understand that participants in the Army ROTC scholarship program are not eligible for participation in ROTC/SMP. ROTC/SMP participants may apply for Army ROTC scholarships; however, they will be reassigned from the troop program unit to the Control Group *(ROTC)* prior to acceptance of such scholarships.

d. I agree that upon successful completion of the ROTC Advanced Course, to include ROTC Advanced Camp, I will volunteer for commissioning under the provisions of the ROTC Early Commissioning Program *(ECP)* if, upon completion, I am not scheduled to receive a baccalaureate degree within six months.

e. I am not ineligible to enroll in the Advanced ROTC Program as provided in paragraph 3-14, AR 145-1.

f. I understand if I am accepted for participation in the ROTC/SMP and do not apply for enrollment in the ROTC Advanced Course within one year following enlistment, I will be dropped as a potential ROTC/SMP participant and retained in the unit in an enlisted status until completion of my military service obligation *(statutory or contractual)* I will also be required to undergo any initial active duty for training not previously completed.

g. I understand if I enlist directly for participation in the ROTC/SMP and I apply but am not accepted for enrollment in the ROTC Advanced Course *(see eligibility requirements, paragraphs 3-51 and 3-17, AR 145-1)* I will, at my request be retained in the unit, or be honorably discharged. If I am retained in an enlisted status I will be dropped as a potential ROTC/SMP participant and required to complete any initial active duty for training not previously completed.

h. I understand if I enlisted under any other enlistment program or option and was selected for ROTC/SMP participation and I do not apply for enrollment in the ROTC Advanced Course within one year following my selection, or I am not accepted for enrollment in the ROTC Advanced Course, I will be dropped as a potential ROTC/SMP participant and retained in an enlisted status until completion of my military service obligation *(statutory or contractual)*.

i. I understand that if I am disenrolled from Advanced ROTC, or fail to complete the ROTC Advanced Course, I will be dropped from the ROTC/SMP and, if otherwise qualified, retained in the unit in an enlisted status until completion of my military service obligation *(statutory or contractual)* I must undergo initial active duty for training if not previously completed. I will be administratively reduced immediately to the grade and rank authorized by AR 140-158.

j. I understand that if I fail to volunteer for the ROTC Early Commissioning Program *(ECP)*, or fail to accept a commission, or fail to be tendered a commission, I will be treated in the same manner as those ROTC/SMP participants who fail to complete Advanced ROTC. See paragraph i above.

k. I understand that when enlisting directly for participation in the ROTC/SMP I am not entitled to enlistment incentives under the provisions of DA Circular 135-23, or similiar Federal directives.

l. I understand that when entering the ROTC/SMP if I received an enlistment incentive under the provisions of DA Circular 135-23, or similiar Federal directives, I will not be entitled, upon my assignment to an officer-trainee position, to future incentive payments and may be required to pay back some, or all, of the money I have received prior to my assignment to an officer-trainee position.

m. I understand that any enlistment/reenlistment program, other than the Enlistment Incentive Program *(DA Circular 135-23, or other similiar Federal directives)*, which I would have otherwise elected and been eligible for upon initial enlistment/reenlistment, will be available upon my application for said program should I remain in an enlisted status upon removal from the ROTC/SMP.

3. I have read, initialed, and understood, each of the statements above which pertain to the option I chose in paragraph 1 above. Any other promise, representation, or commitment made to me in conjunction with my enlistment, reenlistment, extension of enlistment, or reassignment from Control Group *(ROTC)*, for participation in the Reserve Officers Training Corps *(ROTC)*/Simultaneous Membership Program *(SMP)* is written below in my own handwriting, or is hereby waived. *(If none, write "NONE")*

AUTHENTICATION

ASSIGNED UNIT DESIGNATION AND COMPLETE ADDRESS *(Include ZIP Code)*		
DATE	TYPED NAME AND SOCIAL SECURITY NUMBER OF APPLICANT	SIGNATURE OF APPLICANT
DATE	TYPED NAME, GRADE, BRANCH AND TITLE OF RECRUITING OFFICIAL	SIGNATURE OF RECRUITING OFFICIAL

ADDENDUM TO CERTIFICATE AND ACKNOWLEDGEMENT OF SERVICE REQUIREMENTS *(DA FORM 3540)* FOR ENLISTMENT UNDER THE ALTERNATE TRAINING PROGRAM

For use of this form, see AR 601-210; the proponent agency is DCSPER.

INFORMATION REQUIRED BY THE PRIVACY ACT

AUTHORITY:	Title 10 USC Section 270, 10 USC 511, 10 USC 673a. and Executive Order 9397, 22 November 1943.
PRINCIPAL PURPOSE:	To explain additional obligations and requirements imposed as a result of this specific option and to insure that your agreement to these conditions is a matter of record.
ROUTINE USES:	Confirmation of obligations and requirements incurred under this option; occasionally as a basis for retraining in an alternate MOS if training requirements are not met.
DISCLOSURE:	Disclosure of your SSN in voluntary; however, if not provided you will not be accepted into the program.

THIS FORM WILL BE COMPLETED FOR EACH APPLICANT ENLISTING FOR THE ALTERNATE TRAINING PROGRAM AND MUST BE FIRMLY ATTACHED TO EACH COPY OF THE DA FORM 3540.

1. I understand that enlistment for the Alternate Training Program provides that:

a. I must enter on Initial Active Duty for Training to undergo the common basic training program at an active military installation.

b. If I fail to successfully complete the basic training program I will be discharged from the US Army Reserve.

c. Upon successful completion of the basic training program I will be released from Active Duty for Training and be permitted to return to civilian status. I will then immediately commence training with my assigned troop program unit in a paid drill status. During this period I am not required to attend Annual Training with my unit, but I may volunteer to attend Annual Training, and may do so if authorized by my unit commander.

d. Within one year of the last day of my separation from Active Duty for Training (after successful completion of basic training) I will be required to again enter on Active Duty for Training to successfully complete Advanced Individual Training resulting in qualification in a Military Occupational Speciality (MOS). The period I will be required to remain on Active Duty for Training to successfully complete Advanced Individual Training will be dependent upon the skill or speciality in which I am to be trained.

e. If for any reason I am unable to successfully complete Advance Individual Training during the period for which I was ordered on Active Duty for Training, then I agree to:

(1) Remain on Active Duty for Training for such additional period as is required to become qualified in my selected Military Occupational Speciality, or

(2) I will accept training in an alternate Military Occupational Speciality, if offered, and will remain on Active Duty for Training for such additional period as may be required to complete such training and become qualified in the alternate Military Occupational Speciality.

2. I understand that both periods of Active Duty for Training (basic training and Advance Individual Training) are considered Initial Active Duty for Training and the minimum period of time I must spend on Active Duty for Training (basic and Advanced Individual Training, combined) is 12 weeks.

3. I understand that Time in Grade for promotion to pay grade E-2 begins upon entry on the first Active Duty for Training period (basic training). I may not be promoted to pay grade E-2 until 180 days subsequent to entry on Active Duty for basic training. I cannot be promoted to pay grade E-3 or above, until I have successfully completed Advanced Individual Training, been awarded a Military Occupational Speciality (MOS), and otherwise meet the promotion requirements of AR 140-158.

4. I further understand that I may not voluntarily change my selected Military Occupational Speciality (MOS) after the reservation for entry on Active Duty for Training to undergo Advanced Individual Training has been comfirmed.

5. I understand that under current provisions of law I will not satisfy my draft obligation unless I complete six years of satisfactory service as a member of the Ready Reserve or National Guard and, during such service, complete 12 consecutive weeks of active duty for training with an armed force (even through I complete all required training following enlistment in the Split Training Program).

6. I understand that I am not entitled to Veterans' reemployment benefits if my initial period of active duty for training is less than 3 consecutive months.

7. I HEREBY CERTIFY THAT I CANNOT COMPLETE BASIC TRAINING AND ADVANCED INDIVIDUAL TRAINING DURING ONE CONTINUOUS PERIOD BECAUSE OF A SCHOOL OR SEASONAL EMPLOYMENT CONFLICT AND THAT THE PROVISIONS OF THE ALTERNATE TRAINING PROGRAM OUTLINED ON THIS ADDENDUM HAVE BEEN FULLY READ AND EXPLAINED TO ME, ANY QUESTIONS THAT I HAD RELATIVE TO THIS PROGRAM HAVE BEEN SATISFACTORILY ANSWERED, AND I UNDERSTAND WHAT THE ALTERNATE TRAINING PROGRAM POLICY, AS DESCRIBED IN THIS ADDENDUM, PROVIDES FOR ME UPON ENLISTMENT.

SIGNATURE OF WITNESS	TYPED NAME AND RANK OF WITNESS	TITLE OF WITNESS AND DATE

SIGNATURE OF APPLICANT	TYPED NAME AND SSN OF APPLICANT	DATE

ADDENDUM TO CERTIFICATE OF ACKNOWLEDGEMENT OF SERVICE REQUIREMENTS

(DA FORM 3540)

FOR ENLISTMENT INTO THE US ARMY RESERVE TROOP PROGRAM UNIT WARRANT OFFICER FLIGHT PROGRAM

For use of this form, see AR 601-210; the proponent agency is ODCSPER

This form will be completed for all applicants enlisting for the USAR TPU WOFT Program and must be firmly attached to each copy of the DA Form 3540.

1. ACKNOWLEDGEMENT: I am enlisting for the USAR Warrant Officer Flight Training Program, I hereby acknowledge that I understand that --

a. I must successfully complete basic *(combat)* training *(if required)* and undergo the Warrant Officer Indoctrination Training and Warrant Officer Candidate Rotary Wing Aviation Course *(Preflight and Flight Training Course)*.

b. I must qualify for a security clearance.

c. I must continue to meet Class 1 medical standards for flying.

d. After my appointment as a Warrant Officer and completion of flight training, I will serve no less than 60 months in an Army Reserve Troop Program Unit as a Warrant Officer, unless sooner released by the Department of the Army and I will serve the remainder of my military oboligation as prescribed by law.

e. Throughout my training I must be prepared to meet the rigorous physical, mental, and psychological requirements.

f. In the event I should not be granted a security clearance or should fail to complete my training *(Preflight or Flight)* successfully, or withdraw or otherwise voluntarily disenroll from this course, I will be required to be retained in the Troop Program Unit and trained in an enlisted specialty for which a vacancy exists and for which I am qualified.

g. The unit I am enlisting for is:

ENTER USAR UNIT UIC	LOCATED AT

2. I understand this addendum is part of agreements contained in DA Form 3540 signed by me.

3. I certify I have read and understand the above, further I have had no promises made to me other than those contained in this form. Any verbal promise is not valid. I hereby acknowledge that I have had explained to me and I have read or viewed the nature of the training I am to receive.

AUTHENTICATION

GUIDANCE COUNSELOR'S NAME, GRADE, SSN	GUIDANCE COUNSELOR'S SIGNATURE
APPLICANT'S NAME, SSN	**APPLICANT'S SIGNATURE**

ADDENDUM TO CERTIFICATE OF ACKNOWLEDGEMENT OF SERVICE REQUIREMENT FOR ENLISTMENT INTO THE UNITED STATES ARMY RESERVE OFFICER CANDIDATE SCHOOL ENLISTMENT OPTION

For use of this form, see AR 601-210; the proponent agency is MILPERCEN

1. ACKNOWLEDGEMENT: In connection with my enlistment into the USAR, I hereby acknowledge that I understand that -

a. I will be required to serve 8 years in the USAR and that upon my commissioning serve not less than 6 years in a Troop Program Unit and the remainder of my Military Service Obligation as prescribed by law.

b. My enlistment into the USAR OCS Program assures me that upon completion of required training that I will be commissioned in the USAR.

2. The following condition and requirements are hereby acknowledged:

a. I must successfully complete training to include Basic Combat Training and the Officer Candidate School in order to become eligible for a commission.

b. I must qualify for a security clearance.

c. I must satisfactorily pass the Advanced Physical Fitness Examination prior to enrollment in the OCS Program.

d. I will accept a Branch in accordance with the unit vacancy for which I am enlisting. I am enlisting for the following position: AR 601-210 paragraph _____ line: _____ MOS:_____.

e. The Unit Commander retains the authority to utilize me in accordance with the needs of the Army.

f. Upon my commissioning, I will serve not less than 6 years in a TPU, unless sooner relieved by proper authority.

g. In the event that I should fail to complete OCS training I will be required to complete my Military Service Obligation as prescribed by law. My unit may require that I be trained in an enlisted MOS for which I am qualified and a vacancy exists.

3. I have read and understand the statements above and those contained in the DA Form 3540 series and hereby declare I fully understand my enlistment commitment and the conditions thereof.

AUTHENTICATION	
GUIDANCE COUNSELOR'S NAME, GRADE, SSN	GUIDANCE COUNSELOR'S SIGNATURE
APPLICANT'S NAME, SSN	APPLICANT'S SIGNATURE

ADDENDUM TO CERTIFICATE OF ACKNOWLEDGEMENT OF SERVICE REQUIREMENTS *(DA FORM 3540)* FOR ENROLLMENT INTO THE U. S. ARMY RESERVE SPECIALIZED TRAINING FOR ARMY READINESS *(STAR)* PROGRAM

For use of this form, see AR 601-210; the proponent agency is ODCSPER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

Authority	Title 10, United States Code, section 275; Executive Order 9397.
Principal Purpose	Basic form used to record contractual obligations to enlistees, guarantees and annexes enlistment contract.
Routine Uses	This form becomes a part of the Enlisted Master File and Field Personnel File. All uses of the form are internal to the United States Army.
Disclosure	Disclosure of the Social Security Number *(SSN)* and other personal information is voluntary. However, failure to provide the required information may result ***in denial of enlistment or reenlistment.***

This form will be completed for all individuals applying for enrollment in the USAR STAR Program and must be firmly attached to each copy of the DA Form 3540.

1. ACKNOWLEDGEMENT: I am being accepted for enrollment into the USAR Specialized Training for Army Readiness *(STAR)* Program, I hereby acknowledge that:

a. My enrollment into the USAR Specialized Training for Army Readiness *(STAR)* Program requires that I be accepted by and attend an authorized civilian institution for the purpose of completing training for the award of a military occupational speciality *(MOS)*. I have provided a letter of acceptance, a DD Form 1556, and a cost summary sheet from _____ *(Name of Institution)*.

b. I am enrolling for MOS _____ *(Enter MOS and title)*.

c. Upon successful completion of the required civilian training, which must be completed within two years, I will be required to attend 4 weeks of active duty proficiency training at a military installation designated by the Army prior to award of the MOS for which I applied.

d. If applicable, I must successfully complete Basic Combat Training prior to attendance at the institution listed above, if I have not already completed Basic Training for an Armed Force.

e. I must be a satisfactory participant in the Troop Program Unit *(TPU)*.

g. I will keep my TPU commander informed of my status in school, and will not drop a course without the approval of my TPU commander.

2. I fully understand that my attendance in a civilian school is not an entitlement or a scholarship but a contractual military training program designed to provide training for the award of a military occupational specialty *(MOS)*. Only courses approved by the Army for my MOS will be paid for by the Army. Any other courses not required by the training program will be taken at my own expense. Costs in excess of $6,000.00 per year will be billed directly to me. Room and board will not be paid for by the Army. I will not receive full military pay and allowances during civilian school attendance, other than pay for attendance at scheduled unit training assemblies.

3. I also understand that the Army may, as an alternative to providing training at a civilian training facility, provide me with training at a military training center to qualify me for award of an MOS.

4. I further understand that I must meet all academic standards of civilian school and if I fail to complete the required course of instruction due to academic failure or any other reason or through any voluntary or involuntary act, fail to attain qualification for the award of an MOS, that the Army may require me to attend a military training center for training for another MOS as determined by the Army. I will complete the period of TPU service specified in my service agreement, which is _____ years, whether or not I successfully complete STAR training.

5. I have read and understand the terms and conditions of this addendum. I understand that all provisions of my DD Form 4, enlistment/extension, to include all annexes and addendums constitute this contract.

AUTHENTICATION

TYPED NAME AND SSN OF APPLICANT	SIGNATURE OF APPLICANT	DATE
TYPED NAME, GRADE AND SSN OF COUNSELOR	SIGNATURE OF GUIDANCE COUNSELOR	DATE

*U.S. G.P.O.:1995-387-857:80458