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*Army Regulation 601-270
Air Force Regulation 33-7
Chief of Naval Operations Instruction 1100.4A
Marine Corps Order P1100.75A

Personnel Procurement

Military Entrance Processing Station (MEPS)

Summary. This regulation covers Military Entrance Processing Station (MEPS) operational policies, programs, and procedures. It implements Department of Defense Instruction (DODI) 1145.2 governing personnel enlisting into the military and the processing of Selective Service System registrants.

Applicability. This regulation applies to all military activities and other agencies using the MEPS. It applies to the Active Army, Army National Guard, and US Army Reserve.

Impact on New Manning System. This regulation does not contain information that affects the New Manning System.

Supplementation. Supplementation of this regulation is prohibited unless prior approval is obtained from HQDA (DAPE-MPA-CS), WASH DC 20310-0300.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. The proponent agency of this regulation is the Office of the Deputy Chief of Staff for Personnel. Army users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA(DAPE-MPA-CS), WASH DC 20310-0300.
Other Services will use their appropriate Service channels.

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*This regulation supersedes AR 601-270/AFR 33-7/OPNAVINST 1100.4A/MCO P1100.75A, 15 November 1983.

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Chapter 1
Introduction

1-1. Purpose

a. Chapters 1 through 8 prescribe Military Entrance Processing Stations (MEPS) operational policies and procedures applicable to recruiting activities of the Armed Forces and contain agency and command responsibilities for the operation and support of the MEPS. The primary mission of the MEPS is to—

(1) Examine applicants' aptitude and physical qualifications for enlistment in the Armed Forces in accordance with eligibility standards established by the Services.

(2) Enlist in the Armed Forces those applicants accepted for enlistment by sponsoring military service.

b. Chapter 9 prescribes policies, procedures, and responsibilities for processing of Selective Service System (SSS) registrants.

1-2. References

Required and related publications 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

a. The Department of Defense (DOD) Executive Agent is the Deputy Chief of Staff for Personnel (DCSPER) of the Army Staff. (From this point on, the DOD Executive Agent will be referred to as the Executive Agent.) DCSPER will act as the Executive Agent for DOD in all matters pertaining to the operations of the US Military Entrance Processing Command (USMEPCOM). The Executive Agent has been delegated the responsibility of—

(1) The general staff supervision of USMEPCOM.

(2) Developing policies and procedures in coordination with the military services or Federal agencies, as appropriate, and when necessary, obtaining sanction from the Office of the Assistant Secretary of Defense (Manpower, Installations, and Logistics (OASD (MI&L)).

(3) Programing, budgeting, and financial operating costs.

(4) Civilian personnel staffing.

(5) Submitting proposed changes in MEPS locations and personnel staffing requirements to OASD (MRA&L).

b. Heads of the Department of the Army, Navy, and the Air Force, and Headquarters, Marine Corps have the responsibility for—

(1) Military personnel staffing of MEPS. Financing of related pay and allowance costs, including permanent change of station (PCS) travel and temporary duty (TDY) travel for Service-unique purposes.

(2) Financing of costs for transportation, meals, and lodging of applicants and enlistees.

(3) Furnishing recruiting services examination and enlistment (Regular and Reserve Components, including the Delayed Entry Program (DEP)) workload projections (fiscal year and quarterly) to the Executive Agent.

(4) Providing the Executive Agent with basic eligibility criteria for enlistment instructions used to prepare enlistment documents, assign enlistees, and distribute enlistment documents.

c. Army installation commanders are responsible for insuring that the Headquarters (HQ) USMEPCOM and subordinate units are provided the following:

(1) Personnel (Army and civilian only) and administrative services support (including legal and pay).

(2) Logistical support, except where interservice support is obtained, from other military services, in accordance with DOD 4000.19-R.

d. Commanders of the major recruiting activities of the Army, Navy, Air Force, Marine Corps, Coast Guard, and the National Guard Bureau (NGB) are responsible for—

(1) Insuring uniform compliance with policies and procedures prescribed in this publication.

(2) Maintaining liaison and coordination on matters of mutual concern with the Commander, USMEPCOM.

e. Commanders and Active Army, Navy, Air Force, Marine Corps, Coast Guard, and Army National Guard (ARNG) recruiting activities are responsible for—

(1) Insuring that pertinent policies and procedures prescribed in this regulation are implemented uniformly.

(2) Providing quarterly recruiting objectives, by MEPS, assigned to subordinate commands and then to the appropriate USMEPCOM sector commander(s) for operational planning purposes.

(3) Establish and maintain respective Service-unique computerized job reservation systems located at each MEPS.

f. The Commander, USMEPCOM will perform the command, control, and operation functions over the sector headquarters and all MEPS as the operating agency of Headquarters, Department of the Army (HQDA). The Commander, USMEPCOM will also—

(1) Monitor the MEPS system and provide necessary administrative support and management guidance.

(2) Provide professional and technical guidance to the MEPS chief medical officers through the sector surgeon.

(3) Perform review and analysis, develop necessary plans and programs, and submit budget requirements to

the Executive Agent.

(4) Establish and maintain MEPS facilities at locations prescribed by OASD (MI&L). Develop facility layouts, space, and equipment requirements.

(5) Inspect all MEPS in accordance with AR 20-1, normally once a year, to ensure uniform compliance with established policies and procedures.

(6) Develop MEPS workload capabilities (testing, medical examination, and processing), staffing patterns, and personnel requirements. Publish and distribute joint table of distribution and allowance (TDA), or change thereto, to appropriate agencies and activities.

(7) Establish and maintain uniform geographic servicing boundaries for MEPS processing in conjunction with recruiting service input. The Commander, USMEPCOM will have the final approval authority of boundaries.

(8) Military Entrance Processing Reporting System (MEPRS). The MEPRS, using System 80 minicomputers, is designed to provide the official DOD source of initial, automated, individual personnel records. In particular, it is intended to—

(*a*) Provide the respective armed services with automated personnel records during both peacetime and mobilization.

(*b*) Provide administrative control over the quality control, recording, coding, and transmission of data.

(*c*) Provide commanders with the hardware, software, and procedures to promote efficient and effective operation of applicant processing.

(*d*) Develop accurate and timely data in the accountability of individual processing as the basis for allocating resources and, during national emergency, as the basis for controlling the National Emergency Manpower Procurement System.

(*e*) Perform automated aptitude test scoring and directly enter the test results into the applicant's personnel records.

(*f*) Eliminate redundant keystroking by allowing data (that is medical, aptitude, and so on) to be added to previously established applicant records included on the MEPRS Host Data Base located at the Joint Computer Center (JCC), Great Lakes Naval Training Center, Illinois.

(*g*) Perform edits of applicant records on-line to eliminate redundant keystroking and help insure that accurate records are established.

(9) Initiate requests, as necessary, to obtain administrative services (to include legal services) and logistical support for MEPS activities.

(10) Maintain liaison with commanders of the recruiting services and training commands of the armed services, Military Traffic Management Command (MTMC), Office of the Chief of Engineers (OCE), US Army Health Services Command (HSC), and US Army Communications Command (USACC). Also maintain liaison with the Chief, NGB; Administrator, General Services Administration (GSA); and Director, Office of Personnel Management (OPM).

g. Commanders of USMEPCOM sectors will exercise direct command authority over the operation of MEPS within their respective geographical areas of responsibility. They will also—

(1) Supervise the operation of MEPS to insure established policies and procedures are accomplished effectively and efficiently.

(2) Monitor MEPS personnel, facilities, equipment, supplies, administrative services, and logistical support requirements. Request assistance when necessary.

(3) Furnish monthly workload projections to the MEPS and monitor the flow of applicants into the MEPS for examination and enlistment.

(4) Maintain liaison with appropriate counterpart service recruiting commanders/directors, State adjutants general, SSS regional directors, and directors of local OPM regions to insure maximum cooperation in connection with MEPS matters of mutual concern.

(5) Develop financial plans, programs, and budgets. Conduct audits and financial reviews and analyses of operations.

Chapter 2
Functions of Military Entrance Processing Stations and Recruiting Activities

2-1. MEPS functions

The functions of the MEPS are to—

a. Examine applicants for enlistment in the armed services and identify those who meet eligibility standards established by the Service concerned.

b. Enlist in the sponsoring armed service those applicants accepted for enlistment.

c. Conduct quality review of enlistment documents prepared by MEPS, and interview applicants for the purpose of assisting recruiting services in the prevention of fraudulent entry into armed services.

d. Prepare DD Form 4 series, (Enlistment/Reenlistment Document—Armed Forces of the United States) in accordance with instructions from the Commander USMEPCOM. Complete items 3 through 10 and 12 of DD Form 1966 series (Application for Enlistment—Armed Forces of the United States) regarding acknowledgement of Service obligation as prescribed in DOD 5000.12-M. Complete items 17, 18, and 43 in accordance with instructions from the Commander, USMEPCOM.

e. Fingerprint applicants. Forward Entrance National Agency Check/National Agency Check (ENTNAC/NAC) requests received from the recruiting services and the fingerprint cards to the Defense Investigative Service (DIS).

f. Prepare DD Form 93 (Record of Emergency Data).

g. Prepare order for travel of enlistees to initial recruit reception activities or other duty stations designated by the sponsoring Service.

h. Publish initial active duty for training (IADT) or active duty for training (ADT) orders for Reserve Component personnel when requeste by the respective Service.

i. Distribute enlistment documents in accordance with instructions contained in personnel procurement directives issued by the sponsoring Service.

j. Arrange transportation for enlistees to local transportation terminals and onward movement to stations designated by the sponsoring Service.

k. Conduct enlistment qualification testing at sites outside the MEPS (Mobile Examining Team (MET) sites) in accordance with policies and procedures prescribed in this publication and by the Commander, USMEPCOM.

l. Provide arrangements for lodging, meals, and local transportation, if applicable, for applicants and enlistees while they are undergoing processing at the MEPS. If it is necessary to procure these services from commercial facilities, such procurement will be accomplished only through the supporting contracting offices. Contracting officers will accomplish the procurement in accordance with the appropriate Defense acquisition regulation.

m. Maintain accountability of services rendered by contractors and vendors, and submit payment in accordance with procedures established by the Commander, USMEPCOM.

n. When requested by armed services or other Federal activities, conduct medical examinations of individuals not included in the MEPS programed workload established by the Executive Agent if examinations will not adversely affect the accomplishment of the primary mission. The sponsoring activity will obtain parental or guardian consent to the medical examination if required (see para 3-10). The examinations will be scheduled in advance through coordination with the MEPS. Costs incident to the medical examination, including specialty consultations and laboratory evaluations ordered by the MEPS physician, will be paid from USMEPCOM operating funds on a nonreimbursable basis, unless reimbursement provisions are specified.

o. Insure complete, timely, and accurate preparation, collection, and transmission of the individual's examination and enlistment records and related data in accordance with the procedures established by the Commander, USMEPCOM.

p. Conduct orientation briefings concerning the operation of MEPS for recruiting personnel as appropriate.

q. Conduct testing with the Armed Services Vocational Aptitude Battery (ASVAB) in accordance with AR 601-222/OPNAVINST 1230.1B/AFR 33-6/MCO 1130.52/CG COMDTINST 1130.13A.

r. Perform informal accounting for appropriate funds, develop financial plans and programs, conduct financial review and analysis, and conduct management analysis to maximize operational efficiency in terms of funding resources.

2-2. Recruiting activity functions

The functions of local area recruiting activities are to—

a. Schedule applicants on a daily basis for medical examination, testing, enlistment, meals, and lodging. Insure that the projected schedule commits the MEPS to steady workload demands.

b. Conduct preliminary screenings of applicants to insure that those who are obviously physically unfit for military service (such as overweight or administratively ineligible for enlistment), ineligible for ASVAB testing or retesting, or are non-English speaking are not forwarded to the MEPS for examination.

c. Insure that applicants have been properly identified and possess a valid social security number (SSN) before reporting to the MEPS or MET site for examination.

d. Obtain parental or legal guardian consent for the medical examination of minors (para 3-10).

e. Arrange necessary transportation for applicants to the MEPS (or place of lodging when appropriate) or remote MET site and for return to their residence when applicable. During mobilization, the procedures outlined in chapter 9 apply.

f. Explain procedures that must be folowed to receive meals and lodging at the contract facility. Explain rules of conduct expected of applicants during their stay at contract lodging facilities, and provide each applicant with lodging information. The recruiting service will insure that a copy of the information is included in the packet sent to the MEPS; advise applicants of the services available at the lodging facility, including those for which a fee is chargeable to them; and explain the provisions of paragraph 3-9.

g. Stress to applicants the importance of reporting for examination of schedule in a rested condition and in appropriate dress (para 3-6).

h. Identify applicants that require special examinations or testing necessary to determine qualification for specific enlistment programs. Furnish the name of the test site location and the date testing occurred when applicants have been previously tested on the institutional or production ASVAB. Identify prior-service applicants and specify medical fitness standards to be applied.

i. Determine the eligibility of applicants for particular Service programs, including enlistment grade or rank, in accordance with Service personnel procurement directives.

j. Insure military service obligations and enlistment commitments, including the precise nature of the specific program or option, are explained to applicants before the Oath of Enlistment is administered.

k. Insure applicants and enlistees with military training or school start date commitments are sent to the MEPS for shipment in a timely manner.

l. Furnish all applicable data necessary for preparation of assignment, travel, and active duty orders for applicants scheduled to enlist.

m. Maintain enlistment documents pertaining to members of the U.S. Army Reserve Alternate Training program (U.S. Army Recruiting Command only).

o. Forward necessary Service-unique forms and documents in sufficient copies to the MEPS for distribution in accordance with Service personnel procurement directives.

p. Support the institutional testing program prescribed in AR 601-222/AFR 33-6/OPNAVINST 1230.1B/MCO 1130.52/CG COMDTINST 1130.13A.

Chapter 3
Operational Guidance

3-1. MEPS operations

MEPS will operate on a 5-day workweek, excluding Federal holidays. Upon request of one or more of the recruiting services through the Interservice Recruitment Committee (IRC), USMEPCOM sector commanders may authorize the operation of MEPS for a total of 13 Saturdays per fiscal year. USMEPCOM sector commanders may also schedule additional Saturday openings, commensurate with budgetary constraints, if the workload at a MEPS has continuously exceeded capacity during the standard workweek. MEPS will not open during 3-day Federal holiday weekends.

3-2. Interservice Recruitment Committee (IRC)

a. Purpose. The IRC serves as the coordinating body through which harmonious relationships between local recruiting organizations and MEPS are maintained. The IRC will serve as a forum for the coordination, discussion, and resolution of areas of mutual concern; however, they do not have the authority to make operational decisions for the MEPS.

b. Committee responsibilities. The IRC will consider all matters of mutual interest affecting the accomplishment of the recruiting mission and the MEPS service, to include—

(1) Coordination of all aspects of the Armed Services Student Testing Program, in accordance with AR 601-222/AFR 33-6/OPNAVINST 1230.1A/MCO 1130.52, to insure the goals assigned by higher headquarters are achieved.

(2) Dissemination of MEPS policies and procedures concerning enlistment qualification testing and the medical and administrative processing of applicants.

(3) Establishment of processing quotas, when required, and applicant projection requirements for the MEPS and MET sites. Reserve Components whose recruiting service is separate from their Active Component will be entitled to a percentage of MEPS processing seats consistent with their percentage of total projected accessions for their respective Service. Processing seats not reserved may be used by either an Active or a Reserve Component on an as-needed basis.

(4) Exploration of procedures for more efficient processing that would provide better service to the recruiting services.

(5) Exchange of data on projections, no-shows, walk-ins, examination reject rates, preenlistment interview disclosures, recruiting production status, retest request, and so on, for the purpose of improving applicant processing procedures.

(6) Establishment of working level and ad hoc subcommittees, as required.

(7) Coordination of liaison activities with local and State educational officials, as required.

c. Committee's composition. The IRC is composed of commanders of the Army District Recruiting Command. Navy Recruiting District or "A" Station, Marine Corps Recruiting Station, Coast Guard District Office, Air Force Recruiting Squadron, and MEPS. ARNG (State Recruiting and Retention Managers) and Reserve representatives will be invited to all IRC meetings and encouraged to participate. The chair should be rotated on an annual basis among the voting members of the IRC.

d. Convening frequency. The IRC will formally convene not less than quarterly with more frequent meetings encouraged. Committee representatives of any military service can call a meeting of the committee at any time, consistent with prudent judgement and the availability of Service representatives. The minutes of each IRC meeting will be recorded and distributed within 10 working days of each voting and nonvoting IRC member and each member of the appropriate Midlevel Interservice Recruitment Committee (MIRC). Additionally, for each State supported, a copy of the minutes will be sent to the Executive Support Staff Office for Air in the State adjutant general's office.

e. Duties of the IRC chairperson. The chairperson's duties include—

(1) Coordination of dates and locations for meetings as agreed upon by members.

(2) Establishment of the meeting agenda and schedule from input provided by members and representatives.

(3) Initiation of invitations, to appropriate organizations and individuals involved in any aspect of recruiting/or MEPS matters, to attend meetings.

(4) Preparation and distribution of IRC minutes.

f. Voting. The IRC is ruled by majority vote. When practicable, the recruiting Service commander and the MEPS commander will attend IRC meetings. Each recruiting Service member has one vote on matters before the committee. The MEPS commander is a nonvoting member. National Guard and Reserve representatives will be nonvoting members and represented during voting by their active service counterparts. Approval of the MEPS commander must be obtained on those matters concerning MEPS resources, capabilities, or mission. A dissenting Service may forward the issue to the MIRC.

g. Resolution of disagreements in the IRC. The IRC provides commanders of recruiting and processing activities a forum to raise and resolve issues that may adversely affect accomplishment of the recruiting mission and MEPS processing. It is expected that such issues will be resolved locally by direct coordination. When satisfactory resolution is not possible, referral to the MIRC is appropriate. However, the IRC concept is not intended to abridge any commander's responsibility and

authority to accomplish assigned missions. If agreement cannot be reached in the IRC, the military service that introduced the issue will document the committee action and forward the issue to the MIRC for resolution. Issues which cannot be resolved by the MIRC will be referred through HQ USMEPCOM, ATTN: MEPCOP-P, to the Joint Recruitment Commanders Committee (JRCC) for resolution.

3-3. Midlevel Interservice Recruitment Committee (MIRC)

a. Purpose. The MIRC provides interface between the functions of recruiting and processing above that of the local operational level. The objective of the MIRC is to improve the working relationships among members and to enhance the quality of MEPS support for the Recruiting Services. The MIRC provides a continuing means of resolving those problems of policy implementation, coordination, and standardization within the assigned geographic boundaries of MIRC members.

b. Committee responsibilities. The MIRC will consider all matters of mutual interest affecting the accomplishment of the recruiting mission and the MEPS service, to include—

(1) Coordination of MEPS support requirement for the recruiting Services located within the geographical boundary of each USMEPCOM sector.

(2) Exchange of recruiting and MEPS-related information of mutual interest.

(3) Resolving issues that could not be satisfactorily resolved at the local IRC operational level.

c. Committee's composition. The MIRC is composed of USMEPCOM sector commanders and commanders of Army regional. Navy area, Air Force group, and Marine Corps district recruiting services. In addition, the following will be invited to attend and participate: equivalent level commanders of Reserve; Recruiting and Retention Advisory Committee (ARNG); Chief, Air National Guard Recruiting and Retention Branch, NGB; and Coast Guard recruiting service personnel. The respective sector commander will be the chair. The MIRC is normally organized along the geographical boundaries of the USMEPCOM sectors and will be identified by the sector designation such as Eastern Sector. Because of disparate boundaries, membership in more than one committee on the part of recruiting commanders may be required, and further subdivision is authorized to accommodate peculiar situations.

d. Duties of the MIRC chairperson. The chairperson's duties include—

(1) Coordination of dates and locations for meetings as agreed upon by members.

(2) Establishment of the meeting agenda and schedule from input provided by members and representatives.

(3) Initiation of invitations, to appropriate organization and individuals involved in any aspect of recruiting or MEPS matters, to attend meetings.

(4) Preparation and distribution of MIRC minutes to committee members and HQ USMEPCOM, ATTN: MEPCOP-P.

e. Convening frequency. The MIRC will formally convene at least twice annually with more frequent meetings encouraged. Committee representatives of any military service can call a meeting of the committee at any time consistent with prudent judgment and the availability of the Service representatives. Committees are encouraged to rotate locations of meetings with the Services acting as hosts in their respective areas or in third-party locations such as training centers. The Service that hosts the MIRC meeting is responsible for providing clerical assistance for recording minutes of the meeting.

f. Voting. The MIRC is ruled by majority vote. When practicable, the commander from each recruiting Service and USMEPCOM sector will attend the meetings. Each will have one vote on matters before the committee. When more than one recruiting Service representative is a member, the senior officer present from that Service will provide the vote for that Service. National Guard and Reserve representatives will be nonvoting members and represented during voting by their active service counterparts. Approval of the sector commander must be obtained in those matters concerning MEPS resources, capabilities, or mission.

g. Resolution of disagreements. In cases where agreement cannot be reached in the MIRC, Service dissents may be forwarded through HQ USMEPCOM, ATTN: MEPCOP-P, to the JRCC for resolution in accordance with paragraph 3-2*g*.

h. Information products. Sector commanders will keep voting and nonvoting MIRC members abreast of MEPS matters through the transmittal of management data and operational policies, as required.

3-4. Joint Recruitment Commanders Committee (JRCC)

a. Purpose. The JRCC interface between the functions of recruiting and processing at the command level.

b. Committee responsibilities. The JRCC will consider all matters of mutual interest affecting the accomplishment of the recruiting and USMEPCOM missions. Issues which cannot be satisfactorily resolved at the MIRC level will be acted upon by the JRCC.

c. Committee composition. The committee will consist of the commanders of the recruiting Services and Commander, USMEPCOM.

3-5. Scheduling of applicants

Applicants will be scheduled for processing, on a name and SSN basis, in accordance with procedures established by HQ USMEPCOM and in coordination with

the IRC and local MEPS procedures. Examining and/or enlistment requirements and time of arrival will be furnished for each applicant by the appropriate Recruiting service.

3-6. Applicant clothing standards

Applicants being processed at the MEPS will be dressed in a manner decided by the IRC. Applicants undergoing a medical examination or medical inspection will be required to wear underclothing (shorts for males and bra and underpants for females).

3-7. Mobile Examining Team (MET) site projections

Projections by name, SSN, or number may be required, dependent upon local MEPS standard operating procedures (SOPs) in conjunction with the IRC. At the MET sites not requiring projections, notification by the recruiting Services to the MEPS will be made only when there will be no applicants for a specific session, or when the site capacity or 25:1 examinee/proctor ratio will be exceeded. Notification will be made to the MEPS no later than 1200 hours on the day prior to the session in question. For OPM-administered MET sites, the MEPS will notify OPM at a time determined by mutual agreement, on the day prior to cancelled sessions.

3-8. Conduct of recruiting activities within the MEPS

Engagement in recruiting interviews with applicants is not authorized within the MEPS, meal and lodging facilities, MET sites, or during vocational testing. Recruiting activity may be conducted only in respective Service guidance counselor or liaison offices.

3-9. Examination of applicants

Policies, responsibilities, and procedures for the enlistment qualification testing and medical examination of applicants for enlistment, and related matters, are in chapters 7 and 8. Enlistment qualification testing or medical examination of an applicant without an SSN is not authorized. Testing or processing applicants for enlistment when they are in an intoxicated condition (alcohol or drugs) is not authorized. Enlistment of applicants who have become liable to a contract facility for services rendered or loss or damage incurred while in an applicant status will be suspended for a reasonable time to permit the facility management representative to pursue the matter with the applicant concerned. However, the MEPS commander has no authority to adjudicate a dispute between an applicant and the contract facility as to the applicant's pecuniary liability for alleged services or property damage or loss. Any such applicant will be returned to the appropriate recruiting Service for a determination of eligibility for enlistment.

3-10. Processing of minors

a. A minor is an unmarried applicant under 18 years of age. The majority age for examinees who are not applicants for enlistment (Peace Corps, Job Corps, and so on) will be determined by the law of the State in which the examination occurs.

b. Written consent to a medical examination (completion of Section IX of DD Form 1966 series (regardless parental/guardian consent for enlistment) by the parents or guardians of examinees who are minors is required. When applicable, a minor may attest that "I have neither living parent(s) nor other guardian entitled to my custody and control" in item 37 (Remarks) of DD form 1966 series. A commissioned officer will also attest (in item 37 of DD Form 1966 series) that "the applicant has met the burden of showing that neither parental nor guardian custody/control exists". This attestation will not be delegated.

3-11. Public affairs

a. General. Examining and processing records accomplished or prepared at MEPS contain privileged information and, therefore, will only be released to authorized personnel in accordance with the Privacy Act of 1974 (sect 552*a*, title 5, United States Code (USC)). The use of Government facilities and personnel for the purpose of compiling materials for use by commercial enterprises is prohibited.

b. News media interviews and/or photographs. Interviews with or photographing of applicants and enlistees by news communications media are encouraged, provided—

(1) Interviews and photographs do not interfere with or disrupt the accomplishment of examining functions.

(2) Applicants and enlistees fully understand they are not obligated to talk with media representatives but may consent to do so.

(3) Interviews and photographs are not conducted while applicants are actually engaged in medical examination and enlistment qualification testing. Simulation of medical examination and enlistment qualification testing may be made, provided that all photographs will be in good taste. Applicants being photographed will be in poses which reflect personal dignity and decorum. News media representatives will not normally be permitted to photograph (including filming or video taping) an actual enlistment ceremony. However, MEPS commanders may approve exceptions, provided the photography does not disturb the conduct of the ceremony or reduce its dignity.

c. Visitors to MEPS. The general public, especially relatives and friends to applicants for enlistment, are encouraged to visit MEPS. They will not be permitted to visit processing and examining sections while in active operation. Visitors will be invited to witness the oath of

enlistment ceremony and photograph a simulated ceremony. If a private ceremony has already been approved, the actual ceremony may be photographed.

3-12. Requisition of forms

a. Army, Air Force, and Marines. Requisition and distribution of blank Department of Defense (DOD), Department of the Army (DA), and Standard Forms (SF) forms will be made in accordance with AR 310-2. Requisitions for necessary forms issued by the Department of Air Force and Headquarters Marine Corps will be submitted in accordance with AR 310-2, section VI. Recruiting Services may requisition forms from their supporting MEPS.

b. Navy. See appendix 1.

3-13. Maintenance and disposition of files

MEPS files will be maintained and disposed in accordance with AR 340-18. Documents relating to the examination of individuals will be maintained in the MEPS examination files located in a restricted access room. Access to the files room will be restricted to MEPS personnel on a "need-to-know" basis, as determined by the MEPS commander in writing, and must be posted at the files room entrance.

3-14. Release of information to Federal or State agencies

DOD and other Federal agencies have reciprocal working relationships, whereby persons not qualified for military service may be referred to Federal or State agencies for training, schooling, employment, or rehabilitation opportunities. The MEPS will furnish medical results and enlistment qualification test scores when recruiting Services request these scores for their referral purposes. The responsibility for obtaining consent from the applicant to release medical results and/or enlistment qualification scores rests with the sponsoring recruiting Service.

3-15. Examination of non-English speaking applicants

Applicants for enlistment must comprehend English well enough to complete processing requirements. Applicants identified during ASVAB verification testing interviews, enlistment qualification testing, medical processing or MEPS preenlistment interviews as non-English speaking, will be referred to the section chief available (testing, medical, or processing officer) for evaluation. If indicated, a recommendation for the termination of processing will be submitted to the MEPS commander. If processing is terminated by the MEPS commander (or operation officer or test control officer), the notation "non-English speaking applicant RBJ after 90 days" will be recorded in the ASVAB score record, SF 88 (Report of Medical Examination), and DD Form 1966 Series, as appropriate, and the applicant will be returned to the sponsoring Service. Further enlistment processing will require a waiver of MEPS examination and/or interview requirements contained in this regulation. Waiver must be obtained through recruiting channels from the appropriate Military Department.

3-16. ASVAB failures

Applicants tested at MET sites who fail to obtain minimum requirements, as established by the sponsoring Service, will not be sent to the MEPS for further processing. If circumstances prevail where an applicant is in medical processing and the test scores reveal that the applicant has failed, the medical processing will continue.

Chapter 4
Personnel

4-1. General

a. Administration of MEPS personnel will be governed by pertinent laws and regulations of the Service in which they are members. Command control includes the authority and direction necessary for effective and efficient accomplishment of assigned functions.

b. Performance evaluation reports will be prepared in accordance with directives issued by the respective Services. Rating schemes or lists of responsible raters within the chain of command will be prescribed by HQ USMEPCOM.

c. Nonjudicial punishment actions and courts-martial charges involving members of the same Service as that of the MEPS commander will be disposed of in accordance with directives issued by that Service. Recommendations concerning nonjudicial punishment and courts-martial charges involving members of a Service other than that of the MEPS commander, will be forwarded in accordance with instructions furnished by the appropriate USMEPCOM sector commander.

d. Each Service may, in coordination with the Commander, USMEPCOM, conduct routine visits of their personnel on duty with the MEPS. The senior member of each Service assigned to the MEPS is authorized, through coordination with the MEPS commander, to report any matter deemed necessary or appropriate through command channels applicable to his or her Service.

4-2. Staffing

MEPS consisting of a headquarters, operations, medical examination, and testing management sections will be staffed by military personnel of the armed services and civilians provided by the Executive Agent. Military staffing contributions of each armed service will be proportionate to their programed accession requirements in the forthcoming 5 years; that is, the number of male and female applicants programed for enlistment qualification testing, medical examination, and enlistment by the MEPS. MEPS personnel staffing will be monitored by HQ USMEPCOM to insure that adequate operational continuity is maintained. The Commander, USMEPCOM will develop, document, and submit necessary changes in personnel requirements to the Executive Agent for coordination and submission to OASD (MI&L).

4-3. Assignment qualifications

Assignment qualifications for officer and enlisted personnel are listed in appendix G.

4-4. Relief of unsatisfactory personnel

a. Military personnel assigned or attached to USMEPCOM whose personal conduct merits disciplinary action, or who are derelict in performance of duty, will be considered for expeditious relief or reassignment from USMEPCOM.

b. Procedures for relief of unsatisfactory personnel are listed below.

(1) MEPS commanders will—

(*a*) Initiate requests for relief in accordance with service regulations and USMEPCOM policy.

(*b*) Inform the individual in writing of the contemplated relief action. If the relief is based upon a report of investigation or other written statements, furnish copies to the servicemember.

(*c*) Permit sufficient time, usually not more than 10 days, for the servicemember to rebut any comments or allegations. A negative reply is required.

(*d*) In the case of Marine Corps and Navy personnel, submit a special fitness/evaluation report in accordance with service regulations.

(*e*) Prepare a letter to the sector headquarters with detailed statement of the circumstances leading to the request, including a specific description of incidents of substandard behavior, specific and typical instances of inadequate performance, or a specific detailed description of a single significant event that precipitated the request. Also include a statement describing efforts taken to rehabilitate the individual. Provide a letter of notification to the individual as well as the individual's reply. Forward the request to the sector headquarters.

(2) Sector commanders will—

(*a*) Ascertain that the relief action is prepared in accordance with this regulation and is administratively correct.

(*b*) Make a recommendation on the request pertaining to Navy personnel, approve or disapprove the request on Army and Marine Corps personnel.

(*c*) Forward the relief action request to HQ USMEPCOM, ATTN: MEPCAP-P, no later than 48 hours after receipt of the administrative review.

(3) The Commander, USMEPCOM will—

(*a*) Review the request for accuracy and completeness.

(*b*) Forward the request to the appropriate service.

(*c*) Requisition a replacement when required.

(4) The service headquarters will assign a replacement expeditiously after notification of a relief action.

Chapter 5
Facilities

5-1. General

The Executive Agent will plan for, program, and provide facilities for USMEPCOM. Requests for office space in MEPS facilities from non-MEPS activities will be submitted, through normal command channels of the Service concerned, to the Executive Agent for consideration. Proposed relocation of MEPS by the GSA will be coordinated by the appropriate district engineer with HQ USMEPCOM.

5-2. Responsibilities

The Commander, USMEPCOM, in conjunction with the HQDA Office of Engineers and GSA, will—

a. Establish space requirements and construction criteria for MEPS. Layouts will be furnished to GSA for coordination.

b. Develop facility layout designs, as necessary, for all MEPS. Layouts will be furnished to GSA for coordination.

c. Develop the military construction program regarding new facilities peculiar to the MEPS mission. Such military construction will be coordinated in accordance with existing Army regulations and forwarded to the Executive Agent for approval.

d. In accordance with the Facilities Management Program, develop and/or approve alteration plans for the modernization of MEPS necessary to meet established criteria.

e. Provide office space, basic office equipment, and the common use of expendable supplies to Service liaison and guidance counselors physically located in the MEPS. No special or Service-unique material will be provided. Common furniture, other than that provided by the MEPS, is not authorized.

f. Submit requests for necessary relocation of MEPS to the District Engineer, Army Corps of Engineers. Relocation of MEPS from one area to another and establishment or closure of any MEPS requires the prior approval of OASD (MI&L).

5-3. Standards

The following standards will be used in providing adequate facilities for the MEPS:

a. Station facilities will meet established physical security and safety standards and will be kept in a good state of repair.

b. Sufficient space must be provided to avoid undue congestion and permit orderly handling of applicants throughout all processing.

c. Medical facilities will be arranged and equipped to the extent possible to permit simultaneous and separate examination of men and women.

d. When stations are not located on military installations, they will be located convenient to public transportation and food and lodging facilities.

e. Suitable toilet and lavatory facilities will be provided.

f. Adequate ventilation and air conditioning is required.

g. The initial receiving room will be readily accessible to the place of entry into the building. Uniform directional signs of professional quality will be posted throughout the MEPS.

h. Sufficient seating accommodations will be provided so that applicants will not be required to stand.

i. Provisions for the safeguarding of personal items and clothing of applicants will be provided.

j. Appropriate lounge facilities for applicants and visitors will be provided.

k. Ceremony rooms will be maintained in accordance with the standards listed at appendix D.

l. Facilities will have sufficient capacity to expand rapidly during mobilization.

5-4. Meals and lodging

a. HQ USMEPCOM will establish policies, procedures, specifications, and standards for requesting negotiation of meals and lodging contracts in accordance with USMEPCOM Regulation 71503.

b. Provisions for meals and lodging of applicants and enlistees while at the MEPS and undergoing processing or waiting shipment after enlistment, will be made on a contract basis, except to the extent that in-house lodging and dining facilities are available that do not require the services or products of a commercial firm.

5-5. MET site facilities

Facilities for the examination of applicants outside of the MEPS will be designated by the MEPS commander through coordination with voting and nonvoting members of the IRC and in accordance with procedures prescribed by HQ USMEPCOM. The responsibility for locating, identifying, and coordinating the use of facilities outside the MEPS will be shared by all members of the IRC. Prescribed procedures (chap 7) for the administration and protection of enlistment qualification tests will be strictly followed. Provisions for travel of applicants while traveling to and from MET sites are the responsibility of the recruiting Services. The responsibility includes the issuance of DD Form 652 (Uniformed Services Meal Tickets) when appropriate.

5-6. Testing facilities

The following standards will be used in providing adequate facilities and equipment for the testing of applicants for enlistment. Testing rooms will—

a. Have suitable desks or tables and chairs for exami-

nees. Writing surfaces will be flat and smooth. The space allotted to each individual must be wide enough to accommodate a test booklet and a separate answer sheet. Chairs with writing arms are not considered adequate for this purpose.

b. Be free from distracting noises, properly illuminated, adequately ventilated, and maintained in a comfortable temperature.

c. Have a raised platform or rostrum for the test administrator so he or she can see and be seen by all examinees. An exception to this requirement may be granted when there is assurance that the test administrator can see and be seen by all examinees.

d. Be furnished interval timers. The timers will be checked frequently for accuracy.

Chapter 6
Operating Procedures

6-1. General

Plans for the efficient and orderly conduct of processing workloads, necessary hire of fee-basis physicians, and meals, lodging, and transportation arrangements will be established based on the projections for examination and enlistment requirements furnished by the recruiting Services. Consideration must be given to the overall workload requirements and arrival schedules. The recruiting Services should make every effort to meet their projections. Processing of nonprojected individuals will be at the discretion of MEPS commanders. The general processing flow cycle for applicants is illustrated at appendix E.

6-2. Operating procedures for MEPS commanders

MEPS commanders will—

a. Supervise the total MEPS enlistment processing system, to include the preparation and distribution of enlistment documents, forms, and travel orders.

b. Establish procedures for the reception of applicants for enlistment and insure adherence to these procedures.

c. Establish and enforce procedures for safeguarding examination files and insure access to these files is limited to authorized personnel.

d. Provide applicant examination results to sponsoring recruiting Services.

e. Insure a commissioned officer administers the Oath of Enlistment and signs to DD Form 4, Enlistment/Reenlistment Document-Armed Forces of the United States. For the ARNG, the Oath of Enlistment may be administered by MEPS personnel when authorized by State law.

f. Insure arrangements are made for the movement of enlistees from MEPS to reception or initial duty stations designated by the sponsoring Service.

g. Monitor examination, enlistment, and operational data and transmit to the Services in accordance with MEPRS procedures.

6-3. Applicant transportation

a. The sponsoring Service is responsible for—

(1) Financing all cost incident to transportation and messing between the applicant's or enlistee's home and MEPS.

(2) Providing necessary transportation between the arrival terminal and lodging facility or to the MEPS, unless provided by contract lodging facility.

(3) Providing round-trip transportation for those applicants forwarded to the MEPS for enlistment into the DEP or Reserve Components.

(4) Providing return transportation to the point of initial acceptance for applicants found disqualified for military service and those who are qualified but rejected or not enlisted.

(5) Providing transportation between the applicant's home, and MEPS when the medical consultation cannot be performed on the same day as the medical examination and the applicant cannot be held over and receive the consultation the following day.

b. MEPS will furnish local transportation incident to the processing of applicants on a nonreimbursable basis as follows:

(1) Between lodging and dining facilities and the MEPS.

(2) Between the MEPS and facility utilized for medical consultation.

c. Eligible prior-service enlistees contemplating shipment of household goods, mobile homes, or privately owned automobiles will be referred by the sponsoring Service to the transportation office of the supporting military installation.

d. If an enlistee absents himself or herself from the MEPS without authority prior to shipment or fails to appear for the departure of his or her transportation, the MEPS will notify the recruiting Service and the projected unit of assignment. Initiation of disciplinary, separation, or apprehension action, if appropriate, is not a responsibility of the MEPS but of the initial receiving activity.

6-4. Entrance National Agency Check (ENTNAC), National Agency Check (NAC)

Personnel procurement directives, issued by respective Services, prescribe policy and procedures for processing ENTNAC and NAC requests.

a. Recruiting activities are responsible for the preparation of DD Form 398-2, Personnel Security Questionnaire (National Agency Check) and recording personal data on DD Form 369, Police Record Check, (reverse side)) or FD 258, FBI Applicant Fingerprint Card as applicable.

Note: DD Form 1584 has been replaced by DD Form 398-2 (Personnel Security Questionnaire (National Agency Check)). DD Form 1584 should be used until supply stock is used up.

b. MEPS are responsible for—

(1) Completing DD Form 369 or FD 258, as appropriate (such as for fingerprinting requirements). If the forms are rendered not usable, MEPS personnel will reaccomplish the recording of personal data on the form.

(2) Forwarding, by the end of each workday, DD Form 398-2 (original copy) and DD Form 369 or FD 258, as appropriate, to the Defense Investigative Service (DIS) NAC Center. Remaining copies of DD Form 398-2 will be distributed in accordance with Service directives.

6-5. MEPS preenlistment interview

MEPS will interview applicants (before the Oath of Enlistment is administered) for the purpose of assisting recruiting activities in preventing fraudulent entry into the armed services. Any additional information obtained from applicants which may have a bearing on their qualifications for military service will be furnished to the appropriate MEPS examining officer and/or sponsoring recruiting Service for resolution. Specific interview requirements and procedures will be established by the Commander, USMEPCOM, in coordination with recruiting Service commanders.

6-6. Oath of Enlistment

a. The Oath of Enlistment will be an auspicious, dignified ceremony, conducted only in the English language by the enlisting officer. Provisions for administrative discharge due to fraudulent entry and the general meaning of the Uniform Code of Military Justice (UCMJ) article 83 (Fraudulent Entry), 85 (Desertion), and 86 (Absent without leave) will be explained before the ceremony. Provisions of 10 USC 502 require that the Oath of Enlistment be administered by a commissioned officer; no exceptions to this statutory requirement can be granted. Each person will be advised that he or she has the option to swear or affirm and that the words "so help me God" may be omitted.

b. Applicants will not be permitted to sign in items 16*d* and *j* or 21*b* of DD Form 4, prior to the oral administration of the oath. The Enlistment Agreement is legally binding after the oath has been taken, notwithstanding the applicant's failure to sign. If the applicant refuses to sign the Enlistment Agreement after administration of the Oath of Enlistment, then the enlisting officer will so note on the Enlistment Agreement and return the applicant to the sponsoring recruiting Services where the matter will be resolved according to recruiting Service policies.

6-7. Enlistment and travel orders

The recruiting Services are responsible for providing MEPS with the necessary information required for the preparation of enlistment, travel, and active duty orders. For all non prior-service applicants, MEPS will use a standardized orders format prescribed by the Commander, USMEPCOM. Orders and amendments to orders for prior-service enlistees will be prepared in accordance with appropriate Service directives and by using the same heading and order number sequence as standard order formats.

6-8. Movement of enlistees

a. Policy and procedures for the movement of personnel are contained in the AR 55-355/NAVSUPINST 4600.70/AFM 75-2/MCO P4600.14/DLAR 4500.3. The recruiting Services are responsible for the proper scheduling of individuals for MEPS enlistment and active duty processing so the individuals' movement to training installations is accomplished in a timely manner; that is, considering passenger standing route orders (PSRO), reception processing, and training and school start schedules.

b. Generally, PSROs issued by the MTMCs, in coordination with each MEPS, will govern the travel of enlistees to initial duty stations. The PSRO prescribes the mode of transportation, carrier, time, and route for repeated travel between two points. The following principles are applicable in establishing and executing a PSRO:

(1) Enlistee travel will not be scheduled to begin at the origin or end at the destination between 2400 and 0600 hours. PSROs will be arranged for the enlistees so that any wait at a transportation terminal will not exceed 3 hours, wherever possible.

(2) The mode of transportation specified in the PSRO will be the most economical among the available routings and within the time constraints in (1) above. The cost of delay in commencing travel (including meals, lodging, lost productive time, and necessary expenses en route) are factors to be added to the basic fare in comparing the economy of various modes.

(3) Enlistees traveling overnight by rail will be provided sleeping accommodations. Overnight travel by air or bus will not be used without authorization from HQ USMEPCOM or the Executive Agent. However, local problems which arise during processing remain the prerogative of the MEPS commander to solve on a temporary basis.

6-9. Prior service and officer applicants

Wherever possible, prior service and officer applicants will be given priority processing.

Chapter 7
Enlistment Qualification Testing

7-1. Purpose of testing

a. The purpose of ASVAB testing is to identify applicants who meet the aptitude enlistment standards established by the armed services. The Services will further determine eligibility for specific enlistment programs based upon the ASVAB scores.

b. Enlistment qualification tests will not be administered to applicants who are otherwise ineligible for enlistment (primarily underage). The sponsoring Service is responsible for assuring that the applicant is eligible for enlistment processing (to include testing). An accurate and fully completed and signed USMEPCOM Form 714A (Request for Examination) will be used to authorize the applicant's enlistment qualification testing or retesting. USMEPCOM Form 714A is available from HQ USMEPCOM, ATTN: MEPCPAT-A, 2500 Green Bay Road, North Chicago, IL 60064-3094.

7-2. Testing policy

The ASVAB is administered in two modes—production and Student. The production ASVAB is used solely for the testing of individuals specifically applying for enlistment. The student ASVAB is administered in educational institutions, and the results may be used for enlistment. Testing in educational institutions with the production ASVAB is prohibited. Likewise, testing of persons in an applicant status with the student ASVAB is prohibited. In addition to the ASVAB, there are certain special purpose tests authorized to be administered by MEPS personnel (see app. F). Special purpose testing will not be scheduled or conducted in such a manner as to impair the production or testing missions.

a. Testing of applicants for regular component enlistment with the ASVAB, by other than MEPS-designated personnel, is not authorized in those areas serviced by USMEPCOM subordinate activities, except as noted in *b* below.

b. ASVAB scores are valid for enlistment purposes, including the DEP, for 2 years from the date of test administration. Former ASVAB scores attained in an authorized manner are valid for enlistment purposes for 2 years from the date of test administration as outlined by the individual Service, unless the applicant was subsequently tested with the current production or student ASVAB. In cases where applicants are tested by another agency and processed through a MEPS, written certification of the test results will be sent directly from the testing agency to the processing MEPS. The certification will include the applicant's name and SSN, battery and test identification, administration date, and test scores.

c. MEPS-sponsored tests will not be administered or scored by recruiting Service personnel under any circumstances.

d. All Services will consider the first ASVAB administered as the initial test of an applicant, regardless of the mode used or the Service for which the application for enlistment is made. Any subsequent testing with the ASVAB within 2 years of any previous test will be considered a retest.

e. An applicant who has answered at least one question on the ASVAB is considered to have tested.

f. Testing of an individual who, in the judgment of the test administrator, appears to be under the influence of alcohol or other drugs is not authorized.

g. Test results of applicants will only be furnished to the sponsoring recruiting Service. At MET sites, only raw, unverified Armed Forces Qualification Test (AFQT) scores will be released to the sponsoring recruiting Service.

h. Applicants detected receiving or using unauthorized assistance (crib sheets, talking during test, and so on) or using other devious means (such as working on a portion of the test other than the one being administered or using calculators, slide rules, and other mechanical devices) will not be allowed to test; or if testing occurred, their test results will be invalidated and the individual will be returned to the appropriate recruiting service.

i. The results of an invalidated test are not valid for enlistment purposes. In these cases, the ASVAB scoring worksheet and/or result sheet released to the sponsoring Service will indicate that the test scores are not valid for enlistment, followed by the reason. When a person's test has been invalidated, retesting for enlistment qualification before 6 months have elapsed is prohibited, except as provided in paragraph 7-3*b*.

7-3. Retesting

a. Recruiting activities may authorize ASVAB retesting of nonprior-service applicants 6 months after the date of the most recent previous testing. For retesting purposes, 6 months is defined as 6 calendar months from the date of the last applicable action. (For example, if an applicant tested on 12 January 1983, further retesting is authorized on or after 12 July 1983.) If there is no corresponding date, then any day on or after the first day of the seventh month is acceptable. (For example, if an applicant tested on 30 August 1981, then further retesting is authorized on or after 1 March 1982.) For determining retesting eligibility, all "date of testing" computations will be made from the date the ASVAB was administered.

b. Recruiting activities may authorize production retesting 30 days after the initial test date, provided the following criteria are met:

(1) The applicant has not previously retested.

(2) The retesting is being requested because the initial scores (considering the applicant's education, training, and experience) do not appear to reflect his or her true capability.

(3) The retest is not being requested solely because the applicant's initial test scores did not meet the standards prescribed for enlistment options or programs.

c. Authority to immediately retest applicants who have been tested under adverse conditions (such as illness, physical or emotional distress, or undue distraction) rests with the MEPS commander. When applicants are retested under this exception, the original test results will be destroyed and not counted as a test taken; however, an alternate version of the ASVAB must be used.

d. Student ASVAB retesting in less than 6 months is not authorized. In cases where inadvertent retesting resulted from compulsory student testing, the resulting scores will supersede previous student and/or most recent production scores and will be used for enlistment.

e. In a retest, the complete ASVAB will be administered. An alternate test version will be used when retesting an applicant in less than 6 months from the initial test. An alternate test version is defined as any ASVAB containing a different AFQT than the previous ASVAB administered.

f. The most recent, valid test results will be used for enlistment purposes.

g. Individuals who have enlisted in the DEP will not be retested. In accordance with Service directives, any individual who does not graduate from high school on schedule and whose scores are no longer qualifying for enlistment will be discharged from the DEP, at which time he or she will be eligible to retest under the normal retesting procedures.

h. Prior-service applicants will be retested in accordance with Service directives.

7-4. Verification testing procedures

a. Verification retesting procedures may be authorized when the MEPS commander or Chief, MEPS Testing Management Section has reasonable cause to suspect improper means were employed to influence or inflate ASVAB test scores. This action may be taken when it is obvious to the MEPS commander or Chief, Testing Management Section that the test results do not represent a true measure of the applicant's ability. A complete production ASVAB will be administered for this purpose as illustrated in paragraph 7-3*e* above.

b. HQ USMEPCOM will develop and implement procedures for AFQT verification testing to insure the validity of the test scores. In the event an applicant does not undergo required verification testing, the MEPS commander will invalidate the suspect scores for enlistment purposes and so advise the sponsoring recruiting Service.

7-5. Test security

a. Test components, except answer sheets and cards, containing test questions or answers will bear the designation "FOR OFFICIAL USE ONLY" or "CONTROLLED ITEM (TEST MATERIAL)" and will be handled and secured. Completed and partially completed answer sheets and cards will be maintained by HQ USMEPCOM and the MEPS and will be protected in a manner that precludes their disclosure to other than personnel authorized access to such material in accordance with current DOD policy and procedures.

b. Reproduction of controlled testing materials governed by this regulation is prohibited without the prior approval of HQ USMEPCOM (MEPCT), 2500 Green Bay Road, North Chicago, IL 60064.

c. Until an appropriate investigation is concluded, military or DOD civilian employees will be suspended from testing duties whenever credible information or reports of an investigation reveal that they may have—

(1) Furnished controlled test material or revealed test questions or answers to an unauthorized person.

(2) Been derelict in connection with protecting test materials.

(3) Been found with unauthorized possession of test materials.

If warranted, the individual will be referred to his or her commander or supervisor for consideration of appropriate disciplinary action under the UCMJ or OPM regulations.

d. At no time will controlled testing material, or information extracted therefrom, be released to any individual or agency not authorized access to such materials. Individual test scores will not be released to any non-MEPS individual or agency, except as otherwise authorized in this regulation. Agencies requesting release of test materials or scores, as an exception to policy, will forward such requests in writing and through channels to HQDA (DAPE-MPA-CS), WASH DC 20310-0300. The request will include—

(1) A statement of the reason for the "need to know."

(2) Anticipated use of test scores or testing material.

(3) The number and types of test scores or testing materials desired.

(4) Safeguard procedures to be used for controlling and protecting the test materials and/or scores.

(5) An agreement that testing materials, test scores, or names of examinees involved will not be publicly released.

7-6. Authorization, control, and administration of the ASVAB

a. HQ USMEPCOM as the operating agency of the Executive Agent, is responsible for publishing regulations or pamphlets prescribing procedures for—

(1) The Armed Services (Institutional) Vocational Testing Program.

(2) The Production Testing Program.

(3) AFQT verification testing procedures.

(4) Special purpose testing.

(5) Test security and accountability.

b. The USMEPCOM regulation published will—

(1) Be applicable to all military recruiting Services, MEPS, and users of MEPS facilities.

(2) Insure quality control standards are met in accordance with applicable directives.

(3) Be provided to HQDA(DAPE-MPE-CS) and all recruiting Service headquarters.

Chapter 8
Medical Examinations

8-1. General
Medical examinations of applicants forwarded by the recruiting Services will be accomplished under MEPS control. The quality of medical examinations will not be compromised for any reason. Specialty consultations and other services may be requested by the MEPS, when required, from other Federal, military, or civilian facilities. Responsibility for the determination of the applicant's medical fitness for military service remains with the MEPS physician. Charges for consultation services are payable from operation funds made available to the MEPS. Policies governing compensation to be paid for services rendered by civilian sources are provided in AR 40-330. Payment for services provided by Federal agencies will be made in accordance with charge statements provided for this purpose.

8-2. Medical fitness standards
The standards indicated in *a* and *b* below will be applied to determine an applicant's basic qualifications for enlistment. Additional examining requirements will be performed, if within the MEPS capability, when requested by the sponsoring Service for the purpose of determining whether an applicant meets qualifications or special requisites established for a specific enlistment program. Requests for waiver of disqualifying conditions will be processed by the Service concerned.

a. Nonprior service males. Medical fitness standards for initial enlistment in the armed services are contained in AR 40-501, chapter 2. These standards are prescribed by DOD and are applicable to all Services (with the exception of height and weight standards for Air Force applicants which are prescribed in AFR 160-43).

b. Nonprior-service females.

(1) *Army.* AR 40-501, chapter 2, as applicable to women.

(2) *Navy and Marine Corps.* AR 40-501, chapter 2, as applicable to women (except for weight), and the Navy's manual of The Medical Department, Article 15-19, table 3 (weight standards for women).

(3) *Air Force.* AFR 160-43.

c. Prior-service males and females. Medical fitness standards for prior-service personnel are prescribed in the publications listed for the following Services:

(1) *Army.* AR 40-501, chapter 3, applies if reenlistment is accomplished within 6 months of discharge or if the individual is a member of a USAR or ARNG unit (see AR 601-210, chap 2, table 2-1).

(2) *Navy and Marine Corps.* AR 40-501, chapter 2, and the Navy's Manual of the Medical Department, article 15-3(4), OPNAVINST 6100.1B and MCO 6100 10.

(3) *Air Force.* AFR 160-43.

8-3. Medical examination of a minor
Requirements for obtaining parental or guardian consent to the medical examination of a minor are contained in paragraph 3-10.

8-4. Medical inspection
Applicants for enlistment, who have undergone a medical examination of the prescribed scope within 1 year and have been found qualified, will undergo a medical inspection when processing for entry on active duty in the armed services. A medical inspection is not required when the medical examination or previous inspection was conducted within 30 days of entry into the DEP or active military service. A medical inspection is not required for individuals entering on active duty under a commissioning program and when authorized to proceed from school or their home directly to a duty station.

8-5. Medical reexamination
An applicant found previously qualified for military service will undergo a complete medical examination prior to enlistment induction or appointment (commissioning) if more than 18 months have elapsed since the last complete examination was accomplished. The date of the last examination is the date shown in block 6 of SF 88 (Report of Medical Examination). Applicants appearing for reexamination because of previous disqualification for a remedial or temporary medical defect will undergo a medical inspection if the previous examination was conducted within 1 year. The medical inspection will place emphasis on the previously disqualifying defect. The MEPS commander may, in consultation with the chief medical officer, authorize medical reexamination when findings reflected on SF 88 and/or SF 93 (Report of Medical History) (as previously recorded at or outside of the MEPS) are inconsistent or in conflict with findings noted during the physical inspection.

8-6. Doubtful medical fitness cases
Final determination of an applicant's medical fitness for military service will normally be made on the basis of the examination conducted at the MEPS. Whenever there is doubt as to whether or not an applicant meets the minimum medical requirements for military service, determination of acceptability will be made by the sector surgeon. In doubtful cases at the sector level, the sector surgeon will consult with the USMEPCOM surgeon. The final determination will be recorded in item 73 of SF 88, with appropriate office authentication.

8-7. Use of DA Form 1811 (Physical and Mental Status on Release from Active Service)
Applicants for enlistment in the U.S. Army who are re-

enlisting after a break in service that does not exceed 6 months may use DA Form 1811 in lieu of a medical examination, provided there has been no change in the individual's physical condition since separation, no new diseases or injuries have been acquired, and the individual signs a statement to that effect. The applicant will prepare a SF 83, enter in the "Remarks" section the following statement: "I have (have not) had any new diseases or injuries since my separation physical examination," and sign the statement. A medical inspection will be accomplished and entries made in block 25. If an exception is noted, a complete medical examination will be accomplished.

Chapter 9
Processing of Selective Service System Registrants

Note: This chapter will be implemented upon direction of Headquarters, Department of the Army.)

Section I
General

9-1. Purpose of chapter

This chapter prescribes policies, responsibilities, and procedures for the examination of SSN registrants and their induction into any Armed Force currently accepting personnel for induction.

9-2. Explanation of terms

For the purpose of this chapter, the following explanation of terms apply:

a. Administrative acceptees. Registrants who have been found acceptable for military service following an administrative determination that they possess the required capacity to achieve the minimum qualifying ASVAB score.

b. Adverse juvenile adjudication.

(1) Determination by a judge or jury, in juvenile court proceedings, that the juvenile is guilty of or has committed the acts alleged in the petition or complaint, based either on the merits of the case or on the juvenile's admission of guilt or plea of guilty. Includes the recording of such determination in the court records—

(*a*) Regardless of whether a sentence was then imposed, withheld, or suspended.

(*b*) Regardless of subsequent proceedings in the case to delete an initial determination of guilt from court records, based on the evidence of rehabilitation or a satisfactory period of probation or supervision. Examples of "subsequent proceedings" used in juvenile courts in the United States are—expunging; record sealing; reopening the case to change the original finding of guilty or delinquency, or the plea of guilty or admission of the truth of the allegations in the petition, to not guilty and dismissal of the original petition; and setting aside the adjudication of delinquency. Such subsequent proceedings recognize rehabilitation but do not alter the fact that the juvenile committed the act for which he has been adjudicated.

(2) The term "adverse juvenile adjudication" includes adjudication as a juvenile delinquent, wayward minor, youthful offender, delinquent child, juvenile offender, and declaration of the juvenile as a ward of the court. The term does not include the adjudication of a juvenile as a dependent, neglected, or abandoned.

c. SSN. The SSN is the preferred method of identification of registrants.

d. Temporary identification number (TIN). A number issued by the MEPS to a registrant who reports without an SSN or record thereof.

e. Selective Service System number (SSSN). A number assigned by the SSS to each registrant for identification purposes. It consists of three elements as described below.

(1) The first element, reading from left to right, represents the last two digits of the year in which the registrant was born. (For example, if a registrant was born in 1960, the first element would be 6Ø .)

(2) The second element will be a sequential seven-digit number, assigned to each registrant, of a year group at the time his record is entered into the Registrant Information Bank (RIB). This element will begin with ØØØØØØ1 and may continue up to 9999999.

(3) The third element will be a single number assigned by the computer and used as a check digit to identify erroneous SSN input for updating records.

f. Conscientious objectors.

(1) *Class I-A-O.* An individual determined by the SSS to be conscientiously opposed to combatant duty but not to noncombatant duty. The Class I-A-O registrant, if otherwise qualified, is inducted and assigned to noncombatant duty in the applicable Armed Force(s).

(2) *Class I-O.* An individual determined by the SSS to be conscientiously opposed to both combatant and noncombatant duty in the Armed Forces. The Class I-O registrant, if otherwise qualified, is ordered by the SSS to perform a period of civilian work contributing to the maintenance of the national health, safety, or interest, in lieu of induction into the applicable Armed Force(s).

g. Conviction. The determination of guilty by a court or jury, based either on the merits of the case or on the defendant's plea of guilty or nolo contendere (that is, no contest), regardless of—

(1) Whether the sentence was then imposed, withheld, or suspended.

(2) Subsequent proceedings in the case to delete an initial determination of guilt from court records, based on the evidence of rehabilitation or satisfactory completion of a probationary period. Examples of "subsequent proceedings" used throughout the United States in adult offender cases are: pardon; expungement; reopening of the case to change the original finding of guilty, plea of guilty, or nolo contenere (that is, no contest) to not guilty and dismissal of the charge; amnesty; and setting aside the record of conviction. Such subsequent proceedings recognize rehabilitation but do not alter the fact that the offender committed the criminal act.

h. Inductee. A registrant who has been inducted into military service.

i. Induction. Transition from civilian to military status for a period of definite military obligation under the Military Selective Service Act.

j. Induction processing. Examination of SSS registrants to determine whether they meet the prescribed standards for military service; and procedures for effecting and recording the induction of qualified persons into the Armed Forces.

k. Registrant. An individual who is registered with the SSS and forwarded by the SSS to a MEPS for induction processing and/or induction into the Armed Forces.

l. Noncombatant service. Either (1) or (2) below.

(1) Service in any unit of the Armed Forces which is unarmed at all times.

(2) Any other assignment, the primary function of which does not require the use of arms in combat, provided that such other assignment is acceptable to the individual concerned and does not require him to bear arms or to be trained in their use.

m. Standards for military service.

(1) *Current standards.*

(*a*) *Medical.* AR 40-501, chapter 2.

(*b*) *Aptitude.* Paragraph 9-31 herein.

(*c*) *Moral.* Paragraphs 9-15 and 9-16 herein.

(2) *Mobilization standards* (when authorized by Service secretaries).

(*a*) *Medical.* AR 40-501, chapter 6.

(*b*) *Aptitude.* AFQT percentile score of 10 or higher.

(*c*) *Moral.* Paragraphs 9-15, 9-16, and 9-17 herein.

n. Unconditional suspended sentence or unsupervised unconditional probation. Suspended sentence or probationary status imposed by a court which places no conditions upon the individual—

(1) Restricting freedom of movement.

(2) Requiring the payment of damages. (Upon payment, the condition would not be disqualifying.)

(3) Requiring periodic reporting to an officer of the court (including a probation officer).

(4) Involving supervision by an officer of the court (including a probation officer).

o. Acceptability undetermined (AU). A registrant whose qualification for induction is undetermined due to—

(1) Pending resolution to a disqualifying moral waiver problem.

(2) Pending medical consultation.

(3) Lack of sufficient medical documentation.

9-3. Responsibilities

Agency and command responsibilities for the operation and support of MEPS activities are prescribed in paragraph 1-4. Additional responsibilities and functions pertinent to induction processing are listed below.

a. The DOD ASD (MI&L) will submit military induction requirements to the Director, SSS.

b. The Executive Agent will—

(1) Develop and promulgate induction plans, program requirements, policies, and procedures in coordination with DOD agencies; the Director, SSS; and other Federal activities, as appropriate.

(2) Program, budget, and finance MEPS operating costs incident to the examination and induction of registrants. (The responsibility for costs incident to transportation, meal, and lodging requirements for individuals in registrant status is prescribed in para 9-4).

c. Mobilization personnel requirements. Services currently accepting personnel for induction will submit fiscal year and monthly induction estimates to DOD ASD(MI&L) and submit, to the SSS, lists of personnel separated from the respective Services prior to completion of their military obligation.

d. The Commander, USMEPCOM will—

(1) Maintain liaison with the National Headquarters, SSS and major training activities of the Armed Forces.

(2) Establish and maintain an automated system for reporting registrant examination results, inductee accession data, and related information.

(3) Furnish MEPS daily workload capacity and flow patterns (from county or other State administrative subdivisions), for registrant processing purposes, to the National Headquarters, SSS.

e. MEPS commanders will—

(1) Examine registrants forwarded by the SSS and determine their medical aptitude, and administrative qualifications for military service.

(2) Allocate and induct qualified registrants into military service and ship them to duty stations designated by the respective Service.

(3) Submit registrant examination results and inductee accession information via the MEPRS.

(4) Maintain liaison and coordinate activities with SSS MEPS liaison officers (MLOs).

f. SSS MLO will—

(1) Be the SSS regional staff officer assigned to a designated MEPS within the region.

(2) Represent the SSS and be charge of the SSS liaison office established at each MEPS.

(3) Serve as a liaison to the MEPS commander on all SSS-related matters or problems that arise during the processing of SSS registrants, and perform the duties prescribed in the Registrant Information Management System (RIMS). More detailed information on the USMEPCOM/SSS interface is contained in the interagency memorandum of understanding (MOU).

9-4. Transportation, meals, and lodging

Policies and procedures for the use of contract facilities and the control and accounting of services rendered by contract vendors are prescribed in paragraphs 5-4 and 6-8, respectively. Policies and procedures contained in paragraph 6-8 concerning the movement of enlistees are

also applicable to inductees.

a. The responsibility for budgeting and financing transportation, meals, and lodging requirements for registrants and inductees is as follows:

(1) *Registrants.* The SSS will provide registrants with travel warrants for transportation to the MEPS. MEPS personnel will assist registrants in completing SSS travel claim forms for reimbursement of unanticipated expenses and will mail them to the SSS for processing. Listed below are the categories of travel and who is responsible for providing travel assistance.

(*a*) From residence to MEPS—SSS.

(*b*) While at MEPS—USMEPCOM.

(*c*) Return to residence when found disqualified for service (including those found disqualified due to temporary or remedial conditions)—SSS. Registrants who are returned to residence will utilize travel warrants pre-positioned at the MEPS for this purpose.

(*d*) Forwarded for examination only (from residence to MEPS)—SSS; (return to residence)—SSS.

(*e*) When qualifications for service are *undetermined* (this status will only be used for those registrants that remain under the physical control of the MEPS for 3 days or less)—USMEPCOM. If the registrant's qualification cannot be determined within 3 working days, the registrant will be considered *temporarily unacceptable* for service and returned to residence—SSS.

(2) *Inductees.* The Service in which inducted is responsible.

b. The responsibility for arranging the necessary transportation, meals, and lodging for registrants, inductees, and enlistees is as follows:

(1) *Registrants.*

(*a*) From residence to MEPS—SSS, by use of travel warrants.

(*b*) While at MEPS—MEPS.

(*c*) From MEPS to residence—MEPS, by use of travel warrants.

(2) *Inductees.* The MEPS is responsible.

(3) *Enlistees.* Service the individual is enlisting for.

Section II
Administrative Processing Prior to Induction

9-5. SSS delivery list

The SSS delivery list is an *alphabetical listing* of registrants ordered to report for induction processing. It is prepared by the SSS and electronically transmitted to USMEPCOM, which transmits it to the MEPS 10 days prior to the registrant's scheduled reporting date. The list contains the date the induction processing orders were issued and the date and time each registrant is scheduled to report for induction processing. It also contains each registrant's SSSN, full name, and SSN, if available. Conscientious objectors (I-O or I-A-O) are identified by codes as are registrants being rescheduled for processing. A revised list, which will eliminate those registrants' names who have filed a claim for postponement or reclassification at the time of transmittal of the revised list, will be sent to the MEPS prior to 48 hours of the scheduled reporting date.

9-6. Reception of registrants

Registrants reporting to MEPS are initially received by MEPS personnel. The tasks to be performed at the initial reception area include collecting Orders to Report for Induction (which are MAILGRAMS and travel warrants), posting the SSS delivery list, and determining if registrants have a problem in which the SSS MLO needs to get involved. Registrants will also be given an orientation briefing that will cover the processing steps, meals and lodging arrangements while at the MEPS, and conditions under which they will be released from the MEPS.

9-7. Assignment of TINs

Orders to Report for Induction contain instructions for registrants to bring their SSN card when reporting for induction. Registrants failing to bring their SSN or record thereof will be assigned to TIN in accordance with *a* below. The responsibility for obtaining an SSN or replacement card rests with the inductee's initial duty station.

a. Issuance of TINs. TINs will be issued to registrants who do not have an SSN or record thereof when processing for entrance into the Armed Forces. A TIN may be used only once. The same TIN will not be assigned to more than one individual.

b. Composition of TINs. A TIN consists of nine elements. The first three elements are the MEPS identifier code (as shown in fig 9-1), followed by a six-digit serial assigned by the MEPS. For example, if the individual is the first person to process without an SSN at MEPS Baltimore, the number would be 902000001.

c. Controlled assignment of TINs. A DA Form 4709-R (Temporary Identification Number (TIN) Ledger), located at the back of this regulation, will be reproduced on 8½- by 11-inch paper. It will be used to control the assignment of the last six TIN digits. Strict measures must be taken to preclude duplicate assignments of a TIN.

d. Recording of TINs. TINs will be entered on examination and induction records in the blocks specified for recording the SSN. It will be recorded in the upper portion of the block (when feasible) to permit subsequent lining through and entry of the individual's SSN when obtained. The TIN will be recorded as in the following example: "902-00-0001."

9-8. Volunteers for induction

Persons between the ages of 18 and 26 who have completed their active duty obligation under the Military Se-

lective Service Act may volunteer with the SSS for induction. Persons between the ages 17 and 18 may volunteer for induction with the consent of their parent or guardian. The consent of the parent or guardian to induction, which is contained on the Application for Voluntary Induction, will be considered as consent to medical examination.

9-9. Registrants with prior service

Registrants classified 1A on the SSS delivery list who can verify prior service when they report to the MEPS will be referred to the SSS MLO for clarification of their status. Reenlistment eligibility (RE) codes which are not disqualifying for induction are listed at figure 9-2. RE codes not listed in figure 9-2 are disqualifying for induction purposes. Registrants with unverified claims will be processed by the MEPS. A request for verification of prior service or a copy of DD Form 214, Certificate of Release or Discharge from Active Duty, will be prepared (via automated, telephonic, and manual methods) for registrants claiming prior service if they are found otherwise qualified for induction. Such requests will contain the exact name under which the individual served, service number, SSN, organization from which last discharged, and the type of discharge received. If exact dates of service are not known, approximate dates will be given. Requests will be submitted for the types of service listed below and to the appropriate agency that follows.

a. Prior-service personnel who have been out of service at least 9 months (unless indicated otherwise below) and have been completely discharged (that is have no Reserve obligation): Director, National Personnel Records Center, GSA, 9700 Page Boulevard, St. Louis, MO 63132.

b. Prior Marine Corps service personnel—

(1) Separated less than 4 months with or without Reserve obligation: Commandant, US Marine Corps, ATTN: MSRB-10, Washington, DC 20380.

(2) Separated more than 4 months with Reserve obligation: Commandant, US Marine Corps, ATTN: MMRB-10, Washington, DC 20380.

c. Prior Navy service personnel separated less than 9 months with or without Reserve obligation: Commander, Naval Military Personnel Command, ATTN: NMPC-036, Washington, DC 20370.

d. Prior Coast Guard service personnel—

(1) With Reserve obligation: Commandant, US Coast Guard (G-RA/82), Washington, DC 20590.

(2) Separated less than 6 months without Reserve obligation: Commandant, US Coast Guard (G-PE-3/72), Washington, DC 20590.

(3) Separated over 6 months without Reserve obligation: Manager, Military Personnel Records Center, 9700 Page Boulevard, St. Louis, MO 63132.

e. Prior Army service personnel—

(1) Separated less than 4 months with or without Reserve obligation: appropriate transfer point or separation activity.

(2) Separated more than 4 months with Reserve obligation: Commander, U.S. Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-ED-VE, 9700 Page Boulevard, St. Louis, MO 63132.

f. Prior ARNG service personnel with active duty and with or without Reserve obligation remaining, regardless of the time separated from active duty: adjutant general of the State from which member or former member was released to enter active duty.

g. Prior Air Force service personnel—

(1) With Reserve obligation, regardless of time separated: Air Reserve Personnel Center, ATTN: DPFSB, Lowry AFB, CO 80230.

(2) Without Reserve obligation, regardless of time separated: Manager, National Personnel Records Center, 9700 Page Boulevard, St. Louis, MO 63132.

9-10. Conscientious objectors

Conscientious objectors are identified on the SSS delivery list. They will be processed as prescribed for other registrants, except as indicated below.

a. Those classified in Class I-A-O (Conscientious Objector Available for Noncombatant Military Service Only). See section VI for allocating I-A-O registrants for induction purposes.

b. Those not identified on the SSS delivery list but claim conscientious objector status upon arrival at the MEPS or at any point prior to induction while at the MEPS. Procedures are to—

(1) Inform the SSS MLO that a late conscientious objector claim will be made.

(2) Advise the individual that whether or not his claim is approved, the individual must continue to be processed up to the point of induction. I-O or I-A-O status does not exempt anyone from processing to determine whether he qualifies for military service.

(3) If the individual continues to be processed, refer the individual to the SSS MLO upon completion of processing for disposition.

(4) If the individual refuses, at any time, to be processed, the individual will be treated as an uncooperative registrant in accordance with paragraph 9-12.

9-11. Registrants residing in foreign countries

a. Except for registrants who reside in Canada or Mexico, the induction processing procedures applicable to registrants residing in foreign countries is somewhat different from the procedures applicable to US resident registrants. Registrants who reside in Canada or Mexico will be ordered to report directly to the nearest MEPS for induction processing.

b. Registrants residing outside the United States,

Puerto Rico, the Virgin Islands, and Guam may report, at their own expense, to the MEPS identified in their induction orders, or they will report, at Government expense, to an examining facility in the foreign country designated by the commander of the theater within which the registrant resides. If possible, registrants who are to report to an examining facility in a foreign country should use military transportation arranged by the theater commander. When military transportation is unavailable, commercial transportation may be authorized by the theater commander.

c. When registrants have been examined at an examining facility in a foreign country, have been found to be acceptable for service, and *have not filed a claim* for postponement or reclassification, the theater commander will arrange to have the registrants promptly transported to a MEPS for completion of induction processing.

d. If the registrants have been found acceptable for service, but *have filed a claim* for postponement or reclassification, they will not be transported to the United States until so authorized by the SSS. This will not prevent registrants from providing or arranging transportation to the United States at their own expense.

e. If the registrants have been found not qualified for service, the theater commander will arrange transportation, at Government expense, to return the registrants to their foreign country residence.

f. While en route to and during examination at an examining facility in a foreign country, or while en route to a MEPS from an examining facility in a foreign country, registrants are authorized to use military transportation, lodging, and meal facilities at Government expense.

g. The SSS will reimburse the theater commander for all necessary transportation, lodging, and meal expenses incurred in the pre-induction processing of registrants.

9-12. Uncooperative registrants

Registrants who are uncooperative will be withdrawn from the group. However, every effort will be made to complete the processing of these registrants. Registrants who refuse to take part in some or all of the required processing, testing, or examinations will be counseled as to the seriousness of their actions, and advised that persistence in such refusal constitutes a refusal to submit to induction, which is a felony under Military Selective Service Act. The registrant will be informed that conviction of such an offense may result in the punishment of imprisonment for not more than 5 years or a fine of not more than $10,000, or both. If the registrant persists in refusing to take part in the required processing, the following action will be taken:

a. MEPS personnel, who witness a refusal to be processed, will prepare a signed, dated statement detailing the time, place, date, person, and circumstances involved in the refusal. The statement will be witnessed by at least two personnel who will sign the statement.

b. A letter of notification of refusal to cooperate will be prepared. The content and distribution of the letter will be as prescribed in figure 9-3, except that in lieu of reference to refusal to be inducted, a description of the facts concerning the registrant's refusal to cooperate will be included.

c. The registrant will be released from further processing.

9-13. Registrants of national prominence

Registrants of national prominence, by virtue of their personal ability in athletics, entertainment, business, Government, or other professions or activities, or who are members of families that are nationally prominent in these areas, will be processed as prescribed in this chapter. However, for the review and final determination of acceptability for military service, examination results (documents listed in *a* through *f* below) pertaining to an unacceptable registrant will be forwarded by letter through the Commander, USMEPCOM to HQDA(DAPE-MPA-CS), WASH DC 20310-0300. The registrant will be reported as an AU pending the final review of his acceptability. The basis for the individual's national prominence will be explained. The following are the examination documents:

a. SF 88 (Report of Medical Examination), original, with any consultation reports and other allied medical documentation.

b. SF 93 (Report of Medical History), original.

c. DA Form 2981 (Application for Determination of Moral Eligibility for Induction) with allied documents (when applicable).

d. Test scoring worksheets (when applicable).

e. Terminal Screening Interview Check Sheet (when applicable).

f. Any additional documents pertinent to the individual.

9-14. Job reinstatement rights

Registrants will be advised of the following:

a. Federal law provides employment reinstatement rights to persons who leave positions (other than temporary) for the purpose of complying with the SSS induction notice and who are found not qualified for military service.

b. If registrants left their jobs for the purpose of being inducted and are found not qualified for military service, they should *make application for their jobs at the next regularly scheduled work period following return to their residences.* The law permits normal travel time from the MEPS to the person's residence.

c. If any difficulty is encountered in reclaiming a former job, communication should be made immediately with the nearest Office of Veterans' Reemployment Rights, U.S. Department of Labor.

Section III
Determination of Moral Qualifications and Waivers

9-15. Initial screening

Examination of individuals with civil offense records is necessary in order to screen out those considered likely to be disciplinary problems after entry into the Armed Forces. Registrants are unacceptable when their record of convictions or adverse juvenile adjudications reflects frequent difficulties with law enforcement agencies, criminal tendencies, a history of antisocial behavior, alcoholism, drug abuse, sexual misconduct, or questionable moral character. Paragraph 9-17 describes those records of convictions and adverse juvenile adjudications which require waiver action and those records which do not require a waiver. (See para 9-2*b* and *g* for explanations of the terms "adverse juvenile adjudication" and "conviction.") Registrants will be evaluated under the whole-person concept. Under this concept, a civil court record, combined with marginal aptitude and physical abilities, predicts marginal functioning. Such registrants may have difficulty adjusting to military stress and job performance demands. In addition to making a marginal contribution in the Service, they often become disciplinary problems. Moral waivers will not be processed for registrants who are found otherwise not qualified for induction (such as failure to meet the minimum aptitude and/or medical standards). However, registrants found disqualified for induction due to temporary or remedial conditions will be processed for any required waiver of civil offenses. Registrants in the AU category (such as pending medical consultation or verification of prior service) will also be processed for a waiver of any civil offense. Submission of the final request, however, will be held in abeyance until a final determination is made as to their aptitude and/or medical qualifications for service.

9-16. Statement of law violations

Registrants will be questioned during induction processing to determine whether they are currently the subject of a criminal charge filed and pending against them alleging a violation of State, Federal, or territorial law, and whether they have been convicted of or received an adverse juvenile adjudication. DA Form 4711-R (Statement of Law Violations) will be used to record this information. (A copy of DA Form 4711-R is located at the back of this regulation. DA Form 4711-R will be reproduced on 8½- by 11-inch paper. Registrants will be informed that failure to list any or all offenses may result in prosecution by federal authorities. If registrants claim no law violations, they will so indicate by writing "none" on the form. Specific information concerning any civil court convictions, adverse juvenile adjudications, or civil custody will be obtained from the registrant. Information concerning personal background, the circumstances of the incident, and final disposition of the charges will also be obtained from the registrant. To the extent possible, a complete chronological record of employment will be made in item 6, DA Form 2981 (Application for Determination of Moral Eligibility for Induction) (fig 9-4), back to and including the individual's schooling. This record will be done in order to determine whether a police record check will also be made in areas other than where the individual states he was convicted, was the subject of an adverse juvenile adjudication, or received a dismissal of a charge.

9-17. Typical civil offenses and waiver authority

Listings of typical civil offenses are contained in figure 9-5. They should not be considered as all-inclusive lists for all States. Guidelines contained in figure 9-5 concerning the treatment of similar offenses will be followed. Conviction of "minor traffic offenses" (six or less during a 1-year period) or one "minor nontraffic offense" is not disqualifying; a waiver is not required. However, any offenses in this category will be considered, together with other offenses described below, when processing a request for waiver of civil offenses.

a. MEPS commanders may waive conviction of three or more "minor nontraffic offenses" or one or more "other (nonminor) misdemeanors." Such cases will be thoroughly evaluated by the MEPS commander in accordance with the standards prescribed in paragraph 9-15. Waiver of these offenses may not be denied by MEPS commanders, since authority for denial of this waiver rests with the Commander, USMEPCOM. Requests for disqualification of registrants, due to conviction of offenses in this category, and cases of a doubtful nature will be forwarded directly to the Commander, USMEPCOM for determination.

b. A registrant who has been convicted by a civil court, or who has a record of an adverse juvenile adjudication for one or more juvenile felonies, normally is unacceptable for service in the Armed Forces, unless disqualification is waived by the Commander, USMEPCOM. Adult felony waivers must be approved by the Commander, USMEPCOM, and individuals may only have one adult felony. MEPS will forward these cases to the Commander, USMEPCOM for consideration of waiver. Sample indorsements to be used by USMEPCOM are contained in appendix J. Moral waivers need not be forwarded to the Commander, USMEPCOM when disposition of criminal charges against the individual has not amounted to a conviction or adverse juvenile adjudication.

c. Registrants who have criminal charges pending against them alleging a violation of State, Federal, or territorial statute normally are unacceptable. Registrants who have criminal charges pending against them alleging a violation of State, Federal, or territorial stat-

ute, and who, as an alternative to trial for such violations, are granted a conditional release from the charge by a court on the condition that they will apply for induction into the Armed Forces, are also normally unacceptable. (See *d* and *e* below for exceptions to the above.) If a charge was dropped, dismissed, or not prosecuted (nol prossed, nolle prosequi, nol pros): "filed away"; with or without leave; with or without prejudice; or in some way removed from an active status; it is no longer pending. A charge is pending if the registrant is currently subject to "probation without verdict," "adjudication withheld and imposition of sentence suspended," or other similar deferral procedures. Registrants in this category will be processed to determine their overall qualification and, if otherwise qualified, will then be placed in the appropriate Reevaluation Believed Justified (RBJ) status. The MEPS will provide these registrants with a form that identifies the reason for their AU status so that if the registrant is recalled prior to final resolution of the case, the local SSS board can authorize an additional delay. Reevaluation of moral qualification upon final disposition of criminal charges will be suggested to the SSS when registrants are found disqualified for induction on the basis of this paragraph. Similarly, reevaluation of moral qualification upon final disposition of deportation proceedings will be suggested for aliens who have deportation proceedings filed and pending against them.

d. The provisions of *c* above do not apply to registrants who have charges pending against them involving minor traffic offenses. Registrants with such charges pending against them will be inducted, if otherwise qualified.

e. Registrants, who have pending against them a criminal charge of refusing to be inducted into the Armed Forces in violation of the Military Selective Service Act, may be processed for induction and inducted, if otherwise qualified, when the MEPS receives a letter (furnished directly to the MEPS or through the SSS area office) from the U.S. Attorney concerned with the prosecution of the registrant's case. The letter must reflect that—

(1) Neither the attorney nor the judge of the U.S. District Court concerned has any objection to the registrant's induction prior to judicial disposition of the charge.

(2) MEPS will give written notification to the appropriate U.S. Attorney following the induction of a registrant subsequent to the action prescribed *e* above.

(3) Upon notification that the registrant has been inducted, appropriate action will be taken by the appropriate U.S. Attorney to accomplish dismissal of the charge against the person.

f. Registrants under parole, probation, suspended sentence, or conditional release from any terms of confinement are unacceptable, unless a waiver is obtained. Cases of unconditional suspended sentence or unsupervised unconditional probation will be considered for waiver at the appropriate level, depending on the nature of the offense. (See para 9-2*n* for an explanation of the term "unconditional suspended sentence or unsupervised unconditional probation.") Cases of unconditional suspended sentence or unsupervised conditional probation for minor traffic offenses or less than three minor nontraffic offenses require no waivers, providing the registrant has no record of additional convictions or adverse juvenile adjudications. The SSS area office is not required to obtain a release of registrants under unconditional suspended sentences or unsuspended unconditional probation prior to induction.

g. For consideration of a conditional waiver, the MEPS, in instances of registrants who have been ordered for induction and who are under parole, probation, suspended sentence, or conditional release (other than unconditional suspended sentence or unsupervised unconditional probation), will request from the appropriate authorities all pertinent information concerning the case. MEPS commanders will forward cases involving felonies to the Commander, USMEPCOM for approval or disapproval of a waiver. MEPS commanders may process cases not invoving felonies in accordance with *a* above. Registrants for whom waivers are approved will be inducted, if otherwise qualified, upon receipt of information from the appropriate authorities that the registrant is released from all forms of civil restraint. If is not necessary that the person be released from that part of *a* court order requiring the person to provide support. (For example, in a bastardy or paternity proceeding, the court may issue an order requiring support in addition to imposition of probation.) When the MEPS discovers that a registrant is subject to some form of conditional release, such as parole or supervised probation, the MEPS may process a waiver to determine acceptability for induction. Registrants granted a waiver, however, cannot be inducted until information is received from the appropriate authorities that the registrant has been released from all forms of civil restraint. It is not necessary that the person be released from the part of a court order requiring the person to provide support. Sample indorsements, to be used in connection with "conditional waiver" cases under this paragraph, are contained in figure 9-5.

h. For registrants under parole, probation, suspended sentence, or conditional release from any term of confinement a court imposed for a violation of the Military Selective Service Act (on the condition that the registrant will report and submit to induction), the MEPS must request appropriate authorities to provide all pertinent information concerning the case for consideration of a conditional waiver (conditional upon obtaining the registrant's complete release from the charges and all forms of civil restraint prior to induction). (If the regis-

trant refuses to provide a complete release, the procedures detailed in para 9-19 will be followed.) MEPS commanders will forward these cases through channels to the Commander, USMEPCOM for consideration of a waiver. Registrants for whom waivers are approved may be inducted, if otherwise qualified, after receipt of information that the registrant has been released from all forms of civil restraint. A sample indorsement, to be used by the Commander, USMEPCOM in connection with these "conditional waiver" cases, is contained in figure 9-5.

9-18. Control of waiver documents

Moral waiver cases, while being processed, will be controlled in accordance with the procedures outlined in AR 340-18, appendix B, (File No. 101-1, suspense file). The proper file subdivision will be dictated by the volume of moral waivers being processed. When cases are filed by date, an alphabetical card file also will be maintained to facilitate the filing of additional information received from civil officials or waiver determinations from higher headquarters. When arranged alphabetically, a daily suspense file will be maintained. Within 2 working days from receipt of the last report from school authorities, employers, police, court, probation or parole officials, or juvenile correctional facilities, the moral waiver will be submitted for determination. When reports are not returned within 30 days from the date requested, the waiver will be forwarded for determination without the reports. A carbon copy of the subject report will be forwarded with the moral waiver. When reports essential to a valid determination are not returned within 30 days, the MEPS will contact the agencies concerned and request a prompt response. When referred from one law enforcement agency to another for verification of alleged offenses, MEPS commanders may exceed the 30-day period.

9-19. Offense verification, character references, and unverifiable induction disqualification claims

Information furnished by judicial, police, and probation officials or other civil authorities (including character and employment references) will not be released to any person not having an official use for the information. All personnel will refrain from releasing the nature or source of any adverse rating. When law enforcement or court officials refuse to release information concerning a registrant's offense record without their written consent, the registrant will be asked to provide written authorization to the MEPS to obtain information. If the registrant does not give such authorization and verification cannot be obtained from other sources, the registrant's alleged record will be treated as unverified. Registrants will be advised at the time of the moral waiver interview that they can aid the reviewing authority in making a proper decision by providing letters of character references from reputable citizens. Further, registrants will be advised that a list of character references may be mailed (or handcarried) to the MEPS if the references are properly identified and the list forwarded within the required time. Upon receipt of information from law enforcement agencies and/or courts or probation or parole officials that they have no record of the alleged offenses, the notation "alleged offenses cannot be verified—no waiver required" will be recorded on DD Form 1966. However, if the registrant alleges any offense that requires a waiver and the offense can be waivered, a waiver will be initiated as an alleged offense.

a. Police checks. Checks will be made by MEPS with municipal, county, and State law enforcement agencies and appropriate courts, probation or parole officials, and correctional facilities to verify the disposition of adult felony offenses, alleged by the registrant or revealed by other reliable sources, and to determine the extent of rehabilitation. DD Form 369 (Police Record Check) will be used to make a check with law enforcement agencies. In States where records of offenses are centrally maintained, city and county police checks are not required, unless the registrant alleges recent conviction of an adult felony offense or that charges are pending. Otherwise, police checks will be made with municipal, county, and State law enforcement agencies in the following areas:

(1) Where the offense was alleged to have occurred.

(2) Where the registrant claimed residence and/or employment in the previous year.

(3) From other appropriate law enforcement agencies when receipt of a police check indicates that the case was handled by a different law enforcement agency.

b. Inquiries to courts. When there is an indication that charges against a registrant were disposed of judicially, an inquiry will be forwarded to the court concerned. In some jurisdictions, it may be possible to obtain this information from a probation or parole office or correctional institution instead of the court clerk. (For example, information concerning juvenile court records may be available only from juvenile probation or parole offices or correctional institutions.) In such cases, it is not necessary to send requests to both the court clerk and probation or parole officer.

c. Probation or parole officer's evaluation. In cases where police checks, the registrant, or other reliable sources indicate that the registrant was placed on probation or parole, an evaluation from the probation or parole officer should be obtained.

d. Correctional facility's evaluation. In the case of a registrant committed to a correctional facility (such as a reformatory, boys' school or ranch), a report will be requested from that facility.

e. Employer references. When the registrant indi-

cates gainful employment (including part-time) in the previous year and the address of the employer can be obtained from the registrant, the employer will be asked to verify the employment and provide an evaluation of the registrant. DD Form 370 (Request for Report from (Employer)—(School)—(Personal Reference)) will be used for this purpose.

f. School evaluation. When the registrant attended school in the past 2 years, an evaluation from an official (such as, dean, principal, vice-principal, counselor) of the last school the registrant attended will be requested when employer, probation, or parole evaluations are not available. DD Form 370 will be used for this purpose.

g. Offenses occurring in foreign countries. To the extent possible, efforts should be made to verify the disposition of charges which were actually or allegedly brought against the registrant by foreign countries. Registrants who are or allege they are subject to parole, probation, suspended sentence, or conditional release imposed by a foreign court will not be rendered unacceptable, and will be considered for waiver as though they were not subject to such civil restraint. Unverified offense records will be processed as outlined in *h* below.

h. Burden of proof. The burden of proof for registrant claims to bar induction, such as unverifiable criminal offenses, homosexuality, and drug use, rests with the registrant. If the registrant does not have accompanying proof of the above claims, processing to determine overall qualification will be continued and, if otherwise qualified, the registrant will then be placed in the appropriate RBJ status. These registrants will be instructed to obtain documentation of their claims and bering them when they are recalled to the MEPS. These registrants will further be instructed that failure to provide documentation will invalidate their claims. (See fig 9-6 for decision table on how to verify and process moral waivers.)

9-20. Preparation of DA Form 2981 (Application for Determination of Moral Eligibility for Induction)

Applications for moral waivers will be submitted on DA Form 2981. The completion of all required items, as outlined below, and attachment of documents prescribed in paragraph 9-19 is necessary to permit proper evaluation of the qualifications for military service of registrants. (See fig 9-4 for an example of DA Form 2981.)

a. Item 1. Include aliases as AKA (also known as). Also, include the date of birth.

b. Items 2 and 3. Self-explanatory.

c. Item 4. Include the actual name, instead of local abbreviations, of the offense as reported by supporting documents (police checks, court records, and so on), such as "assault with a deadly weapon" (not ADW) or "disorderly conduct" (not DC). A brief description of the offense will be included. When the offense is "contributing to the delinquency of a minor," the description will include the age of the minor as well as a brief narrative statement setting forth the nature of the delinquency. All offenses which resulted in conviction or adverse juvenile adjudication will be entered in this section, including those which the registrant alleged but were not verified (para 9-19). Offenses reflected in police records may have been reduced or changed by the prosecutor or judge prior to or at the time of trial; hence, care must be taken to insure that the offenses entered are those for which the registrant was actually convicted or was subjected to an adverse juvenile adjudication by a court. Offenses will be listed in chronological order beginning with the earliest offense. The date of the offense and age of the registrant at the time of the offense will be stated. Offenses for which the registrant was not convicted or was not subject to an adverse juvenile adjudication will not be listed in this item.

d. Item 5a. Self-explanatory.

e. Item 5b. State the actual sentence handed down at the time of the disposition, followed by any amendments or changes which occurred later. If the disposition included probation or a suspended sentence still in effect, the conditions with which the defendant must comply will be stated (such as "cannot leave State," "report to probation officer weekly," "payment of a fine," or "sentence suspended during period of good behavior"). If no conditions were imposed in conjunction with suspending the sentence or granting probation, and if the defendant was to be unsupervised, such will be stated. This information is necessary to enable the approval authority to determine whether the probation or suspended sentence in effect comes within the definitions of "unconditional suspended sentence" or "unsupervised unconditonal probation." Normally, accurate information concerning terms of probation or a suspended sentence is obtainable only from the court clerk or probation or parole authorities. Police records usually contain only an abbreviated entry, if any, concerning the disposition of charges, and seldom indicate the conditions of release upon conclusion of the trial. In referring to the offenses listed in item 4, DA Form 2981, correlate the date of the trial with the date of the offense. When making the entries, include all information available.

f. Item 5c. Enter the maximum punishment which can be imposed for an adult under the State law for each offense listed in item 4, even though the defendant may have been handled by a juvenile court. If an offense is listed in appendix J as a felony, for waiver purposes, it will be processed as a felony, regardless of whether it is a felony or not in the State concerned. Likewise, if an offense is not listed in appendix J as a felony for waiver purposes, but the offense is considered a felony by the

local or State jurisdiction, it will be processed as a felony.

g. Item 5d. Enter the beginning and ending dates of confinement, parole, and/or probation. For moral waiver purposes, the term "confinement" includes referral to or commitment in a facility for juveniles who have been subjected to an adverse juvenile adjudication, such as juvenile camp, ranch, or home. The terms "probation" and "parole" include all types of official supervision imposed by courts and States agencies (such as correctional departments and State youth authorities). It may not be assumed that the individual was automatically released from civil restraint effective on the termination date of the probation or parole. Termination dates will be verified with the appropriate probation or parole authorities for all offenses listed in items 5*a*, *b*, and *c*.

h. Item 6. Indicate completion of school. (Show names of all employers, locations, inclusive dates (at least month and year), and job titles or brief descriptions, including part-time employment. Also, indicate periods of unemployment and a brief explanation of how the registrant subsisted while unemployed (such as "lived with parents").

i. Item 7. Block one will be checked when the registrant is interviewed by a moral waiver clerk at the MEPS. Block two will be checked when information is received by phone or personal interview with civil authorities ((7)(*e*) below). Block three will be checked only when the requests for information are completed and returned.

j. Item 8. Indicate the highest completed level of education. In those instances where 12 is listed as the highest education level of the registrant, indicate whether the registrant is a high school graduate, has a general education development (GED) certificate, or graduated from a special education institution.

k. Item 9. List specific ASVAB aptitude scores of 85 or higher (such as CO 98, GM 91). If only the AFQT portion was given, "NOT ADMINISTERED" will be entered in items 9*a* and *b*. If the registrant is determined qualified for induction under the provisions of paragraph 9-33, enter "ADMINISTRATIVELY ACCEPTED."

l. Item 10. Physical profile.

m. Item 11. Enter the AFQT composite percentile score.

n. Item 12.

(1) Describe any unsuccessful attempts to obtain offense verification or character references. Enter extenuating or mitigating circumstances concerning offenses listed in item 4 and any additional or clarifying information which should be considered in evaluating the waiver request. The following are examples of clarifying statements considered appropriate, if applicable. These are intended to illustrate only and are not intended as substitutes for statements of the circumstances peculiar to each registrant.

(*a*) Registrant is a volunteer for induction. (If previous attempts to enlist were made, these will be summarized.)

(*b*) Registrant has requested reconsideration of a previously disapproved waiver. (Summarize any rationale provided by the registrant.)

(*c*) Registrant has voluntarily provided the attached additional information (cite) to support the waiver request.

(*d*) Registrant indicates that a poor environment, which has since improved, contributed to the actions. (Cite details, if available.)

(*e*) Registrant expressed deep regret for the past civil violations.

(*f*) Registrant stated that he or she wishes to improve his or her present situation.

(2) The following additional information is to be included, if appropriate:

(*a*) If there are more than two minor traffic offenses, indicate the number of offenses and location of information concerning them (such as "eight minor traffic offenses, see Inclosure 2").

(*b*) Explain unusual acts which might indicate a questionable behavioral or character disorder.

(*c*) Express the apparent attitude or other demonstrable and significant observations about the registrant.

(*d*) Include an explanation of why certain police checks or court inquiries are not present.

(*e*) Verbal verification of offenses or evaluations are of value if written information cannot be obtained due to State laws, and so on. If information was obtained "verbally from civil authorities," the name, title, and address of such authorities and the name and title of the MEPS representative who obtained such information should be included in this item or in a separate written report signed by the MEPS representative who obtained it.

(*f*) List offenses for which the registrant was not convicted or subjected to an adverse juvenile adjudication and explain the disposition of each. Offenses to be listed here are those which were dropped, dismissed, or otherwise not prosecuted (nol prossed, nolle prosequi, nol pros); with or without leave; with or without prejudice; or in some similar way were removed from the category of a charge "pending." Accurate and complete information concerning these offenses will preclude the return of the case for further information concerning the disposition of the charges.

o. Item 13. Prior to making the appropriate recommendation, the station commander or his or her representative will determine whether the evidence being presented is sufficient to permit a proper evaluation by the Commander, USMEPCOM.

9-21. Verbal waivers

(Normally, moral waivers will be granted only on review of the written file by the approval authority. However, there may be insances when circumstances warrant telephonic requests and approval. The guides shown below will be used for verbal requests of induction moral waivers to the Commander, USMEPCOM. USMEPCOM will determine whether a verbal waiver request for less than a felony offense must be processed in writing. Felony offenses waivers must be initiated and approved or disapproved in writing and documented. Verbally approved waivers will be confirmed in writing (that is, the waiver file will be submitted to the approval authority for authentication). As a minimum, the verbal request will confirm that—

a. All known offenses for which the registrant was convicted or subjected to an adverse juvenile adjudication are described in the waiver request, including the date of the offense, date of trial, judicial disposition, inclusive dates of probation, confinement, or parole.

b. Police record checks have been made with the appropriate law enforcement agencies.

c. The registrant is not known to be the subject of a pending charge other than minor traffic offenses or violation of the Military Selective Service Act (9-17*h*).

d. Efforts have been made to obtain reports from probation or parole officers and juvenile correctional facilities concerning the conduct of the registrant. Results of those efforts will be described in the waiver.

Section IV
Medical Examination

9-22. Examination procedures

Medical examing policies, responsibilities, and procedures are contained in chapter 8. Current medical fitness standards for induction are contained in AR 40-501, chapter 2. Medical fitness standards for mobilization are contained in AR 40-501, chapter 6. These standards will be applicable to all Services currently accepting personnel for induction.

9-23. Disqualification for temporary conditions

When registrants are found disqualified due to temporary or remediable conditions, it will be recorded in item 73 (notes), SF 88. It is the responsibility of the Commander, USMEPCOM to determine when such an individual will be returned for a second examination.

9-24. Registrants claiming unverified ailments

SSS Form 252 (Order to Report for Induction) instructs registrants to bring a doctor's statement or other evidence to substantiate any physical or aptitude ailment when reporting for induction processing. Disqualification of registrants solely on the basis of claimed but unverified ailments is not authorized. Registrants who claim disqualifying medical conditions but fail to bring substantiating evidence will be carefully evaluated, to include specialty consultation if appropriate. If practical, verification of ailments may be made telephonically by the medical officer, and the results recorded in item 73 (notes) and/or continuation sheets of SF 88. If written documentation substantiating the claimed ailments is considered necessary in order to render a fitness determination, the registrant will be requested to obtain the documentation and forward it within 2 weeks to the processing MEPS. Medical documentation received from private physicians, medical clinics, or other outside sources will be considered privileged information. Documents which are from doctors of medicine, osteopathy, or dental surgery or other health care specialists and which indicate a record of past or current medical care will be attached to the SF 88. The MEPS medical officer will indicate his or her review of the medical documents by making the following entry on the documents, "Reviewed and considered in applicant's physical profile." The statement will be dated and initialed by the examining physician. A copy will be attached to each SF 88 distributed at the time of enlistment and/or induction. The weight to be given such documents, and their influence upon findings after review of the completed report of medical examination, will be determined by the chief medical officer.

9-25. Registrants previously discharged for medical reasons

The medical reports (originals of SF 88 and SF93) pertaining to registrants who were previously discharged from the military service for medical reasons, and then found acceptable during induction processing, will be forwarded directly to the Chief, Enlistment Eligibility Activity, 9700 Page Boulevard, St. Louis, MO 63132. The Chief, Enlistment Eligibility Activity will secure and forward the current medical board reports, plus medical board reports or other medical reports that caused the individual's separation from the last previous period of military service, to USMEPCOM for determination of medical acceptability. When registrants are found disqualified, a notation of the reasons for the medical disqualification will be entered in item 73 of all copies of SF 88 (for example, USMEPCOM Surgeon, 19 July 1978, physically disqualified—rheumatic heart disease).

9-26. Registrants performing alternative service

The SSS may release registrants who are performing alternative civilian service if they become medically disqualified for military service. Registrants in Class 1-W (Conscientious Objector Performing Alternative Service in Lieu of Induction) who claim medical ailments will be scheduled for examination through coordination between the SSS MLO and MEPS. These registrants will

be medically examined for the purpose of determining their acceptability under the standards prescribed for retention (AR 40-501, chap 3). Medical documentation received on the behalf of registrants will be carefully evaluated. Each document will be annotated to denote that it has been "reviewed and considered in the registrant's physical profile." A medical specialty consultation will be obtained when deemed appropriate. Costs incident to the medical examination will be charged to USMEPCOM operating funds and paid on a nonreimbursable basis.

9-27. "Papers only" evaluation of registrants

SSS area offices may forward to the MEPS the documentation of the registrant's alleged medical condition and/or aptitudes. The documents will be reviewed to determine whether or not the claimed defects are obvious disqualifying conditions for mililtary service. Physical conditions considered as obvious disqualifications for military service are listed at figure 9-7. A copy of the documents received from the SSS will be retained in the examination files. Original copies will be returned to the SSS area office. The SSS will be advised of the determination rendered (either *a*, *b*, or *c* below).

a. If the condition is determined as an obvious disqualification: "Found not qualified for military service based on 'papers only' evaluation."

b. If the condition is not determined to be an obvious disqualification: "The condition(s) described is not considered to be an obvious disqualification for military service. This is a 'papers only' evaluation."

c. If a determination cannot be rendered: "The 'papers only' documentation is not sufficient for the purpose of determining the registrant's qualifications for military service."

Section V
Testing

9-28. General testing procedures

The policies and procedures for test security, personnel, facilities, equipment, administration, and scoring are contained in chapter 7. The purpose of testing registrants with the ASVAB is to—

a. Identify registrants who meet the standards for induction into the Armed Forces, and exclude those who fail to meet the established standards.

b. Provide the basis for qualitative distribution of inductees among the services currently accepting personnel for induction.

9-29. Terminal screening interviewers

Each MEPS will have one or more commissioned terminal screening interviewer (Army SSI 42D) assigned. When supplied by another Service, interviewers will possess qualifications comparable to those of the Army SSI 42D. Interviewers will conduct terminal screening of aptitude test failures in accordance with paragraph 9-34. They will be assisted by enlisted psychology specialists, if available. The commissioned interviewers, however, will finally determine which of the registrants who failed to achieve qualifying test scores will be administratively accepted for military service.

9-30. Motivation of registrants

Before the ASVAB is administered, registrants will be informed, that they should endeavor to do their best to achieve the highest possible scores, since these scores become a part of their permanent records, determine their eligibility for military service, and influence the type of training and jobs to which they will be assigned. Emphasis will be placed on the fact that a deliberate attempt to fail aptitude tests will not keep them out of the military service; they will be inducted (regardless of their score) if they are found not trying to do their best and otherwise could have passed. The duties of the test administrators and proctors include the detection of registrants who are not giving their full time and attention to the test. Whenever it is obvious that a registrant is not approaching the test in a proper manner after instruction and encouragement by the proctor, the examiner will withdraw the registrant from the testing session. The registrant will be referred to the terminal screening interviewer who will take one of the following actions:

a. If the terminal screening interviewer determines that the registrant is incapable of understanding the test instructions, the interviewer will award the registrant a score of "0" on the AFQT composite of the ASVAB. Such registrants will be processed in the same manner as any other registrant who fails the AFQT. If such registrants are non-English-speaking, the following will be recorded on the ASVAB scoring worksheet: "AFQT-0 (non-English-speaking)."

b. If the registrants marked answer sheets at random, refused to open test booklets, made no attempt to read or answer test questions, or similar actions, an attempt will be made to obtain the registrant's cooperation. If the registrant agrees, the alternate test form will be administered. If the registrant again refuses to cooperate, the terminal screening interviewer will recommend to the MEPS commander *one* of the following actions:

(1) That the registrant be administratively accepted in accordance with paragraph 9-33.

(2) That the registrant be processed as an "uncooperative registrant" as prescribed by paragraph 9-12.

9-31. Induction standard

The induction standard is an AFQT score of 10 or above.

9-32. Retesting

Registrants who fail to attain qualifying test scores under the current induction standard may be retested if circumstances warrant. The MEPS commander is authorized to administer a retest, based upon supporting data such as high school or college transcript, job experience, and evidence of satisfactory completion of a Federal or State training program together with the terminal screening interview sheet. Provisions for the retesting of non-English-speaking registrants are contained in paragraph 9-33*c*(2)(*b*). Retesting of registrants who have attained qualifying scores for induction purposes while in an applicant status, or under the Armed Services Vocational Testing Program (AR 601-222), is not required if the scores are available at the MEPS.

9-33. Terminal screening

Administrative acceptance of registrants will be restricted to those registrants who are determined to have deliberately failed the tests and could have attained passing scores, under the current standards, had they been properly motivated. Registrants who have been malingering but considered unable to pass the tests will not be administratively accepted. The action is intended to insure that only those registrants who can attain passing test scores under the current standards be inducted into the Armed Forces. Only devices authorized by HQDA will be used for terminal screening. If earlier mobilization requirements dictate, however, an interim procedure is available at HQ USMEPCOM, ATTN: MEPCT, and will be implemented by separate instruction. A decision table for terminal screening and determining administrative acceptance is at figure 9-8.

a. Registrants failing to attain qualifying AFQT composite percentile scores. These registrants will receive final screening using the Failure Keys (provided to MEPS by HQ USMEPCOM) and guidelines for the initial and final terminal screening interviews. Steps in the terminal screening procedures are as follows:

(1) Steps for non-high school diploma graduates.

(*a*) Those found by the Failure Keys to be in the True Failure Category or Undetermined Category will be rejected without additional terminal screening.

(*b*) Those found by the Failure keys to be in the Deliberate Failure category will be given an initial interview.

(*c*) The initial interview will be conducted by Joint Augmentation Unit (JAU)-assigned personnel identified for this purpose. The reason for the registrant's identification as a suspected deliberate failure will be explained, and emphasis will be placed on increasing such a registrant's motivation to do better upon retesting with an alternate form of the ASVAB.

(*d*) If a registrant suspected of deliberately failing refuses the opportunity to retest voluntarily, the initial interviewer will review all available information pertaining to the registrant's education and civilian occupation. Particular attention will be given to the registrant's educational level. Each registrant in this category who has ninth grade or lower as his or her highest educational level completed will be identified as a true failure and will not be screened further. All other registrants will be administered a final intensive interview by a commissioned terminal screening interviewer. MEPS commanders or their designated representatives are authorized to correspond directly with either the registrant's school or employer to obtain school and job history records.

(*e*) When the evidence elicited in the final intensive interview clearly indicates that the registrant was poorly motivated in taking the test and would have achieved qualifying scores had he or she tried to pass, the registrant will be administratively inducted as an AFQT Category IV.

(2) Steps for high school diploma graduates.

(*a*) These registrants will be screened with the Failure Keys and also interviewed as prescribed in paragraph 9-33*a*(1).

(*b*) If the terminal screening devices and final intensive interview by a commissioned terminal screening interviewer reveal that the registrant had the aptitude ability to pass the AFQT portion of the ASVAB had he or she tried, the registrant will be administratively inducted as an AFQT Category IV. If, however, after the final, intensive, terminal screening interview, the interviewer believes that the failing AFQT composite percentile score of the registrant represents a true measure of his ability, the registrant will be rejected as not qualified for military service.

b. Registrants failing to attain qualifying scores. High school graduates and non-high school graduates failing to attain passing scores are not acceptable for induction, unless found to be acceptable when terminally screened. The interviewer will review all available information pertaining to the registrant's education and civilian occupation. Particular attention will be given to the registrant's educational level. Each registrant who has ninth grade or lower as his or her highest educational level completed will be identified as a true failure and will not be screened further. All other registrants will be interviewed. When the evidence elicited in the interview clearly indicates that the registrant was poorly motivated in taking the test and would have achieved qualifying scores had he or she tried to pass, the registrant may be administratively accepted. If doubt exists as to whether or not the registrant should be administratively accepted, MEPS commanders or their designated representatives are authorized to correspond directly with either the registrant's school or employer to obtain school and job history records. Particular attention will be given to the General Technical composite (WK + AR + PC) score. If there is no conflict between the scores on the verbal and arithmetic reasoning tests

(AFQT subtests) and the registrant's background, education, and job history, the registrant will not be administratively accepted. However, if there is a conflict, the registrant may be administratively accepted or a neuropsychiatric consultation may be obtained in doubtful cases.

c. Non-English-speaking registrants. Non-English-speaking registrants who failed to attain qualifying test scores will be processed as follows:

(1) Those found by the Failure Keys to be in the True Failure Category or Undetermined Category will be rejected without further processing.

(2) Those found by the Failure Keys to be in the Deliberate Failure Category and all high school graduates will be interviewed. Information from available personnel records pertinent to their English-speaking ability will be evaluated, and the registrants will be questioned on such matters as the length of time spent in this country, English-speaking opportunities or requirements at home or work, and the amount of English training they have had in school. With regard to these registrants, the interviewer will take the following actions:

(*a*) In those instances in which the interviewer suspects that a registrant is falsely claiming to be non-English-speaking or unable to read or write English, MEPS commanders or their designated representatives are authorized to correspond directly with either the registrant's school or employer to verify the interview findings. If the investigation indicates that the registrant was deliberately attempting to fail the tests and was fully capable of passing had he or she tried, the registrant may be accepted. This decision, however, will be based on fully substantiated facts concerning the registrant's background. Registrants with academic training beyond high school or who hold professional jobs requiring use of the English language may be considered questionable cases. If there is evidence that the registrant was malingering, but his or her background does not indicate the aptitude ability to have passed, the registrant will be rejected.

(*b*) In those instances in which registrants are rejected solely because they are non-English-speaking, reexamination may be justified at a later date. Test scoring worksheets will be annoted "Non-English-speaking—RBJ after 6 months."

9-34. Terminal screening checklist

A checklist will be prepared for each registrant terminally screened. This checklist will include, but need not be limited to—

a. Name and SSSN.

b. Test scores.

c. Failure key results.

d. Summary of the terminal screening interview, to include supplementary test scores and reasons for acceptance or nonacceptance.

e. Educational and job history background, to include copies of school records, if obtained.

Section VI
Induction Procedures

9-35. Orientation

Registrants found qualified for induction will be given orientations concerning the following:

a. The purpose and significance of induction.

b. The processing steps in which the registrant will participate, including the sequence and location of the processing.

9-36. Allocation of registrants

The allocation procedures prescribed in this paragraph will be invoked when more than one Service is accepting inductees. Services accepting registrants will be constrained by a decentralized quality control program which insures the Service(s) receive the quality distribution needed to sustain the force. A cumulative report will be provided to each Service, on a periodic basis, which reflects the distribution of the inductees apportioned to each Service. This report will be sent to the headquarters of each recruiting service (see app C).

a. Determination of allocation. The five categories based on AFQT composite percentile scores are as follows:

(1) Category I—from 93 and above.
(2) Category II—from 65 to 92 inclusive.
(3) Category III—from 31 to 64 inclusive.
(4) Category IV—from 10 to 30 inclusive.
(5) Category V—(9 and below) will not be used.

b. Application of allocation grouping system. Registrants are assigned to the Services by predetermined allocation ratios. For example, if the allocation ratio for the Army was 50 percent, then the Army would receive 50 percent of the registrants having a test rating of I. So far as practicable, the allocation policy will conform to the registrant's preference of Service. To indicate the registrant's preference, the following symbols will be used: Army—1, Navy—2, Air Force—3, Marine Corps—4, and None—N. These symbols will be added as the second factor to the basic allocation grouping system referred to in *a* above. For example, a registrant with a test rating of IV with no preference for Service will have a basic group of IV-N. A registrant with a test rating of I with a preference for the Navy will have a basic grouping of I-2. As an exception, twins or other members of the same immediate family will be allocated to the same Service if they so indicate a preference. Allocation of conscientious objectors will be no different than for other inductees, except as outlined in paragraph 9-37.

c. Allocation lists. Allocation lists will be prepared

for each day on which inductions are to be accomplished. They will be prepared in the following manner:

(1) Separate lists will be prepared for the registrants in each test category group (that is, I—one list, II—one list, and so on). The heading of each list will consist of the date of allocation and test category group. The names on each list will be arranged in alphabetical order. After each name, the registrant's Service preference will be indicated.

(2) Tentative allocations will be made on the basis of each registrant's Service preference. Totals of the tentative allocations will be indicated as shown in figure 9-10.

(3) Totals of the tentative allocations will be compared with the authorized ratios to determine the degree of adjustment necessary in each Service allocation.

(4) If, following tentative allocations, a shortage exists in any Service allocation and there are registrants who have not expressed a Service preference, these registrants will be assigned to the Service in which the shortage exists. Such registrants must be assigned prior to changing the allocation of any registrant who has expressed a Service preference.

(5) If there is need for further readjustment between the tentative allocations and required ratios, the following action will be taken:

(*a*) In the Services (Army, Navy, Air Force, or Marine Corps) having an excess in the tentative allocation, begin at the top of the alphabetical list and select each fourth registrant for final allocation to the Service having a shortage. So far as possible, every fourth registrant will be assigned in conformance with his second Service preference.

(*b*) For further adjustments, the above process of selection will be reversed by starting at the bottom of the list until the allocations fall within the prescribed ratios.

d. Cumulative allocation adjustment. Since only fractional shortages or an excess of allocation ratios are permissible, the daily allocation list cannot always conform to the required ratios. Fractional differences, however, can be adjusted on subsequent allocations. To accomplish such adjustments, cumulative records of allocations will be maintained and, by continuous adjustments of the daily allocation to required ratios, the final monthly totals of allocations to the four Services can be accomplished within the authorized ratios.

e. Automated allocations. Automated allocations may be utilized in lieu of the manual allocation procedures outlined in paragraphs 9-36*a* through *d*.

9-37. Conscientious objectors allocated to the Marine Corps

The Military Selective Service Act prescribes that inductees classified as conscientious objectors (1-A-0) by the SSS will be assigned to noncombatant service. Noncombatant service, as defined in paragraph 9-2, will be explained to registrants in class I-A-0 who have, through allocation procedures, been assigned (for induction purposes) to the Marine Corps. They will then be afforded the opportunity to declare whether or not the occupational fields available in the Marine Corps are acceptable to them. DA Form 3544-R (Statement of Understanding—Conscientious Objectors (1-A-0)) will be used for this purpose. DA Form 3544-R will be locally reproduced on 8½- by 11-inch paper. A copy for reproduction purposes is located at the back of this regulation. Those who desire further counseling concerning their rights and opportunities available in the Marine Corps will be referred to the Marine Corps liaison representative. Registrants who decline assignment to all of the noncombatant occupational fields available in the Marine Corps will be inducted into other Armed Forces currently accepting inductees (of the individual's preference, if practicable) where medical occupational specialty assignments are available. Cumulative records of allocations maintained in accordance with paragraph 9-36*d* will be adjusted accordingly. The completed statement will be forwarded with other records to the appropriate Marine Corps recruit depot or filed with a copy of the allocation list, depending upon whether the individual accepts or declines assignment to the occupational fields available in the Marine Corps.

9-38. Induction

The following procedure will be followed in the induction of all registrants into the Armed Forces:

a. Registrants who have been determined to be fully qualified for induction in all respects will be assembled. The induction officer will inform them of the imminence of induction, quoting the following:

> "You are about to be inducted into the Armed Forces of the United States, in the Army, the Navy, the Air Force, or the Marine Corps, as indicated by the Service announced following your name when called. Yu will take one step forward as your name and Service are called and such step will constitute your induction into the Armed Forces indicated."

b. Registrants who fail or refuse to step forward when their name is called will be removed quietly and courteously from the presence of the group about to be inducted and processed (see para 9-40.)

c. A commissioned officer or warrant officer (see para 6-6*a*) then will call the roll and the foregoing procedure will be carried out. All who have stepped forward will be informed that each and every one of them is a member of the Armed Forces concerned, using the language exactly as stated:

> "You have now been inducted into the Armed Forces of the United States indicated when your name was called. Each one of you is now a member of the Armed Force concerned and amenable to regulations and the Uniform Code of Military Justice and all other applicable laws and regulations."

9-39. Oath of allegiance ceremony

The oath of allegiance is not a part of the induction. Registrants who have been inducted will be informed that the taking of the ceremonial oath of allegiance is not a part of the induction. The oath will be administered by any commissioned officer of any Armed Force as soon after the induction as practicable. In every instance, there will be an appreciable break to insure that the taking of the ceremonial oath does not appear to be any part of the induction. MEPS commanders may permit the oath to be administered at other locations if requested by the Service in which inductee was inducted. Inductees will be informed of their right to take the oath of allegiance by affirmation and to omit "So help me God." If a nondeclarant alien is a member of the newly inducted group, the officer will explain the difference between the ceremonial oath of allegiance and the ceremonial oath of service and obedience.

a. The oath of allegiance reads as follows:

> "I, ..., do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; and I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and orders of the officers appointed over me, according to regulations and the Uniform Code of Military Justice. So Help me God."

b. In the event of nondeclarant aliens not desiring to take the oath of allegiance, they may be administered the following oath of service and obedience:

> "I ....., a citizen of ..... and without intention of surrendering such citizenship, do solemnly swear (or affirm) that I will serve the United States honestly and faithfully against all their enemies whomsoever, and that I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to regulations and the Uniform Code of Military Justice."

c. Inductees who refuse to subscribe to the oath of allegiance or oath of service and obedience, whichever is appropriate, will be advised that they are already members of the United States Army, Navy, Air Force, or Marine Corps, whichever is appropriate. For such an inductee, DA Form 873 (Certificate of Clearance and/or Security Determination) under Executive Order (EO) 10450 will be prepared (see para 9-46).

d. Immediately following the induction and oath of allegiance or oath of service and obedience, the provisions of UCMJ, Art. 85 (Desertion) and Art. 86 (AWOL), will be explained to all inductees. Inductees will also be advised that they are subject to the UCMJ and that the required articles will be explained to them within a few days after arrival at their first duty station.

9-40. Refusal to submit to induction

Registrants who have been removed from the group as prescribed in paragraph 9-38*b* and persist in their refusal to submit to induction will be informed that refusal constitutes a felony under the provisions of the Military Selective Service Act. They will be further informed that conviction of such an offense under civil proceedings will subject them to punishment by imprisonment for not more than 5 years or a fine of not more than $10,000, or both. They will then be informed again of the imminence of induction, using the language specified in paragraph 9-38*a*, and their name and service again will be called. If they step forward at this time, they will be informed that they are a member of the Armed Forces concerned, using the language specified in paragraph 9-38*c*. If, however, they persist in refusing to be inducted, the following action will be taken:

a. Registrants who refuse induction will not be furnished any means of transportation.

b. A letter of notification of refusal to submit to induction will be prepared in three copies. (See fig. 9-3 for a sample format.) The original, together with the statement described in paragraph 9-12*a*, will be submitted to the US Attorney for the judicial district in which the MEPS is located. One copy will be forwarded to the SSS MLO and one copy will be retained at the MEPS. Notification will include the following information:

(1) Name and address of registrant and witnesses.
(2) Registrant's SSSN.
(3) Address of responsible SSS area office.

9-41. Name in which inducted

Ordinarily, a registrant will be inducted into the Armed Forces in the name which appears on the Order to Report for Induction. However, there is no regulatory or statutory requirement that a registrant be inducted only in the name reflected on the induction order or other records and forms accomplished by the SSS, birth certificate, baptismal certificate, or court order authorizing change of name. In the absence of evidence of fraudulent intent (for example, to evade law enforcement officials or to conceal a criminal record), there is no legal objection to the induction of a registrant in the name he or she has assumed and later claims at the time of induction. The registrant's assumed name will be placed on DD Form 1966, and other records prepared during the induction processing. The previous name will be noted on those records. The disposition reported to the SSS will be in the name under which the individual was actually inducted as well as the name which appeared on the induction order.

9-42. Grade in which inducted

All registrants inducted under this regulation will be inducted in grade E1, except registrants who have successfully completed the 3- or 4-year Junior Reserve Officers' Training Corps (ROTC) Program (or the National Defense Cadet Corps, which is an identical program of instruction). Those who have successfully completed 2 or

more years of college ROTC will be inducted in grade E2. Documentation reflecting the successful completion of the ROTC program is required. Those individuals who lack documentation will be inducted in grade E1; however, they may present documentation to their personnel officer at any time prior to the completion of 4 months of service and request appropriate grade adjustment. The effective date of grade, for rank and pay purposes, will be adjusted to the date of induction upon the presentation of documentation to the personnel officer.

9-43. Personal affairs orientation

Inductees will be given orientations concerning their rights under the Soldier's and Sailor's Relief Act and legal assistance (on matters such as the power of attorney, a will, and estates) available to them while on active duty. General leave policies (provisions for 30 days of annual leave and respective service procedures for granting leave upon completion of basic or advanced training) will also be explained.

Section VII
Preparation and Disposition of Records and Disposition Reporting

9-44. DD Form 47 (Record of Induction)

The DD Form 47 is the official record of induction into the Armed Forces and a temporary record of the inductee's emergency notification data. It also contains the inductee's leave (personal affairs) election and authority for leave, when applicable. Preparation of the form is self-explanatory. It is prepared in four copies. Disposition is prescribed in paragraph 9-48. All copies should be typed to insure legibility of copies.

9-45. DA Form 4710-R (Acknowledgment of Service Obligation)

All persons inducted into the Armed Forces will be given an orientation concerning their service obligation under the Military Selective Service Act. They will acknowledge the understanding of their obligation by signing the statement shown in DA Form 4710-R. A copy is located at the back of this regulation. (DA Form 4710-R will be locally reproduced on 8½- by 11-inch paper.)

9-46. DA Form 873 (Certificate of Clearance and/or Security Determination)

a. Preparation. This form will be prepared for all inductees refusing to subscribe to the oath of allegiance or oath of service and obedience, whichever is appropriate (para 9-39). Under Part I, the following items will be completed: FROM (originating headquarters), name, military grade, SSN, date of birth, and place of birth. Under Part III, enter "Not eligible for security clearance and/or assignment to specific geographical areas because of refusal to subscribe to (oath of allegiance) (oath of service and obedience)." Authority for the entry cited will be AR 601-270/AFR 33-7/OPNAVINST 11000.4/MCO P1100.75, paragraph 9-46, as appropriate. Under Part IV, the preparing official (induction officer) will complete all items marked "Other" under "Distribution."

b. Disposition. This form will be the first in the records folder forwarded to the station of initial reception. This form will serve as an alert to personnel so that appropriate entries regarding security clearance may be noted on records prepared at stations of initial reception. A copy will be forwarded to the Commander, USMEPCOM (MEPCOP-O), 2500 Green Bay Road, Great Lakes, IL 60064-3094.

9-47. Induction travel orders

Orders will be prepared to direct the travel of inductees. See figure 9-10 for a sample of induction travel orders.

9-48. Disposition of induction records

a. The following documents will be forwarded to the initial receiving reception activity for further disposition as prescribed in respective Service directives:

(1) DD Form 47, copies 1 and 2.
(2) DA Form 873, when applicable.
(3) Induction travel orders (three copies).
(4) SF 88, original, and any supporting documents.
(5) SF 93, original.
(6) DA Form 4711-R, original (when applicable), and DA Form 2981.
(7) DA Form 4710-R, original. (This form is to provide for the standard distribution of induction records from the MEPS.)

b. Inductee. The following documents will be furnished to the inductee:

(1) DD Form 47, copy 3.
(2) DA Form 4710-R, one copy.
(3) Induction travel order, one copy.

c. MEPS.

(1) For inductees, the following documents will be retained at the MEPS for 3 months and then destroyed:

(*a*) DD Form 47, copy 4.
(*b*) SF 88, one copy, including supporting documents (when applicable).
(*c*) SF 93, one copy.
(*d*) Waiver of civil offenses, one copy (when applicable).
(*e*) ASVAB score records.

(2) For registrants who are found disqualified for service (including those found disqualified due to temporary or remedial conditions), the ASVAB score records will be retained at the MEPS for 2 years and then destroyed. The following documents will be retained at the MEPS for 1 year and then destroyed.

(*a*) DD Form 47.

(*b*) SF 88, one copy, including supporting documents (when applicable).

(*c*) SF 93, one copy.

(*d*) DA Form 4711-R, original (when applicable), DA Form 2981.

9-49. Registrant processing disposition

Upon completion of the processing procedures set forth in this chapter, USMEPCOM will report accession information to the SSS and the Services concerned and report registrant examination information to the SSS. USMEPCOM will report dispositions by the means and in the manner specified and agreed upon in MOUs and the MEPRS.

Section VIII
Processing of Medical Officers and Other Health Specialists

9-50. Overview of processing of physicians and allied specialists registrants

The policies and procedures for the processing and commissioning of medical and allied specialists registrants are contained in AR 601-54. This section prescribes the procedures for processing physicians and allied specialist registrants.

9-51. Examination

The enlistment qualification test specified in section V is not applicable to registrants processed under this section. A complete medical examination (prescribed in AR 40-501, chap 10 and app IX) will be accomplished. The medical fitness standards prescribed in AR 40-501, chapter 8, apply. Determination of fitness for military service and physical profiling will be accomplished by the Chief, Medical Examining Section. MEPS commanders will render a moral acceptability determination in accordance with the criteria prescribed in AR 601-54. DA Form 2981 will be prepared when a registrant's acceptability for service is denied due to a civil offense record. Doubtful cases should be forwarded to the Commander, U.S. Army Medical Department Personnel Support Agency (USAMEDDPERSA), ATTN: SGPE-PD, 1900 Half Street, S.W., WASH DC 20324-2000.

9-52. Determination of professional qualifications

Professional acceptability will be determined by the MEPS commander as prescribed in paragraphs a through h below. Doubtful cases will be forwarded to the Commander, USAMEDDPERSA for determination.

a. Doctors of medicine.

(1) Doctors of medicine who possess unrestricted licensure in any State of the United States, the District of Columbia, Puerto Rico, or a US territory and who are determined to be medically qualified will be considered professionally acceptable if they are engaged in the practice of medicine or are otherwise participating in appropriate professional activities and have successfully completed 1 year of graduate medical education in an approved program listed in the Directory of Residency Training Programs, published by the American Medical Association (AMA). Waiver of the latter provision may be granted by The Surgeon General if an American specialty board recognizes other training for certification requirements.

(2) The following graduates are also considered doctors of medicine:

(*a*) Graduate of an accredited school of medicine in any State of the United States, Canada, Puerto Rico, or a U.S. territory.

(*b*) Graduate of a foreign medical school who has received standard certification by the Educational Commission for Foreign Medical Graduates and has unrestricted licensure in any State of the United States, the District of Columbia, Puerto Rico, or a U.S. territory.

(*c*) Noncitizen foreign medical garduate who has been granted professional acceptability as determined by the Commander, USAMEDDPERSA. See *b* below.

b. Noncitizen doctors of medicine. Determination of professional acceptability of noncitizen doctors of medicine will be made by the Commander, USAMEDDPERSA. Noncitizen doctors of medicine who are graduates of foreign medical schools will be considered professionally acceptable upon standard certification by the Education Commission for Foreign Medical Graduates. Applications will include evidence of lawful entry into the United States for permanent residence (that is, INS Form I-151 (Immigration and Naturalization Service Alien Registration Receipt Card)).

c. Doctors of osteopathy. Doctors of osteopathy will be considered professionally qualified if they are graduates of a 4-year or equivalent program with a degree of doctor of osteopathy from an accredited school of osteopathy; have completed an internship approved by the AMA or American Osteopathic Association; and have a permanent unrestricted license to practice medicine or surgery in one of the United States, the District of Columbia, Puerto Rico, or a U.S. territory. They must be engaged in the practice of osteopathy or otherwise participating in appropriate professional activities. Noncitizen doctors of osteopathy must also possess evidence of lawful entry into the United States for permanent residence.

d. Dentists. Dentists will be considered professionally acceptable if practicing dentistry or participating in appropriate professional activities and are—

(1) Graduates of accredited dental school in the United States, the District of Columbia, Puerto Rico, or

Canada.

(2) Licensed to practice dentistry in one of the United States, the District of Columbia, Puerto Rico, or a U.S. territory. (Requirement for licensure may be waived if an otherwise qualified registrant is being considered within 1 year after graduation or while a senior dental student pending receipt of a qualifying degree if otherwise qualified.)

e. Veterinarians. Veterinarians will be considered professionally acceptable if they are graduates of an accredited school of veterinary medicine in one of the United States, the District of Columbia, Puerto Rico, or Canada. They must also be licensed to practice veterinary medicine in one of the United States, the District of Columbia, Puerto Rico, or a U.S. territory. They must be practicing veterinary medicine or engaged in other appropriate professional activities. Exception to the licensure requirement will be made if a registrant's case is being considered within 1 year after graduation from veterinary school or while engaged in fields of veterinary professional endeavor, other than actual practice, not requiring licensure. If a graduate of a foreign veterinary school, registrant must have the Standard Educational Commission for Foreign Veterinary Graduates (ECFVG) Certificate and unrestricted license to practice veterinary medicine in one of the United States, the District of Columbia, Puerto Rico, or a U.S. territory.

f. Optometrists. Optometrists will be considered professionally acceptable if they are graduates of a school or college of optometry acceptable to The Surgeon General and licensed to practice in one of the United States, the District of Columbia, Puerto Rico, or a U.S. territory. Exception to the licensure requirement will be made if a registrant's case is being considered within 1 year after graduation from optometry school or while undergoing post-graduate instruction.

g. Nurses. Nurses must meet the following criteria:

(1) Possess the appropriate educational credentials as specified by the various services.

(2) Be a graduate of a nursing program located in one of the United States, the District of Columbia, Puerto Rico, or a U.S. territory which is accredited by an agency recognized by the U.S. Secretary of Education and acceptable to the Department of the Army.

(3) Possess a license to practice as a registered nurse in one of the United States, the District of Columbia, Puerto Rico, or a U.S. territory.

(4) Meet the general eligibility requirements prescribed in AR 135-100 and AR 15-101. Waiver of professional requirements will not be considered.

h. Other allied medical specialists. Determination of professional acceptability of allied medical specialists, other than those referred to in *a* through *g* above, will be made by the Commander, USAMEDDPERSA. MEPS will forward the preinduction file of these registrants to the Commander, USAMEDDPERSA, ATTN: SGPE-PD, 1900 Half Street, S.W., WASH DC 20324-2000, for determination of professional acceptability.

9-53. Preparation and disposition of forms

a. Completion of forms. The following forms will be completed for medical and other health specialists, as required:

(1) SF 88, SF 93, and DD Form 1966.

(2) DA Form 4714-R (Preinduction Processing and Commissioning Data—Medical, Dental, and Allied Specialists Categories), one copy. (A copy is located at the back of this regulation.) DA Form 4714-R will be reproduced locally on 8½- by 11-inch paper. Instructions for completion of the form are self-explanatory. In order to facilitate records checks, care will be taken to insure that the registrant's SSN; place of birth (State and country); citizenship; aliases, nicknames, and/or maiden name; and alien registration number and port of entry are recorded in item 27 (Remarks). U.S. citizen foreign medical graduates will enter a statement in item 27 indicating whether or not they have obtained permanent certification by the Educational Commission for Foreign Medical Graduates as provided for in AR 601-54. In the case of nurse registrants, the following information also will be recorded in item 27.

(*a*) The initial date and State of license granted by the State board of nurse examiners.

(*b*) A continuation of item 20 showing a complete resume of all employment subsequent to the date of initial license and the field of nursing in which employed.

(*c*) A statement of preference for clinical duty.

(*d*) The completion date of the basic nursing education program.

(*e*) The registration number and year granted by the American Association of Nurse Anesthetists, if appropriate.

(3) DD Form 398-2, one set.

(4) FD 258, two copies.

(5) DD Form 398, three copies. Noncitizen doctors of medicine will enter a statement in the "Remarks" section of DD Form 398 indicating whether or not they obtained standard certification by the Educational Commission for Foreign Medical Graduates as provided for in AR 601-54 and will include the results of Visa Qualifying Examination (VQE) taken as a part of their immigration requirements. If the individual refuses to complete DD Form 398 in its entirety or discloses significant derogatory information, and in those cases where creditable derogatory information has been received from a reliable source as defined in AR 604-5, a statement to that effect will be entered in the "Remarks" section of DD Form 398-2. The SSS will be advised as follows: "Acceptability for mililtary service is withheld pending appropriate departmental clearance."

b. Disposition of forms. Forms prescribed in *a* above

pertaining to three categories of registrants will be forwarded to Commander, USAMEDDPERSA for disposition. These three categories are all cases involving questionable medical, moral, or professional acceptability; medical specialist registrants not listed in paragraphs 9-51*a* through *g*; and medically qualified noncitizen registrants. Commander, USAMEDDPERSA will notify the MEPS commander of the final disposition or provide further guidance as appropriate.

c. Registrants found acceptable. Registrants found acceptable will be reported to the Commander, USAMEDDPERSA and the SSS MLO.

(1) *The Commander, USAMEDDPERSA will receive—*

(*a*) SF 88, original and one copy with any consultation reports, X-ray film, and other documents (relating to the registrant's fitness for military service) which were used in his or her evaluation.

(*b*) SF 93, original and one copy.

(*c*) DA Form 4714-R, one copy.

(*d*) DD Form 1584, one set.

(*e*) FD Form 258.

(*f*) DD Form 398.

(2) *The SSS MLO will receive—*

(*a*) SF 88, one copy.

(*b*) SF 93, one copy.

d. Registrants found disqualified. A list of registrants found disqualified will be sent to the Comander, USAMEDDPERSA and the SSS MLO and retained at the MEPS.

(1) *The Commander, USAMEDDPERSA will receive—*

(*a*) SF 88, one copy.

(*b*) SF 93, one copy.

(*c*) DA Form 4714-R, one copy.

(*d*) DA form 2981, original (when applicable).

(2) *The SSS MLO will receive—*

(*a*) SF 88, original.

(*b*) SF 93, original.

(*c*) DA Form 2981, one copy (when applicable).

(3) *The MEPS will retain—*

(*a*) SF 88, one copy.

(*b*) SF 93, one copy.

(*c*) DA Form 2981, one copy (when applicable).

9-54. Security processing

The Commander, USAMEDDPERSA will initiate a NAC on each medical specialist registrant when the preinduction file is received from the MEPS commander if the registrant is determined to be otherwise qualified. Upon receipt of the results of the NAC, USAMEDDPERSA will notify the Director, SSS of the medical, moral, and professional acceptability of the registrant.

9-55. Induction

These instructions are applicable to medical and other health specialists who are not commissioned or appointed as warrant officers.

a. Induction processing. Induction processing of physicians, dentists, veterinarians, nurses, optometrists, and other allied medical specialists will be the same as prescribed for regular registrants, except as indicated below.

(1) If the lapse of time between the MEPS medical examination and appearance of the registrant for induction or appointment does not exceed 2 years, a new medical examination is not necessary to determine acceptability for military service, unless upon physical inspection it appears to the examining physician that the registrant may not be medically qualified. In such cases, or when the lapse of time subsequent to the preinduction medical examination exceeds 2 years, a complete medical examination as prescribed in AR 40-501, chapter 10 and appendix IX, will be accomplished. The medical fitness standards prescribed in AR 40-501, chapter 8, apply. (Validity period is prescribed as an exception to AR 40-501, paragraph 10-17*a*(1).)

(2) Allocation of physicians, dentists, veterinarians, nurses, optometrists, and other allied medical specialists to the Army, Navy, or Air Force for commissioning is accomplished as provided in AR 601-54. USAMEDDPERSA will inform the MEPS of the Service in which a registrant is to be inducted in the event of refusal to accept a commission.

b. Outprocessing of inducted health specialists. Inducted physicians, dentists, veterinarians, nurses, optometrists, and other allied medical specialists will be outprocessed as follows:

(1) Registrants inducted into the Army will be sent to the nearest reception station for reception processing.

(2) Registrants inducted into the Navy will be sent to the nearest Navy recruit training center.

(3) Registrants inducted into the Air Force will be sent to the Air Force Military Training Center.

Eastern MEPCOM	*Code*
Albany, NY	901
Baltimore, MD	902
Boston, MA	903
Buffalo, NY	904
New York, NY	905
Harrisburg, PA	906
Manchester, NH	907
Newark, NJ	908
New Haven, CT	909
Philadelphia, PA	910
Pittsburgh, PA	911
Portland, ME	912
Springfield, MA	913
Syracuse, NY	914
Wilkes-Barre, PA	915
Tampa, FL	917
Atlanta, GA	920
Beckley, WV	921
Charlotte, NC	922
Miami, FL	923
Fort Jackson, SC	924
Jacksonville, FL	925
San Juan, PR	930
Raleigh, NC	931
Richmond, VA	932

Central MEPCOM	*Code*
Knoxville, TN	926
Louisville, KY	927
Montgomery, AL	928
Nashville, TN	929
Jackson, MS	942
Kansas City, MO	943
Little Rock, AR	944
Memphis, TN	945
New Orleans, LA	946
Shreveport, LA	949

Central MEPCOM	*Code*
Chicago, IL	954
Cincinnati, OH	955
Cleveland, OH	956
Columbus, OH	957
Des Moines, IA	958
Detroit, MI	959
Fargo, ND	960
Indianapolis, IN	961
Milwaukee, WI	962
Minneapolis, MN	963
Omaha, NE	964
Sioux Falls, SD	965
St. Louis, MO	966

Western MEPCOM	*Code*
Albuquerque, NM	936
Amarillo, TX	937
Dallas, TX	938
Denver, CO	939
El Paso, TX	940
Houston, TX	941
Oklahoma City, OK	947
San Antonio, TX	948
San Diego, CA	967
Boise, ID	970
Butte, MT	971
Fresno, CA	972
Honolulu, HI	973
Los Angeles, CA	974
Oakland, CA	975
Phoenix, AZ	976
Portland, OR	977
Salt Lake City, UT	978
Seattle, WA	979
Spokane, WA	980
Anchorage, AK	981
Guam	982

Figure 9-1. MEPS codes for issuance of TIN

Army

RE-1
RE-1A
RE-1B
RE-2
RE-2A (See note 1)
RE-4A (See note 2)

Marine Corps

RE-1
RE-1A
RE-3A
RE-3E
RE-3H (See note 3)
RE-3N
RE-3O
RE-3P (See note 4)
RE-3R
RE-3S (See note 5)
RE-3T
RE-3U
RE-3F

Navy

RE-1
RE-R1
RE-3A
RE-3C (See note 6)
RE-3D (See note 3)
RE-3E
RE-3H (See note 3)
RE-3K
RE-3N
RE-3P (See note 4)
RE-3Q
RE-3R
RE-3S (See note 5)
RE-3T (See note 4)
RE-3U
RE-3X

Air Force

RE-1
RE-12
RE-3/93
RE-13
RE-14

Notes:

1. Grade determination will be processed by first duty station.

2. Provided he meets citizenship requirements for induction as determined by the SSS.

3. Provided he is not eligible for classification in Class 3-A (Registrant Deferred Because of Dependency of Others) as determined by the SSS.

4. Provided he meets physical fitness standards for induction.

5. Provided he is not eligible for classification in Class 4-G (Surviving Son/Sole Surviving Son) as determined by the SSS.

6. Provided he is not eligible for classification in Class 1°0 (Conscientious Objector Available for Alternative Service) as determined by the SSS.

Figure 9-2. Reenlistment eligibility codes not disqualifying for induction

The following is a sample of the letter of notification to be sent to U.S. Attorneys in accordance with paragraph 9-40. It is not a standard format. Each MEPS may vary the content in accordance with instructions from the *local US Attorney*.

(Unit Letterhead)

SUBJECT: Refusal to Submit to Induction

United States Attorney
US District Court
(Appropriate City and State)

Dear Sir:

In compliance with the provisions of Army Regulation 601-270, paragraph 9-40, the following information is submitted pertaining to Mr. _____(Name)_____, a Selective Service System (SSS) registrant who refused to submit to induction on _____(Date)_____ at the Military Entrance Processing Station, _____ (Address of MEPS)_____.

Full name and address of registrant: _____

_____

SSS Number:_____.

Number and address of SSS Local Board to which registrant is assigned:_____

_____

The name of the registrant appearing on the SSS Delivery List, dated _____, indicating the date of delivery as _____.* The registrant reported to the Military Entrance Processing Station on _____(Date)_____, and was processed for induction in accordance with applicable provisions of chapter 9 (Processing of Selective Service System Registrants) of Army Regulation 601-270.

Mr. _____ was determined fully qualified for induction in all aspects.

All registrants who were determined fully qualified for induction were assembled. The Induction Officer informed them of the imminence of induction, quoting the following as prescribed by Army Regulation 601-270, paragraph 9-38A.

***If the registrant was ordered to report to another MEPS, the date of the SSS delivery list containing the subject registrant's name and reporting date is to be obtained through the SSS MLO and cited in this letter. A statement will be added to reflect that the registrant was ordered to report to one MEPS but reported to another and the reason therefor.**

Figure 9-3. Format of a letter to U.S. Attorney

"You are about to be inducted into the Armed Forces of the United States, in the Army, the Navy, the Air Force, or the Marine Corps, as indicated by the Service announced following your name when called. You will take one step forward as your name and Service are called, and such step will constitute your induction into the Armed Force indicated."

When Mr. _____'s name and service were called, he refused to step forward. He was removed from the presence of the group about to be inducted and processed as prescribed in Army Regulation 601-270, paragraph 9-40.

Mr. _____ persisted in refusing to submit to induction. He was informed that such refusal constitutes a felony under the provisions of the Military Selective Service Act of 1967, as amended. He was informed further that conviction for such an offense under civil proceedings could subject him to punishment by imprisonment for not more than 5 years or a fine of not more than $10,000, or both. He was then informed again of the imminence of induction by the Induction Officer, who quoted the following:

"You are about to be inducted into the Armed Forces of the United States, in the Army, the Navy, the Air Force, or the Marine Corps, as indicated by the Service announced following your name when called. You will take one step forward as your name and Service are called, and such step will constitute your induction into the Armed Force indicated."

Mr. _____'s name and Service were again called, but he still refused to step forward.

The above proceedings were witnessed by the following personnel:

WITNESSES:
(Complete names and addresses)

_____
_____
_____
_____
_____

Attached is statement prepared by _____ attesting to Mr. _____'s refusal to be inducted.

(Signature)

Copies furnished:
Region Manager, SSS
SSS MLO
MEPS File Copy

Figure 9-3. Format of a letter to U.S. Attorney—continued

APPLICATION FOR DETERMINATION OF MORAL ELIGIBILITY FOR INDUCTION
(AR 601-270)

DATE OF APPLICATION:

TO: Commanding Officer
U.S. Army Third Recruiting District
ATTN: USARCE-EW
1628 Virginia Avenue
College Park, Georgia 30337

FROM: Commanding Officer
Military Entrance Processing Station
Ft. Jackson, SC 29207

1. NAME
DOE, John R. AKA: Sonny Jones DOB: 22 Mar 50

3. SELECTIVE SERVICE NO.
38-23-50-350

2. ADDRESS *(Street Number, City and State)*
420 Main Street
Midville, SC 29218

4. NATURE OF OFFENSES *(Give detailed description, including DATE of each offense and AGE at time of offenses. List as A, B, C.)*

A. SHOPLIFTING (Verified). Registrant stole sunglasses valued at $2.50 from a drug store in Midville - 26 Feb 65 - age 14.

B. ARSON (Verified). Registrant set fire to tool shed in Midville, SC - 12 Nov 65 - age 15.

C. LARCENY (Alleged). Registrant stated he stole a record player from Woolworth's in Concord, SC - 18 Jun 66 - age 16.

5. COMPLETE APPLICABLE ITEMS *(a Through d Below)* REFERRING TO OFFENSES AS 4A, 4B, 4C

a. CITY AND STATE IN WHICH TRIED, NAME OF COURT, AND DATE OF TRIAL

4A. Family Court, Midville, SC - 30 Mar 65.

4B. Criminal Court, Midville, SC - 19 Jan 66.

4C. Registrant stated City Court, Concord, SC - 14 Jul 66.

b. DISPOSITION OR SENTENCES IMPOSED

4A. $15 fine.

4B 6 months confinement (suspended) - 7 months probation (terminated after 6 months).

4C. Registrant stated fined $75.

c. THE OFFENSES ARE PUNISHABLE UNDER THE LAW OF THE STATE

4A. $200 or 60 days confinement.

4B. 20 years confinement.

4C. 10 years confinement.

(Continued on Reverse Side)

DA FORM 1 JUN 65 2981 REPLACES DA FORM 2281-R, 1 FEB 62, WHICH IS OBSOLETE.

Figure 9-4. Sample of completed DA Form 2981

d. INCLUSIVE DATES OF:		
CONFINEMENT	PAROLE	PROBATION
None	None	19 Jan 66 - 19 Aug 67 Terminated 19 Jul 67

6. COMPLETE EMPLOYMENT RECORD *(Including Periods of Unemployment)*

NAME OF EMPLOYER	LOCATION	JOB TITLE	INCLUSIVE DATES
Joseph J. Smith High School	Midville, S.C.	Student	1965 to Jun 68
Brown's Dairy	Concord, S.C.	Route Helper (Assisted Milkman in delivery)	Jul 68 to Aug 68
Lakeside Mills	Midville, S.C.	Cloth Handler	Aug 68 to present
High Street Gulf Service Station	Midville, S.C.	Station Attendant (part time)	Aug 68 to present

7. INFORMATION WAS OBTAINED BY

☐ INTERVIEW OF INDIVIDUAL ☐ VERBALLY FROM CIVIL AUTHORITIES ☐ REPORT FROM CIVIL AUTHORITIES

8. EDUCATIONAL LEVEL	9a. AQB SCORES OF 90 OR HIGHER	10. PHYSICAL PROFILE					
		P	U	L	H	E	S
12 years (non HSG)	IN 93; EL 103; GM 105						
11. AFQT SCORE	**9b. GT SCORE**						
7C-19-TV	63	1	1	1	1	1	1

12. REMARKS *(Extenuating circumstances, brief statement of registrant's potential value in the service when composite medical, mental, and moral characteristics are considered)*

Date of interview - 21 Apr 69.
2 minor traffic offenses (see Encl 2 & 7).
Due to nature of offense 4B, phychiatric evaluation was obtained (Encl 1). Doctor finds registrant phychiatrically qualified.
Registrant stated he desires to be inducted and will serve his military obligation to the best of his ability.
State laws prohibit release of information on juveniles. Chief of Police, Mr. Joseph Cally, Midville, verbally verified offense 4A with Mrs. Mary Hall, waivers clerk, this MEPS, and offered his personal recommendation for induction. States registant comes from broken home and was often influenced by older companions.
Since registrant committed all serious offenses at an early age and none for almost 4 years and exhibits positive motivation and mitigating evidence, the potential of this registrant appears to be good.
9 Encl
1. Psychiatric evaluation
2. Ltr from Police Dept., Concord, S.C.
3. Ltr from Police Dept., Midville, S.C.

13. RECOMMEND:

☐ WAIVER BE GRANTED ☐ WAIVER NOT BE GRANTED ☐ SELECTIVE SERVICE SYMBOL

14. TYPED NAME AND GRADE	15. SIGNATURE
JOE H. BUCK, MAJ, USMC	s/Joe H. Buck

S. Government Printing Office: 1980—310-981/8730

Figure 9-4. Sample of completed DA Form 2981—Continued

SAMPLE INDORSEMENT FOR MORAL WAIVERS

The following indorsements to DA Form 2891 will be used for recording moral waiver determinations under the provisions of paragraph 9-16.

FILE _____ Ind
SUBJECT: Waiver of Civil Offenses

TO:

Request for waiver of civil offenses is approved and induction into the Armed Forces (Army, Navy, Marine Corps, or Air Force) is authorized, provided the registrant is otherwise qualified. This is not to be construed as authorization for induction into any Armed Force not currently accepting personnel for induction.

FOR THE COMMANDER:

_____

FILE _____Ind
SUBJECT: Waiver of Civil Offenses

TO:

1. Request for waiver if civil offenses is approved and induction into the Armed Forces (Army, Navy, Marine Corps, or Air Force) is authorized, provided the registrant is otherwise qualified *and a complete release from all forms of civil restraint, except for an unconditional unsupervised probation or unconditional suspended sentence, has been obtained.* This is not to be construed as authorization for induction into any Army Force not currently accepting personnel for induction.

2. Upon receipt of information that the registrant is released from all forms of civil restraint or that the registrant is subject to only unconditional unsupervised probation or unconditional suspended sentene, he may be inducted without further reference to a higher headquarters.

3. The registrant is (or it appears the registrant may still be) subjected to civil restraint as a result of the disposition(s) of offense(s):

_____

_____

_____

FOR THE COMMANDER:

_____

Figure 9-5. Sample indorsement for moral waivers

FILE _____ Ind
SUBJECT: Waiver of Civil Offenses

TO:

1. Request for waiver of civil offenses is approved and induction into the Armed Forces (Army, Navy, Marine Corps, or Air Force) is authorized, provided the registrant is otherwise qualified *and a complete release from all forms of civil restraint (with the exception of registrants under underconditional unsupervised probation or unconditional suspended sentence), except the existing support court order, has been obtained.* This is not to be construed as authorization for induction into any Armed Force not currently accepting personnel for induction.

2. Upon receipt of information from the SSS area office that the registrant is released from all forms of civil restraint, except support court order, or that the registrant is subject to only unconditional unsupervised probation or unconditional suspended sentence, he may be inducted without further reference to a higher headquarters.

FOR THE COMMANDER:

_____

FILE _____Ind
SUBJECT: Waiver of Civil Offenses

TO:

Request for waiver of civil offenses for the purpose of induction into the Armed Forces (Army, Navy, Marine Corps, or Air Force) is not favorable considered.

FOR THE COMMANDER:

_____

Figure 9-5. Sample indorsement for moral waivers—Continued

Note: Offenses are classified as misdemeanor or felony per local and State law.

If a registrant states these law violations on DA Form 4711-R(1)	Verification required (1) Yes	Verification required (1) No	Required verification documents	Prepared by	After offenses verified, is waiver required Yes	After offenses verified, is waiver required No	Waiver authority MEPS CDR	Waiver authority MEPCOM CDR(3)
1. Minor traffic offenses								
a. 6 or less in 1 yr		X(2)						
b. More than 6 in 1 yr	X(4)		DA 4711-R *DA 2981 *DA 370	Registrant Registrant MW Clk	X(4)		X(4)	X(4)
2. 1 minor nontraffic offense	X(4)		Same as 1*b*	Same as 1*b*	X(4)		X(4)	X(4)
3. 2 or more minor nontraffic offenses	X(4)		Same as 1*b*	Same as 1*b*	X(4)		X(4)	X(4)
4. 1 or more nonminor misdemeanors	X(4)		Same as 1*b*	Same as 1*b*	X(4)		X(4)	X(4)
5. Adverse juvenile adjudication for 1 or more juvenile "felonies" (5)	X		DA 4711-R DA 2981 DA 370	Registrant Registrant MW Clk	MEPS commander may automatically disqualify without further review; or, if desires, may forward documents to Commanding General for waiver.			
6. 1 adult felony	X		DA 4711-R DA 2981 DA 369 DA 370	Registrant Registrant MW Clk MW Clk	X			X
7. More than 1 adult felony	X		DA 4711-R DA 2981	Registrant Registrant	Automatic disqualification—cannot be waived.			
8. Juvenile offenses with no convictions and no adverse juvenile adjudication	X		DA 4711-R	Registrant		X		
9. Alleged violations of State, Federal, and territorial statute with charges filed and pending	X		DA 4711-R DA 2981 DA 369 DA 370	Registrant Registrant MW Clk MW Clk	If alleged pending violations are verified, MEPS commander must await final disposition of charges before determining whether waiver is required.			
10. Conditional release from criminal charges with induction into Armed Forces as alternative to trial	X		Same as 9	Same as 9	MEPS commander must await final disposition of charges. A registrant may not be inducted as an alternative to trial.			
11. Charges filed and pending for minor traffic offenses		X(2)						

Figure 9-6. Procedures for verifying offenses and processing moral waivers

1. Acromegaly or gigantism, enlargement of hands, feet, and face due to disease of pituitary gland.
2. Addiction to drugs, confirmed by medical certification, civil authority, or court record.
3. Alcoholism, chronic, confirmed by medical certification, civil authority or court record.
4. Amputation of arm or leg.
5. Aphonia loss of voice.
6. Blindness, complete, both eyes.
7. Brain, hernia of.
8. Deafness, complete, both ears.
9. Deformities of marked degree which seriously interfere with normal body function and weight-bearing power.
10. Severe deformities of the mouth, throat, or nose which interfere with speech or the mastication of ordinary food.
11. Diabetes.
12. Elephantiasis, severe, swelling of extremeties.
13. Empyema or unhealed sinuses of the chest wall following surgery for empyema.
14. Epispadias or Hypospadias (congenital deformity of penis). When urine cannot be voided in such a manner as to avoid soiling of clothing or surroundings or when accompanied by evidences of chronic infection of the genito-urinary tract.
15. Eye, loss of.
16. Harelip, severe, causing speech defects.
17. Hermaphroditism.
18. Hodgkin's disease.
19. Idiocy.
20. Imbecility.
21. Kidney, congenital or surgical absence of one.
22. Leprosy.
23. Mental derangement, with commitment or authentic medical history of mental derangement without commitment.
24. Multiple sclerosis.
25. Muscular dystrophy.
26. Mutism, unable to speak, regardless of cause.
27. Neck, tumor of the thyroid, including enlarged lymph nodes, if the enlargement is of such a degree as to interfere with the wearing of ordinary clothing.
28. Neurosyphilis of any form.
29. Organic valvular diseases of the heart, including those improved by surgery.
30. Paraplegia.
31. Parroxysmal convulsive disorders, all forms of psychomotor or temporal lobe epilepsy, except for seizures associated with toxic states of fever during childhood up to the age of 5.
32. Penis, amputation of, if the resulting stump is insufficient to permit normal function.

Figure 9-7. Obvious physical disqualifying conditions for military service

33. Pneumonectomy, removal of entire lung.

34. Pulmonary tuberculosis, active.

35. Psoriasis, if severe or extensive.

36. Scars, extensive, deep, or adherent, that interfere with muscular movement or show a tendency to breakdown and ulcerate.

37. Skull, deformities of (depressions or protrusions), associated with disease of the brain, spinal cord, or peripheral nerves.

38. Stammering or stuttering, severe.

39. Tracheostomy.

40. Tumor, benign of such a size and location as to interfere with the wearing of ordinary clothing.

41. Tumor malignant, regardless of size or location.

42. Tumor, benign, of trachea, bronchi, lungs, pleura, or mediastinum.

43. Ulcer of the stomach or duodenum, confirmed by X-ray examination.

If the standards of medical fitness prescribed by chapter 6, AR 40–501 are applied, the conditions listed in paragraphs 4, 11, 15, 21, and 43 above will not be disqualifying.

Figure 9-7. Obvious physical disqualifying conditions for military service—Continued

Education level of registrant and failure category	Screening actions required	Determination
1. NON-HIGH SCHOOL GRADUATES.		
a. True failure as determined by failure keys.	No further screening.	Reject.
b. Undetermined category as indicated by failure keys.	No further screening.	Reject.
c. Deliberate failure as determined by failure keys.	Terminal screening interviewers conduct initial/intensive personal interviews.	
(1) Same as 2*b*(1) below.		
(2) Same as 2*b*(2) below.		
2. HIGH SCHOOL GRADUATES.		
a. True failure.	No further screening.	Reject.
b. Undetermined or deliberate failures	Terminal screening interviewers conduct initial/intensive personal interviews.	
(1) Mental ability to pass AFQT portion of ASVAB confirmed by screening devices and interview(s).	No further screening.	Administratively accept.
(2) Failing score determined by terminal screening interviewer to represent true measure of ability.	No further screening.	Reject.
3. NON-HIGH SCHOOL GRADUATES (NON-ENGLISH SPEAKING).		
a. True failure.	No further screening.	Reject.
b. Undetermined.	No further screening.	Reject.
c. Failure with less than 12 months in CONUS	Annotate test scoring worksheet that reexamination may be justified later.	RBJ—6 months.
d. Deliberate failure.	Terminal screening interviewers conduct initial/intensive personal interviews.	
(1) False claim to be non-English speaking suspected (malingering). Consider length of time in CONUS, opportunity/requirement to speak English at home or work, amount of English training in school.	Interview findings verified by checking school and work history. For example, academic training beyond high school or professional job requiring use of English.	Administratively accept.
(2) Suspected false claim to be non-English speaking (malingering confirmed) but does not have mental capability to pass.	No further screening.	Reject.

Figure 9-8. Decision table for terminal screening and determining administrative acceptance

(Applicable when the provisions of paragraph 9-36 of AR 601-270 are invoked.)

Date .....
(Day) (Month) (Year)

Category A-1

Trainee	p [1]	Allocation to: Army(1) Tentative	Army(1) Final	Navy(2) Tentative	Navy(2) Final	Air Force(3) Tentative	Air Force(3) Final	Marine Corps(4) Tentative	Marine Corps(4) Final
Allen, Henry	13	X	X						
Bingham, Charles	21			X	X				
Dahon, John	23			X	X				
Eriss, Wilson	31					X	X		
Evans, Walter	12	X	X						
Laury, Winston	32					X	X		
Lewis, George	43							X	X
Moser, John	12	X	X						
Munson, John	12	X	X						
Munson, Reginald	31					X	X		
Nune, Paul	13	X	X						
Patterson, David	12	X	X						
Peterson, Wylie	N	X	X						
Post, James	23		X	X					
Runner, William	23			X	X				
Russell, Frank	21			X	X				
Russell, William	21			X	X				
Stone, Paul	13	X	X						
Thomas, William	12	X	X						
Williams, Fred	32					X	X		
Total-Tentative		9		6		4		1	
Authorized quota		10		5		4		1	
Final Total			10		5		4		1

Computation of authorization: [2] Total listed 20

.50	10 Army
.25	5 Navy
.20	4 Air Force
.05	1 Marine Corps

[1] Enter service preference in this column using code designations as follows: Army—1, Navy—2, Air Force—3, Marine Corps—4, none—N.

[2] For purpose of illustration only. In the event of mobilization, the actual distribution table will be provided by OSD in coordination with the services. In the event of mobilization, the actual distribution will be provided by OASD(MRA&L) in coordination with the services.

Figure 9-9. Allocation record

(MEPS LETTERHEAD)

Induction Travel Order No. 111-11 10 July 1982

1. Having been inducted into the United States this date, in pay grade E1, unless otherwise indicated, the following personnel are assigned and will report to FORT KNOX, KENTUCKY not later than 12:00 PM (midnight), 10 July 1978, unless otherwise indicated below.

2. NAME/SSN or TIN	Remarks/ Special Instructions
*DOE, JOHN J. 111-11-1111	
JOHNSON, GARY W. 222-22-2222	Inducted in pay grade E3.
SMITH, PETER E. 333-33-3333	
JONES, EDWARDS S. 444-44-4444	

/s/ Allen S. Craig, CPT, USAF
/t/ PETER S. JOHNSON
Major, USA
Commanding

DISTRIBUTION:
1—ea inductee
2—group leader
4—(1 for a inductee)
Ft Knox, KY
~~1—Record set~~
*Group leader.

Figure 9-10. Sample induction travel order

Appendix A
References

Section I
Required Publications

AFR 160-43 (Medical Examination and Medical Standards). Cited in paragraphs 8-2 and H-7. (This publication is available from Air Force Publication Distribution Office, 4008A, Bolling Air Force Base, WASH DC 20332)

AR 20-1 (Inspector General Activities and Procedures.) Cited in paragraph 1-4.

AR 40-330 (Rate Codes and General Policies for Army Medical Department Activities). Cited in paragraph 8-1.

AR 40-501 (Standards of Medical Fitness). Cited in paragraphs 8-2, 9-2, 9-22, 9-26, 9-51, 9-55, H-1, H-5, H-6, H-7, H-9, and fig 9-8.

AR 55-355 (Military Traffic Management Regulation (NAVSUPINST 4600.70; AFM 75-2; MCO P4600.14A; DLAR 4500.3)). Cited in paragraph 6-8.

AR 310-2 (Identification and Distribution of DA Publications and Issue of Agency and Command Administrative Publications). Cited in paragraph 3-12.

AR 601-54 (Processing and Commissioning of Medical Specialist Registrants). Cited in paragraphs 9-49, 9-50, 9-51, 9-53, and 9-55.

AR 601-222 (Armed Services (Student) Vocational Testing Program (OPNAVINST 1230.1B; MCO 1130.52B; AFR 33-6; CG COMDINST 1130.52B)). Cited in paragraphs 2-1 and 9-32.

MCO 1130.52 (Military Personnel Porcurement Armed Services (Student) Testing Program)). Cited in paragraph 3-2. (This publication is available from Commandant of the Marine Corps, Code HQSP-2, Room 1305, Arlington Annex, WASH DC 20380).

MCO P1610.7 (Performance Evaluation System). Cited in paragraph 4-4.

USMEPCOM Reg 71503 (Contract for Meals and Lodging). Cited in paragraph 5-4. (This publication is available from HQ, USMEPCOM, ATTN: MEPC-PAT, 2500 Green Bay Road, North Chicago, IL 60064-3094.)

NAVMILPERSMAN NAVPERS 15560 (Navy Military Personnel Manual). Cited in paragraph 4-4. (This publication is available from Navy Publications and Forms Center 5801 Tabor Ave., Philadelphia, PA 19120 SN 0500-LP-277-8290)

Section II
Related Publications*

AR 135-100 (Appointment of Commissioned and Warrant Officers of the Army).

AR 135-101 (Appointment of Reserve Commissioned Officers and Warrant Officers of the Army).

AR 604-5 (Clearance of personnel for Access to Classified Defense Information and Material).

AR 340-18 (The Army Functional Files System: General Provisions).

AR 601-210 (Regular Army and Army Reserve Enlistment Program).

DODI 1145.2 (Armed Forces Examining and Entrance Stations Program Policy (FM&P)).

DODD 1315.7 (Military Personnel Assignments (FM&P)).

DOD 4000.19-M (Defense Regional Interservice Support (DRIS) Regulation (A&L)).

DOD 5000.12-M (DOD Manual for Standard Data Elements).

DODD 1315.7 (Military Personnel Assignments).

*A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

Appendix B
Executive Agent Activities

B-1. HQDA

HQDA (DAPE-MPA)
WASH DC 20310-0300

B-2. USMEPCOM

Commander
United States Military Entrance Processing Command
ATTN: MEPCDR
2500 Green Bay Road
North Chicago, IL 60064-3094

B-3. USMEPCOM sector commands

Commander
Eastern Sector United States Military Entrance Processing Command
Building 2845
Fort George G. Meade, MD 20755-5240

Commander
Central Sector United States Military Entrance Processing Command
2500 Green Bay Road
North Chicago, IL 60064-3094

Commander
Western Sector United States Military Entrance Processing Command
Building 1808
Presidio of San Francisco
San Francisco, CA 94129-7400

B-4. MEPS

Commander
Military Entrance Processing Station
Leo West O'Brien Federal Building
Albany, NY 12207-2334

Commander
Military Entrance Processing Station
P.O. Box 103
Old Post Office Building
Albuquerque, NM 87103-0103

Commander
Military Entrance Processing Command
Suite 200
1100 South Filmore
Amarillo, TX 79101-4318

Commander
Military Entrance Processing Station
80 Tenth Street, Northeast
Atlanta, GA 30309-3961

Commander
Military Entrance Processing Station
Suite A
793 Elkridge Landing Road
Linthicum Heights, MD 21090-3995

Commander
Military Entrance Processing Station
115 Prince Street
Beckley, WV 25801-4512

Commander
Military Entrance Processing Station
1655 Fairview Avenue
Boise, ID 83702-5120

Commander
Military Entrance Processing Station
495 Summer Street
Boston, MA 02210-2190

Commander
Military Entrance Processing Station
1007 Federal Building
111 West Huron Street
Buffalo, NY 14202-238

Commander
Military Entrance Processing Station
100 East Broadway
Butte, MT 59701-0189

Commander
Military Entrance Processing Station
P.O. Box 34129
Charlotte, NC 28234-4129

Commander
Military Entrance Processing Station
65 East Ninth Street
Chicago, IL 60605-2187

Commander
Military Entrance Processing Station
Room 2525
550 Main Street
Cincinnati, OH 45202-3272

Commander
Military Entrance Processing Station
1240 E. Ninth Street
Cleveland, OH 44199-2097

Commander
Military Entrance Processing Station
3333 Indianola Avenue
Columbus, OH 43214-4193

Commander
Military Entrance Processing Station
Building B
1010 Cadiz Street
Dallas, TX 75215-1011

Commander
Military Entrance Processing Station
New Customhouse
195th and Stout Streets
Denver, CO 80202-2515

Commander
Military Entrance Processing Station
Building 64
Gruber Street
Fort Des Moines
Des Moines, IA 50315-5776

Commander
Military Entrance Processing Station
426 Clinton Street
Detroit, MI 48226-2397

Commander
Military Entrance Processing Station
109 North Oregon Street
El Paso, TX 79901-1148

Commander
Military Entrance Processing Station
225 Fourth Avenue, North
Fargo, ND 58108-3026

Commander
Military Entrance Processing Station
Building 2435
Fort Jackson, SC 29207-6025

Commander
Military Entrance Processing Station
1821 Fulton Street
Fresno, CA 93721-1091

Commander
Military Entrance Processing Station
Building 521
New Cumberland Army Depot
New Cumberland, PA 17070-5098

Commander
Military Entrance Processing Station
PO Box 50266
300 Ala Moana Boulevard
Honolulu, HI 96850-0001

Commander
Military Entrance Processing Station
PO Box 52309
701 San Jacinto
Houston, TX 77052-2309

Commander
Military Entrance Processing Station
Fifth Floor
141 South Meridian Street
Indianapolis, IN 46225-1088

Commander
Military Entrance Processing Station
300 South State Street
Jackson, MS 39201-1665

Commander
Military Entrance
4615 Phillips Highway
Jacksonville, FL 32207-7299

Commander
Military Entrance Processing Station
2420 Broadway
Kansas City, MD 64108-2405

Commander
Military Entrance Processing Station
1013 North Central Street
Knoxville, TN 37917-6495

Commander
Military Entrance Processing Station
P.O. Box 989
Little Rock, AR 72203-0989

Commander
Military Entrance Processing Station
4727 Wilshire Boulevard
Los Angeles, CA 90010-3815

Commander
Military Entrance Processing Station
600 Federal Place
Louisville, KY 40202-2230

Commander
Military Entrance Processing Station
275 Chestnut Street
Manchester, NH 03103-2416

Commander
Military Entrance Processing Station
PO Box 1122
161 Jefferson Avenue
Memphis, TN 38101-1122

Commander
Military Entrance Processing Station
8395 Executive Drive
Miami, FL 33166-4611

Commander
Military Entrance Processing Station
310 West Wisconsin Avenue
Milwaukee, WI 53203-2091

Commander
Military Entrance Processing Station
Second Floor
212 Third Avenue, South
Minneapolis, MN 55401-2584

Commander
Military Entrance Processing Station
Building 1512
Gunter Air Force Station, AL 36114-6631

Commander
Military Entrance Processing Station
4751 Trousdale Drive
Nashville, TX 37220-1378

Commander
Military Entrance Processing Station
970 Broad Street
Newark, NJ 07103-2596

Commander
Military Entrance Processing Station
150 Court Street
New Haven, CT 06510-2056

Commander
Military Entrance Processing Station
Building 603-1C
4400 Dauphine Street
New Orleans, LA 70146-5900

Commander
Building 116
Fort Hamilton
Brooklyn, NY 11252-6700

Commander
Military Entrance Processing Station
1515 Clay Street
Oakland, CA 94612-1430

Commander
Military Entrance Processing Station
Room 201
621 North Robinson Avenue
Oklahoma City, OK 73102-6293

Commander
Military Entrance Processing Station
7070 Spring Street
Omaha, NE 68106-3519

Commander
Military Entrance Processing Station
Old Federal Building
1421 Cherry Street
Philadelphia, PA 19102-1495

Commander
Military Entrance Processing Station
Monroe School
215 North Seventh Street
Phoenix, AZ 85034-1012

Commander
Military Entrance Processing Station
New Federal Building
1000 Liberty Avenue
Pittsburgh, PA 15222-4101

Commander
Military Entrance Processing Station
151 Forest Avenue
Portland, ME 04104-8190

Commander
Military Processing Station
425 Southwest Taylor Street
Portland, OR 97204-2094

Commander
Military Entrance Processing Station
1330 St. Mary's Street
Raleigh, NC 27605-1285

Commander
Military Entrance Processing Station
1102 East Main Street
Richmond, VA 23206-0750

Commander
Military Entrance Processing Station
P.O. Box 820
1220 Spruce Street
St. Louis, MO 63188-0820

Commander
Military Entrance Processing Station
Building 160
Soldier Circle
Fort Douglas, UT 84113-5019

Commander
Military Entrance Processing Station
215 South San Saba Street
San Antonio, TX 78207-4586

Commander
Military Entrance Processing Station
1755 Fourth Avenue
San Diego, CA 92101-2644

Commander
Military Entrance Processing Station
Box 34108
GSA Service Center
Fort Buchanan
San Juan, PR 00934-0108

Commander
Military Entrance Processing Station
2247 15th Avenue, West
Seattle, WA 98119-2417

Commander
Military Entrance Processing Station
Box 7623
200 North Thomas Drive
Shreveport, LA 71137-7623

Commander
Military Entrance Processing Station
320 South Second Avenue
Sioux Falls, SD 57101-1310

Commander
Military Entrance Processing Station
West 920 Riverside Avenue
Spokane, WA 99201-1008

Commander
Military Entrance Processing Station
1550 Main Street
Springfield, MA 01103-1473

Commander
Military Entrance Processing Station
100 South Clinton Street
Syracuse, NY 13260-0192

Commander
Military Entrance Processing Station
2711 North McDill Avenue
Tampa, FL 33607-2271

Commander
Military Entrance Processing Station
19 North Main Street
Wilkes-Barre, PA 18701-2699

Noncommissioned Officer in Charge
Military Entrance Processing Station
Alaska Substation
Box 68
701 "C" Street
Anchorage, AK 99513-0058

Noncommissioned Officer in Charge
Military Entrance Processing Station
Guam Substation
PO Box 200
FPO San Francisco 96630

Appendix C
Recruiting Service Addresses

C-1. Army

Headquarters:

Commander
U.S. Army Recruiting Command
Fort Sheridan, IL 60037-6000

Army Region Recruiting Commands:

Commander
U.S. Army First Recruiting Brigade (Northeast)
Command
Fort Meade, MD 20755-5000

Commander
U.S. Army Second Recruiting Brigade (Southeast)
Command
Fort Gillem
Forest Park, GA 30050-5000

Commander
U.S. Army Fourth Recruiting Brigade (Midwest)
Command
Building 84
Fort Sheridan, IL 60037-6500

Commander
U.S. Army Fifth Recruiting Brigade (Southwest)
Command
PO Box 8277
Wainwright Station
San Antonio, TX 78208-0277

Commander
U.S. Army Sixth Recruiting Brigade (Western)
Command
Fort Baker, CA 94129-7600

C-2. Marine Corps

Headquarters:

Commandant
U.S. Marine Corps
ATTN: MRRE
Washington, DC 20380

Recruiting Commands:

Commanding General
Marine Corps Recruit Depot/Western Recruiting Region
ATTN: Assistant Chief of Staff for Recruiting
San Diego, CA 92140

Commanding General
Marine Corps Recruit Depot/Eastern Recruiting Region
ATTN: Assistant Chief of Staff for Recruiting
Parris Island, SC 29905

Marine Corps Districts:

Director
1st Marine Corps District
605 Stewart Avenue
Garden City
Long Island, NY 11530

Director
45th Marine Corps District
Building 75
U.S. Naval Base
Philadelphia, PA 19112

Director
6th Marine Corps District
75 Piedmont Avenue, Northeast
Atlanta, GA 30303

Director
8th Marine Corps District
Building 10
U.S. Naval Support Activity
New Orleans, LA 70146

Director
9th Marine Corps District
10000 West 75th Street
Shawnee Mission, KS 66204

Director
12th Marine Corps District
Building 7
U.S. Naval Station
Treasure Island
San Francisco, CA 94130

C-3. Navy

Headquarters:

Commander Navy Recruiting Command
4015 Wilson Boulevard
Arlington, VA 22203

Commander
U.S. Navy Recruiting Area One
Scotia, NY 12302

Commander
U.S. Navy Recruiting Area Three
PO Box 4887
451 College Street
Macon, GA 31208

Commander
U.S. Navy Recruiting Area Four
Room 409
Columbus Federal Building
200 North High Street
Columbus, OH 43215

Commander
Naval Reserve Recruiting

4400 Dauphine Street
New Orleans, LA 70146-5900

Commander
U.S. Navy Recruiting Area Five
Building 3
Great Lakes, IL 60088

Commander
U.S. Navy Recruiting Area Seven
Suite 501
1499 Regal Row
Dallas, TX 75247

Commander
U.S. Navy Recruiting Area Eight
Building 1
US Naval Support Activity
Treasure Island
San Francisco, CA 94130

C-4. Air Force

Headquarters:

HQ USAF/MPXOA
WASH DC 20330

Basic Coordination for Air Force:

AFMPC/MPCMAE
Randolph AFB, TX 78150
HQ USAF Recruiting Service
USAFRS/RS/RSOPM
Randolph AFB, TX 78150

Groups:

3501st USAF Recruiting Group
L. G. Hanscom AFB, MA 01731

3503d USAF Recruiting Group
Robins AFB, GA 31098

3504th USAF Recruiting Group
Lackland AFB, TX 78236

3505th USAF Recruiting Group
Chanute AFB, IL 61868

3506th USAF Recruiting Group
Mather AFB, CA 95655

C-5. National Guard Bureau

Recruiting and Retention Management Center
ATTN: NGB-ARP-RRM
Suite 820, Plaza West
1735 North Lynn Street
Arlington, VA 22209-2083

Appendix D
Standards for MEPS Ceremonial Rooms

D-1. The minimum equipment required to provide standardization in appearance of MEPS ceremonial rooms is:

a. Carpet with pad, inlaid wall to wall or contour cut and properly secured.

b. Drapes for windows and backdrop.

c. Wood-grained vinyl wall covering or appropriate finish.

d. Rostrum of professional quality with DOD seal affixed.

e. Flag, National, United States, 4′4″ hoist by 5′6″ fly, nylon or silk.

f. Flag, State, to represent each State served by the MEPS.

g. Flag, organization, U.S. Army, US Air Force, US Marine Corps, and U.S. Navy.

h. Seals, U.S. Army, U.S. Air Force, U.S. Marine Corps, and U.S. Navy.

D-2. Pictures of following personages will be displayed:

a. President of the United States.

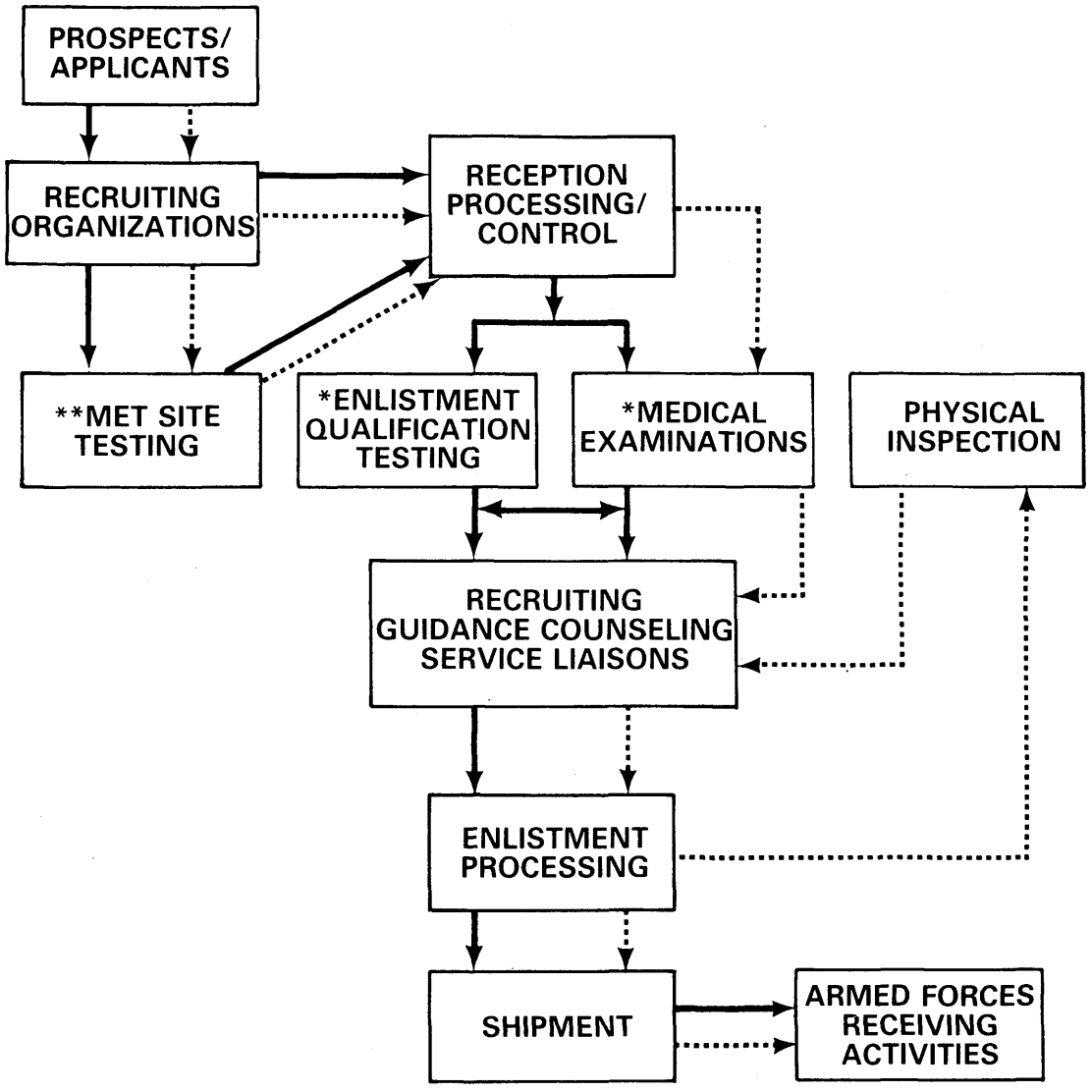
b. Secretary of Defense.

c. Secretaries of the three military departments. In addition, the MEPS commander is granted discretionary authority to display a minimum number of other items which will enhance a solemn and dignified atmosphere.

D-3. Ceremonial rooms will be used only for administering the Oath of Enlistment and other auspicious events such as change of command, presentation of awards, and other ceremonies.

Appendix E
MEPS Processing Cycle

Figure E-1 is a flowchart showing the MEPS processing cycle. It shows the cycle for normal processing and also for processing delayed entries in and out of the Service.



Notes:

* The medical examination and enlistment qualification testing flow is interchangeable, considering the overall workload requirements, but enlistment qualification testing is normally done first.

** Normal procedures call for enlistment qualification testing at an enlistment qualification test site outside of the MEPS. This saves the applicant travel time and provides basic enlistment qualification before medical examination at the MEPS.

Legend: Normal Processing _____
DEP-in and DEP-out ___ ___ ___

Figure E-1. MEPS processing cycle

Appendix F
Special Purpose Testing

The special purpose tests listed below are authorized for use by MEPS. These tests are administered to personnel who are eligible for applicable tests when sponsored by the appropriate Service commander or representative. These requests require local level advanced coordination.

a. Air Force Officer Qualifying Test (AFOQT) (Air Force only).

b. Analysis Aptitude Test (AAT) (Air Force and Army only). May also be called Radio Communication Analysis Test.

c. Army Motor Vehicle Driver Battery (MDB) (Army only).

d. Auditory Perception Test (AP) (Army, Air Force, and Marine Corps. May be referred to as Army Radio Code Test (ARC)).

e. Defense Language Aptitude Battery (DLAB) (Army, Navy, Air Force, and Marine Corps only).

f. Defense Language Proficiency Tests (DLPT) (Army and Air Force only).

g. Electronic Data Processing Test (EDPT) (Marine Corps and Air Force only).

h. English Comprehension Level Test (ECLT) (Available for use by Army, Air Force, and Marine Corps).

i. English Fluency Battery (EFB). Held in reserve at the U.S. Army Adjutant General Publications Center, Baltimore, Maryland (AGDM).

j. Examen Califícion De Fuerzas Armadas (ECFA). Held in reserve at AGDM.

k. Flight Aptitude Selection Test (FAST) (Army only).

l. Military Applicant Profile (MAP) (Army only).

m. Officer's Selection Battery (Army only).

n. Air Force Dental Aptitude Battery (Air Force only).

Appendix G
Assignment Qualifications

G-1. Officer

Position	*Grade*	*Qualifications*	*Asgmt Overlap*	*Tour Length*
*USMEPCOM HQ/Sector Staff	O2/O6	Determined by proponent service.	Contact	3 years
Sector Cdrs	O6	Determined by proponent service.	2 weeks	2 yrs w/3d yr coordinated on a case-by-case basis.
MEPS Cdrs. Chicago Detroit Los Angeles New York Oakland	O5	CGSC grad or equivalent. Successful Battalion Cdr or equivalent. (Have served as XO or command tour for Naval officers.) College graduate.	2 weeks	2 yrs w/3d yr coordinated on a case-by-case basis.
MEPS Cdrs. All others.	O4	CGSC/AFSC grad or equivalent. XO screened or grad of Amphib. Warfare School, or equivalent intermediate school. Successful company command. College graduate.	2 weeks	2 yrs w/3d yr coordinated on a case-by-case basis.
MEPS Cdrs	O3	7-9 years commissioned service. Command experience or former leadership experience. College graduate. Combined Arms and Service Staff School graduate desired.	2 weeks	2 yrs w/3d yr coordinated on a case-by-case basis.
MEPS Operations Officer	O3/O4	Advanced course grad or equivalent. College grad desired.	Contact	3 years
MEPS Adjutant or Chief, Testing Management Section	O2/O3	College grad desired. Must have a primary military specialty or experience in administration. TMS should have SSI 42D.	Contact	3 years

***Note: Normal tour of duty for headquarters staff personnel subject to interruption by service school requirements or compassionate needs as established by DOD Directive 1315.7.**

G-2. Enlisted

Personnel selected for assignment to USMEPCOM must be mature individuals with sufficient military experience and personal stability to perform independently with a minimum of supervision and leadership. The following criteria are essential in identifying an individual professionally qualified and personally prepared for assignment to HQ USMEPCOM.

a. Minimum grade. E5. Enlisted personnel below the grade of E-5 will not be assigned to a MEPS without approval of the Commander. USMEPCOM.

b. Time in service. 3 years. Personnel with less than 3 years of active service will not be assigned without the approval of the Commander. USMEPCOM.

c. Retention. Minimum of 1 year of service to expiration term of service (ETS) after arrival at the MEPS.

d. Education. High school graduate.

e. Communication skills. Read and speak English clearly. The daily conduct of group briefings and individual instructions to applicants requires all assigned personnel meet this qualification. Non-DOD documents supporting applicant processing demand understanding to determine required action.

f. Financial stability. Have demonstrated financial responsibility. Additional expense of living in a civilian community must be expected. Support facilities and activities normally associated with a major military installation may not be available.

g. Personal character. No record of convictions by courts-martial or civil authority. An individual with an identified drug or alcohol problem will not be assigned to a MEPS. No record of non-judicial punishment under UCMJ, the last 3 years.

h. Drivers license. No physical limitations preventing the operation of a military sedan.

i. Appearance. Meet weight and grooming standards of their service.

Appendix H
Medical Examination

H-1. General
General medical examining policies and procedures are contained in chapter 8. Medical examinations will generally consist of a medical history and clinical evaluation, laboratory findings, and other measurements and findings, as prescribed in AR 40-501, chapter 10. Further evaluation may be required to ascertain whether an applicant meets special requisites for enlistment under certain programs. Prior service applicants will be medically examined as required by the respective Services.

H-2. Preparation for physical examinations
Male examinees reporting to the medical examining section dressing room will be directed to remove clothing worn above the waist, and provisions will be made for securing the clothing. Personal items, such as watches and billfolds, will be retained by the applicant (on his or her person) or, at his or her option, placed in a locker. Drapes and/or gowns will be provided for females. The MEPS staff female attendant will always accompany female applicants while they are undergoing the physical examination.

H-3. Examining physician's evaluation
Clinical evaluations and diagnostic determinations are a responsibility of the examining physician under supervision of the chief medical officer. The examining physician will carefully evaluate medical history information furnished by the applicant and summarize, under item 25, SF 93, all pertinent data. These responsibilities will not be further delegated. Orthopedic evaluations will also be accomplished on an individual basis when feasible or practical. Applicants will be scheduled to allow sufficient time for thorough clinical evaluation by the examining physician. Routine tests and measurements will be performed by enlisted or civilian medical technicians.

H-3. Clinical evaluation (general)
The clinical evaluation comprises items 18 through 44, SF 88. The examining physician will consider each step of the clinical evaluation individually and carefully and make proper judgment by using accepted medical principles and procedures in conducting the medical examination. The clinical evaluation will include a physical inspection of the applicant's body to detect needle marks from the possible illicit use of injectable drugs. Each item will be checked individually, and abnormal findings will be legibly recorded in black ink under "Notes," specifying the number of the items to which the abnormal findings refer. The findings may be continued under item 73, SF 88 or on SF 507 (Clinical Record—Continuation Sheet) if necessary. The dental chart (item 44, SF 88) will not be completed. Only "acceptable" or "unacceptable" will be entered in the remarks section of item 44. Any defects, resulting in a finding of "unacceptable" under item 44, will be recorded under item 74, SF 88.

H-5. Orthopedic evaluation
Functional tests and exercises, described in AR 40-501, paragraph 11-20, and used for determining limitation of motion of deformity of extremities, hips, and spine will be conducted in a well-lighted area so as to permit clear observation of body movements of the applicant. Male applicants will remove all clothing except shorts. Female applicants will remove all clothing except brassieres and underpants. The series of movements may be conducted by an enlisted or civilian technician per group. Groups will not exceed six applicants. A physician for each six applicants will be physically present in the examination room to supervise the examination, observe for abnormalities, and evaluate any abnormalities found.

H-6. Psychiatric evaluation
A specific psychiatric evaluation will be made whenever there is reason to question the applicant's emotional, social, or intellectual adequacy for military service. Such applicants will be referred to a psychiatrist when deemed necessary by the chief medical officer, or the chief medical officer may make the final psychiatric evaluation. (See AR 40-501, chap 2, for causes for disqualification for psychiatric reasons.) The mere possibility that a psychiatric condition will arise later in military service should not be sufficient reason, in itself, for disqualification; however, such a possibility should be considered in the light of other findings (such as conviction of juvenile court adjudication for serious offenses involving moral turpitude). Psychiatric determination of mental deficiency will be made independently of the applicant's mental scores, although these scores may be useful as confirmatory evidence of this disorder. The short time afforded the medical examiners at the MEPS does not permit them to arrive at a proper psychiatric functional evaluation for profiling purposes. A more desirable time for evaluating the individual's functional ability, from a psychiatric standpoint, is during his or her basic training period. Therefore, any applicant who meets the current psychiatric standards for military service will be profiled "1" (no profile limitation), under the "S" factor in the PULHES system.

H-7. Laboratory, measurements, and other findings
Unless specifically required, items 48, 50, 56, 62, 63, 65 through 70, and 72, SF 88 will not be routinely completed. Recording of any findings on SF 88, before factual

results are known, is not authorized.

a. Urinalysis. The use of urine content test agents, such as urine reagent strips, is authorized to determine the sugar and albumin content in a urinalysis accomplished routinely. Except at the direction of the examining physician, item 45*a* and item 45*d* will not be routinely accomplished as part of enlistment examinations.

b. Chest X-ray. The place, date, film number (or reference to item 3), and results will be stated. The applicant's SSN, name, place and date of examination, and the film number (not required if the SSN is available), in that sequence, will be photographed on the X-ray film.

(1) Whenever practicable, a chest X-ray will be part of the physical examination. If it is impracticable, due to the MEPS inability to obtain a chest X-ray, a sheet of white paper will be stapled as a cover sheet to the original SF 88. A statement in ½-inch block letters in the center of the sheet will read "Chest X-ray not accomplished at (name of MEPS) MEPS."

(2) Unless there is other medical evidence for disqualification due to disease or abnormality of the chest, no applicant will be denied shipment to basic training due to the lack of a chest X-ray.

c. Serology. The rapid Plasma Reagin Card Test will be used as the primary screening test for syphilis. The type of test and the results will be stated.

d. Height and weight. The individual's height will be taken (without shoes) and recorded in inches to the nearest quarter inch. Weight will be taken, with all clothing removed (except shorts for males, females may retain brassieres and underpants or gowns), and recorded to the nearest pound. Body build will be recorded at this time.

e. Blood pressure and pulse. Blood pressure and pulse will be routinely accomplished while "sitting" (items 57*a* and 58*a*), and so recorded.

f. Vision. The Steroscope Vision Test will be used for testing vision. Instructions for use of this instrument are contained in the instruction manual. Eyeglass prescription in possession of the examinee will be recorded in items 60 and 61. If an applicant who wears glasses does not have a record of the prescription in his or her possession, it will be determined by the use of the lens mueasuring instrument, opthalmic. Depth perception, using the Verhoff depth perception apparatus, will be accomplished on all Air Force applicants. (Reference AFR 160-43 for Air Force eye profile standards to insure accurate coding.)

g. Color vision. The Pseudomatic Plates (PIP) color vision test will be administered to all examinees. Army applicants who fail the PIP test will be administered a red/green color vision test, either with the Farnsworth Lantern color perception test (FALANT) or by the Armed Forces Vision Tester. Air Force applicants who fail the PIP test will be further tested with the FALANT. All Navy, Marine Corps, and Coast Guard applicants will also be tested with the FALANT.

h. Hearing. Hearing tests will be accomplished by use of the automatic audiometers in sound-treated booths. Booths and audiometers must be calibrated in accordance with current directives.

i. Pregnancy testing. Pregnancy testing will be performed on all female applicants during all physical examinations and all physical inspections incident to enlistment and reenlistment. Initial results will be recorded in block 50. Repeat tests will be recorded with the height and weight included.

H-8. Summary of defects and diagnoses

Based on the clinical examination, medical defects, whether disqualifying or not, will be summarized in item 74, SF 88. The findings will be stated in terms of the most specific diagnosis. Statements such as "Disqualified for cardiovascular disease," "Disqualified; psychiatric case," and so on are too general to be of value and should be avoided. The part or parts of the body affected will be specified whenever the diagnosis is not sufficient to localize the condition, as in cases of amputation, paralysis, aneurysm, or ulcers. Manifestations or symptoms of a condition will not be used instead of a diagnosis, except in those cases where definite diagnosis is not possible or feasible without extensive or expensive consultation. Abbreviations will be avoided. In the case of applicants found acceptable with veneral disease who were referred to a civilian agency for treatment, the following entry will be made in item 75. "Referred for treatment to a civilian agency."

H-9. Physical profile

This item will be completed by the chief medical officer or fee-basis physician, when designated by the MEPS commander. Utmost care will be taken to insure accurate entires under the physical profile in accordance with AR 40-501, chapter 9.

H-10. Qualification for military service

The applicant's qualifications for military service will be indicated in item 77. An evaluation of any defects (item 74) will be made in terms of the standards prescribed in paragraph 8-4. If the applicant was found qualified, even though these defects were stated in item 74, he or she will be informed of his or her medical fitness for military service. When applicable, the SF 88 will be reviewed to insure that additional requirements of the sponsoring service, or requirements necessary to ascertain whether the applicant meets special requisites for specific enlistment programs, have been accomplished. When an applicant is found to be medically unfit for military service, he or she will be thoroughly counseled by the examining physician concerning the disqualifying condition. If the condition is such that remedial medical care will qualify the individual for military service, or if

such is not the case but the individual's personal health and well-being can be improved, he or she will be advised to seek the services of the family physician or local health agency. An entry will be made in item 75 reflecting the fact that the applicant has been informed of the condition requiring medical treatment. Applicants whose medical fitness cannot be immediately determined will be advised that they will be informed of their qualifications for military service by the sponsoring recruiting service.

H-11. Signature

The chief medical officer (or acting) will authenticate the SF 88 with his or her normal signature in item 82 (preceded by his or her typed or printed name). Any additional signature requirements imposed by the MEPS commander or chief medical officer will be made in items 79 through 81.

H-12. Reproduction of SF 88 and SF 93

Completed and signed SF 88 and SF 93 will be reproduced in the required number of copies, using suitable reproduction equipment to provide legible, permanent copies.

Appendix I
Procuring forms through Naval channels

The following forms are available from local GSA stores:

Form Number	*Title*	*Stock Number*
SF 88	Report of Medical Examination	7540-00-753-4570
SF 93	Report of Medical History	7540-00-181-8368

The following forms are available through normal Department of the Navy supply channels in accordance with NAVSUP P2002. Navy Stock List of Publications and Forms:

DD 4	Enlistment/Reenlistment Document—Armed Forces of the U.S.	0102-LF-000-0041
DD 93	Record of Emergency Data	0102-LF-000-0931
DD 214	Certificate of Release or Discharge From Active Duty	0102-LF-000-2140
DD 369	Police Record Check	0102-LF-003-9200
DD 370	Request for Report from (Employer) (School) (Personal Reference)	0102-LF-003-9400
DD 398	Personnel Security Questionnaire (BI/SBI)	0102-LF-000-3981
DD 398-2	Personnel Security Questionnaire (National Agency Checklist)	0102-LF-000-4020
DD 1966	Application for Enlistment—Armed Forces of the United States	0102-LF-001-9605 (Page 1) 0102-LF-001-9663 (Page 2) 0102-LF-001-9665 (Page 3) 0102-LF-001-9667 (Page 4) 0102-LF-001-9669 (Page 5) 0102-LF-001-9671 (Page 6)
FD 258	Fingerprint Card	0102-LF-400-8601

The following forms may be obtained from _____

DA 873	Certificate of Clearance and/or Security Determination
DA 2981	Application for Determination of Moral Eligibility for Induction

The following forms are attached to this instruction.

DA 3544-R	Statement of Understanding—Conscientious Objectors (1-A-O)
DA 4710-R	Acknowledgement of Service Obligation
DA 4711-R	Statement of Law Violations
DA 4714-R	Preinduction Processing and Commissioning Data—Medical, Dental, and Allied Specialists Categories
DA 4790-R	Temporary Identification Number (TIN) Ledger

(5) MEPCOM 714A, Request for Examination, is available from HQ USMEPCOM.
ATTN: MEPC-AT-A, 2500 Green Bay Road, North Chicago, IL 60064-3094.
DD 47, Record of Induction, is available from _____.
DD 652, Uniformed Services Meal Ticket, is available from Commander, Naval Military Personnel Command (Code 07) Washington, DC 20370.

Appendix J
Guidelines of Typical Offenses

J-1. Minor traffic offenses

The following list is intended as a guide. Offenses of a similar nature and traffic offenses treated as minor by local law enforcement agencies should be treated as minor.

Blocking or retarding traffic
Careless driving
Crossing yellow line; driving left of center
Disobeying traffic lights, signs, or signals
Driving on shoulder
Driving uninsured vehicle
Driving with blocked vision
Driving with expired plates or without plates
Driving without license or with suspended or revoked license
Driving without registration or with improper registration
Driving wrong way on one-way street
Failure to comply with officer's directives
Failure to have vehicle under control
Failure to keep to right or in line
Failure to signal
Failure to stop for or yield to pedestrian
Failure to submit report following accident
Failure to yield right-of-way
Faulty equipment: defective exhaust, horn, lights, mirror, muffler, signal device, steering device, tailpipe, windshield wipers
Following too closely
Improper backing: backing into intersection or highway, backing on expressway, backing over crosswalk
Improper blowing of horn
Improper parking: restricted area, fire hydrant, double parking
Improper passing: passing on right, in no-passing zone, passing parked schoolbus, pedestrian in crosswalk
Improper turn
Invalid or unofficial inspection sticker; failure to display inspection sticker
Leaving key in ignition
License plates improperly displayed or not displayed
Operating overloaded vehicle
Racing; dragging; contest for speed
Reckless driving (single offense)
Speeding
Spinning wheels; improper start; zigzagging or weaving in traffic

J-2. Minor nontraffic offenses

The following list is intended as a guide. Offenses of a similar nature should be treated as minor offenses. In doubtful cases, the following rule should be applied: if the maximum confinement under local law is 4 months or less, the offense should be treated as minor.

Abusive language under circumstances to provoke breach of peace
Carrying concealed weapon (other than firearm); possession of brass knuckles
Curfew violation
Damaging road signs
Discharging firearm through carelessness
Discharging firearm within municipal limit
Disobeying summons
Disorderly conduct; creating disturbance; boisterous conduct
Disturbing the peace
Drinking liquor on train (other than club car)
Drunk in public; drunk and disorderly
Dumping refuse near highway
Fighting; participating in affray
Fornication
Illegal betting or gambling; operating illegal handbook, raffle, lottery, punchboard; matching cockfight
Juvenile noncriminal misconduct: beyond parental control, incorrigible, runaway, truant, wayward
Killing domestic animal
Liquor: unlawful manufacture, sale, possession, consumption in public place
Loitering
Malicious mischief: painting water tower, throwing water-filled balloons, throwing rocks on highway, throwing missiles at athletic contests, throwing objects at vehicle
Nuisance, committing
Poaching
Possession of cigarettes by minor
Possession of indecent publications or pictures
Purchase, possession, or consumption of alcoholic beverages by minor
Removing property under lien
Removing property from public grounds
Robbing the orchard
Shooting from highway
Shooting on public road
Simple assault
Throwing glass or other material in road
Trespass to property
Unlawful assembly
Using or wearing unlawful emblem
Vagrancy
Vandalism: injuring or defacing public property or property of another, shooting out street lights
Violation of fireworks law
Violation of fish and game laws

J-3. Other (nonminor) misdemeanors

The following is intended as a guide. Offenses of comparable seriousness should be treated as nonminor misdemeanors. In doubtful cases, the following rule should be applied: if the maximum confinement under local law exceeds 4 months but not 1 year, the offense should be treated as a nonminor misdemeanor or admits membership in the Communist Party (''Known Communists''), and in—

Adultery
Assault consummated by battery
Bigamy
Breaking and entering vehicle
Check, worthless, making or uttering, with intent to defraud or deceive (value $100 or less)
Conspiring to commit misdemeanor
Contributing to delinquency of minor
Desecration of grave
Driving while drugged or intoxicated
Failure to stop and render aid after accident
Indecent exposure
Indecent, insulting, or obscene language communicated to another directly or by telephone
Leaving dead animal
Leaving scene of accident; hit and run
Looting
Negligent homicide
Petty larceny (value $100 or less); stealing hubcaps; shoplifting
Reckless driving (two or more offenses)
Resisting arrest
Selling or leasing weapons to minors
Slander
Stolen property, knowingly receiving (value $100 or less)
Suffrage rights, interference with
Unlawful carrying of firearms; carrying concealed firearms
Unlawful entry
Unlawful use of long-distance telephone lines
Use of telephone to abuse, annoy, harass, threaten, or torment another
Using boat without owner's consent
Willfully discharging firearm so as to endanger life; shooting in public place
Wrongful appropriation of motor vehicle; joyriding; driving motor vehicle without owner's consent. This group of motor vehicle offenses, and offenses of comparable nature and seriousness but variously described (auto theft, auto larceny, etc.), comprise the familiar case of taking or withholding a motor vehicle without authority and with intent temporarily to deprive the owner of his or her property. It does not encompass offenses where there is clear evidence that the offender intended permanently to deprive the owner of his or her motor vehicle. Offenses of the latter nature are included in grand larceny or embezzlement involving a value of over $100.
Wrongful use or possession of marijuana

J-4. Felonies

Offenses of comparable seriousness should be treated as felonies. In doubtful cases, the following rule will be applied: if the maximum confinement under local law exceeds 1 year, the offense should be treated as a felony.

Aggravated assault; assault with dangerous weapon; assault intentionally inflicting great bodily harm; assault with intent to commit felony
Arson
Attempt to commit felony
Breaking and entering with intent to commit felony
Bribery
Burglary
Carnal knowledge of child under 16
Cattle rustling
Check, worthless, making or uttering, with intent to defraud or deceive (value over $100)
Conspiring to commit felony
Criminal libel
Extortion
Forgery; knowingly uttering or passing forged instrument
Graft
Grand larceny; embezzlement (value over $100)
Housebreaking
Indecent acts or liberties with child under 16
Indecent assault
Kidnapping abduction
Mail matter: abstracting, destroying, obstructing, opening, secreting, stealing, taking
Mails: depositing obscene or indecent matter
Maiming; disfiguring
Manslaughter
Misprison of felony
Murder
Narcotics or habit forming drugs; wrongful possession, use, sale
Pandering
Perjury; subornation of perjury
Public records: altering, concealing, destroying, mutilating, obliterating, removing
Rape
Riot
Robbery
Sedition; solicitation to commit sedition
Sodomy
Stolen property, knowingly receiving (value over $100)

Glossary

Section I
Abbreviations

AAT . . . . . Analysis Aptitude Test
AD/ACDUTRA . . . . active duty/active duty for training
AFOQT . . . . . Air Force Officer Qualifying Test
AFM . . . . . Air Force Manual
AFR . . . . . Air Force Regulation
AFQT . . . . . Armed Forces Qualification Test
AKA . . . . . also known as
AMA . . . . . American Medical Association
AP . . . . . Auditory Perception Test
AR . . . . . Army Regulation
ASVAB . . . . . Armed Services Vocational Aptitude Battery
AU . . . . . acceptability undetermined

BSN . . . . . Bachelor of Science in Nursing

CG CMDTINST . . . . Coast Guard Commandant Instruction

DA . . . . . Department of the Army
DCSPER . . . . . Deputy Chief of Staff for Personnel
DEP . . . . . Delayed Entry Program
DLAB . . . . . Defense Language Aptitude Battery
DLPT . . . . . Defense Language Proficiency Test
DLRPT . . . . . Defense Language Reading Proficiency Test
DOD . . . . . Department of Defense
DODI . . . . . Department of Defense Instruction
DRIS . . . . . Defense Retail Interservice Support

ECFA . . . . . Examin Califician De Fuerzas Armadas
ECFVA . . . . . Education Commission for Foreign Veterinary Graduates
ECLT . . . . . English Comprehension Level Test
EDPT . . . . . Electronic Data Processing Test
EFB . . . . . English Fluency Battery
ENTNAC . . . . . Entrance National Agency Check

FAST . . . . . Flight Aptitude Selection Test

GSA . . . . . General Services Administration

HQDA . . . . . Headquarters, Department of the Army

HSC . . . . . U.S. Army Health Services Command

IRC . . . . . Interservice Recruitment Committee

JRCC . . . . . Joint Recruitment Commanders' Committee

MAP . . . . . Military Applicant Profile
MCO . . . . . Marine Corps Order
MDB . . . . . Army Motor Vehicle Driver Battery
MEPRS . . . . . Military Entrance Processing Reporting System
MEPS . . . . . Military Entrance Processing Station
MET . . . . . Mobile Examining Team
MIRC . . . . . Midlevel Interservice Recruitment Committee
MOU . . . . . Memorandum of Understanding
MTMC . . . . . Military Traffic Management Command

NAC . . . . . National Agency Check
NAVETS . . . . . Naval Veterans
NAVMILPERSCOMMAN . . . . . Navy Military Personnel Command

OASD(MI&L) . . . . . Office of the Assistant Secretary of Defense (Manpower, Installations, and Logistics)
OCE . . . . . Office of the Chief of Engineers
OPM . . . . . Office of Personnel Management
OPNAVINST . . . . . Chief of Naval Operations Instructions
OSVETS . . . . . Other Service Veterans

PCS . . . . . permanent change of station

RBJ . . . . . reevaluation believed justified
RIB . . . . . Registrant Information Blank
ROTC . . . . . Reserve Officers Training Corps

SF . . . . . Standard Form
SOP . . . . . standard operating procedure
SSN . . . . . Social Security Number
SSS . . . . . Selective Service System
SSSN . . . . . Selective Service System Number

TDA . . . . . table of distribution and allowances
TIN . . . . . temporary identification number

UCMJ . . . . . Uniform Code of Military Justice
USACC . . . . . U.S. Army Communications Command
USAMEDD PERSA . U.S. Army Medical Department Personnel Support Agency
USMEPCOM . . . . . United States Military Entrance Processing Command

Section II
Terms

Accession
An enlistment which increases the incremental strength of the regular or Reserve component of the armed services. Personnel enlisted under the DEP are not involved in this category.

Applicant
An individual applying for enlistment.

Applicant Processing Worksheet (USMEPCOM Form 714-B (Test))
The form used by MEPS personnel to collect enlistment qualification, medical, and DEP enlistment data for the automated reporting system.

Applicant Record (USMEPCOM 714 ADP)
This product provides the enlistment qualification, medical, DEP, and accession data of an applicant that has been entered into MEPRS.

Armed services personnel centers
The various Service's military personnel records centers.

ASVAB (Armed Services Vocational Aptitude Battery)
The basic examination used by MEPS for enlistment qualification of potential members of the armed services.

Completed medical evaluation
A full medical examination or inspection that includes all required basic elements, including evaluation of consultations and/or medical letters, which also includes profiling (same as medical evaluation).

Consultation
A special medical examination provided by a physician who is board-certified in the specialty concerned for the purpose of providing special expertise in a specific organ system when such aid is deemed necessary to establish the medical acceptability of an individual.

Consultation evaluation
The review of a consultation by a MEPS medical doctor to establish the acceptability of an individual.

Control desk
The desk within the MEPS that monitors and controls the evaluation or processing by directing individuals to various sections.

Courtesy shipment
The accessing and shipping of an applicant previously processed and enlisted in the DEP by a different MEPS.

Data collection
The action of recognizing needed facts, and compiling and recording them for future use.

DD Form 1966, page 1-ADP
The form used by Armed Service Recruiting Components to request applicant enlistment, and by MEPS personnel to report accession data.

DEP (Delayed Entry Program)
Any of the various Service programs to enlist personnel into a special inactive Reserve group pending enlistment into active service at a projected future date. A DEP enlistee is not an accession.

Disqualified
Applicant does not meet established criteria to enlist under standards prescribed by the sponsoring Service.

ELOPED
Describes an SSS registrant who arrived at the MEPS as directed, but who departed the MEPS in an unauthorized manner (used in the event chap 9 is implemented).

Enlistee
An individual who has enlisted into the DEP or assessed into one of the armed services.

Enlistment packet
A set of enlistment and/or induction-related documents provided by MEPS to various Service personnel centers or agencies (See "record" and "file".)

Enlistment qualification testing
The administration of the ASVAB to determine enlistment eligibility for the armed services.

File
A personal folder or form at the MEPS that contains information on an individual who has not yet become a member of a Service component.

Holdover
An individual who fails to complete enlistment qualification, medical, and/or administrative processing and is scheduled to return the next day for completion, or has completed processing and is awaiting transportation back to his or her home or initial duty station. (Requires overnight lodging).

Inductee
An individual registered with the SSS who has been inducted into the armed services (used in the event chap 9 is implemented).

Student ASVAB
A version of the ASVAB administered in educational institutions. The results may be used for enlistment. It is also called vocational testing or vocational ASVAB.

Local Area Recruiting Activity
a. Army—Recruiting Battalion.
b. Navy—Recruiting District.
c. Air Force—Recruiting Squadron.
d. Marine Corps—Recruiting Station.

Major Recruiting Force
a. Army—Army Recruiting Command.
b. Navy—Navy Recruiting Command.
c. Air Force—Air Force Recruiting Service.
d. Marine Corps—Marine Corps Recruiting Service.
e. National Guard—State Adjutants General.

Medical evaluation
A medical data gathering procedure that includes all the following basic elements, *except profiling*: X-ray, audiometry and orthopedic examinations.
(*Note*: MEPRS collection does not provide for work credit when giving a full medical examination for a medical letter or a paper record evaluation. These legitimate workload elements are artificially factored into the total workload when required by workload and analysis.)

Medical examination
A full medical examination or inspection *which includes profiling* and contains all required basic elements, including the evaluation of consultations and/or medical letters (same as a complete medical evaluation).

Medical inspection
An abbreviated medical evaluation per this regulation administered to—
a. An enlistee in the DEP who is processing from the DEP to an accession status.
b. Any applicant, enlistee, or inductee requiring processing or shipping, whose full medical examination is more than 72 hours old, and who was medically qualified at the time of the full medical examination.
c. Army personnel in possession of a valid DA Form 1811.

Medical prescreening errors
Any physical evaluation disqualifications or medical examination denials which occurred because of a condition that could have been detected by the recruiting service via adequate medical prescreening.

MEPS data base listing
A report providing the MEPS with a ready reference to previously submitted files and records.

MEPS Enlistment Processing System
Actions performed by the MEPS, to include enlistment qualification testing, medical examination, administrative requirements to effect an enlistment or reenlistment of an applicant, assignment, and shipment of the individual to a recruit reception station or other initial duty station, as applicable.

Mobile Examining Team (MET) site
A location outside the MEPS used for the administration of the production ASVAB. It may be operated by either military or OPM personnel.

No-show
An individual scheduled by name for evaluation or processing who fails to arrive at the prescribed date or in time to begin the scheduled examination and/or processing.

One-Day Processor
An applicant who receives enlistment qualification testing, medical examination, is sworn in as a member of the armed services (induction, accession, or DEP) all on the same day. Inductee or accession may also be shipped to a reception station.

"Papers Only" review
Review and evaluation of medical documents or statements for the purpose of determining whether processing should be continued.

Prior service
a. Army. All personnel applying for enlistment in the Regular Army and Army Reserve who have 180 days or more of continuous active duty.
b. Navy.
(1) *Navy Veterans (NAVETS).* Prior-service veterans whose last tour of active duty or active duty for training (AD/ACDUTRA) was in U.S. Navy or U.S. Navy Reserve, have been discharged or released more than 24 hours, and who completed a minimum of 12 consecutive weeks of AD/ACDUTRA. Ready Mariners are also considered NAVETS even though they may have completed less than 12 consecutive weeks AD/ACDUTRA.
(2) *Other Service Veterans (OSVETS).* Prior-service veterans whose last tour of active duty was in a branch of service other than Navy and who completed a minimum of 12 consecutive weeks of AD/ACDUTRA.
c. Air Force. All personnel applying for enlistment in the Regular Air Force who have 180 days or more of continuous active duty.
d. Marine Corps. All personnel who have previously served in any Armed Forces or Reserve component thereof.

Processing
Any work unit accomplished for an applicant within the MEPS or MET enlistment qualification testing, medical examination, contract and associated paperwork, physical inspection, and special testing.

Production ASVAB
A version of the ASVAB administered in MEPS and at MET sites. The production ASVAB is used solely for the examination of individuals specifically applying for enlistment.

Projection
Pertains to scheduling MEPS workload; specifically, an individual initially provided by name to the MEPS for the purpose of scheduling the examination and/or processing.

Qualified
Applicant meets enlistment criteria under the standards prescribed by the sponsoring military service.

Quality assurance
Actions or procedures that insure accuracy, timeliness, and completeness.

RBJ (Reevaluation Believed Justified)
A term applied to an individual found not qualified for military service, due to a remedial medical or nonmedical condition, and whom MEPS personnel believe should be reevaluated at a later date.

Reception center or station
The various Services' initial enlistee reception locations (such as Lackland, Great Lakes, or Parris Island).
(*Note*: Not called reception center or station by Navy, Air Force, or Marine Corps.)

Record
A submission of data into the automated reporting system concerning an individual who was examined and/or processed (see "file" and "enlistment packet").

Refused to submit
An SSS registrant who was evaluated as "qualified" by the MEPS but refused to be inducted (used in the event chap 9 is implemented).

Registrant
An individual registered with the SSS for potential induction (used in the event chap 9 is implemented).

Request for examination (USMEPCOM Form 714-A(Test))
The form used by recruiting personnel for requesting applicant evaluation or processing.

Scheduled (individuals)
Pertains to the scheduling of MEPS daily workload and is equal to the total of projections and add-ons.

Search key
The data element used to identify a record on a computerized data base. The MRS search key used during record establishment is the SSN of the individual. The MRS search key used after record establishment is the SSN and first four letters of the individual's last name.

Service-required data
Information required by the various Services in excess of standard DOD data (such as the data contained in the 70-character data block of section 21, DD Form 1966, page 1-ADP).

Shipped
Accessions and inductees released from MEPS en route to reception stations.

Special purpose test
Any test, other than the ASVAB, used to evaluate individuals for jobs requiring special knowledge or for enlistment qualification.

Terminals
Equipment used to enter information into a computer system.

Walk-in
An individual who arrived early enough for examination and/or processing, but was not scheduled by name with the MEPS prior to close of business on the preceding workday.

USMEPCOM funded consultation
A specific medical consultation individually accounted for on DA Form 3904 (Public Voucher for Medical Examination).

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For use of this form, see AR 601-270; the proponent agency is DCSPER.

TIN	NAME	TIN	NAME

DA FORM 4709–R, 1 Aug 78

STATEMENT OF UNDERSTANDING – CONSCIENTIOUS OBJECTORS *(1—A—0)*

For use of this form, see AR 601-270; the proponent agency is DCSPER.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Military Selective Service Act — 50 USC Appendix 451, and sections following; and Executive Order 9397, 22 November 1943.

PRINCIPAL PURPOSE: Provide registrants classified as conscientious objectors *(1—A—0)* tentatively allocated for induction into the United States Marine Corps the opportunity to accept or decline an occupational field(s) available in the U.S. Marine Corps.

ROUTINE USES: This form is used to identify, for training and assignment purposes, inductees *(conscientious objectors, 1—A—0)* who have accepted an occupational field(s) available into the U.S. Marine Corps.

DISCLOSURE: Disclosure of your social security number is voluntary.

1. The term "Noncombatant service" has been defined and explained to me. Also, understanding that the United States Marine Corps does not have any unit which is unarmed at all times or a medical department, I hereby declare that: Assignment in the occupational field(s) available in the United States Marine Corps checked below (is) (are) acceptable to me. I understand that I will remain unarmed at all times and will not be trained in the use of weapons. I further understand that I may be ordered to duty wherever needed on a worldwide basis *(including combat areas)*.

	a. Personnel and Administration		h. Food Services
	b. Logistics		i. Auditing, Finance and Accounting
	c. Lithography		j. Motor Transport
	d. Operational Communications		k. Data Processing
	e. Supply Administration and Accounting		l. Marine Corps Exchange
	f. Transportation		m. Photography
	g. Supply Service		n. Band

2. DATE	3. SIGNATURE

4. TYPED OR PRINTED FULL NAME AND SSN

5. Assignment in occupational field available in the United States Marine Corps is not acceptable.

a. DATE	b. SIGNATURE

c. TYPED OR PRINTED FULL NAME AND SSN

ACKNOWLEDGMENT OF SERVICE OBLIGATION *(8—Year Acknowledgment)*

For use of this form, see AR 601-270; the proponent agency is DCSPER.

I, _____, having been inducted into the

Army *(Marine Corps, etc.)* of the United States on this _____ day of _____, 19 ____, for 2 years' active duty acknowledge that I have been informed of my service obligation. I understand that upon completion of my term of active duty I will, if qualified, be transferred to the Reserve and required to serve in a Reserve component for a period which, when added to my active duty service, totals 8 years, unless sooner discharged in accordance with standards prescribed by the Secretary of Defense. I understand that I must serve a period in the Ready Reserve, and if I am assigned to or voluntarily join a Ready Reserve unit, I will participate satisfactorily for 3 years in scheduled drills *(as many as 48 per year)* and annual active duty for training *(not more than 17 days per year)* of that unit unless excused therefrom by proper authority. If I am not assigned to a unit or should proper authority transfer me from a unit to the Individual Ready Reserve prior to satisfactory completion of 3 years' unit service, I will remain in the Individual Ready Reserve until the fifth anniversary of my induction and while so assigned, will participate satisfactorily by performing, when directed, not more than 30 days active duty for training annually. While I am in the Individual Ready Reserve I am subject to reassignment to a unit but will not be required to serve more than 3 years of aggregate unit service.

Upon satisfactorily completing 3 years of unit service *(aggregate service considered)* or the fifth anniversary of my induction, whichever occurs first, I will be eligible for transfer to the Standby Reserve for the remainder of my service obligation and will be so transferred unless I elect to remain in the Ready Reserve by executing the appropriate service agreement.

If in any year I fail to satisfactorily perform the required training I can be ordered to perform active duty for training for 45 days.

I understand that as a reservist I must promptly reply to any military correspondence directed to me.

In the event of war or national emergency declared by Congress, my service obligation, which would otherwise expire, will be continued in effect until 6 months after the end of such war or emergency, unless sooner terminated.

TYPED NAME	SOCIAL SECURITY NUMBER

SIGNATURE

PREINDUCTION PROCESSING AND COMMISSIONING DATA
MEDICAL, DENTAL, AND ALLIED SPECIALISTS CATEGORIES

For use of this form, see AR 601-270; the proponent agency is DCSPER.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Military Selective Service Act - 50 USC Appendix 451, and sections following; and Executive Order 9397, 22 November 1943.

PRINCIPAL PURPOSE: Determine qualifications of selective service registrants for induction into the Armed Forces of the United States as commissioned medical, dental or allied specialists.

ROUTINE USES: This information is maintained and used in strict confidence in accordance with federal law and regulations. The information may be submitted for verification by appropriate law enforcement or court officials. Records of civil conviction or adverse juvenile adjudication are processed for review in order that qualifications for military service may be determined in accordance with standards prescribed by the Department of Defense.

DISCLOSURE: Disclosure of requested information is mandatory, except your social security number, disclosure of which is voluntary.

1. LAST NAME - FIRST NAME - MIDDLE NAME			2. SELECTIVE SERVICE NUMBER		3. PROFESSION
4. HOME OF RECORD			5. CURRENT ADDRESS		
6. DATE OF BIRTH	7. MARITAL STATUS	8. DEPEND-ENTS	a. NO. OF CHIL-DREN	b. OTHERS	9. CITIZEN OF THE US ☐ YES ☐ NO

10. HAVE YOU BEEN CONVICTED BY A CIVIL COURT OF ANY OFFENSE WHERE TOTAL SENTENCE, PERIOD OF PAROLE, PROBATION, SUSPENDED SENTENCE, OR ANY OTHER FORM OF CIVIL RESTRAINT, EXCEEDS ONE YEAR; OR ANY OFFENSE PUNISHABLE BY DEATH? *(If yes, give date, court, and circumstances.)*

☐ YES ☐ NO

11. HAVE YOU BEEN SEPARATED FROM ONE OR MORE OF THE ARMED FORCES UNDER OTHER THAN HONORABLE CONDITIONS OR FOR THE GOOD OF THE SERVICE CONCERNED? *(If yes, state the service concerned, date and circumstances.)*

☐ YES ☐ NO

12. ARE CRINIMAL CHARGES FILED AND PENDING AGAINST YOU ALLEGING A VIOLATION OF A STATE OR FEDERAL STATUTE? *(If yes, state the circumstances.)*

☐ YES ☐ NO

13. PROFESSIONAL EDUCATION

Name of School a	Location b	No. of Years Attended c	Date of Graduation d	Degree Received e

14. INTERNSHIP

Name of Hospital a	Location b	Type of Internship c	Year Completed d	Number of Months e

15. RESIDENCY OR FELLOWSHIP

Name of Hospital or Institution a	Location b	Type of Residency or Fellowship c	Position d	Year Completed e	Number of Months f

16. ARE YOU CERTIFIED BY AN AMERICAN SPECIALTY BOARD? *(If yes, state board and year certified.)*

☐ YES ☐ NO

17. ARE YOU CERTIFIED IN ANY SUBSPECIALTY BY AN AMERICAN BOARD? *(If yes, state subspecialty and year of certification.)*

☐ YES ☐ NO

18. ARE YOU CURRENTLY LICENSED TO PRACTICE IN A STATE, THE DISTRICT OF COLUMBIA, THE COMMONWEALTH OF PUERTO RICO, OR A TERRITORY OF THE UNITED STATES? *(If yes, show place and year in which licensed.)*

☐ YES ☐ NO

19. IF YOU ARE A GRADUATE OF A FOREIGN MEDICAL SCHOOL, DO YOU POSSESS PERMANENT CERTIFICATION BY THE EDUCATIONAL COUNCIL FOR FOREIGN MEDICAL GRADUATES? *(If yes, when was the certification granted?)*

☐ YES ☐ NO

20. PRIVATE PRACTICE *(Including salaried)*

Place a	Date b		As General Practitioner c		As Specialist *(State specialty)* d	Percent of Time Devoted to Specialty e
	From	To	Yes	No		

21. TEACHING ASSOCIATIONS AND APPOINTMENTS WITH PROFESSIONAL SCHOOLS

Institution a	Kind b	Full or Part-time c	d. Dates	
			From	To

22. HOSPITAL APPOINTMENTS *(Visiting staff only)*

Institution a	Kind b	c. Dates	
		From	To

23. PRESENT MEMBERSHIP IN PROFESSIONAL SOCIETIES

a. Society	b. Year	a. Society *(Cont)*	b. Year *(Cont)*

24. IF IT SHOULD BECOME NECESSARY FOR ME TO ENTER ONE OF THE ARMED FORCES, MY CHOICES OF SERVICE ARE *(Indicate perferences by placing numbers 1, 2, and 3 in the appropriate boxes)*

☐ ARMY ☐ NAVY ☐ AIR FORCE

26. DO YOU WISH TO HAVE THIS FORM CONSIDERED AS AN APPLICATION FOR A RESERVE COMMISSION AND ENTRY ON ACTIVE DUTY WITHOUT WAITING FOR AN ORDER FOR INDUCTION?

☐ YES ☐ NO

25. I UNDERSTAND THAT IF I AM ORDERED FOR INDUCTION, I WILL BE TENDERED A RESERVE APPOINTMENT IN ONE OF THE ARMED FORCES AND THAT IF I ACCEPT THE COMMISSION, I MAY THEN BE ORDERED, WITH OR WITHOUT MY CONSENT, TO ACTIVE DUTY AS AN OFFICER TO DISCHARGE MY MILITARY OBLIGATION. I FURTHER UNDERSTAND THAT IF I FAIL TO ACCEPT A RESERVE APPOINTMENT WHEN IT IS TENDERED, I WILL THEN REMAIN SUBJECT TO INDUCTION INTO THE ARMED FORCES IN AN ENLISTED STATUS.

27. REMARKS

I CERTIFY THAT THE INFORMATION ABOVE IS TRUE, ACCURATE, AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I FURTHER CERTIFY THAT I HAVE READ AND UNDERSTAND ALL OF THE STATEMENTS APPEARING IN ITEM 25.

DATE	SIGNATURE	SOCIAL SECURITY NUMBER

REVERSE OF DA FORM 4714-R, 1 AUG 78

STATEMENT OF LAW VIOLATIONS

For use of this form, see AR 601-270; the proponent agency is DCSPER.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Military Selective Service Act — 50 USC Appendix 451, and sections following; and Executive Order 9397, 22 November 1943.

PRINCIPAL PURPOSE: Determine moral qualifications of selective service registrants for induction into the Armed Forces of the United States.

ROUTINE USES: This information is maintained and used in strict confidence in accordance with federal law and regulations. The information may be submitted for verification by appropriate law enforcement or court officials. Records of civil conviction or adverse juvenile adjudication are processed for review in order that qualifications for military service may be determined in accordance with standards prescribed by the Department of Defense.

DISCLOSURE: Disclosure of requested information is mandatory, except your social security number, disclosure of which is voluntary.

Your answers to the following questions will be verified with the Federal Bureau of Investigation *(FBI)*, and other agencies to determine any previous records of arrest or convictions or juvenile court adjudications. If you conceal such records at this time you may upon induction be subject to disciplinary action under the uniform code of military justice and or discharge from the military service with other than an honorable discharge.

QUESTION	NO	YES
a. Have you even been arrested, charged, cited, or held by Federal, State, or other law enforcement or juvenile authorities regardless of whether the citation or charge was dropped or dismissed or you were found not guilty?		
b. As a result of being arrested, charged, cited, or held by law enforcement or juvenile authorities, have you ever been convicted, fined by or forfeited bond to a Federal, State, or other judicial authority or adjudicated a youthful offender or juvenile delinquent *(regardless of whether the record in your case has been "sealed" or otherwise stricken from the court record)?*		
c. Have you ever been detained, held in, or served time in any jail or prison, or reform or industrial school or any juvenile facility or institution under the jurisdiction of any City, County, State, Federal or foreign country?		
d. Have you ever been awarded, or are you now under suspended sentence, parole, or probation or awaiting any action on charges against you?		
e. Have you been released from parole, probation, juvenile supervision, or given a suspended sentence or relieved of charges pending on condition that you apply for entry in the US Armed Forces?		
f. Are you now involved in a party to or connected with any court action or civil suit? *(Explain "yes" answer in remarks section below).*		

Explain below "yes" answers in "a" through "e".
Be careful to include *ALL* incidents with law enforcement authorities.

OFFENSE	DATE/PLACE	AGE	DISPOSITION	COURT

REMARKS *(Continue on reverse, if necessary)*

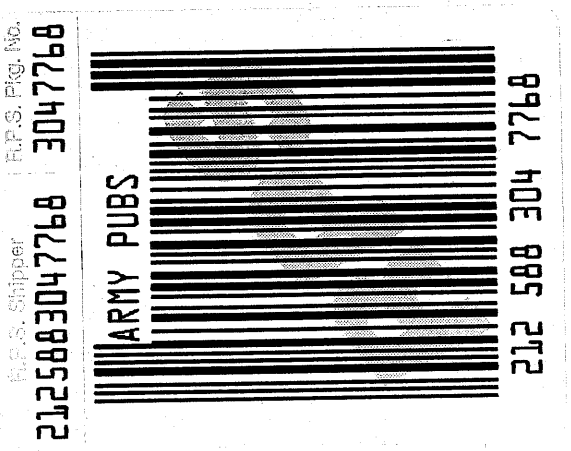
CERTIFICATION

I understand that if information provided by me in this document is knowingly false or incorrect, I may be prosecuted under Federal civilian or military law or subject to administrative separation proceedings and, in either instance, I may receive a less than Honorable Discharge. I certify that the information given by me in this document is true, complete, and correct to the best of my knowledge and belief.

DATE	NAME AND SOCIAL SECURITY NUMBER *(Type or print)*	SIGNATURE OF REGISTRANT

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