55/ AR 612-201

cy 3

*per index there is Apr 87 ed.

Personnel Processing

Processing, Control, and Distribution of Personnel at U.S. Army Reception Stations and Training Centers (RCS MILPC–17(R1))

LIBRARY
USA. CGSC FT. LEAVENWORTH, KS.
MAR 24 1986
ACCESSION NO.
PO REGISTER

Headquarters
Department of the Army
Washington, DC
19 March 1986

SUMMARY of CHANGE

AR 612-201
Processing, Control, and Distribution
of Personnel at U.S. Army Reception
Stations and Training Centers
(RCS MILPC-17 (R1))

This revision--

o Updates policy and procedures throughout.

o Provides policy and processing instructions for processing of package platoons throughout training; from arrival at a U.S. Army Reception Station to departure for first unit of assignment (chaps 1 through 3).

o Provides current policy concerning processing at U.S. Army Reception Stations during both peacetime and periods of mobilization (chap 2).

o Updates coding requirements for input to the U.S. Army Military Personnel Center (chap 4).

o Updates information provided by the U.S. Army Military Personnel Center on Training Assignment and Assignment Information Cards (apps I and J).

o Provides gaining commands information contained in Alert Notification Rosters provided for projected advanced individual training graduates to be assigned to their commands (app K).

o Provides for input of MILPC-17(R1) information from training centers by terminal in lieu of punch-card/AUTODIN (app M).

o Removes procedures from chapters 2 through 6 and places them in appendixes B through P.

Headquarters
Department of the Army
Washington, DC
19 March 1986

*Army Regulation 612–201

Effective 21 April 1986

Personnel Processing

Processing, Control, and Distribution of Personnel at U.S. Army Reception Stations and Training Centers (RCS MILPC–17(R–1))

This UPDATE printing publishes a revision which is effective 21 April 1986. Because the structure of the entire revised text has been reorganized, no attempt has been made to highlight changes from the earlier regulation dated 22 November 1977.

By Order of the Secretary of the Army:

JOHN A. WICKHAM, JR.
General, United States Army
Chief of Staff

Official:

R. L. DILWORTH
Brigadier General, United States Army
The Adjutant General

Summary. This regulation provides policy for processing and reporting initial entry soldiers from time of arrival at a U.S. Army Reception Station to completion of advanced individual training.

Applicability. This regulation applies to Active Army, U.S. Army Reserve, and Army National Guard enlisted personnel that are processed by a U.S. Army Reception Station or are assigned or attached to a U.S. Army Training Center or activity for basic training or for advanced individual training.

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

Internal Control Systems. This regulation is subject to the requirements of AR 11–2. It contains internal control provisions but does not contain checklists for conducting internal control reviews. These checklists are being developed and will be published at a later date.

Supplementation. Supplementation of this regulation and establishment of forms other than DA forms are prohibited without prior approval from HQDA(DAPC–EPT–I), 2461 Eisenhower Avenue, ALEX, VA 22331–0400.

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 date unless sooner superseded or rescinded.

Suggested improvements. The proponent of this regulation is the Office of the Deputy Chief of Staff for Personnel. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA(DAPC–EPT–I), 2461 Eisenhower Avenue, ALEX, VA 22331–0400.

Distribution. Distribution of this issue has been made in accordance with DA Form 12–9A requirements for 612-series publications. The number of copies distributed to a given subscriber is the number of copies requested in Blocks 409 and 410 of the subscriber's DA Form 12–9A. AR 612–201 distribution is C for Active Army, D for ARNG, and C for USAR.

Contents (Listed by paragraph number)

Chapter 1
General Policies
Purpose • 1–1
References • 1–2
Explanation of abbreviations and terms • 1–3
Responsibilities • 1–4

Chapter 2
Processing of U.S. Army Accessions at U.S. Army Reception Stations

Section I
Peacetime Processing at USARECSTAs
Scope • 2–1
Personnel and administrative processing • 2–2
Scheduling processing • 2–3
Orientations • 2–4
Prohibited items • 2–5
Test administration • 2–6
Disposition of civilian clothing • 2–7
Medical processing • 2–8
Waiver of veterans administration disability pension or compensation • 2–9
Initiation of records • 2–10
Records processing at USARECSTA • 2–11
Partial and advance pay • 2–12
Personnel security investigations • 2–13
Kitchen police duties • 2–14
Disposition of receptees • 2–15

Section II
Basic Interviews and Required Reporting
General requirements • 2–16
Purpose of interviews • 2–17
Basic interviews • 2–18
Interviewer responsibilities • 2–19
Disposition of collected interview information • 2–20

Section III
Mobilization Processing at U.S. Army Reception Stations
Scope • 2–21
Applicability • 2–22
Restrictions • 2–23
General processing policies • 2–24
Testing and classification • 2–25
Special categories of personnel • 2–26
Personal affairs processing • 2–27
Individual Ready Reserve processing • 2–28

Chapter 3
Processing and Reporting Policies at U.S. Army Training Centers

Section I
Processing During Basic Training
General • 3–1
Records processing at USATC • 3–2
Review of records and screening for special category personnel • 3–3
Unfulfilled enlistment agreements • 3–4
Trainees not qualified for enlistment commitment • 3–5
Package platoon training • 3–6
Administrative processing • 3–7

*This regulation supersedes AR 612–201, 22 November 1977.

Unit processing • 3–8
Prior-service personnel (PS) • 3–9
Preparation of training assignment reports • 3–10
Evaluation during training (BT, AIT, and OSUT) • 3–11
Training assignments • 3–12
Assignment of personnel • 3–13
Posting of training entries on personnel records • 3–14
Records processing • 3–15
Out-processing from BT • 3–16
Leave • 3–17

Section II
Processing During Advanced Individual Training
General • 3–18
In-processing • 3–19
RC IADT personnel • 3–20
On-the-job-training • 3–21
Preparation of assignment reports • 3–22
Academic recycling/reassignment to complete AIT • 3–23
Retraining in another MOS • 3–24
Award of MOS and posting personnel records • 3–25
Assignment of personnel • 3–26
Out-processing (from AIT) • 3–27

Section III
Special Processing for ARNG and USAR Personnel
General • 3–28
Applicatory training • 3–29
Out-processing • 3–30

Section IV
Assignment and Strength Accounting at Training Centers
General • 3–31
Assignment of trainees • 3–32

Chapter 4
Control and Distribution of Trainees—RCS MILPC–17(R1) Report (MIN)

Section I
General
Scope • 4–1
Objectives of MILPC–17 (R1) report • 4–2
Army personnel trainee reports • 4–3
Locally provided information • 4–4
Transaction input report • 4–5
Correction of input • 4–6

Section II
Processing During Periods of Mobilization (To be published at a later date.)

Chapter 5
Assignment Information Card and Alert Information Roster
General • 5–1
Assignment processing policies • 5–2
Deletion/deferment procedures • 5–3
Alert notification roster • 5–4

Chapter 6
Special Actions and Programs
General • 6–1
Reporting of immediately available personnel • 6–2
Exchange assignments • 6–3
Married Army Couples Program (MACP) • 6–4
Volunteers for airborne, special forces, and ranger training and assignment • 6–5
Hometown Recruiter Assistant Program (HRAP) • 6–6
Requests for assignment based upon extreme family problems • 6–7
Volunteers for oversea assignments • 6–8
Applications for special programs • 6–9

Appendixes

A. References

B. Preparation of Input to MILPC–17(R1)

C. Records Processing at USATC

D. Preparation of Training Card One

E. Preparation of Training Card Two

F. Preparation and Submission of Training Control Cards

G. Change Identification Card

H. Change Data Card

I. Training Assignment Card Processing

J. Assignment Information Card Processing

K. Alert Notification Roster

L. Resolution of Unprocessed Transactions

M. Terminal Input User Instructions

N. Reporting Immediately Available Personnel

O. Processing Retrainees

P. Processing of Soldiers to Attend ESL

Glossary

Chapter 1
General Policies

1–1. Purpose
This regulation provides policies and procedures for the processing of enlisted personnel for training and assignment during both peacetime and periods of mobilization. U.S. Army Reception Stations (USARECSTA) and trainee and student Military Personnel Offices (MILPO) will process and report personnel in accordance with the standardized procedures contained in this regulation.

1–2. References
Required and related references 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. Commanding General, U.S. Army Military Personnel Center (CG, MILPERCEN). The CG, MILPERCEN will—

(1) Monitor and control trainee personnel while in the training base.

(2) Provide timely and accurate training assignment instructions to training activities.

(3) Provide timely and accurate first unit assignment instructions to training activities.

(4) Determine the number and composition of packaged platoons to be formed at USARECSTA.

(5) Notify the responsible USARECSTA of package platoons to be formed, by Military Occupational Speciality (MOS) (or Career Management Field (CMF)), not later than the first day of the reception station week.

b. Commanding General, U.S. Army Recruiting Command (CG, USAREC). The CG, USAREC will—

(1) Provide each USARECSTA with sufficient liaison noncommissioned officers (NCO) and REQUEST/RMS terminals to accommodate projected requirements for terminal operations and classification of accessions to include during periods of mobilization.

(2) Provide REQUEST/RMS training of personnel from U.S. Army Reserve (USAR) reception stations on an annual basis.

(3) Provide MOS classification for all Regular Army and USAR accessions that process through a Military Entrance Processing Station (MEPS) to include during periods of mobilization.

c. Commanding General, U.S. Army Training and Doctrine Command (TRADOC). The CG, TRADOC will—

(1) Conduct semi-annual review of USARECSTA mobilization personnel and equipment requirements and initiate necessary changes to authorization documents. Special emphasis will be placed on maintaining Common Table of Allowances (CTA) and insuring CTA references are current.

(2) Monitor and adjust reception station input loads.

(3) Develop, maintain and modify programs for automated systems at reception stations.

(4) Provide policy guidance to all reception stations.

(5) Provide command and control of reception stations through installation commanders.

(6) Coordinate with Department of the Army (DA) Staff and with other major Army commands (MACOMS) for training.

(7) Supervise the conduct of training within TRADOC.

(8) Assist CG, FORSCOM in evaluating USAR reception stations manning requirements and readiness levels.

(9) Process, train, report, and issue orders for all enlisted replacement stream personnel, to include reserve component personnel in accordance with this regulation.

(10) Provide guidance for USAR Reception Stations.

d. Commanding General, U.S. Army Forces Command (CG, FORSCOM). The CG, FORSCOM will—

(1) Program movement of USAR Reception Stations to ensure early arrival at mobilization station.

(2) Provide necessary guidance to FORSCOM installations to support establishment of USARECSTA at selected locations.

e. Commanding General, U.S. Army Health Services Command (CG, HSC). The CG, HSC will—

(1) Coordinate with DA Staff and with other MACOM for training.

(2) Supervise the conduct of training within HSC.

(3) Provide medical support to USARECSTA to include during periods of mobilization.

(4) Process, train, report, and issue orders for all enlisted replacement stream personnel, to include reserve component (RC) personnel in accordance with this regulation.

f. Installation Commanders. Installation commanders will—

(1) Operate U.S. Army reception stations within their command in accordance with this regulation and supplemental instructions issued by CG, TRADOC pursuant to HQDA directives.

(2) Provide appropriate equipment and qualified personnel as authorized by authorization documents for reception station operations.

(3) Provide normal installation level administrative and logistical support for reception stations under their control.

(4) Establish and operate a clothing initial issue point (CIIP) to accomplish the Phase I and Phase II clothing issue, as appropriate.

(5) Provide USAR reception stations mobilizing at their installations with full support in mobilization planning in accordance with the Army Mobilization Operational Planning System (AMOPS).

(6) Ensure that reception station issues are adequately addressed in installation mobilization plans.

g. Commander, U.S. Army Reception Station (USARECSTA). The commander, USARECSTA will—

(1) Receive, process and report receptees in accordance with the standardized procedures contained in this regulation.

(2) Check processing to determine if backlogs occur and take action to eliminate conditions which may delay processing.

(3) Ensure that reception station processing is limited to that authorized by this regulation and supplemental instructions issued by CG, TRADOC. Deviations from processing schedules contained in this regulation may be made, provided they do not interfere with the processing schedule required by this regulation, and do not delay the soldier's entering training as scheduled.

(4) Ensure that adequate on-post training space is available for all personnel being processed. HQ, TRADOC will be immediately notified by telephone or teletype when insufficient training spaces are expected to be available.

(5) Account for all receptees.

(6) Take action to obtain missing records. Pending receipt of original records, temporary records will be prepared and the receptee processed and moved to the training activity or unit of assignment.

(7) Authorize leave for receptees only in cases of a verified emergency.

(8) Prepare, edit, and verify Training Card One in accordance with this regulation. (Forward record from Systems 80 to U.S. Army Information Systems Command—Pentagon for installations reporting to MILPERCEN via the Personnel Trainee Management System (PTMS) for processing by Student Trainee Management System—Enlisted (STRAMS–E).)

(9) Assign or attach receptees, as appropriate, to a training activity as directed by CG, TRADOC.

(10) Review mobilization requirements semi-annually and submit recommended changes to CG, TRADOC with information copy to CG, FORSCOM.

(11) Form package platoon training (PPT) platoons as instructed by MILPERCEN.

(12) Conduct initial PPT briefings.

(13) Ensure that all PPT members are shipped to the same training unit, and that the training company is advised that those individuals are members of a PPT platoon.

(14) Place a coversheet on the MPRJ for each PPT member identifying the soldier as a PPT member and the platoon to which they are assigned.

(15) Issue and have sewn on uniforms appropriate unit patches, when available, for PPT soldiers.

(16) Ensure cadre are knowledgeable of the PPT program.

(17) Ensure that receptees are not identified for assignment to a PPT platoon which would cause a conflict with enlistment agreements.

(18) Coordinate PPT fill problems with HQ, TRADOC and with CG, MILPERCEN. Notify MILPERCEN telephonically whenever a PPT platoon is not completely filled.

(19) Clearly identify on shipping rosters those soldiers who are members of a PPT platoon and the platoon to which they are assigned.

(20) Ensure that action required by AR 630–10 (Absence Without Leave and Desertion) is initiated for all personnel for whom orders are received that fail to report as directed.

(21) Ensure that all receptees arriving prior to midnight Monday are shipped to a training company that will start basic training not later than the following Friday. (This is to ensure that individuals are entered into basic training and will meet their scheduled AIT start dates.)

(22) Process individuals scheduled to attend English as a Second Language (ESL) training in accordance with appendix P.

(23) Issue and have sewn on uniforms appropriate unit patches for soldiers with enlistment commitments to units for which unit patches are available.

h. Commanders, training activities. Commanders, training activities will—

(1) Process, train, report, and issue orders for all enlisted replacement stream personnel, to include RC personnel in accordance with the standardized procedures contained in this regulation.

(2) Ensure that action required by AR 630–10 (Absence Without Leave and Desertion) is initiated for all personnel for whom orders are received that fail to report as directed.

(3) Conduct in-cycle processing during the basic training (BT) cycle. In-cycle processing will include, but is not limited to, the following—

(a) Information on the processing to be accomplished.

(b) Announcement of leave policy.

(c) Administrative processing.

(d) Unit processing.

(e) Issue of materials. Each trainee will be furnished a post or area map showing recreational buildings and facilities, medical and dental facilities, clothing issue/sales facilities, Post Exchange and similar support facilities; chaplain's material showing location of chapels and schedule of services; brief information sheet on the traditions and history of the unit in which the individual will undergo training, if applicable; and other materials appropriate for initial orientation (e.g., Red Cross Services).

(4) Maintain PPT platoon integrity to the extent feasible. Training policies and strategy will not be revised for PTT (e.g., recycle and relief considerations).

(5) Ensure that all cadre are knowledgeable of the PPT program.

(6) Ensure that actions not completed by USARECSTA are accomplished prior to the individual's departure from the training base.

(7) Ensure that new training reservations are obtained through REQUEST (T-Space Module) for personnel that are delayed in BT and will not be able to report to their AIT location as scheduled.

(8) Ensure that first unit assignments are processed in accordance with this regulation, and that soldiers are notified of their assignment within 5 workdays of receipt of the assignment by MILPO.

(9) Ensure that individuals identified by BT unit commanders as requiring ESL training are processed in accordance with appendix P.

Chapter 2
Processing of U.S. Army Accessions at U.S. Army Reception Stations

Section I
Peacetime Processing at USARECSTAs

2–1. Scope.

This section prescribes the peacetime guidance for reception processing at USARECSTA of Active Army (RA) and RC personnel. Procedures for processing initial entry soldiers through a USARECSTA are in this chapter.

2–2. Personnel and administrative processing

Receptees will be processed in an orderly manner. Since the USARECSTA is usually the receptee's first encounter with Army procedures, processing will be conducted in a manner that will impress the individual with the efficiency of the Army and the attention given to each individual's welfare. Impressions made at the USARECSTA will have a significant influence in shaping each receptee's attitude toward the Army and may be reflected in their future duty performance.

a. NCOs will be utilized to the maximum extent practicable during processing of receptees. These NCOs will be carefully selected for these duties; their conduct and appearance must be above reproach. It is particularly important that they exercise every opportunity to instill confidence in and respect for Army leadership.

b. Receptees will be processed in the order in which they arrive. Whenever possible, prior-service personnel will be given priority in processing over other personnel arriving at the same time. RC personnel will be processed to meet BT or One Station Unit Training (OSUT) report dates specified in their orders. Care will be taken to ensure that all receptees that arrive prior to midnight Monday are entered into a training company that will start BT not later than the following Friday to ensure that individuals are available to report for their scheduled Advanced Individual Training (AIT) class or follow-on training on time.

2–3. Scheduling processing

USARECSTA commanders will ensure that all receptees are processed within 3 workdays following arrival. Receptees arriving after normal duty hours will be received with efficiency, welcomed warmly, and treated with respect and dignity. Only minimum essential processing will be accomplished for receptees arriving after normal duty hours. All receptees that arrive between the supper and breakfast meals will be afforded the opportunity to eat a hot meal. Commanders may vary the processing schedule outlined in table 2–1 to meet operational requirements. The following restrictions will be observed—

a. Receptees will be afforded a full night's rest (8 hours) before undergoing mental testing.

b. Inoculations, except adenovirus vaccine, meningococcal disease vaccine, tetanus-diptheria toxoid, poliomyelitis vaccine, and the Tuberculin Skin Test, will not precede the administration of any personnel selection and classification tests.

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

d. Only minimum clothing and footwear necessary for the health and welfare of the soldier will be issued if it can be determined prior to clothing issue that a receptee is to be discharged, relieved from active duty, or relieved from active duty for training for physical or other reasons.

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

f. Conscientious objectors (1–A–O) will not be required to receive immunizations for typhus, yellow fever, cholera, and plague at USARECSTA.

g. Individuals with enlistment options requiring a security investigation will have a request for the appropriate personnel security investigation initiated during USARECSTA processing period if not already initiated at MEPS.

h. Identification tags and identification cards, as required by AR 640–3, will not be prepared until blood typing has been accomplished. Identification tags will be issued by the USARECSTA.

i. Delays encountered during processing due to backlogs are to be used to provide receptees meaningful information about the Army and the role of the soldier that will be useful for the receptee during their first few days in the Army.

j. Ensure that an Entrance National Agency Check (ENTNAC) has been initiated for all personnel. (A copy of DD Form 1584 should be on file in MPRJ.) If an ENTNAC has been initiated, or has been

completed, ensure that qualification record is posted in accordance with AR 640–2–1. If there is no record that an ENTNAC (or higher) security investigation has been initiated, ENTNAC will be initiated. Soldiers requiring initiation of an SBI will be processed by the appropriate Personnel Security Screening Detachment (PSSD) at Fort Dix, Jackson and Leonard Wood, and by the Installation Security Office at other installations.

2–4. Orientations

Orientations are an important factor in processing, and will be conducted in plain, nontechnical language. Visual aids will be used whenever possible. Orientations may be supplemented by handout material; however, this material will not serve as a substitute for an orientation. Orientations will be conducted by a responsible individual and may be accomplished incidental to the personnel affairs interview. Orientations will include, but not necessarily be limited to subjects identified in table 2–2. Orientations will also include identification of prohibited items identified in paragraph 2–5.

Table 2–2
Orientations conducted at USARECSTA

Line: 1	**Subject:** Welcome address by the reception station commander, or a designated representative.
Line: 2	**Subject:** Explanation of the major processing to be accomplished. a. Initiation of records. b. Medical processing. c. Testing of selected personnel. d. Interviews for initiation of records. e. Identification of certain receptees. f. Clothing issue. g. Lectures and films. h. Movement to training activities.
Line: 3	**Subject:** Explanation of the duties and responsibilities of receptees. a. Personal conduct and military discipline. b. Wearing of the uniform. c. Prohibited items.
Line: 4	**Subject:** Service obligation.
Line: 5	**Subject:** Pay a. Entitlements b. Deductions c. Pay options and methods of payment with emphasis on election of check to financial institution option upon completion of training d. Responsibility to provide financial care for dependents.
Line: 6	**Subject:** Explanation of the rights and benefits of receptees.
Line: 7	**Subject:** Right to lodge just and honest complaints and grievances.
Line: 8	**Subject:** Postal service.
Line: 9	**Subject:** Legal assistance.
Line: 10	**Subject:** Medical facilities.
Line: 11	**Subject:** Recreational facilities and activities.
Line: 12	**Subject:** Leave and pass policies.
Line: 13	**Subject:** Post exchange facilities.
Line: 14	**Subject:** Medical care of family members.
Line: 15	**Subject:** Religious services.
Line: 16	**Subject:** Movement of dependents.
Line: 17	**Subject:** Privately owned vehicles.
Line: 18	**Subject:** Visitors.
Line: 19	**Subject:** Family correspondence.
Line: 20	**Subject:** Shipment of civilian clothing.
Line: 21	**Subject:** Classification as a sole surviving son or daughter, evidence required, and procedure for making application during BT.
Line: 22	**Subject:** Financial assistance for qualified family members.
Line: 23	**Subject:** Settlement of private debts.
Line: 24	**Subject:** Any pertinent local information.
Line: 25	**Subject:** Servicemen's Group Life Insurance (SGLI).
Line: 26	**Subject:** Caution on credit purchases.
Line: 27	**Subject:** Enlistment agreements. Those individuals who have enlisted for a specific training and/or assignment option will be informed that they have the legal right to expect training and assignment in accordance with the provisions of their agreement. If, through no fault of their own, the provisions of their agreement are not fulfilled, the individual has the right to apply for adjustment.
Line: 28	**Subject:** Package Platoon Training Orientation.
Line: 29	**Subject:** Uniform Code of Military Justice.

2–5. Prohibited items

a. The following items will be surrendered by recruits upon arrival at the USARECSTA:

(1) Weapons. All weapons will be surrendered by personnel immediately following arrival at a USARECSTA. Weapons include, but are not limited to the following items:

(a) Firearms.
(b) Blackjacks.
(c) Switchblade knives.
(d) Knives with blades over 2½ inches in length.
(e) Teargas guns.
(f) Bullets.
(g) Firecrackers.
(h) Brass knuckles.
(i) Slingshots.
(j) Hand chains.
(k) Karate sticks.
(l) Straight razors.
(m) Darts.
(n) Steel hair picks.

(2) Drugs and narcotics. All drugs and narcotics are to be surrendered immediately following arrival at a USARECSTA. Drugs and narcotics include, but are not limited to the following items—

(a) Aspirin.
(b) Vitamins.
(c) Prescription and over-the-counter drugs of any type. (All individuals arriving at a USARECSTA with a prescription drug will be referred to a medical facility for review prior to confiscation of the drug.)
(d) Drug paraphernalia, including "roach clips", "coke spoons", cigarette papers, waterpipes, and similar items.

(3) Alcoholic beverages, including beer, wine, and liquor, and empty containers.

(4) Counterfeit plates or counterfeit money.

(5) Obscene, pornographic, or suggestive materials.

(6) Gambling devices, including playing cards and dice.

b. All receptees will be advised that they are not authorized to have their privately owned vehicle (POV) with them while in training. If an individual arrived at a USARECSTA by POV, that individual is responsible for ensuring that the POV is properly disposed of by arranging for storage, or by having the vehicle returned to their home. All receptees will be informed that abandonment of a POV is not considered proper disposition.

c. All receptees will be afforded the opportunity to surrender prohibited items without penalty immediately following arrival at a USARECSTA.

2–6. Test administration

The Army personnel selection and classification tests listed in table 2–3 will be administered in accordance with the principles contained in AR 611–5 (Army Personnel Tests). Test administration will be under the supervision of qualified test examiners and proctors. English Comprehension Language Test (ECLT) will be administered to personnel identified during USARECSTA

processing as being eligible for ESL training.

Table 2–3
Administration of tests and recording of test aptitude area scores

Test: Armed Services Vocational Aptitude Battery (ASVAB)
Personnel to be tested: Only those not tested at MEPS.
Action required:
a. Test in accordance with AR 611–5
b. Record scores on DA Form 2–1.

Test: Motor Vehicle Driver Selection Battery (MDB)
Personnel to be tested: All receptees that do not have a valid civilian drivers license that enlisted for an MOS with a MDB prerequisite.
Action required:
a. Test in accordance with DA Pam 611–120.
b. Record score on DA Form 2–1.

Test: Auditory perception
Personnel to be tested: All receptees with an SC score of 90 or higher only if required for classification in MOS for which enlisted.
Action required:
a. Test in accordance with DA Pam 611–70.
b. Record score on DA Form 2–1.

Test: Defense Language Aptitude Battery (DLAB)
Personnel to be tested: All receptees with an ST score of 100 or higher.
Action required:
a. Test in accordance with AR 611–6.
b. Record score on DA Form 2–1.

Test: Defense Language Proficiency Test (DLPT)
Personnel to be tested: All receptees that claim a knowledge of a language other than English or Spanish.
Action required:
a. Test in accordance with AR 611–6.
b. Prepare and forward DA Form 330.
c. Record scores attained on DA Form 2–1.

2–7. Disposition of civilian clothing

Receptees will be informed that they may keep their civilian clothing. Receptees electing to send their civilian clothing home must make arrangements with the local transportation officer to have their clothing shipped at government expense. The mode of shipping civilian clothing at government expense will be at the option of the local transportation officer.

2–8. Medical processing

a. Physical inspection. A physical inspection will be given only to those RC receptees that were not processed through a MEPS. (See AR 601–270 for definition of physical inspections.)

b. Medical examinations. Only those receptees that have not undergone a medical examination under the provisions of AR 40–501 within 18 months of reporting to a USARECSTA will be processed for medical examinations. Only those tests or examinations required by AR 40–501 that are not a matter of record on the initial report of examination will be accomplished. (See AR 40–501, app IX.) Special medical evaluations are permitted when the commander has reason to believe that weight standards for entry have been grossly exceeded. (See AR 40–501.)

c. Immunization. Inoculations, except adenovirus vaccine, menigococcal disease vaccine, tetanus-diptheria toxoid, poliomyelitis vaccine, and the Tuberculin Skin Test, will be administered as prescribed in AR 40–562 after administration of all required testing. Entries will be recorded on Standard Form 601 (Health Record-Immunization Record) as prescribed in AR 40–66 and on PHS Form 731. (See AR 40–26 and AR 40–562.) (Adenovirus vaccine and menigococcal disease vaccine will be administered only when authorized by The Surgeon General.)

d. Health records. Health records will be initiated as prescribed in AR 40–66. RC and other receptee's health records, if available, will be reviewed and only those nonavailable medical documents and forms that are required by this regulation and AR 40–66 will be initiated. Mechanical writing equipment may be used in preprinting forms, provided that entries are legible and are made in the proper spaces on the forms.

e. Pregnancy test. Female enlisted personnel arriving for BT will be administered a pregnancy test; female enlisted personnel that receive positive pregnancy test results will be separated in accordance with AR 635–200.

2–9. Waiver of Veterans Administration Disability pension or compensation

Receptees that are receiving disability pensions or compensation from the Veterans Administration (VA) for any reason are required to waive such pensions or compensation at the time of entry on active duty. If waivers have not been previously prepared, execute DA Form 3053 (Declaration of Benefits Received and Waivers), or a Waiver of VA Disability Statement. (See AR 601–210.) The waiver will be verified by the reception station commander and forwarded to the appropriate VA Regional Office.

2–10. Initiation of records

a. Military Personnel Records Jacket, U.S. Army (MPRJ) (DA Form 201) and Personnel Qualification Records (PQR) (DA Forms 2, 2A and 2–1) will be initiated as prescribed by AR 640–10 and AR 640–2–1. Personal Financial Record U.S. Army (PFR) (DA Form 3716) will be initiated as prescribed by AR 37–104–3.

b. Records received will be checked for accuracy. Records received from ARNG or USAR units will be continued in use and will not be remade unless absolutely necessary. Processing time may be saved by preprinting forms with information applicable to all receptees. Automated means may be used for this purpose.

2–11. Records processing at USARECSTA

Records that are received or initiated at USARECSTA are listed in table 2–4; preparation and disposition of these forms will be made as prescribed in regulations listed in table 2–4. Processing time may be saved by preprinting forms with information applicable to all receptees. Mechanical writing equipment may be used for this purpose.

Table 2–4
Forms, records and reports initiated or processed by USARECSTA

Form No:
Title: Training Card One
Reference: AR 612–201
Special Instructions: Prepared, verified, and placed in MPRJ prior to forwarding to MILPO.

Form No.:
Title: Identification Tags
Reference: AR 640–3
Special Instructions: Issue if schedule will allow—do not prepare prior to blood typing.

Form No: DA Form 2–1
Title: Personnel Qualification Record
Reference: AR 640–2–1, NGR 600–200, AR 140–241
Special Instructions: Transfer with MPRJ to trainee/student MILPO. If RC do not reinitiate when reserve record is available.

Form No: DA Form 201, DA Form 201a
Title: Military Personnel Records Jacket, U.S. Army & Divider
Reference: AR 640–10
Special Instructions: Forward to trainee/student MILPO not later than the day following shipment to training.

Form No: DA Form 428
Title: Application for Identification Card
Reference: AR 640–3
Special Instructions: Copy filed in MPRJ must have copy of picture. (Following items may be left blank if not prepared by individual concerned: Items 3, 4, 8 through 16, and applicant's signature.)

Form No: DA Form 669
Title: GED Individual Record
Reference: AR 621–5
Special Instructions: Prepare for all nonhigh school graduates and all receptees that enter BSEP or ESL.

Form No: DA Form 1341
Title: Allotment Authorization (Start, Stop, Change Allotments)
Reference: DODPM AR 37–104–3
Special Instructions:

Form No: DA Form 1811
Title: Physical and Mental Status on Release from Active Status
Reference: AR 601–210, AR 635–5
Special Instructions: Prior service only.

Form No: DA Form 1996
Title: Tax Withholding Record
Reference: AR37–104–8, part 8
Special Instructions:

Form No: DA Form 2139
Title: Military Pay Voucher
Reference: AR 37–104–1
Special Instructions:

Form No: DA Form 2475–2
Title: Personnel Data
Reference: DA Pam 600–8–1
Special Instructions:

Form No: DA Form 2981
Title: Application for Determination of Moral Eligibility for Induction
Reference: AR 601–270
Special Instructions: If received from MEPS, detach from DDS Form 47 and destroy.

Form No: DA Form 3063
Title: Declaration of Benefits and Waivers
Reference: AR 37–104–8, chapter 4, part 8
Special Instructions:

Form No: DA Form 3078
Title: Personal Clothing Record, Enlisted
Reference: AR 700–84, AR 710–2
Special Instructions:

Form No: DA Form 3298
Title: Authorization to Start and Stop BAQ Credit
Reference: AR 37–104–8
Special Instructions:

Form No: DA Form 3685
Title: JUMPS–Army Pay Election
Reference: AR 37–104–3
Special Instructions:

Form No: DA Form 3716, DA Form 3716a
Title: Personal Financial Record, US Army and Divider
Reference: AR 37–104–3
Special Instructions:

Form No: DA Form 6170–3
Title: Worksheet for Computing Aptitude Area Scores
Reference: AR 601–210
Special Instructions: Post scores to DA Form 2–1.

Form No: DD Form 2A
Title: Active Duty Military Identification
Reference: AR 640–3
Special Instructions: Issue to each receptee (following blood typing.)

Form No: DD Form 4
Title: Enlistment Agreement Armed Forces of the United States.
Reference: AR 601–210, AR 140–241, AR 140–111, NGR 600–200,
Special Instructions: Copy to Cdr, RCPAC, 9700 Page Blvd, St Louis, MO 63132.

Form No: DD Form 47
Title: Record of Induction
Reference: AR 601–270
Special Instructions: During Mobilization

Form No: DD Form 93
Title: Record of Emergency Data
Reference: AR 608–2, AR 140–111
Special Instructions:

Form No: DD Form 137
Title: Application for Basic Allowances for Quarters for Members with Dependents
Reference: DODPM, AR 37–104–3
Special Instructions:

Form No: DD Form 220
Title: Active Duty Report
Reference: AR 601–210
Special Instructions:

Form No: DD Form 369
Title: Police Record Check
Reference: AR 601–210
Special Instructions:

Form No: DD Form 398/398–2
Title: Statement of Personal History
Reference: AR 381–20, AR 601–210, AR 601–270,
Special Instructions: For individuals enlisting for MOS training which requires BI or higher.

Form No: DD Form 1172
Title: Application for Uniformed Services Identification and Privilege Card
Reference: AR 640–3
Special Instructions: Certify for DEERS, or have SM obtain documentation required to certify.

Form No: DD Form 1351–2
Title: Travel Voucher
Reference: AR 37–104–3
Special Instructions:

Form No: DD Form 1584/398–2
Title: DOD National Agency Check or Personnel Security Questionnaire
Reference: AR 604–5, AR 640–10
Special Instructions:

Form No: DD Form 1561
Title: Financial Subsistance Allowance
Reference: AR 37–104–3
Special Instructions:

Form No: DD Form 1588
Title: Record of Travel Payment
Reference: AR 37–104–3
Special Instructions:

Form No: DD Form 1966
Title: Application for Enlistment-Armed Forces of the United States
Reference: AR 610–210, AR 140–111
Special Instructions:

Form No: DD Form 2057
Title: Contributory Educational Assistance Program
Reference: AR 37–104–3
Special Instructions:

Form No: DD Form 2058
Title: State of Legal Residence Certificate
Reference: AR 37–104–3
Special Instructions:

Form No: DD Form 3442–(series)
Title: Terminal Digit File for Treatment Records
Reference: AR 40–2, AR 40–66
Special Instructions:

Form No: USAFAC Form 2870
Title: Declaration of State Tax Withholding Status
Reference: AR 37–104–3
Special Instructions:

Form No: SF 88
Title: Report of Medical Examination
Reference: AR 40–501, AR 135–200, AR 135–210, AR 601–210, AR 601–270, NGR 600–200
Special Instructions:

Form No: SF 93
Title: Report of Medical History
Reference: AR 40–501, AR 135–200, AR 135–210, AR 601–210, AR 601–270, NGR 600–200
Special Instructions:

Form No: SF 600
Title: Health Record-Chronological Record of Medical Care
Reference: AR 40–403
Special Instructions:

Form No: SF 601
Title: Health Record-Immunization Record
Reference: AR 40–403, NGR 600–200
Special Instructions:

Form No: SF 602
Title: Health Record-Syphilis Record
Reference: AR 40–403
Special Instructions:

Form No: SF 603
Title: Health Record-Dental
Reference: AR 40–403
Special Instructions:

Form No: VA Form 29–8286
Title: Servicemen's Group Life Insurance Election
Reference: AR 608–2
Special Instructions:

Form No: TD Form W–4
Title: Employee's Withholding Exemption Certificate
Reference: DOD PM, AR 37–104–3, NGR 600–200
Special Instructions:

Form No: PHS Form 731
Title: International Certificate of Vaccination
Reference: AR 40–562, AR 40–403
Special Instructions: After posting SF 601, give to individual.

Form No: DOD 134.12K
Title: Armed Service Vocational Aptitude Battery (ASVAB) Scoring Worksheet
Reference: AR 611–6
Special Instructions:

Form No: MEPCOM Form 740A
Title: Descrepancy Checklist
Reference:
Special Instructions:

Note.
Records and forms listed in this table will be prepared and filed in accordance with instructions contained in applicable regulations, or AR 640–10, as appropriate.

2–12. Partial and advance pay

a. DA Form 2139 (Military Pay Voucher) will be prepared for each receptee. Receptees will be given advance and partial pay only in the amount prescribed by the Department of Defense Pay and Allowances Entitlements Manual (DODPM).

b. Females will receive an initial allowance for purchase of non-government issued clothing in an amount determined by statute.

c. Receptees will not be required to purchase items while at the USARECSTA other than those items which provide for sufficient health and welfare, physical training, and personal items to process through the station and make the transition to IET. USARECSTA commanders will provide a listing of items required for purchase to each receptee; receptees will be afforded the opportunity to purchase these items while at the USARECSTA.

2–13. Personnel security investigations

a. Personnel that have enlisted for MOS training that requires a security investigation will have proper clearances initiated if action has not already been taken. Requests for security investigation will be forwarded not later than the third day of the first week of BT/OSUT. Procedures to ensure clearances are initiated and obtained in a timely manner are contained in this regulation.

b. Ensure that receptees that have in their possession an envelope marked "TO BE OPENED BY PSSP DETACHMENT ONLY" turn in the envelope to processing personnel. Forward this envelope, unopened, to the MILPERCEN PSSP Detachment servicing the USARECSTA (to the Installation Security Officer for those installations not serviced by a PSSP Detachment).

2–14. Kitchen police duties

USARECSTA commanders are authorized to utilize non-prior-service receptees for one day to perform kitchen police duties at the USARECSTA dining facility, provided such duty will not delay the receptees' entry into training. Scheduling of receptees for this duty during processing will be avoided. Kitchen police duties may be performed on nonprocessing days, or upon completion of processing.

2–15. Disposition of receptees

Upon completion of processing, receptees will not be delayed from entering the next training cycle. Orders will be issued assigning (or attaching) the receptee to the various activities indicated below, or as prescribed by MILPERCEN. RC personnel will be relieved from attachment and attached to another unit utilizing Format 440 (AR 310–10, app A).

a. Movement to an on-post training activity. Orders issued will reassign (or further attach) the receptee from the USARECSTA directly to the training company. Prior-service receptees that do not have specific units of assignment at the time of their arrival at the reception station will be reassigned to the AIT training activity, unless otherwise directed by MILPERCEN.

b. Conscientious objectors. Conscientious objectors (Classified 1–A–0) will be assigned to the USATC where modified basic training (MBT) is to be conducted. Personnel will receive MBT training which excludes training and use of ammunition, weapons, and munitions.

c. Movement of receptees scheduled for separation.

(1) *Continental United States (CONUS) residents.* CONUS residents will be assigned to the on-post transfer activity for separation processing.

(2) *Non-CONUS residents.* Non-CONUS residents will be processed in accordance with AR 635–10, chapter 2.

Section II
Basic Interviews and Required Reporting

2–16. General requirements

The interviews required by this section are to be conducted at the USARECSTA or the USATC as prescribed by this regulation and DA Pamphlet 611–1. Interviews will be conducted in a formal, comfortable, well ventilated, and well lighted atmosphere. The interviewer must be fully qualified, and must be thoroughly familiar with personnel processing procedures. Every effort will be made to gain the individual's confidence in order that accurate data may be collected. Interviewers will utilize forms for recording impressions, rating sheets for recording evaluations, and have available a manual which describes the nature and purpose of forms used during each interview.

2–17. Purpose of interviews

Basic interviews are designed to—

a. Ask for and give information.

b. Determine individual qualifications (when required).

c. Provide Headquarters, Department of the Army with specific, accurate information regarding accessions.

d. Identify personnel that have been previously granted a security clearance above SECRET. (See para 3–3 for processing required.)

e. Identify personnel with certain qualifications or enlistment commitments. (See table 2–5 for identification and processing required.)

Table 2–5
Identification and processing of specially designated personnel

Line: 1	
If Receptee: Has an enlistment commitment recorded on enlistment documents.	**Action Required:** Enter enlistment commitment or program in item 4, DA Form 2–1. Include name of option, MOS, and specific station or unit of choice, when applicable.
Line: 2	
If Receptee: Has civilian-acquired skills and/or education which qualifies the receptee for award of related MOS.	**Action Required:** a. Identify as prescribed in AR 640–2. b. Enter the five-character MOS for which qualified in item 4 DA Form 2–1.
Line: 3	
If Receptee: Has been classified as a conscientious objector prior to arrival at USARECSTA.	**Action Required:** a. Record in item 4, DA Form 2–1. b. Assign the receptee to U.S. Army Training Center where modified basic training is conducted. SM will be assigned to BT company after processing at USARECSTA but will receive BT that excludes training and use of ammunition, weapons, and munitions.
Line: 4	
If Receptee: Has DA Form 873 (Certificate of Clearance and/or Security Determination) in personnel records which has been annotated in accordance with AR 604–10, paragraph 1–7.	**Action Required:** Enter "Not eligible for security clearance; see AR 604–10" in item 4, DA Form 2–1.
Line: 5	
If Receptee: Has enlisted for training in MOS 96B or 96D.	**Action Required:** Ensure that the following documents are prepared and placed in MPRJ prior to transmittal of MPRJ to student/trainee MILPO: a. Legibly completed, and signed Statement of Personal History (DD Form 398). b. One set National Agency Check Request (DD Form 1584). c. Two Fingerprint Cards (FD Form 258). (Must be legible and prints classifiable.

2–18. Basic interviews

The interviews to be conducted are called basic because the information collected, records prepared, and decisions made will affect the entire military career of each receptee and their usefulness to the Army. In view of the importance of these interviews, it is essential that they be conducted in an orderly manner and data collected accurately.

a. Initial classification interview. This interview will not be required for most personnel processing through a USARECSTA. Accessions will normally be identified for MOS training by a MEPS. Personnel that require classification processing will be referred to the USAREC Liaison NCO for processing.

b. Initial personal affairs interview. The initial personal affairs interview is conducted primarily to familiarize the individual with information concerning personal affairs and to take actions to complete and process forms for allotments, purchase of bonds, insurance, income tax withholding exemptions, and any matter which the individual desires to discuss.

c. RC personnel briefings. RC personnel will also be interviewed by either the ARNG or USAR liaison NCO to identify any concerns the receptee may have.

2–19. Interviewer responsibilities

The interviewer will—

a. Inform receptees of the purpose of the interview and that questions asked are necessary to ensure that their records are current and information is accurate.

b. Consult with individuals, review personnel records.

c. Verify the highest level of civilian education attained and record this information as prescribed by AR 640–2–1.

2–20. Disposition of collected interview information

Data collected is used by MILPERCEN to establish a data base for the control and distribution of trainees. Interview data will be recorded on the individual's PQR (DA Form 2–1) in accordance with AR 640–2–1.

Section III
Mobilization Processing at U.S. Army Reception Stations

2–21. Scope
This section provides for processing at USARECSTA of enlisted personnel accessed to the U.S. Army during a period of mobilization. The provisions contained herein are effective upon declaration of mobilization by DA. Requirements established in sections I and II of this chapter remain in force unless modified by this section during mobilization.

2–22. Applicability
This section is applicable to those categories of enlisted personnel that will process through USARECSTA during mobilization. This will consist of—

a. Inductees, both voluntary and involuntary.

b. Enlistees in the Regular Army.

c. Enlistees in the ARNG and the USAR that require completion of Initial Active Duty for Training (IADT).

d. Members of the Individual Ready Reserve (IRR) that require training.

2–23. Restrictions
a. Retired personnel recalled to active duty will not be processed through USARECSTA. These personnel will report directly to the installation specified on their orders. (See AR 601–10.)

b. During full mobilization, DD Form 398–2 (Personnel Security Questionnaire (National Agency Check)) will be completed at USARECSTA only for those personnel selected for training in an MOS that requires a security clearance. Current policies remain in effect during partial mobilization.

c. USARECSTA will process those personnel designated for entry into the training base. Additional taskings by installations during mobilization must be approved by CG, TRADOC and will be supported with installation assets.

d. Female personnel will be processed only by those USARECSTA routinely processing females at the time of mobilization.

e. Only Phase I clothing issue will take place during USARECSTA processing. Organizational clothing and equipment will not be issued by the USARECSTA.

2–24. General processing policies
USARECSTA processing during mobilization will be conducted as outlined in this chapter and other pertinent regulations in force at the time of mobilization.

a. USARECSTA commanders will ensure that receptees are processed within 2 workdays following arrival at the USARECSTA.

b. Individuals submitting requests for personnel actions that cannot be approved by USARECSTA commanders will not be held pending disposition, but will be shipped to training units.

c. During mobilization, briefings at USARECSTA will be limited to the following:

(1) Red Cross.

(2) Sole survivorship.

(3) Warrant officer flight training.

(4) Officer candidate school program.

(5) Information for new soldiers. (See TRADOC Pam 600–2.)

(6) Rights and entitlements of receptees.

(7) Conduct and discipline of receptees.

(8) Uniform Code of Military Justice (UCMJ) briefing.

(9) Pay options.

(10) Issuance of Dependent Identification Cards and enrollment of eligible family members in the Defense Enrollment Eligibility Reporting System (DEERS). (See AR 640–3.)

2–25. Testing and classification
a. Testing requirements are modified as follows:

(1) Motor Vehicle Driver Selection Battery (MDB–1) testing will be waived if soldiers have a valid drivers license in their possession. MDB–1 must be administered if the soldier does not possess a valid drivers license and is not MOS classified.

(2) Accessions with a General Technical (GT) score of 110 or higher will be administered the Officer Selection Battery (OSB). Individuals that attain qualifying scores (90 or higher) will be briefed concerning eligibility requirements and application procedures.

(3) ASVAB/AFQT testing will only be conducted for accessions that, upon reporting, have not been previously tested, or for which scores are not available. Prior service (PS) and IRR personnel will not be retested when original scores are available from Defense Manpower Data Center (DMDC).

(4) Auditory perception testing of accessions with an SC score of 90 or higher will be accomplished on an as required basis.

(5) DLPT and DLAB testing will be accomplished on an as needed basis.

b. Restrictions outlined in sections I and II of this chapter regarding administration of inoculations and amount of sleep prior to testing will be adhered to consistent with priorities and the urgency of the situation.

c. Classification actions at USARECSTA will be restricted to—

(1) Accessions for which a training MOS has not been established.

(2) Accessions that are determined to be unqualified for entry into the established training MOS.

(3) Accessions that are determined to possess rare and unusual skills (RAU). Those personnel identified under this provision will possess skills rarely encountered among most accessions. Normally these individuals will have been engaged in technical, professional, or scientific fields rather than administrative, clerical, or business occupations; however, some unique personnel in these latter fields may be appropriately identified and reported under this provision. Precise standards cannot be given. Any non-PS accession that has previously held a security clearance above that of SECRET will be considered as having RAU qualifications.

d. Upon completion and recording of any required testing, accessions will be interviewed in accordance with section II.

e. Personnel that possess RAU, or have received medically orientated training are to be reported to MILPERCEN by message following entry into basic training only if the provisions to report their qualifications by automated means does not exist.

f. Non-English speaking personnel and administrative receptees will process and ship to training units following procedures established by MILPERCEN.

2–26. Special categories of personnel
As part of the interview process all receptees will be questioned to determine if any of the conditions listed below apply.

a. Claims of prior service. A receptee with prior military experience will be classified in the skill in which trained in accordance with AR 600–200, paragraph 2–18. In such cases, length of break in active service will determine disposition. (See fig 2–1.)

b. Conscientious objectors. Several categories of conscientious objectors may be received. (See fig 2–2.)

(1) Conscientious objector classified 1–A–0. These individuals will be fully processed and shipped to MBT.

(2) Individual desiring to substantiate claim as a conscientious objector. (See AR 600–43.) Provide guidance on application procedures. Applications for conscientious objector status cannot be submitted while assigned to the USARECSTA. First unit of assignment where application may be submitted is the basic training unit. The soldier will be advised that while an application for conscientious objector status is being processed that—

(a) Training in the study, use or handling of arms or weapons will not be required.

(b) Participation in those aspects of training not involving the bearing or use of arms, weapons or munitions will not be required.

(c) Compliance with all regulations to include those on training is required.

c. Sole survivor.

(1) Individual has been classified as a sole survivor appropriately by MEPS. Enter assignment limitation on DA Form 2–1.

(2) Individual initiates his or her claim for status as a sole survivor. Counsel receptee on documentation required to substantiate claim. If the receptee has the documentation available, annotate status of assignment limitations on DA Form 2–1. If receptee does not have the documentation, provide a listing of documentation required and process for assignment to BT/OSUT. Provide all possible assistance in order to allow for speedy resolution of the receptee's status.

d. Potential Officer Candidate School (OCS) applicants. Provide data on application procedures in accordance with AR 351–5.

2–27. Personal affairs processing

a. A listing of forms to be completed during reception station processing, including those forms for completion during the consolidated personal affairs interview, is contained in table 2–4.

b. If an individual claims to have a past history that would require approval of a moral waiver in order to qualify for induction, and was not processed for a waiver by the MEPS, procedures outlined in AR 601–270, as modified below will be followed. (See fig 2–3.)

(1) DA Form 2981 (Application for Determination of Moral Eligibility for Induction) will be addressed from the Commander, USARECSTA to the commander exercising general courts-martial jurisdiction for final action.

(2) Individual will be retained in the reception station pending final action on the request for waiver.

(3) If the waiver is approved, it will be filed in the receptee's MPRJ; if the waiver is disapproved, the receptee will be processed for separation.

c. When a receptee claims that overriding considerations of personal family hardship exists, the individual will be questioned to determine whether or not his or her local Selective Service Board previously considered the family hardship. Direct contact with the local Selective Service Board is authorized, if required, to make such a determination. If the circumstances were previously considered and the receptee was found eligible for induction, continue to process the individual for training. The receptee will be counseled regarding procedures for requesting release from active duty when extreme family hardship is involved, should personal circumstances become more severe. If the circumstances were not considered when determining eligibility for induction, assist the receptee in obtaining required documentation to make application for release from active duty in accordance with AR 635–200 and process for training. (See fig 2–4.)

d. Receptees claiming to be homosexuals will be processed in accordance with AR 635–200. (See fig 2–5.)

2–28. Individual Ready Reserve processing

Guidance for processing of IRR personnel is contained in table 2–1.

Chapter 3
Processing and Reporting Policies at U.S. Army Training Centers

Section I
Processing During Basic Training

3–1. General

This chapter provides policies for the processing and assignment of replacement stream personnel and individuals that have been ordered to IADT. Responsibilities of training center commanders are contained in paragraph 1–4.

a. Personnel will be processed as required by this chapter with a minimum of delay.

b. BT start date will be reported as the first Friday following the date that the soldier starts basic training.

c. BT will be conducted only in the institutional training base.

3–2. Records processing at USATC

a. The standardized procedures contained in appendix C will be followed when processing records. Reviews will be conducted before the start of the basic training cycle. Record checks will continue during training and will be completed before releasing the individual for assignment.

b. Requests for missing records will be submitted as follows:

(1) *Replacement stream personnel.*

(a) If DD Form 4 (Enlistment Agreement-Armed Forces of the United States) is missing and cannot be located at the reception station, the enlistment agreement will be confirmed in REQUEST, and the training activity commander will request a copy from the Commander, U.S. Army Enlisted Records and Evaluation Center, Fort Benjamin Harrison, IN 46249–5170.

(b) When DA Form 2–1 (Personnel Qualification Record) is missing, the procedure in AR 640–2–1 for tracing, reporting, and initiating temporary qualification records will be followed.

(c) MPRJ, including medical records for personnel that were formerly on active duty and were released to the USAR from either active duty or active duty for training and that are presently members of the IRR may be obtained from the Commander, U.S. Army Reserve Component Personnel and Administration Center, ATTN: AGUZ–RSP–CL, 9700 Page Boulevard, St Louis, MO 63132–5260. Records for personnel that were formerly on active duty and were discharged will be obtained from the Center Manager, National Personnel Records Center, GSA, 9700 Page Boulevard, St Louis, MO 63132–5260. See AR 340–1, appendix A for detailed listing of records maintained at various records centers.

(2) *RC Personnel.* When records cannot be located, the training activity commander will prepare records in accordance with the provisions of AR 640–2–1 and AR 640–10. Missing records or replacement copies for RC personnel will be requested as follows:

(a) For members of the ARNG: From the adjutant general of the State in which the individual's ARNG unit is located.

(b) For members of the USAR: From the commander of the Army area in which the individual's USAR unit is located. Addresses are contained in appendix C.

3–3. Review of records and screening for special category personnel.

a. Replacement stream personnel. A thorough records review will be made to gather the information necessary for the assignment of basic trainees by name to advanced individual training as prescribed by this regulation. This review will be completed before the date required for submission of the MILPC–17(R1) Report. Interviews will be held when necessary to ensure the accuracy of information contained in the individual's records. Personnel records will be examined to—

(1) Check for accuracy.

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

(3) Ensure that MPRJ (DA Form 201) for all individuals, except RC IADT, that lack high school completion or that have less than a standard score of 90 in the GT Aptitude area is marked on the lower left corner of the inside front cover with a rubber stamp impression "Educational Counseling Required".

(4) Ensure verification of security clearance above that of SECRET claimed by individuals that are identified as personnel with rare and unusual (RAU) qualifications (in accordance with AR 600–200). Forward a message to Commander, Central Personnel Clearance Security Facility, Fort Meade, MD 20755–5250. The message will include the individual's full name, date and place of birth, social security number, degree of clearance claimed (e.g., TOP SECRET and crypto), and date and place of assignment requiring clearance (e.g., Ft Sill, OK, Jun 82–Jan 83). The Central Personnel Clearance Security Facility will respond by message verifying clearance and basis for the clearance.

b. Personnel with civilian-acquired skills (CAS). Personnel with usable CAS will be reported in accordance with this regulation.

c. Enlistment commitments.

(1) All commitments will be reported on Training Card Two (TC2) (appendix E) to enable MILPERCEN to fulfill the Army's agreement with the enlistee. Enlistment documents, orders published by MEPS, and the REQUEST printout sheet will be reviewed to verify the enlistment agreement. These documents specify course numbers, class reporting dates, and the date the individual should commence BT, AIT, or OSUT and basic airborne training (BAT). To prevent shortfalls at service schools, it is necessary that individuals arrive at the appropriate school on established class reporting dates. When an individual is recycled during basic

training, leave will either be reduced or deferred entirely to ensure arrival at the service school as scheduled. In these instances, an official statement of leave not granted, signed by the individual and the personnel officer will be filed in the individual's DA Form 2143 or 3716. Every effort will be made, without coercion, to obtain a waiver of enlistment commitment when no subsequent class reporting date is available.

(2) Verify that personnel that have the Airborne, Ranger, or Special Forces enlistment options qualify for training and assignment. The BT/OSUT commander will administer the appropriate physical training test and ensure medical examination has been accomplished in accordance with AR 40–501.

d. Enlistment commitment for warrant officer flight training. Trainees that have an enlistment commitment for warrant officer flight training will be required to undergo a type B medical examination as prescribed in AR 40–501. The examination will be completed and the results forwarded to Commander, MEDDAC, ATTN: ATZQ-MDMA-ER, Ft Rucker, AL 36360–5000.

(1) Trainees will not be ordered to preflight training until they have been determined to be medically qualified by Commander, MEDDAC, Ft Rucker, AL. Every effort will be made to ensure that determination of medical fitness for flight training is obtained prior to the trainee's completion of basic training.

(2) Trainees that do not meet Class I standards of medical fitness for flying and are disqualified by Commander, MEDDAC, Ft Rucker, AL will request either discharge or retention in accordance with AR 635–200.

(a) Those that are medically qualified for retention under the provisions of AR 40–501 may elect to complete the period of service for which they enlisted. In accordance with AR 601–210 these trainees will be afforded the opportunity to select a course for which qualified and for which quotas are available.

(b) Trainees requesting either discharge or retention will be processed as required by AR 635–200.

3–4. Unfulfilled enlistment agreements

If it appears that the enlistment agreement made to the soldier cannot be fulfilled, the individual must be counseled regarding the right to submit a claim for an unfulfilled enlistment commitment.

a. Breach of contract does not exist if a trainee is afforded training leading to the award of the MOS stated in their contract but the individual fails to complete the training in that MOS.

b. Every effort will be made, without coercion, to obtain a waiver of enlistment commitment. All requests for waiver must be voluntarily initiated, and the individual must be counseled regarding the meaning of a waiver. The fact that an individual has been counseled does not impose an obligation upon the Army to approve any claim of unfulfilled enlistment commitment.

c. Counseling will be documented and accomplished by a qualified and responsible individual that has been identified and selected by the commander concerned.

d. Waivers will be prepared as prescribed in AR 601–210. A suggested waiver format, which meets the requirements of AR 601–210, is contained in figure 3–1.

3–5. Trainees not qualified for enlistment commitment

Trainees that are found to be ineligible for training in their commitment MOS will be advised of the alternate options for which they are qualified and a quota is available. Individuals that elect an alternate option will have a reservation made for training. If the individual is not qualified for another option, or if one is not available, counsel as required by paragraph 3–4.

3–6. Package platoon training

The PPT is designed to build unit cohesion and promote high morale and motivation by grouping soldiers into platoons at the reception station and keeping the group together throughout IET. Following training all members of a PPT platoon will be assigned to the same installation or geographic area. Upon arrival at the first duty assignment, final assignment remains the perogative of the installation commander. Ideally, the cohesion, camaraderie, confidence, and teamwork developed within the platoon will result in lower attrition and higher training accomplishments.

a. Selection of personnel as a member of a package platoon will be consistent with enlistment agreements. A soldier that has been identified as a member of a PPT unit by a USARECSTA, and selection conflicts with enlistment commitments, will have the PPT identification removed; correct enlistment commitments will be reported in accordance with chapter 4.

b. To preclude unnecessary delay in arriving at first duty assignments, PPT members will not be selected for Hometown Recruiter Assistance Program (HRAP), or for any other special duty.

c. Permanent change of station (PCS) orders for PPT members will contain the following statement. "Soldier is a member of Packaged Platoon (MOS–Week No.–Platoon) for (Platoon designation)."

d. Recycled members of a PPT platoon will have the PPT identifier removed. This will be accomplished through submission of a Change Data Card (CDC).

e. Individuals designated as a PPT member will not be removed from that platoon unless a conflict with enlistment agreement exists, or they fail to complete training with the rest of the platoon due to recycle or academic failure. Participation in a PPT platoon is mandatory; individuals will not be removed from a platoon based solely upon the request of the individual.

g. PPT members are authorized leave enroute to their duty station and may not arrive together.

3–7. Administrative processing

As a minimum, the following administrative actions will be accomplished before the soldier completes BT:

a. Review the contents of the MPRJ for correctness of data.

b. Initiate security investigations, when necessary. (The MILPERCEN PSSP (or installation security office) will process those personnel that have enlisted for an MOS/Enlistment Option requiring TOP SECRET/Special Compartmented Information (SCI) access, and take action to ensure Special Background Investigations (SBI) are initiated.) (See app K.)

c. Ensure that results of security investigations are posted to PQR in accordance with AR 640–2–1. DD Form 1584 will be filed in MPRJ in accordance with AR 640–10. (If DA Form 873 is issued, DD Form 1584 will be removed from MPRJ.)

(1) If results of security investigations are not received by the end of the fifth week of BT, tracer action will be initiated in the form of a PRIORITY message to Commander, Central Clearance Facility (CCF), Fort Meade, MD. Message will include name, date and place of birth, social security number, date initiated, and type investigation pending. For trainees that require a favorably completed ENTNAC or higher investigation/clearance to enter a specified AIT or OSUT program, the message will also state the clearance required to enter (or continue) training, and the date training is expected to commence. If response has not been received by the end of BT, a followup message will be prepared and forwarded to Commander CCF. A copy of tracer will be filed as an action pending document in MPRJ.

(2) In those instances where a final clearance has not been granted by Commander CCF an "interim" clearance may be granted in accordance with current CCF instructions. Interim clearance/access is sufficient to satisfy associated administrative actions, to include award of MOS, and for a soldier to depart in a PCS status for initial assignment. Once an MOS has been awarded, any bonus due as a result of an enlistment commitment will be paid. (Should a final clearance be denyed by CCF, and the MOS withdrawn in accordance with AR 600–200, chapter 2, the responsible Finance Officer will recoup any bonus paid.) Once the MOS is awarded, the soldier is qualified for POR procedures under the provisions of AR 612–2 and DA Pam 600–8–10. The only exception to this guidance will be those specific requisitions with a stated requirement for a final clearance. For those instances, special instructions will be included in assignment instructions issued by MILPERCEN.

(3) Queries concerning completed ENTNAC actions should be directed to Director, DOD–NACC, Defense Investigative

Service, P.O. Box 1983, Baltimore, MD 21203.

d. Administer immunization. (See AR 40–562, table 2.)

e. Conduct dental examination or inspection. (See AR 40–3.)

f. Conduct eye refraction, when necessary. (See AR 40–501.)

g. Record the date of Tuberculin Skin Test results reading on SF 601 (Health Record—Immunization Record). (Tuberculin Skin Test is administered at the USARECSTA; results of the test must be read within 72 hours.)

h. Issue DD Form 2A (ACT) (Active Duty Military Identification Card) if not previously issued at the USARECSTA. (See AR 640–3.)

i. Prepare DD Form 1172 (Application for Uniformed Serviced Identification and Privilege Card) if review of MPRJ indicates the individual has eligible family members, and an interview with the individual reveals that DD Form 1172 was not prepared at USARECSTA. See AR 640–3 for instructions regarding preparation and forwarding of DD Form 1172.

j. Ensure that individuals are encouraged to prepare a DA Form 3955 (Change of Address and Directory Record) for dispatch to their next of kin when executing forms for notifying correspondents of change of address.

3–8. Unit processing

Unit processing includes the following:

a. Explanation of unit organization.

b. Clothing check.

c. Issue of organizational clothing and equipment (other than those previously issued for health and comfort).

d. Marking of clothing.

e. Information pertaining to the wearing of the uniform.

f. Immunization and dental work.

g. Orientations (if not previously conducted at USARECSTA).

(1) Reading and explanation of specific articles of the UCMJ Art. 137.

(2) Code of Conduct. (See AR 350–30.)

(3) Geneva and Hague Conventions. (See AR 350–216.)

(4) Benefits of an Honorable Discharge. (See AR 350–21.)

(5) DA Pam 630–1 will be discussed, and a copy issued to each trainee.

(6) Unit outprocessing procedures.

3–9. Prior-service personnel (PS)

a. PS personnel that enlist, reenlist, or are inducted into the Active Army will be required to undergo training as indicated below.

(1) Those with a break in service of 5 years of more, regardless of service and previously held MOS, will undergo IET (BT/AIT/OSUT) at specified USATC and schools.

(2) Those with a break in service of less than 5 years that reenter for an MOS held during their previous enlistment will be assigned directly to field units. Unit commanders will be responsible for providing the necessary transition or refresher training.

(3) Those with a break in service of less than 5 years that reenter for an MOS not previously held will receive AIT training in the new MOS. If AIT is taught in an OSUT mode, the individual will be programmed to report in sufficient time for appropriate processing and by the first day of the first week of the OSUT training cycle. Decision on whether to administer diagnostic testing to determine the appropriate integration point in the training cycle will be at the discretion of the USATC commander. If diagnostic testing is conducted, testing will be accomplished prior to start of training, and will be based upon the basic entry and initial skill critical task required for Skill Level One (1) MOS competence.

(4) Personnel that have completed IADT as members of the ARNG, USAR, IRR, or the U.S. Marine Corps Reserve (provided that service in a RC Troop Program Unit of the Army or Marine Corps terminated within 5 years of date of current entry on active duty with the Army) will be processed in accordance with (2) and (3) above.

(5) Personnel who, immediately before entry in the RA, have completed 2 or more consecutive years of satisfactory service beyond IADT in a RC Troop Program unit of the Army or Marine Corps will be processed in accordance with (2) and (3) above. Satisfactory service includes regular participation in unit paid drill assemblies and attendance at 2 annual training periods.

b. PS personnel that are accessed in an MOS previously awarded and are not required to undergo a complete BT, AIT, or OSUT training cycle will only receive refresher training necessary for preparing individual replacements for overseas movement (POR) qualification. (See AR 612–2.) Training will be programmed as soon as possible to allow immediate departure upon receipt of assignment instructions from MILPERCEN. *Navy and Air Force prior service personnel may not have received training in weapons handling. This training must be accomplished prior to departure.*

3–10. Preparation of training assignment reports

Replacement stream personnel will be reported by name to MILPERCEN for assignment to AIT.

3–11. Evaluation during training (BT, AIT, and OSUT)

a. Training records. A training record will be initiated for each trainee and maintained at company level throughout the training period.

(1) Records initiation will be accomplished not later than the end of the second week of training.

(2) Training records will be transferred with the individual to the gaining unit if an individual is recycled. If recycle occurs during the second week of training, or earlier, a training record will be prepared and transferred with the individual.

(3) Upon completion of basic training, part I of the training record will be signed by the unit commander, or training officer. The record will then be placed in the trainee's MPRJ for transmittal to the receiving AIT unit.

(4) Part II of the training record is applicable during AIT at USATC in CONUS.

b. Physical limitations. Training commanders may modify training programs to the extent necessary for those individuals that are physically incapable of completing specific requirements of the appropriate Army Training Program (ATP). This action will not preclude application of the provisions of AR 350–4, which requires that, except for certain cases, all individuals must complete a qualification course with their basic weapon.

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

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

(3) When the temporary illness or injury will preclude return to BT for a period of more than 2 weeks, the USATC commander may advance the trainee to AIT if, in the commander's judgement, the individual is sufficiently qualified and physically able to participate in such training. The AIT installation must have facilities necessary to complete POR qualification that was not completed in BT. AIT activities receiving non-POR qualified individuals will ensure that those individuals complete POR qualification prior to completing AIT.

(4) Trainees with illnesses or injuries of a temporary nature that cannot be processed as specified in (2) and (3) above will be reported to DAPC–EPT–I, MILPERCEN for disposition. RC personnel that require special actions that cannot be administered through normal channels will be referred to the ARNG or USAR Liaison NCO.

c. Emotional adjustment. Close contact will be maintained with the mental consultation service in handling problems and the prevention of mental disorders. Recommendations for the changes to medical status will be obtained from this facility where problems of emotional adjustment are involved.

d. Evaluation of disqualification. Close and continued attention will be given by all personnel charged with training responsibility to quickly detect individuals that are unfit, untrainable, or otherwise unsuitable for

military service. Recycling policies will be as indicated in the appropriate Army Training Program. Accordingly, all company and similar unit commanders, during or upon completion of the BT cycle, will review the progress of each trainee and recommend elimination procedures to the appropriate higher headquarters of all personnel considered unsuitable for military service. (See AR 635–200.) Training activities will retain personnel for which separation has been recommended until final disposition of the case has been made by the reviewing authority. Failure to initiate proceedings for any individual before the completion of the BT cycle will not preclude later action.

e. Processing individuals for separation. Trainees being processed for separation except as specified in paragraph 3–4 will continue in BT until action is completed. Trainees that will complete BT before a final decision is made on their separation action will be telephonically reported to DAPC–EPT–I, MILPERCEN. When possible, the trainee will be assigned to AIT at the installation where they are undergoing BT, or authority will be granted to delay entry into AIT pending completion of the separation action. If the trainee has an enlistment commitment requiring a specific AIT, include this information in the telephonic report to MILPERCEN.

f. Assignment of personnel to nuclear or chemical duty positions. Close and continued attention will be given to the initial screening of trainees potentially qualified for AIT in an MOS requiring screening under AR 50–5 or AR 50–6. DA Form 3180 (Personnel Screening and Evaluation Record) will be initiated, and trainees will be evaluated against the selection criteria contained in AR 50–5 or AR 50–6.

3–12. Training assignments

a. A training assignment card (TAC) will be transmitted to the losing MILPO for all personnel that are scheduled to undergo AIT. Personnel that are not scheduled to undergo AIT (e.g., CAS, and alternate training, Phase II) will not receive a TAC. No change or substitution of training assignment instructions will be made by any commander unless specifically authorized by MILPERCEN.

b. Training assignments are normally forwarded during the fourth week of BT to both the losing and gaining training activities. If a training assignment is to be changed or deleted, a Change Training Assignment Card (CTAC) will be forwarded to the losing and gaining training activities. The format of the CTAC is identical to that of the TAC.

(1) The TAC will serve as the source document for the preparation of continued training assignment orders and initiation of security investigations when required.

(2) The TAC will be placed in a separate envelope and filed in the soldier's MPRJ before the individual departs the BT location. This envelope will be marked in bold letters: "TRAINING ASSIGNMENT CARD—DO NOT REMOVE UNTIL SOLDIER ARRIVES AT FIRST PERMANENT DUTY STATION, OR IN THE CASE OF RESERVE COMPONENT PERSONNEL, UPON RETURN TO RESERVE UNIT." If a CTAC is received, that card will be filed in this envelope in lieu of the original TAC.

(3) Upon receipt of a TAC, the BT activity MILPO will verify that the soldier is still qualified for the scheduled MOS training. Soldiers that are assigned to training for which they are not qualified will be immediately reported to DAPC–EPT–I, MILPERCEN (AUTOVON 221–8479 or 8492) for assistance and guidance.

(4) TAC instructions will be compared with enlistment agreements on file in MPRJ to ensure that they are in agreement with the enlistment contract. Discrepancies will be immediately reported to DAPC–EPT–I, MILPERCEN for assistance and guidance.

(5) The standardized procedures contained in this regulation will be followed when processing and verifying TAC. Format for the TAC and CTAC are contained in appendix I.

3–13. Assignment of personnel

a. Upon receipt of training assignment instructions from MILPERCEN, or determination that an individual is eligible for separation, orders will be prepared in accordance with AR 310–10. Commanders of BT activities will take the following actions:

(1) Ensure completed ENTNAC results are placed in the individual's MPRJ.

(2) Assign BT graduates to classified AIT when the soldier is sufficiently cleared to start training. Personnel will not be retained at the BT installation except for those scheduled for MOS training where first day access to classified material is required in the AIT/OJT phase. Trainees scheduled for AIT instructions and OJT or CAS that does not require first-day access to classified material in the AIT or OJT phase will be shipped by the BT activity to the AIT activity immediately upon completion of BT. Tracer action will be initiated when necessary.

(3) Issue orders in accordance with AR 310–10 assigning or attaching personnel to the training activity specified by MILPERCEN on the TAC.

(4) Provide USAR and ARNG unit commanders with information copies of orders attaching RC IADT personnel to AIT; orders issued will include the individual's ARNG or USAR unit designation and location, and the MOS in which the individual is to receive training. One copy of the order issued by the training activity to attach these individuals for AIT will be forwarded as follows:

(a) ARNG personnel—To the adjutant general of the State in which the individual's ARNG unit is located.

(b) USAR personnel—To the commander of the Army area in which the individual's USAR unit is located.

(c) IRR personnel—To Commander, RCPAC, ATTN: DARP–EPS, 9700 Page Boulevard, St Louis, MO 63132–5260.

c. Training activity commanders will telephone DAPC–EPT–I, MILPERCEN, AUTOVON 221–8479 or 8489 for changes to training assignment instructions that are in conflict with enlistment agreements if a training space is not available on REQUEST (T–Space module) in the commitment MOS.

3–14. Posting of training entries on personnel records

Training completed during basic training (ATP 21–114) will be posted to personnel records as prescribed by AR 640–2–1.

3–15. Records processing

Records will be processed in accordance with instructions contained in AR 640–2–1 and this regulation.

3–16. Out-processing from BT

Upon receipt of assignment instructions from MILPERCEN commanders will—

a. Emphasize to individuals handcarrying their MPRJ (AR 640–10) to the gaining organization, or in the case of RC personnel to their home unit, the importance of safeguarding the MPRJ.

b. Brief each trainee that taking family members, privately owned vehicles, and household goods to AIT activities may cause them financial hardship, work a severe hardship upon family members, and interfere with training and movement to their first unit of assignment. A copy of this briefing will be attached to each individual's orders. Trainees will be advised to resettle their family members and make suitable disposition of vehicles and household goods before entering AIT. Trainees that will undergo AIT at the same installation that conducted BT will also be briefed on these subjects. The following factors will be emphasized:

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

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

(3) On-post quarters normally *will not* be available to trainees.

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

(5) Public liability insurance coverage is required for POVs operated on military installations.

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

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

(8) Disposal of privately owned vehicles is a personal responsibility. Personnel will be advised that abandonment of privately owned vehicles upon departure from the installation is not proper disposal.

(9) First unit of assignment will be issued while the soldier is undergoing AIT or is in the MOS training phase of OSUT. RA soldiers that do not have a station of choice enlistment option are subject to assignment worldwide following MOS training. Assignments are issued by MILPERCEN in accordance with enlistment commitments and the needs of the Army. Assignment to an installation for AIT is for training only and does not indicate that the soldier will receive an assignment to that installation following completion of training.

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

d. Ensure that personnel records are accurate, complete and current prior to departure.

3–17. Leave

Leave will be indicated on the TAC issued in the fourth of week of BT and may be granted in accordance with AR 630–5, providing it does not conflict with scheduled AIT report date. In the event leave is reflected on the TAC, and the individual would be delayed in arriving for training on the date specified, leave will not be granted.

Section II
Processing During Advanced Individual Training

3–18. General

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

b. Commanders of training activities, including Army and Department of Defense (DOD) service schools, will ensure that all individuals are trained in the MOS and/or language directed by Headquarters, Department of the Army (HQDA).

c. Not later than 5 days following arrival of an IET soldier, the trainee MILPO will review the TAC contained in the trainee's MPRJ and prepare and transmit a Training Control Card (TCC). (See app F.) If a soldier is placed in a casual status awaiting start of training, and will remain in that status in excess of 1 week, DAPC–EPT–I, MILPERCEN will be notified by message. If the TAC is not in the soldier's records, the gaining command roster, which is mailed to the AIT activity by MILPERCEN during the 5th week of basic training, contains the same data and may be used for verification.

3–19. In-processing

When a trainee arrives for AIT, or follow-on training at an installation other than that where BT was conducted, the following will be performed:

a. Commander's welcome and brief general orientation, including subjects not previously discussed at the BT activity. Subjects will include, but not be limited to those listed below.

(1) Welcome by the commander, or designated representative, assisted by other personnel, as appropriate.

(2) Mission of the activity.

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

(4) Passes and leave.

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

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

(7) Information about local post facilities, special services, and recreation facilities.

b. Review of records and actions required.

(1) Personnel Qualification Record (DA Forms 2 and 2–1) and other records will be reviewed by a personnel management officer, or other management personnel, within 48 hours after start of the AIT course to ensure input of qualified personnel.

(a) Personnel possessing skills or knowledge which would be attained through completion of the scheduled course may be enrolled in the course to obtain familiarity with Army nomenclature, or they may be accelerated in training. MOS will be awarded to personnel considered fully qualified in accordance with AR 600–200. Requests for assignment instructions for these individuals will be prepared and submitted to MILPERCEN in accordance with Chapter 6 (immediately available personnel).

(b) Personnel that report to a training activity other than the one specified on the TAC in the MPRJ, may be retained at that installation for training if the MOS specified in the TAC is conducted at that installation, and a training space is available. If the installation does not conduct training in the MOS, contact DAPC–EPT–I, MILPERCEN, AUTOVON 221–8479/8489 for disposition instructions.

(2) MPRJ will be screened for ENTNAC results or BT end-of-cycle ENTNAC message request. If the MPRJ does not contain ENTNAC results, immediately initiate appropriate action to obtain the results from CCF.

c. Miscellaneous processing.

(1) Physical inspection, when required.

(2) Personal affairs.

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

(4) Assignment to training company and company processing.

3–20. RC IADT personnel

These individuals will be processed and trained in a manner similar to other trainees. In the event of a class overfill, RC personnel with reservations for training, verified through the REQUEST Training Space Management Module (T-Space), will be entered into training ahead of all other personnel. Overfills will be reported telephonically to DAPC–EPT–I, MILPERCEN. *Personnel placed on hold due to class overfill of a previous class will be entered into the next class ahead of all others, regardless of component.* If no class is scheduled within 14 days notify DAPC–EPT–I, MILPERCEN telephonically.

3–21. On-the-job training

a. The training activity commander will enter into on-the-job training (OJT) only those individuals designated by MILPERCEN.

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

3–22. Preparation of assignment reports

Personnel undergoing AIT will be reported by name to MILPERCEN in accordance with procedures contained in this regulation.

3–23. Academic recycling/reassignment to complete AIT

a. Academic recycling will be conducted as follows:

(1) Personnel that are expected to qualify in an MOS with a minimum of additional training may be recycled one time for 2 weeks for additional training, or receive extended training time in specific subjects to meet acceptable MOS qualification standards, providing such action will not cause class overfill.

(2) For courses longer than 8 weeks duration, not more than two academic recyclings of 2 weeks each are permitted, only one of which can be during the last 6 weeks of the course. Exceptions may be granted by training center commanders in exceptional cases where the soldier can be reasonably expected to complete training providing such action will not cause class overfill.

(3) Except for unusual circumstances, academic recycling will be limited to a total of 2 weeks for any trainee in any course of instruction of 8 weeks or less duration. Exceptions may be granted as stated in para (2), above.

(4) The new graduation date for personnel that are recycled will be reported to MILPERCEN in accordance with procedures in appendix F.

b. Individuals that are unable to complete MOS training will be processed in accordance with paragraph 3–24.

c. Personnel that are placed on a casual status while in training because of temporary disabling profiles will be allowed 30 days in which to become fit for training. At the end of the 30 day period and before any reassignment action, a medical doctor will evaluate the individual and certify whether the individual is ready to resume training. Individuals that are not determined to be medically fit to resume training at the end

of 30 days will be reported to DAPC–EPT–I, MILPERCEN for disposition instructions.

3–24. Retraining in another MOS

a. Trainees that are not qualified for enlistment commitments through no fault of their own will be advised of alternate options for which they are qualified and a training quota is available. Individuals that elect an alternate option will be reported to MILPERCEN for a training assignment. If they are not eligible for another option, or if a quota is not available, counsel as required by paragraph 3–5.

b. Individuals that are unable to complete MOS training will be processed as follows:

(1) After the first MOS training failure—

(a) Training unit commander will make recommendation for retention in the service or separation within 2-workdays following relief from training.

(b) Recommendation for retention will be forwarded to the trainee/student MILPO not later than 3-workdays following relief from training. Recommendations for retention of Regular Army soldiers will include the skill in which the soldier prefers training. Recommendations for retention of RC personnel will be processed through the RC liaison NCO for determination of skills required by the RC unit for which the soldier is qualified.

(c) MILPOs will obtain a retraining reservation utilizing the REQUEST T-Space module. If a retraining seat is not available notify DAPC–EPT–I.

(d) Recommendations for separation will be initiated within 7 calendar days following relief from training or determination that retraining seat is not available.

(2) Those personnel that fail their retraining MOS assignment will be processed for separation from the Service. Recommendation for separation will be initiated within 7 calendar days following determination that the individual will be unable to complete training. (See AR 635–200, chaps 11 and 13.) Exceptions to above will be addressed to DAPC–EPT–I.

(3) Trainees that fail to complete more sophisticated MOS training and are recommended for retention in the Army will normally be considered for assignment in a feeder MOS; however, when there are no valid requirements for the feeder MOS, the individual will be retrained against the Army's requirements.

c. New training assignments for individuals that fail to complete their initial training assignments will be obtained in accordance with the following:

(1) Training prerequisites will not be waived without authority from DAPC–EPT–I, MILPERCEN. This is necessary since individuals that are assigned to training for which they do not meet all prerequisites are normally at a severe disadvantage when compared to the rest of the class.

(2) Individuals should be considered for assignment to training they prefer, and for which they have been recommended for by the training activity commander providing a training space is available and they meet prerequisites for that training. If a retraining reservation cannot be made in an MOS requested by the individual, or one for which recommended by the unit commander, a reservation will be made in an MOS for which the soldier is qualified and a training seat is available.

(3) Individuals that had enlistment agreements for training or assignment which required special security clearances and that still qualify for that clearance will be considered for assignment to retraining in an MOS requiring such clearances whenever possible. If a quota is not available on T-Space for these individuals, report the individual to DAPC–EPT–I for guidance.

(4) Individuals that have volunteered for special forces, ranger and/or airborne training and that still qualify for this training will be considered for assignment to an MOS that can be utilized in these special organizations.

(5) Individuals that fail to qualify for an MOS due to typing difficulty will not be reassigned to another course that requires qualification as a typist.

d. Soldiers will not be retrained at training centers more than 15 days beyond date released from training without prior approval from DAPC–EPT–I, MILPERCEN.

3–25. Award of MOS and posting personnel records

a. Individuals completing AIT will be awarded an MOS as prescribed in AR 600–200, chapter 2.

b. The Personnel Qualification Record will be posted as prescribed in AR 640–2–1.

3–26. Assignment of personnel

a. Upon receipt of assignment instructions from MILPERCEN, or approval of discharge by the discharge authority, orders will be prepared in accordance with AR 310–10. Specific assignments and appropriate strength accounting to be accomplished in each instance, are contained in this regulation. Immediately upon receipt of assignment instructions, AIT and service school commanders will request personnel security investigations in accordance with AR 381–20 for individuals whose assignment instructions require a personnel security investigation of a scope greater than an ENTNAC. A copy of the request will be filed in the individual's MPRJ. Individuals will not be retained at the AIT activity or service school pending receipt of the results of the security investigation unless specifically directed by DAPC–EPT–I.

b. DD Form 771 (Eyewear Prescription) for gas mask spectacle inserts (AR 40–3, or as indicated in item 75 of SF 88) will be prepared when required for those individuals identified by MILPERCEN for oversea deployment.

3–27. Out-processing from AIT

Trainees will not be retained beyond training completion for the purpose of outprocessing.

a. All personnel records will be checked for accuracy and completeness. Disposition of personnel records will be in accordance with AR 640–10.

b. Trainees will be given an opportunity to settle personal affairs, as required, during the final week of training.

c. Upon receipt of assignment orders, personnel will be given the opportunity to request partial pay, advance pay, and/or advance travel allowances, as appropriate.

d. Individuals being assigned against requisitions requiring screening under the provisions of AR 50–5 or AR 50–6 will have DA Form 3180 initiated. Personnel that do not meet the requirements of AR 50–5 or AR 50–6 will be reported to MILPERCEN for disposition instructions.

e. The assignment instructions for each AIT graduate will be compared to enlistment agreements on file in MPRJ. If the assignment instructions do not direct shipment to either follow-on MOS training or to the committed unit/station, as required by enlistment agreements, the discrepancy will be immediately reported to DAPC–EPT–I, MILPERCEN. The individual will not be shipped prior to resolution of the discrepancy.

f. Personnel with assignments to an organization or agency identified in AR 614–200, tables 8–2 or 8–4 must meet all prerequisites for that assignment. If an individual fails to meet all selection criteria identified in the appropriate table, the individual will be reported to DAPC–EPT–I, MILPERCEN as ineligible for that assignment. The individual will not be shipped. New assignment instructions will be issued by MILPERCEN. Personnel with enlistment commitments to these organizations or agencies that do not meet prerequisites for assignment will be processed in accordance with paragraphs 3–4 and 3–5.

Section III
Special Processing for ARNG and USAR Personnel

3–28. General

The following policies pertain to ARNG and USAR personnel on IADT.

a. Male personnel under 26 years of age on reporting for IADT will not depart the training activity until the requirement for a minimum of 12 weeks training has been fulfilled (USC 511d) and the individual is MOS qualified, unless IADT orders specify individual is to undergo alternate training.

b. Males, age 26 and over, and females are not required to complete 12 consecutive calendar weeks of IADT. For these personnel, fulfillment of IADT commitment occurs when the individual is awarded an MOS. Accordingly, release will not occur until the expiration of the IADT commitment specified on their agreement, unless recommended for discharge.

c. Personnel that are unable to complete their initial MOS training will be evaluated by their training unit commander, and those personnel recommended for retraining will be interviewed and evaluated by the RC Liaison NCO (personnel management officer when RC Liaison NCO is not available) Disposition will be made as follows:

(1) Personnel not recommended for retraining by their training unit commander will be separated.

(2) The reserve unit will be contacted by the training activity to determine three recommended alternate training MOSs, if alternate training was not identified on active duty orders in the MPRJ. Personnel will be retrained in an MOS that is authorized in their ARNG or USAR units and for which a retraining space is available.

(3) ARNG and USAR personnel that are unable to qualify for an MOS after two training assignments will be separated from the service under the provisions of AR 635–200 or other appropriate authority.

3–29. Applicatory training

Applicatory training is a phase of IADT where certain RC trainees undergo OJT in their MOS in an RA TOE or TDA unit following completion of AIT (or BT when qualified by virtue of CAS) until expiration of their IADT. This training provides practical experience not qualification in the MOS. Applicatory training is normally received at the same installation where AIT or BT was given, and will be conducted under the appropriate Army Training Program (ATP).

3–30. Out-processing

a. Upon completion of required training, RC IADT personnel may be released from active duty for training at a date which, including travel time to the place from which ordered to active duty for training, will not be less than 12 consecutive weeks from the date the individual entered on IADT depending on the time required to qualify the individual in the desired MOS, except as indicated below.

b. Extensions for RC IADT personnel for—

(1) *Commander's evaluation.* Commanders will continually evaluate the individual's progress and recycle when appropriate. An individual may be recycled as prescribed in paragraph 3–23. Care must be taken to ensure that the individual will complete the course during IADT. If the course cannot be completed during IADT, the individual will be retained to complete the training in accordance with the training agreement. The training activity commander will indorse orders extending the individual's IADT for the period required to complete training. (For ARNG personnel see NGB Form 21; for USAR, see DA Form 3540.)

(2) *Emergency readministering of medical examination.* This extension will be made when it is considered to be in the best interest of the service, but only with the consent of the individual. For ARNG personnel, this extension must be approved by the appropriate State Adjutant General. When approval is received to extend an individual to readminister a medical examination, indorse orders and distribute a copy to each headquarters concerned. Five copies of the indorsement will be sent to the State Adjutant General or commander that issued the original IADT orders.

(3) *Complete line of duty determination, physical disability processing, medical care, or hospitalization.* Notification of retention will be furnished to the State Adjutant General for ARNG trainees, or the commander that issued the original IADT orders for USAR personnel by the training activity commander (by the hospital commander when the trainee is a patient in a hospital) stating the reason for retention in accordance AR 135–200.

c. CONUS residents will be out-processed at the training activity as follows:

(1) *Medical examination.* If required, a medical examination will be administered. (See AR 40–501.)

(2) *Preparation of DD Form 214 (Certificate of Release or Discharge from Active Duty).* DD Form 214 will be prepared in accordance with AR 635–5.

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

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

(b) Importance of preserving the individual's copy of DD Form 214 which is received from the separation activity or mailed to the address provided by the individual.

(c) Advising against discarding orientation materials since this material contains information of importance.

(d) Providing a copy of DA Pam 135–2 (Reemployment rights).

(e) Information on the opportunity to purchase short-term health insurance coverage. (Persons being separated after not less than 12 weeks of IADT may be given an opportunity to purchase short-term health insurance coverage.)

(4) *Clothing and equipment inventory.* A complete inventory of clothing and equipment items of the individual will be made. The statement required by AR 700–84 will be recorded on the last page of DA Form 3078 (Personal Clothing Request). The statement will be signed by the individual before release from IADT.

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

(6) *Final pay.* Final payment of all pay and allowances will be made as prescribed in AR 37–104–3.

(7) *Identification cards.*

(a) DD Form 2A (Active Duty Military Identification Card) will be surrendered by each individual before departing the unit. If a member cannot surrender DD Form 2A, the individual will be required to submit a sworn statement explaining the circumstances surrounding the loss. (See AR 640–3.)

(b) DD Form 2A (Res) (Armed Forces of the United States Identification Card) (Reserve) will be issued to all RC Trainees that are returning to Reserve status.

(c) DD Form 1173 (Uniformed Services Identification and Privilege Card) will be obtained from the individual, where applicable. If the individual cannot surrender DD Form 1173, the individual will be required to complete section II, DD Form 1407 (Dependent Medical Card) and DD Form 1172 (Statement).

(8) *Dependent medical care statement.* Each individual will complete section I, DD Form 1407 and DD Form 1172 to the effect that they do or do not have a family member receiving either civilian medical care or medical care in a uniformed services medical facility on date released from IADT. If the individual checks box 3b on the form, commanders will comply with the provisions of AR 40–121 regarding notification in item 9 on the form. This form will be filed as a permanent document in the MPRJ.

(9) *DA Form 664 (Serviceman's Statement Concerning Application for Compensation from the Veteran's Administration).* During out processing, this form will be prepared in accordance with AR 635–10.

d. Non-CONUS residents will be processed for separation as prescribed in AR 635–10.

Section IV
Assignment and Strength Accounting at Training Centers

3–31. General

Training unit commanders will ensure that—

a. Personnel are reported on SIDPERS with a derivative UIC/UPC with a "TR" status code.

b. Each individual's PQR will be posted as prescribed by AR 640–2–1.

c. Orders are published that assign personnel are in accordance with instructions received from DAPC–EPT–I.

3–32. Assignment of trainees

a. Assign (or further attach) individuals identified for separation as follows:

(1) CONUS residents will be assigned (or further attached) to the on-post transfer activity for separation processing.

(2) Non-CONUS residents will be processed as prescribed by AR 635–10.

b. Individuals classified as noncombatant conscientious objectors (1–A–O) after arrival at a BT activity will receive MBT which excludes training and use of ammunition, weapons, and munitions. Individuals classified as noncombatant conscientious objectors (1–A–O) after arrival at an AIT activity will be reported to DAPC–EPT–I, MILPERCEN for disposition instructions.

c. All IET personnel requiring additional training will be assigned (attached if ARNG or USAR) to the AIT activity specified on TAC. IET personnel will not undergo training in a temporary duty status. Individuals that have completed BT will not be retained at the BT activity unless authorized by this regulation without prior approval from Commander, MILPERCEN.

d. IET personnel with enlistment commitments that include airborne training will be administered the Army Standard APRT in accordance with FM 21–20 (17–25 year old category regardless of the age of the applicant). All individuals must achieve a minimum score of 60 points in each event (sit-ups, push-ups, and 2 mile run). APRT will be administered and personnel processed in accordance with the following criteria:

(1) OSUT personnel APRT will be administered during OSUT 2 weeks prior to completion of training.

(2) AIT personnel will be administered APRT 2 weeks prior to completion of training.

(3) Personnel with enlistment commitments for MOS 43E10 will be administered APRT during the 7th week of BT; 43E personnel that fail to meet APRT standards for airborne training will be processed as a retrainee, if otherwise qualified and recommended for retention.

(4) IET soldiers will not be granted leave between OSUT, AIT (BT if MOS 43E10) and BAT.

(5) Personnel that fail to meet APRT qualifications for BAT, that are otherwise qualified for retention on active duty, will have a TCC (Control Reason 74) submitted to obtain a nonairborne assignment. These personnel will not be reported by message or telephonically to obtain nonairborne assignments.

Chapter 4
Control and Distribution of Trainees—RCS MILPC–17(R1) Report (MIN)

Section I
General

4–1. Scope

a. The MILPC–17(R1) Report provides MILPERCEN with personal information necessary to assign RA and RC personnel to AIT, and to assign RA personnel to first units of assignment following IET. Input is prepared by commanders of USARECSTA and training activities, and submitted by training activity MILPOs. MILPC–17(R1) information is used by MILPERCEN to—

(1) Identify the quantity and quality of personnel in the training base.

(2) Select and assign individuals to training.

(3) Identify RA personnel for assignment to RA TOE or TDA units following completion of training.

(4) Monitor and assign ARNG and USAR personnel during IADT.

b. RA and RC personnel that undergo BT and MOS training and are subject to assignment by Commander, MILPERCEN. PS personnel that process through a USARECSTA that do not require further training are not to be reported to MILPERCEN as IET personnel.

c. Individuals attending courses of instruction in a PCS, TDY, or ADT status at Army service schools will be processed in accordance with AR 614–200, chapter 2, section VI (e.g., individuals reenlisting without a break in service for training in another MOS).

4–2. Objectives of the MILPC–17(R1) report

The MILPC–17(R1) report—

a. Establishes and maintains master records for RA, ARNG and USAR personnel. Each record contains the name of each soldier in the training base and all other information required to establish control and distribution programs. This includes—

(1) Creating a record for each soldier that enters the training base.

(2) Updating enlisted master file (EMF) records.

(3) Providing assignment instructions for RA personnel completing IET training.

b. Monitors each individual's progress through training and initiate assignment and control actions when required.

(1) Upon receipt of a TC1 and TC2 from a training MILPO (due not later than the end of the first week of BT), a master record is created; information submitted on TC1 and TC2 is analyzed while the individual is undergoing BT, and assignments are issued for AIT based upon information furnished regarding enlistment commitments and eligibility for training and assignment to a permanent unit (CAS and OSUT personnel). In the 4th week of BT, a TAC for each individual is transmitted to the BT MILPO, and a gaining command roster is sent to the gaining training activity.

(2) Instructions are issued for RA personnel to proceed to units or to further training. First unit assignment instructions are processed and forwarded to the losing activity when the reported graduation data is less than 75 days from the date that assignment processing is initiated at MILPERCEN.

c. Assists HQDA, TRADOC, and training activities in managing training requirements.

d. Identifies records for deletion by MILPERCEN from the active file following departure of the individual from the training base.

4–3. Army personnel trainee reports

The timeliness and accuracy of information reported to MILPERCEN in accordance with this regulation is an essential part of the prompt and accurate processing of training assignments and issuance of first unit assignments. MILPOs are responsible for ensuring that information is reported to MILPERCEN as specified in this regulation; prompt reporting of changes in each trainee's status and corrections to previously reported information will ensure that correct management decisions are made based upon current information. The following reports are used by MILPERCEN to establish and update information for IET personnel:

a. *Training Card One (TC1).* A TC1 will be prepared for every soldier that enters the training base. Information required for preparation of TC1 will be collected, verified, and the TC1 prepared and placed in the soldier's MPRJ by the USARECSTA during processing required by Chapter 2. (See appendix D for instructions on preparation of TC1.) (TC1 is not prepared and placed in MPRJ for installations reporting to MILPERCEN via PTMS. A copy of the file initiated at MEPCOM, and processed by the USARECSTA is made available to the MILPO to report information required by TC1.) PS personnel that report to AIT activities without undergoing BT during current term of service will have a TC1 prepared and transmitted by the first MILPO processing the soldier. MILPOs are responsible for verifying that information contained on TC1 is correct prior to transmission to MILPERCEN.

b. *Training Card Two (TC2).* A TC2 will be prepared for every soldier that enters the training base. The MILPO is responsible for verifying that information is accurate and complete prior to transmission of TC2 to MILPERCEN. (See app E for instructions on preparation on TC2.) PS personnel that report directly to AIT activities without processing through a USARECSTA will have TC2 prepared and transmitted by the first trainee MILPO processing the soldier. The TC1 and TC2 will be transmitted to MILPERCEN not later than Friday, the end of the first week of BT (AIT if PS and individual is not required to attend BT).

c. *Training control card (TCC).* A TCC is required whenever an IET soldier has a change in status. (See appendix F for types of changes in status that are to be reported to MILPERCEN, and for format and procedures to be followed when preparing TCC.) TCC reporting arrival of an individual at an AIT location will be prepared and transmitted in accordance with the following guidelines—

(1) Changes in status for soldiers undergoing BT and OSUT must be reported (i.e., security hold, AWOL, dropped from the rolls, separation).

(2) When a soldier reports for AIT/OJT, a TCC will be prepared by the training activity MILPO during the first week of training. The TCC will be transmitted to MILPERCEN not later than Friday, the first week of training.

(3) Soldiers arriving at an AIT activity that, for any reason, will not be immediately entering training, will be reported to MILPERCEN (DAPC–EPT–I) by telephone. A TCC (Control Reason 02) will be prepared and transmitted within 5

workdays following arrival, the projected class for which the individual is scheduled to enter will be reported. (When the soldier enters training a TCC (Control Reason 70) will be submitted not later than Friday, the first week of training.)

(4) Course lengths specified in Programs of Instruction (POI) will be used to calculate graduation dates.

(5) A TCC reporting start of AIT will not be submitted for soldiers that were reported on TC1 as undergoing OSUT (or for personnel reported as CAS on TC1) unless specifically directed by MILPERCEN. (These personnel will be automatically processed for first unit assignments the week following transmission of TAC by MILPERCEN to the training activity.)

(6) PS personnel that arrive for AIT without first undergoing BT will be reported by TCC. (TC1 and TC2 must also be prepared by AIT MILPO.)

d. Change Identification Card (CIC). A CIC will be submitted when an incorrect name, service number (SSN), or service component has been reported on TC1, or if an individual receives an approval for a change of name. This is the only transaction that will change these three items. (See appendix G for format to be use when preparing a CIC.)

e. Change Data Card (CDC). Submission of a CDC is required whenever an error is detected in a reported enlistment commitment to prevent incorrect training and assignment of an individual. Only items specified in appendix H can be changed. A CDC cannot be submitted to correct a TC2 that has failed to process; the only way to correct a TC2 which fails to process is to correct the information that caused the TC2 to be rejected and to resubmit the TC2. (See appendix H for format and procedures for submission of CDC.)

f. Automated communication facilities. Commanders of training activities and commandants of U.S. Army service schools will use automated communication facilities to submit information required by MILPERCEN. If the installation or school does not have these facilities, coordinate support with the nearest installation that has AUTODIN or PTMS facilities.

4–4. Locally provided information

Training activity commanders may provide supplemental information by message at any time necessary to ensure proper control, assignment, and utilization of trainees when a situation exists where information reporting is not provided for in other procedures.

4–5. Transaction input report

Transaction Input Reports are used by MILPERCEN to verify receipt of AUTODIN transmissions from training installations, and to confirm the number of soldiers that enter training (BT and AIT) during that week. Specific instructions for reporting transmissions to MILPERCEN are contained in appendix B.

4–6. Correction of input

Transactions that fail to process at MILPERCEN will be reported to the MILPO that submitted the transaction. The MILPO will correct the information and resubmit the transaction within 5-workdays following notification that a transaction failed to process.

Section III
Processing During Periods of Mobilization (To be published at a later date.)

Chapter 5
Assignment Information Card and Alert Notification Roster

5–1. General

This chapter provides policies to be followed by trainee MILPO when processing assignments received from MILPERCEN, and provides information for gaining commanders pertaining to Alert Notification Rosters (ANR) which are transmitted to their commands for all AIT personnel projected for assignment to their installation/Major Command. Format for the Assignment Information Card (AIC) is in appendix J; format for ANR is in appendix K.

5–2. Assignment processing policies

Commander, MILPERCEN will transmit first permanent party unit assignment instructions in the form of an AIC to the training activity MILPO.

a. AIC for RA soldiers undergoing AIT will normally be transmitted the week following receipt of a TCC from an AIT activity unless the reported graduation date is more than 75 days beyond the date the TCC is received at MILPERCEN. (Assignments for these personnel will be initiated when the reported graduation date is less than 75 days.) (All trainees must be reported upon arrival in accordance with chapter 4 to provide accountability of the soldier, and to provide information essential for projection of personnel in the training base.)

b. Within 3-workdays following receipt of assignment instructions the MILPO will—

(1) Verify that the assignment received does not conflict with enlistment agreements contained in the MPRJ. Immediate corrective action will be initiated whenever an assignment is received that conflicts with enlistment agreements. Corrections will be submitted in the form of TCC or CDC (chap 4) as appropriate.

(2) Ensure that assignment information is passed to training units to ensure notification of assignment is received by the soldier within 5-workdays following receipt of assignment information by the MILPO. (Assignments that are in conflict with enlistment agreements will not be passed to the training unit, but will be processed as required in (1), above.)

c. Within 2 workdays of receipt, USATC commanders will ensure that individuals are informed of assignment instructions received.

d. The AIC for soldiers that are reported as undergoing OSUT or as possessing CAS will normally be processed the week following transmittal of TAC to the training activity. If TAC is received, and an assignment is not received within 2 weeks for these personnel, the MILPO will telephonically contact DAPC–EPT–I, MILPERCEN for guidance.

e. The MILPO is responsible for ensuring that assignments are received for all personnel in a timely manner. If an assignment is not received 3 weeks following transmission of TCC 70 (or 60 days prior to projected completion of training, whichever is later) and notification that the transaction failed to process has not been received, telephonically contact DAPC–EPT–I for guidance.

f. If a soldier is within 15 days of training graduation date and assignment instructions have not been received, report the individual as IA in accordance with procedures contained in appendix O. Personnel with more than 15 days from training completion date will not have an assignment requested by message. These personnel will be reported by TCC in accordance with chapter 4.

5–3. Deletion/deferment procedures

a. Personnel that are not eligible for an assignment will be reported by electrical message to CDRMILPERCEN ALEX VA//DAPC–EPT–I// within 2 workdays following determination that the individual is not eligible for the assignment and information cannot be reported by TCC or CDC. Message will be in the format contained in appendix N and include specific reasons that the individual is ineligible for assignment received (i.e., soldier assigned to Berlin and does not meet requirements of AR 614–200, table 8–4).

b. Changes to graduation/availability dates will be reported by TCC in accordance with procedures contained in appendix F.

5–4. Alert notification roster

Advance notification of AIT personnel scheduled for assignment is transmitted via AUTODIN to the PPA servicing the gaining unit in the form of an ANR. The ANR is to be used by management personnel to project arrival of AIT students at their first unit of assignment and for coordinating sponsorship for incoming AIT students in accordance with AR 612–10.

Chapter 6
Special Actions and Programs

6–1. General

This chapter describes special programs available to trainees and to training activities. Applications for personnel actions

available to trainees that are not specifically addressed in this chapter, for which the individual qualifies under the applicable Army Regulation will be submitted to Commander, MILPERCEN, ATTN: DAPC–EPT–I, 2461 Eisenhower Avenue, ALEX, VA 22331–0400 for consideration.

6–2. Reporting of immediately available personnel

a. Immediately available (IA) personnel are those soldiers that are available for assignment without further training. Personnel to be reported to Commander, MILPERCEN as IA include—

(1) Personnel that are within 15 days of projected graduation from AIT and are not in receipt of assignment instructions.

(2) Personnel that have received assignment instructions and the individual does not meet prerequisites for that assignment (i.e., not eligible for clearance required).

(3) Personnel that are released from Officer Candidate School or Warrant Officer flight training.

(4) Personnel that are released from the U.S. Army Military Academy (USMA) to include the USMA Preparatory School.

(5) Personnel that complete a period of confinement in a retraining brigade and are MOS qualified.

b. Procedures and format for reporting personnel as immediately available are contained appendix N.

6–3. Exchange assignments

a. USATC commanders are authorized to process requests for exchange of assignments between trainees going to their first permanent unit following AIT when extenuating circumstances or hardship conditions exist which do not meet criteria established in AR 614–200 for compassionate reassignment. The following additional conditions must be met:

(1) Both individuals must—

(a) Have the same skill qualifications (i.e., MOS, SQI, ASI and skill level).

(b) Waive any enlistment commitment that guarantees a unit or station of choice.

(c) Be able to arrive at the new duty station as required in the assignment instructions. (Arrival month must be the same for both individuals.)

(d) Be able to meet all special requirements for the assignment (e.g., POR, AR 50–5, security investigation completed and clearance issued if required, etc.).

(e) Be trainees. Exchange of assignments will not be approved between trainees and permanent party personnel.

(2) The soldier requesting the exchange of assignment must have a valid and documented hardship condition which would not normally meet criteria established in AR 614–200 for a compassionate reassignment. Vague, or undocumented hardship conditions will not normally be processed under this provision. The individual that agrees to exchange of assignment will not submit a separate request, but will provide a statement agreeing to the exchange of assignment and, if applicable, waive any enlistment commitment for a first unit of assignment. Statement agreeing to exchange assignment and waiver of enlistment commitments will be attached as enclosures to the request submitted to MILPERCEN. (If the request for exchange assignment is approved, waiver of enlistment agreements must be completed prior to issuance of assignment orders. (See fig 3–1 for sample format for waiver of enlistment agreements.)

b. Requests for exchange assignment must be forwarded to arrive at MILPERCEN, ATTN: DAPC–EPT–I not later than 15 days prior to completion of MOS training for both parties. Personnel will not be retained at training centers solely to submit an application for exchange assignment.

c. Other requirements deemed necessary by the commander of the training activity/training center to ensure timely processing of requests and issuance of orders (e.g., time limits for acceptance of request from trainees may vary and will be established to satisfy local processing requirements).

d. Approval authority is Commander, MILPERCEN. Only those requests that are recommended for approval by the training center commander will be forwarded to Commander, MILPERCEN, ATTN: DAPC–EPT–I.

e. The MILPO will revoke original assignment orders and issue new assignment orders in accordance with assignment instructions received from MILPERCEN. Distribution of orders will be in accordance with AR 310–10.

6–4. Married Army Couples Program (MACP)

a. Requests for MACP assignments submitted by IET personnel will be processed in accordance with DA Pamphlet 600–8. (See AR 614–200 for guidance on the assignment of married couples.)

b. Personnel in AIT must apply for assignment to their spouse's location. If both members are in AIT, only one member will apply for a MACP assignment; if both members have enlistment commitments, one or both members may need to waive their commitment. Application for MACP assignment does not guarantee assignment to the area requested. Assignment will be made based upon the needs of the Army and availability of requirements for both individual's MOS's at the location requested.

c. All requests for MACP assignment must be fully documented and verified at the training center. All requests for MACP assignment where one party is in AIT will be processed by DAPC–EPT–I. Requests will be forwarded as soon as the marriage takes place or upon arrival at AIT/OSUT, whichever occurs later. Requests for MACP assignment will not be accepted at MILPERCEN via telephone. Requests submitted via electrical message must include the name and telephone number of the authenticating officer.

6–5. Volunteers for airborne, special forces, and ranger training and assignment

a. Personnel in the training base may volunteer for airborne, ranger, or special forces training and assignment while undergoing BT or AIT. Applications are to be forwarded to arrive at MILPERCEN (DAPC–EPT–I) not later than 15 days prior to projected completion of training. Applications that are submitted after this time will contain a justification for late submission.

b. Personnel volunteering for airborne, ranger, or special forces training and/or assignment must meet prerequisites contained in AR 614–200, chapter 6 and be undergoing training in an MOS identified by MILPERCEN as being authorized within that type unit. Detailed procedures for submission and processing applications for airborne, ranger, or special forces training and assignments are contained in AR 614–200.

c. Personnel that volunteer for airborne, ranger, or special forces training will be automatically considered for assignment to that type unit by MILPERCEN when application is received. A projected requirement must exist for the individual's grade and MOS in a unit before an assignment will be issued. Application for training and assignment does not constitute a guarantee of assignment following training. Applicants that do not receive an assignment to an airborne, ranger, or special forces unit will be considered by their career branch for that type assignment upon PCS from their first unit assignment.

d. Training assignments for airborne, ranger, or special forces training will be issued by Commander, MILPERCEN (DAPC–EPT–I).

6–6. Hometown Recruiter Assistant Program (HRAP)

a. HRAP is designed to help meet increasing quality requirements of the Army, and provides for selected AIT graduates to return to their hometowns as recruiter aides for a limited period (usually 45 days). HRAP aides assist recruiters in developing leads that may result in enlistments. RA AIT graduates are eligible to be selected for HRAP. Members of the USAR or ARNG are not eligible. While HRAP is a proven and worthwhile program, the primary consideration is for newly trained soldiers to arrive at their gaining units as soon as possible, based upon the priorities of those units.

b. Procedures for administration of the HRAP Program are contained in AR 601–64, Hometown Recruiter Assistant Program, and current USAREC and TRADOC guidance.

6–7. Requests for assignment based upon extreme family problems

Requests for assignment based upon extreme family problems will be processed as

required by AR 614–200. Procedures for processing of applications are contained in DA Pamphlet 600–8.

6–8. Volunteers for oversea assignments

IET personnel will not submit DA Form 4187 (Request for Personnel Action) requesting assignment to an oversea area following IET. Preferences for CONUS and overseas assignments will be reported on TCC (Control Reason 70) and are taken into consideration at the time the soldier is considered for a first unit assignment. Assignments are made based upon needs of the service, and enlistment commitments. Requests volunteering for oversea service received by MILPERCEN for IET personnel will be returned without action.

6–9. Applications for special programs

Trainees that desire to apply for programs which were not offered when enlisting, or by exceptional request, will not be held at the training activity in order to apply. These individuals will be advised to apply following arrival at first unit of assignment under the provisions of applicable regulations.

Table 2–1
USARECSTA processing schedule

Line	Action required	Day 1	Day 2	Day 3
1	Receive and account for personnel and records.	X		
2	Welcome and initial orientations.	X		
3	Review records			
	a. Ensure that receptees with enlistment commitments for an MOS requiring a BI have a BI initiated.	X		
	b. Ensure that the service agreement RC personnel is properly executed and is attached to DD Form 4.	X		
	c. Identify personnel that are not eligible for enlistment commitment. (Process in accordance with para 3–4 or 3–5.)	X		
	d. Identify personnel that require immediate processing to ensure that entry into BT will allow them to meet scheduled AIT training dates.	X		
	e. Ensure that DD Form 1584, or results of ENTNAC and DA Form 2981 (if applicable) are present.	X		
4	Initiate records and forms.	X		
5	Issue health and comfort items, as appropriate. Record issue on DA form 3078.	X		
6	a. Make blood group and type determinations (AR 40–3).	X		
7	Administer immunizations (AR 40–562).	X	X	X
8	a. Conduct pregnancy screening for females arriving for BT.	X		
	b. Conduct physical inspection and partial medical examination when required (para 2–8).	X		
9	Conduct orientations, issue material, and show film, including, but not necessarily limited to material in this regulation and DA Pam 350–43.	X		
10	Arrange for receptees to obtain a haircut, if necessary (AR 600–20).	X		
11	Administer personnel selection and classification tests, if necessary.	X		
12	Orientation for RC personnel conducted by RC liaison NCO.	X		
13	a. Conduct personal affairs interview		X	
	b. Initiate applications for allotments, Serviceman's Group Life Insurance, and U.S. Savings Bonds, when appropriate.	X		
	c. Prepare partial pay voucher for each receptee; prepare reenlistment bonus voucher, when appropriate.	X		
14	Identify and resolve personal problems		X	
15	Ensure that clearances necessary for training have been initiated, if not done previously.		X	
16	Conduct eye examinations		X	
17	Issue clothing and name tapes	X	X	X
18	Issue identification cards and tags if not previously issued (AR 640–3).			X
19	Ensure that DD Form 1172 (Application for Uniform Service Identification and Privilege Card) is initiated for receptees with dependents.		X	
20	Assign or attach receptees to training units or activities (AR 310–10). (Receptees that arrive prior to midnight Monday must be shipped to a training company that will start BT not later than the following Friday.)			X
21	Outprocess records			X
22	a. Move receptees to training activities or units.			X
	b. Forward MPRJ and allied documents to Trainee/Student MILPO.			

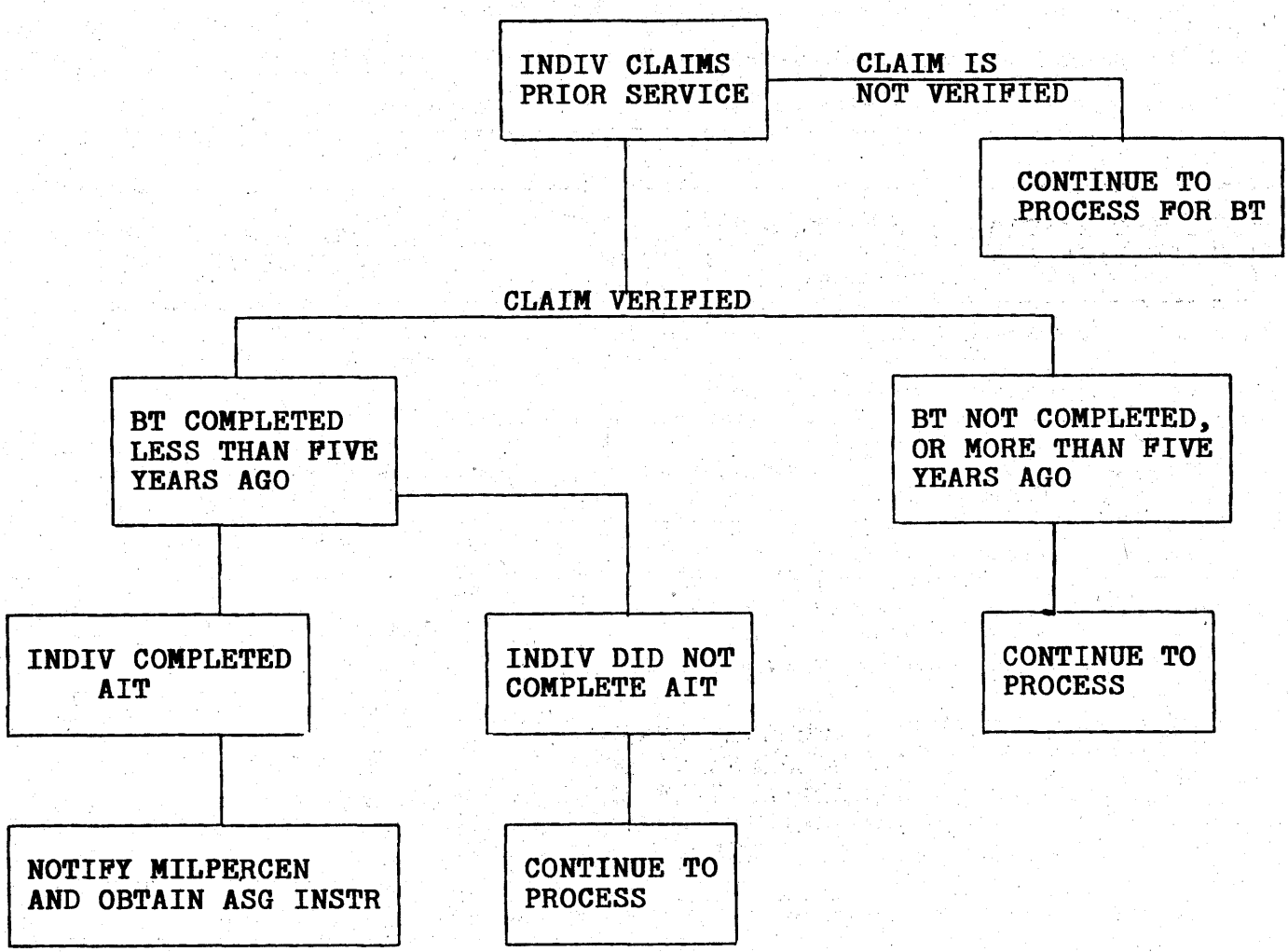


Figure 2-1. Processing Claims of Prior Service

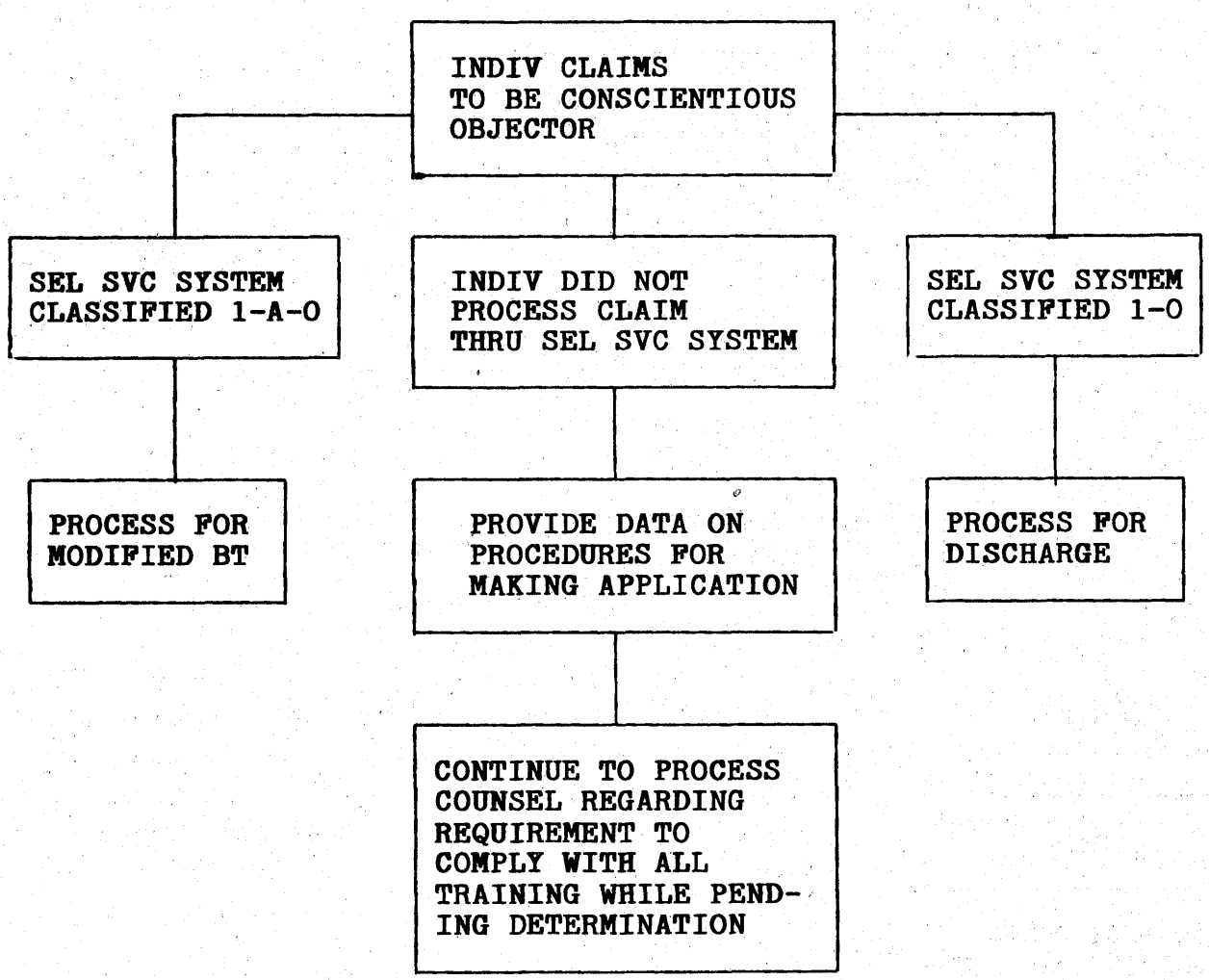


Figure 2–2. Processing Claims of Conscientious Objector Status

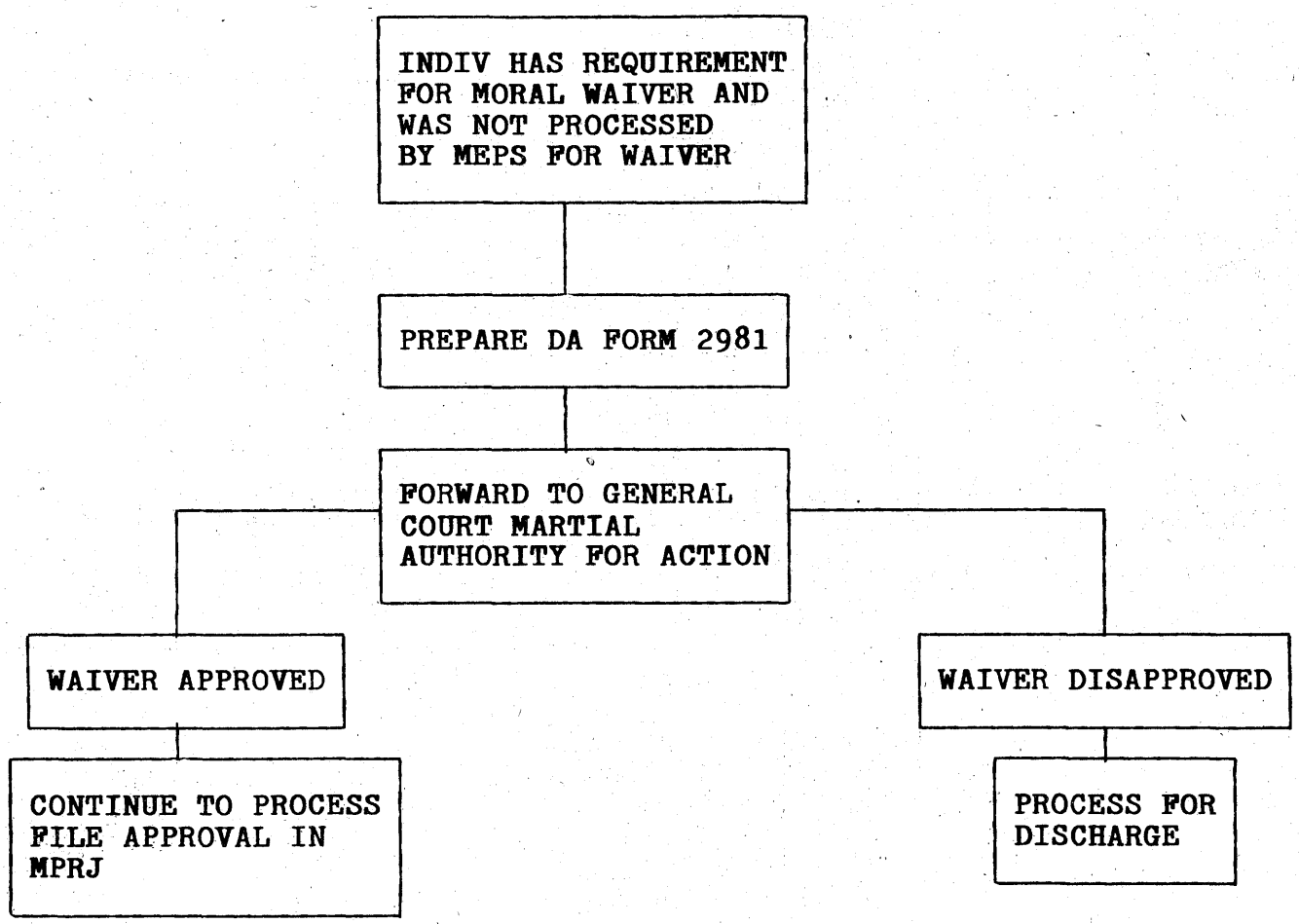


Figure 2–3. Processing Requests for Moral Waiver

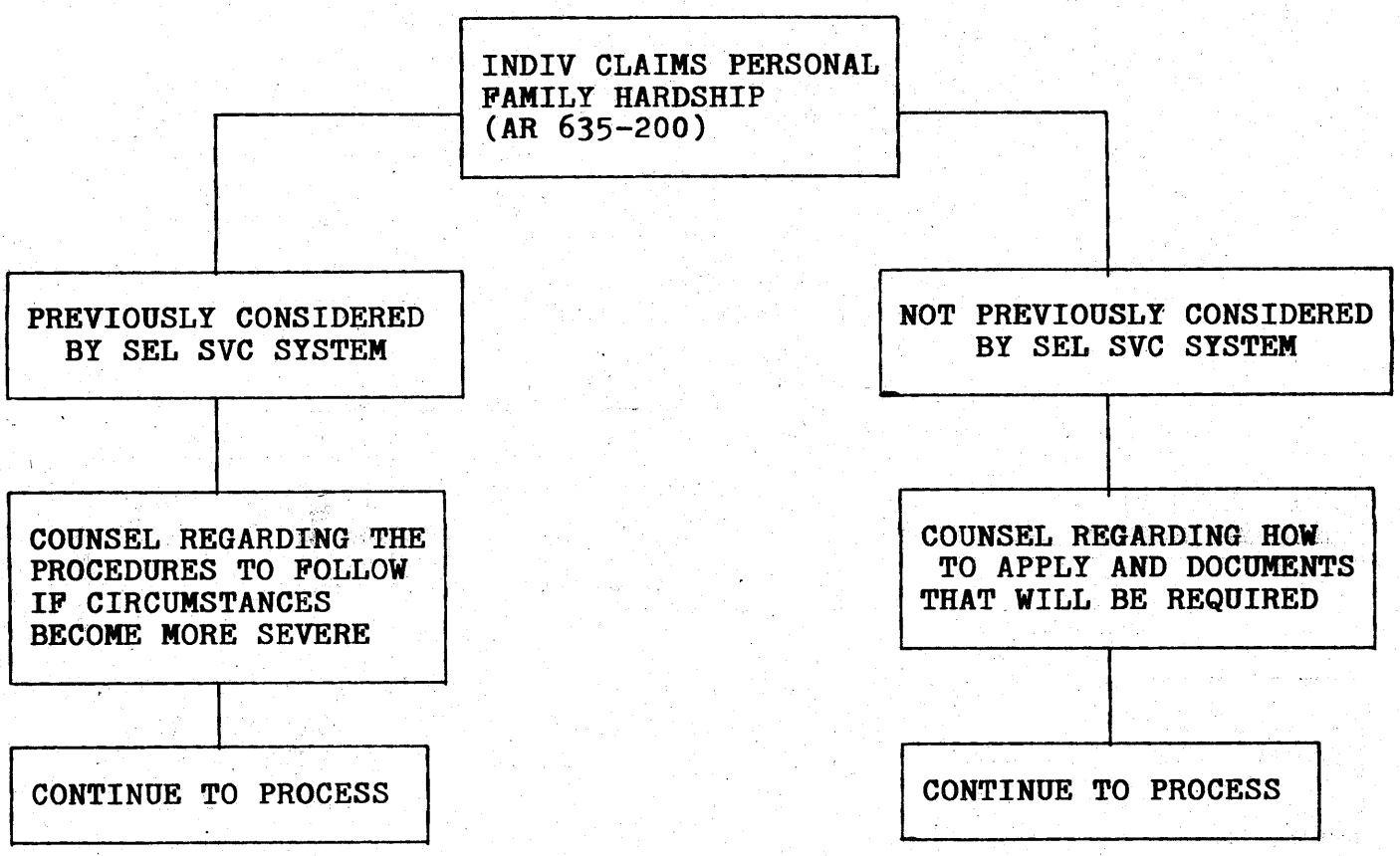


Figure 2–4. Processing Claims of Personnel Family Hardships

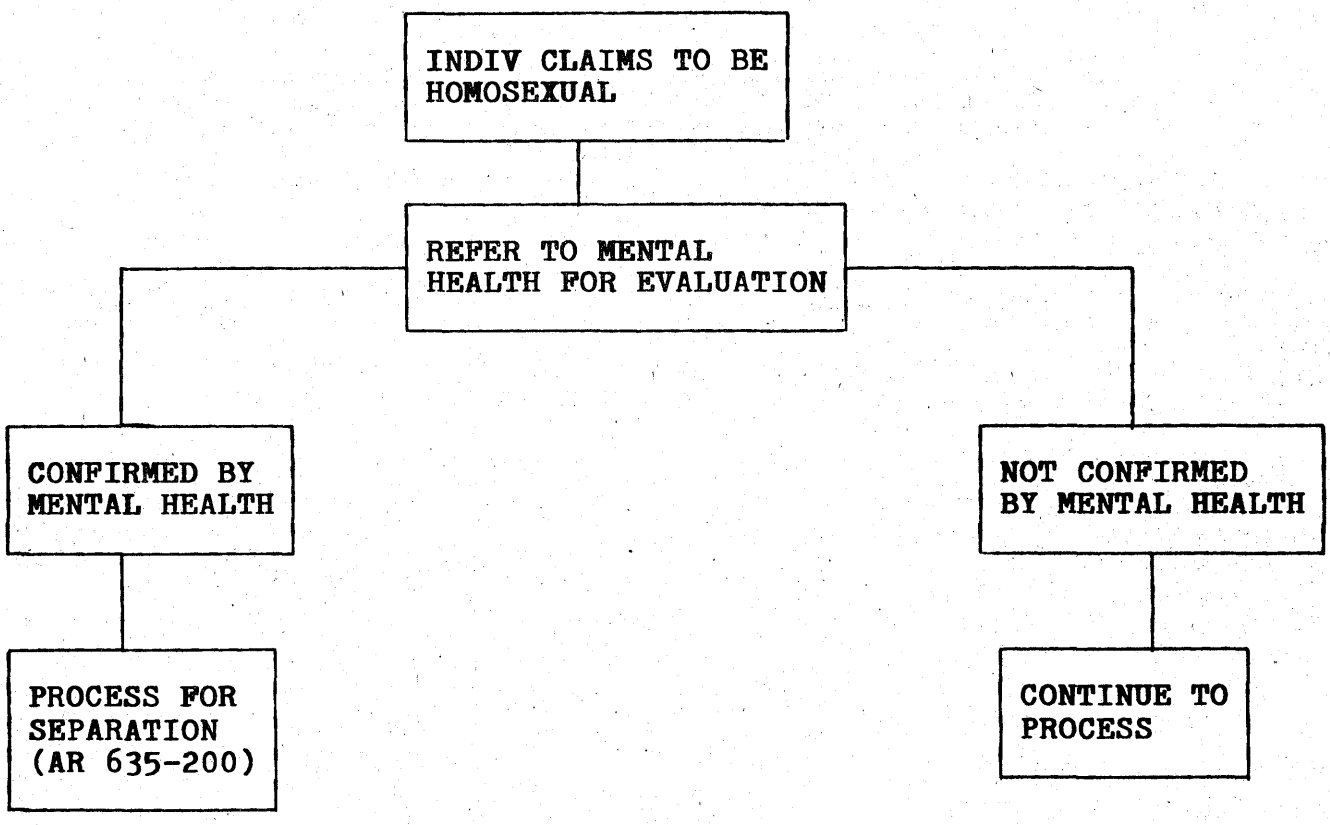


Figure 2-5. Processing Claims of Homosexuality

I have been counseled regarding my unfulfilled enlistment commitment, and voluntarily waive my enlistment commitment for Training in MOS *(Number)* and assignment *(Location)* made at the time of my enlistment of *(Date)*. I realize and fully understand that, as a result of doing so, I will be assigned in accordance with any remaining portion of my enlistment commitment and the needs of the Service, and will be required to complete the full term of service for which I enlisted.

(signature)

(typed or printed name)

(social security number)

(signature)

(typed or printed name and grade of witness duty title)

Note 1. Waivers will be prepared in three copies. Original--Commander, USA Enlisted Evaluation Center, ATTN: PCRE-RR, Ft Harrision, IN, 46249-5170. Duplicate copy--attach to DD Form 4 in MPRJ (retained for term of enlistment). Duplicate copy--individual waiving enlistment commitment.

Note 2. Waivers will be witnessed by a commissioned officer, warrant officer, or a DA civilian designated as a personnel management officer.

Figure 3-1. Sample of a waiver format

Appendix A
References

Section I
Required Publications

AR 37–104–3
Military Pay and Allowances Procedures: Joint Uniform Military Pay System Army (JUMPS–Army). (Cited in paras 2–10 and 3–30.)

AR 40–26
Tuberculosis Detection and Control Program. (Cited in para 2–8.)

AR 40–66
Medical Record and Quality Assurance Administration. (Cited in para 2–8.)

AR 40–121
Uniformed Services Health Benefits Program. (Cited in para 3–30.)

AR 50–5
Nuclear Surety. (Cited in paras 3–11, 3–27, and 6–3 and app H and I.)

AR 50–6
Chemical Surety Program. (Cited in paras 3–11 and 3–27 and app H.)

AR 135–200
Active Duty for Training and Annual Training of Individual Members. (Cited in para 3–30.)

AR 310–10
Military Orders. (Cited in paras 2–15, 3–13, 3–26, and 6–3 and app K.)

AR 340–1
Records Management Program. (Cited in para 3–2 and app C.)

AR 351–1
Individual Military Education and Training. (Cited in para 2–28.)

AR 600–43
Conscientious Objection. (Cited in para 2–27.)

AR 600–200
Enlisted Personnel Management System. (Cited in paras 2–26, 3–7, 3–19, and 3–25 and app E.)

AR 601–64
Hometown Recruiter Assistance Program. (Cited in para 6–6.)

AR 601–210
Regular Army and Army Reserve Enlistment Program. (Cited in paras 3–3, 3–4 and app P.)

AR 601–270
Military Entrance Processing Stations (MEPS). (Cited in para 2–28.)

AR 611–5
Army Personnel Selection and Classification Testing. (Cited in para 2–6.)

AR 614–200
Selection of Enlisted Soldiers for Training and Assignment. (Cited in paras 3–27, 5–3, 6–3, 6–4, 6–5, and 6–7 and app E, J and N.)

AR 621–5
Army Continuing Education System (ACES). (Cited in app P.)

AR 630–5
Leave and Passes. (Cited in para 3–17.)

AR 630–10
Absence without Leave and Desertion. (Cited in app K.)

AR 635–200
Enlisted Personnel. (Cited in paras 2–8, 2–27, 3–3, 3–11, 3–28 and 3–24.)

AR 640–2–1
Personnel Qualification Records. (Cited in paras 2–3, 2–10, 2–19, 3–2, 3–3, 3–7, 3–14, 3–15, 3–25, 3–31, and 3–25 and app C.)

AR 640–3
Identification Cards, Tags, and Badges. (Cited in paras 2–3, 2–24, 3–7, and 3–30.)

AR 640–10
Individual Military Personnel Records. (Cited in paras 2–10, 3–2, 3–7, 3–16, and 3–27 and app C and P.)

AR 680–5
Direct Exchange of Personnel data between the MILPERCEN and the SIDPERS. (Cited in app B.)

AR 680–29
Military Personnel—Organization and Type of Transaction Codes. (Cited in app B, D, E, F, H, I, and J.)

AR 700–84
Issue and Sale of Personal Clothing. (Cited in para 3–30.)

DA Pam 135–2
Briefing on Reemployment Rights of Members of the Army National Guard and the U.S. Army Reserve. (Cited in para 3–30.)

DA Pam 600–8
Military Personnel Management and Administrative Procedures. (Cited in paras 6–4, 6–7, and app E.)

DA Pam 611–1
The Army Interview. (Cited in para 2–16.)

DA Pam 630–1
AWOL and the Consequences. (Cited in para 3–8.)

FM 21–20
Physical Readiness Training. (Cited in para 3–32.)

DODPM
DOD Military Pay and Allowanced Entitlements Manual (Miscellaneous Publication 13–1). (Cited in para 2–12.)

Section II
Related Publications

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

AR 40–3
Medical, Dental, and Veterinary Care.

AR 40–501
Standards of Medical Fitness.

AR 40–562
Immunization Requirements and Procedures.

AR 135–91
Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures.

AR 140–111
U.S. Army Reserve Enlistment and Reenlistment Program.

AR 190–5
Motor Vehicle Traffic Supervision.

AR 350–4
Qualification and Instructional Firing with Weapons and Weapons Systems.

AR 350–21
Instruction on Benefits of an Honorable Discharge.

AR 350–30
Code of Conduct/SERE Training.

AR 350–216
The Geneva Conventions of 1949 and Hague Convention No IV of 1907.

AR 381–20
U.S. Army Counterintelligence (CI) Activities.

AR 600–31
Suspension of Favorable Personnel Actions for Military Personnel in National Security Cases and Other Investigations or Proceedings.

AR 601–10
Mobilization of Retired Members of the Army.

AR 612–10
Reassignment Processing and Army Sponsorship and Orientation Program.

AR 614–30
Oversea Service.

AR 635–5
Separation Documents.

AR 635–10
Processing Personnel for Separation.

DA Cir 601 (series)
Personnel Procurement.

DA Pam 600–8–10
Management and Administrative Procedures: Individual Assignment and Reassignment Procedures.

NG Pam 600–200
Enlisted Personnel Management

Section III
Referenced Forms

DA Form 2
Personnel Qualification Record—Part I.

DA Form 2–1
Personnel Qualification Record—Part II.

DA Form 2A
Personnel Qualification Record, Part I—Enlisted Peacetime.

DA Form 201
Military Personnel Records Jacket, U.S. Army.

DA Form 664
Servicemember's Statement Concerning Application for Compensation from the Veterans Administration.

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

DA Form 2139
Military Pay Voucher

DA Form 2143
Military Personnel Financial Data Records, U.S. Army.

DA Form 2981
Application for Determination of Moral Eligibility for Induction.

DA Form 3053
Declaration of Retired Pay Benefits Received and Waivers.

DA Form 3078
Personal Clothing Request.

DA Form 3180
Personnel Screening and Evaluation Record.

DA Form 3540
Certification and Acknowledgement of Service Requirements for Individuals Enlisting, Reenlisting, or Transferring into Troop Program Units of the U.S. Army Reserve.

DA Form 3716
JUMPS–Army Personal Financial Records, U.S. Army.

DA Form 3955
Change of Address and Directory Card.

DA Form 4187
Personnel Action.

DD Form 2A (ACT)
Active Duty Military Identification Card.

DD Form 2A (RES)
Armed Forces of the United States Identification Card (Reserve).

DD Form 4
Enlistment/Reenlistment Document—Armed Forces of the United States.

DD Form 214
Certificate of Release or Discharge from Active Duty.

DD Form 398
Personnel Security Questionnaire.

DD Form 771
Eyewear Prescription.

DD Form 1172
Application for Uniformed Services Identification and Privilege Card.

DD Form 1173
Uniformed Services Identification and Privilege Card.

DD Form 1407
Dependent Medical Care and DD Form 1173 Statement.

DD Form 1584
Department of Defense National Agency Check Request.

DD Form 1966
Application for Enlistment—Armed Forces of the United States.

NGB Form 21
Annex A—DD Form 4—Enlistment or Reenlistment Agreement—Army National Guard.

SF 601
Health Record—Immunization Record.

Appendix B
Preparation of Input to MILPC–17 (R1)

B–1. Standardized MILPC–17 information

a. All MILPC–17 reports prepared for transmission to MILPERCEN will contain the following codes in the columns indicated below:

Column: 70
Code: G

Column: 71
Code: High (12) punch

Column: 72 and 73
Code: Card Code

Column: 74 through 78
Code: Reporting Activity

Column: 79
Code: B

Column: 80
Code: I

b. All cards for MILPC–17 reports transmitted to MILPERCEN will be punched to report the reporting activity in accordance with instructions contained in paragraph B–4.

c. All keypunch cards for reports received from MILPERCEN that are identified in this regulation will contain the following codes in the columns indicated below:

Column: 70
Code: G

Column: 71
Code: I

Column: 79
Code: B

Column: 80
Code: High (12) punch

B–2. Transmission procedures

a. Text headers and text trailers will be prepared, sequenced, and transmitted to MILPERCEN in accordance with AR 680–5.

b. When submitting TC1 and TC2 transactions to MILPERCEN text headers and trailers will contain the shipment date code of the Monday following the date of transmission. No other type transaction will be sent to MILPERCEN with Monday shipment date codes. The complete class starting BT during any week will be considered a shipment. Each batch will contain no more than 500 cards, including text headers and trailers. Reports will be routed to HQDA(DAPC–PSS–D) via AUTODIN (Routing Indicator Code RUEWRHA). All input for the MILPC–17 (TC1, TC2, CID, CDC, and TCC) will be routed as directed above. The precedence of "PRIORITY" is assigned to this report. Negative reports will be prepared in accordance with AR 680–5 and are required for any week when no TC1 and TC2 are submitted.

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

B–3. Transaction input reports

Transaction Input Reports are designed to notify MILPERCEN of installation AUTODIN transmission of training data, as well as to confirm the number of soldiers who enter a specific mode of MOS training. Failure to properly report transactions transmitted to MILPERCEN may result in transactions not being received and processed at MILPERCEN, and nonreceipt of training assignments and/or first unit assignments in a timely manner by the MILPO.

a. Training Card (TC1/TC2) Report. This report is designed to reflect the number of RA, ARNG and USAR personnel that enter the training base. The report is keyed to the BT start date. This report will be telephonically passed to MILPERCEN, AUTOVON 221–8479/89 not later than 5 working days following the BT start date. This report will include the following information—

(1) BT/OSUT start date.

(2) Total number of soldiers starting BT/OSUT at that installation for that week. (The number of TC1 and TC2 transactions submitted for a BT cycle, must equal the number of soldiers entering the training base that is telephonically reported.)

b. Training Control Card Report. The total number of TCC (70 and 71) will equal the number of soldiers who began MOS training during the current week, plus those that are being reported as having a change to previously reported information. The total number of TCC (other control reasons) will equal the number of soldiers that require deletion/administrative/reassignment action. This report will include the following information:

(1) Dates of transmission.

(2) Number of TCC transmitted by control reason.

c. Transactions received. Transactions received from each training activity will be verified against the telephonic report when the transactions are processed at MILPERCEN. Trainee MILPOs will be notified of discrepancies between the telephonic reports and the number processed by MILPERCEN. The trainee MILPO will take corrective action to resolve differences within 2 workdays following notification.

d. Log of transactions. A log of transactions prepared for transmission to MILPERCEN and telephonic reports required by *a* and *b* above will be maintained by each training activity reporting to MILPERCEN in accordance with this regulation.

B–4. Location and Reporting Activity Codes for Training Activities

a. The following reporting activity codes will be used by trainee MILPOS to identify the activity where the individual is currently located, departing, or is scheduled to arrive:

Code: 24
Installation/Activity: Aberdeen Proving Ground, MD

Code: T6
Installation/Activity: Aberdeen Proving Ground, MD—U.S. Army Ordnance Center and School

Code: 5B
Installation/Activity: Aurora, CO—USAMEDS

Code: L7
Installation/Activity: Chanute Air Force Base, IL

Code: 5B
Installation/Activity: Denver, CO—Fitzsimmons General Hospital

Code: 5C
Installation/Activity: El Paso, TX—William Beaumont General Hospital

Code: 06
Installation/Activity: Fort Belvoir, VA—Defense Mapping School

Code: 23
Installation/Activity: Fort Belvoir, VA—U.S. Army Engineer School

Code: 52
Installation/Activity: Fort Benjamin Harrison, IN—U.S. Army Institute of Administration

Code: 56
Installation/Activity: Fort Benjamin Harrison, IN—Defense Information School

Code: 38
Installation/Activity: *Fort Benning, GA—U.S. Army Infantry Center

Code: 3I
Installation/Activity: Fort Benning, GA—Infantry School

Code: 46
Installation/Activity: *Fort Bliss, TX—Air Defense School

Code: 47
Installation/Activity: Fort Bliss, TX—USATC Air Defense

Code: 3F
Installation/Activity: Fort Bragg, NC—USATC

Code: 3C
Installation/Activity: Fort Bragg, NC—Womack Army Hospital

Code: 14
Installation/Activity: Fort Devens, MA—Intelligence School

Code: 11
Installation/Activity: *Fort Dix, NJ

Code: 15
Installation/Activity: Fort Eustis, VA, Co A, 1st Bn, U.S. Army Trans School, USATC

Code: 34
Installation/Activity: *Fort Gordon, GA—USATC

Code: 32
Installation/Activity: Fort Gordon, GA—Signal School

Code: 44
Installation/Activity: *Fort Hood, TX

Code: 6J
Installation/Activity: Fort Huachuca, AZ—Intelligence School

Code: 31
Installation/Activity: *Fort Jackson, SC—USATC

Code: 22
Installation/Activity: *Fort Knox, KY—USATC Armor

Code: 21
Installation/Activity: Fort Knox, KY—Armor School

Code: 16
Installation/Activity: Fort Lee, VA—Quartermaster School

Code: 51
Installation/Activity: *Fort Leonard Wood, MO—USATC

Code: 67
Installation/Activity: *Fort Lewis, WA—USATC

Code: 36
Installation/Activity: *Fort McClellan, AL—USATC

Code: 3H
Installation/Activity: Fort McClellan, AL—Chemical School

Code: T7
Installation/Activity: Fort McClellan, AL—Military Police School

Code: 2Z
Installation/Activity: Fort Monmouth, NJ

Code: 61
Installation/Activity: *Fort Ord, CA

Code: 41
Installation/Activity: *Fort Polk, LA—USATC

Code: 39
Installation/Activity: Fort Rucker, AL—Aviation School

Code: 4A
Installation/Activity: Fort Sam Houston, TX—1st Bn, Academy of Health Science

Code: 4B
Installation/Activity: Fort Sam Houston, TX—2nd Bn, Academy of Health Science

Code: 5D
Installation/Activity: Fort Sam Houston, TX—Brooke General Army Medical Center

Code: 43
Installation/Activity: *Fort Sill, OK—Field Artillery School

Code: 42
Installation/Activity: *Fort Sill, OK—USATCFA

Code: T9
Installation/Activity: Goodfellow AFB, TX—U.S. Army Intelligence Training Battalion

Code: 28
Installation/Activity: Little Creek, VA—School of Music

Code: S6
Installation/Activity: Lowery AFB, CO—U.S. Army Det, Lowery Technical Training Center

Code: T8
Installation/Activity: Pensacola, FL—Pensacola Naval Technical Training Center

Code: 63
Installation/Activity: Presidio of Montery, CA—Defense Language Institute

Code: 6A
Installation/Activity: Presidio of San Francisco—Defense Language Institute

Code: 3B
Installation/Activity: Redstone Arsenal, AL

Code: 6E
Installation/Activity: San Francisco, CA—Letterman General Hospital

Code: 4E
Installation/Activity: Sheppard AFB, TX

Code: 6D
Installation/Activity: Tacoma, WA—Madigan Army Hospital

Code: 71
Installation/Activity: Washington, DC—Walter Reed Army Medical Center

*Indicates Basic Training Reporting Activity

b. Type of training will be identified as follows:

(1) Reception Station 1
(2) Basic Training 3
(3) Advanced Individual Training 4
(4) Civilian Acquired Skill (AR 600–200) 5
(5) Train and Retain as Permanent Party (TRAAP) 7
(6) On-the-job Training (OJT), Training only, AA Units 8
(7) Other Training (leadership, OCS, flight Training) 9

c. When reporting to MILPERCEN, Training Activity Codes (Columns 74–78 on all transactions, and where specified on Training Control Cards) will be constructed as follows:

(1) The first two positions identify the Training Activity (para 1).

(2) The third position identifies the type of training the soldier is undergoing (para 2).

(3) The fourth and fifth positions are for use by the Training Activity as an aid in identifying the unit in which the soldier is currently undergoing training. Coding for these positions is at the discretion of the reporting activity. If no identification is used, zeroes (00) will be reported in the 4th and 5th positions. An example of this coding for a soldier currently in BT in Battery A, 2nd Training Battalion at Fort Sill, OK is reflected below.

(a) Reporting Activity, Fort Sill = 43 (positions 1 and 2).

(b) Type Training, Basic Training = 3 (position 3).

(c) Training Unit Identification = A2 (positions 4 and 5).

(d) Full reporting activity would appear as follows: 433A2.

B–5. Interpretation of Transaction Cards

All AUTODIN transactions received from MILPERCEN by training activities will be reproduced on General Purpose Card Form 5280 and interpreted as follows:

Columns: 1–15
Interpreted Positions: 1–15U

Columns: 70–80
Interpreted Positions: 50–60U

Columns: 16–69
Interpreted Positions: 4–57L

Appendix C
Records Processing at USATC

C–1. The standardized procedures contained in this appendix will be followed when processing records at U.S. Army Training Centers. Reviews will be conducted before the start of the BT cycle; records checks will continue during training and will be completed before releasing the individual for assignment.

C–2. Incoming personnel record jackets will be verified against assignment or attachment orders of arrivals to determine that all personnel record jackets have been received.

C–3. Request for missing records will be submitted as follows:

a. Replacement stream personnel.

(1) If the copy of DD Form 4 (Enlistment Agreement-Armed Forces of the United States) is missing and cannot be located at the reception station, the training activity commander will request a copy from Commander, U.S. Army Enlisted Records and Evaluation Center, Fort Benjamin Harrison, IN 46249–5170.

(2) When Personnel Qualification Records are missing, the procedures contained in AR 640–2–1 for tracing, reporting, and initiating temporary qualification records will be followed.

(3) Medical records for personnel who were formerly on active duty and were released to the USAR either from active duty or active duty for training may be obtained from Commander, USAR Component Personnel and Administration Center, 9700 Page Boulevard, St Louis, MO 63132–5260. Medical records for personnel who were formerly on active duty and were discharged may be obtained from Center Manager, National Personnel Records Center, GSA, 9700 Page Boulevard, St Louis, MO 63132–5260. (See AR 340–1, app A for detailed listing of records maintained at various records centers.)

b. RC personnel. When records are not received, or cannot be located, the training activity commander will prepare records in accordance with the provisions of AR 640–2–1 and AR 640–10. Missing records or replacement copies for RC personnel will be requested as follows:

(1) For members of the ARNG: From the adjutant general of the State in which the individual's ARNG unit is located.

(2) For members of the USAR: From the commander of the Army area in which the individual's USAR unit is located. Addresses and telephone numbers are listed below.

(a) CDR, First U.S. Army, ATTN: AFKA–PR–REE, Ft George G. Meade, MD 20755–7000; (AUTOVON) 923–4147/4142; (Commercial) (301) 677–4147.

(b) CDR, Second U.S. Army, ATTN: AFKD–PRR–E, Ft Gillem, GA 30050–7000; (AUTOVON) 797–7523/7550; (Commercial) (404) 362–7523/7550.

(c) CDR, Fourth U.S. Army, ATTN: AFKBK–PR, Ft Sheridan, IL 60034–5000; (AUTOVON) 459–3629/3377.

(d) CDR, Fifth U.S. Army, ATTN: AFKP–PA–REP, Ft Sam Houston, TX 78234–7000; (AUTOVON) 471–3553; (Commercial) (512) 221–3553.

(e) CDR, Sixth U.S. Army, ATTN: AFKC–PA–RE, Presidio of San Francisco, CA 94129–7000; (AUTOVON) 586–4144/5166; (Commercial) (415) 561–5166.

(f) CDR, U.S. Army Western Command, Hawaii, ATTN: APRA–RO, Ft Shafter, HI 96858; (AUTOVON) 438–2231; (Commercial) (808) 438–2231.

(g) CDR, 172d Infantry Brigade (Alaska), ATTN: AFZT–AG–R, Ft Richardson, AL 99505; (AUTOVON) 317–862–5215; (Commercial) (317) 862–5215.

Appendix D
Preparation of Training Card One

D–1. General

A Training Card One (TC1) will be prepared for every soldier that enters the training base. Information will be collected, card prepared, information verified, and the TC1 placed in the soldier's MPRJ by the USARECSTA to which the individual is shipped from the MEPS. (Prior service (PS) personnel that report directly to AIT activities without processing through a USARECSTA will have TC1 prepared and transmitted by the trainee MILPO.) PS personnel that are ordered to active duty for AIT only, and will not undergo BT will be reported on TC1 by coding a "P" in card column 42. PS personnel that will undergo BT or are to be assigned to One Station Unit Training (OSUT) will not be reported with this code. Installations reporting to MILPERCEN under STRAMS–E will comply with reporting procedures contained in appendix M.

D–2. Format of TC1

The format in table D–1 will be used for both active and RC personnel. Elements shown in parentheses will be substituted in the applicable columns for RC personnel only.

Table D–1
Training Card One Format

Element of Data	Columns punched
Service Component	1
Social Security Number	2–10
Name	11–27
Security Investigative Status Code	28
Package Platoon/Cohort Identifier	29
Citizenship	30
Blank	31
Physical Profile	32–37
MEPSCAT Category	38
ECLT	39–40
Blank	41
Prior Service/Resubmission Indicator	42
DLPT Scores	43–45
One Station Unit Training Indicator	46
Civilian Education	
Years Completed	47
Math	48
Science	49
College Fields	50–52
DLAB Test Score	53–54
Correctable Vision	55
Control Reason	56–57
Color Perception	58
Foreign Service Tour	59
Year Completed Foreign Service Tour	60–61
Term of Service	62–63
Year/Month ETS	64–67
Language Identity	68–69
(Reserve Unit Unit Identification Code)	59–63)
(CONUSA or State identifier Reserve Personnel)	67–68
Transaction Code	70–71
Card Code	72–73
Reporting Activity	74–78
Transaction Code	79–80

Table D–2
Service component codes

Component: Regular Army
Sex: Male
Dual Service:
Code: A

Component: Regular Army
Sex: Male
Dual Service: Reserve Warrant
Code: B

Component: Regular Army
Sex: Male
Dual Service: Reserve Commission
Code: C

Component: USAR
Sex: Male
Dual Service:
Code: D

Component: Inductee
Sex: Male
Dual Service: Reserve Warrant or Commission
Code: E

Component: Inductee
Sex: Male
Dual Service:
Code: F

Component: Regular Army
Sex: Female
Dual Service:
Code: H

Component: Regular Army
Sex: Female
Dual Service: Reserve Warrant
Code: I

Component: Regular Army
Sex: Female
Dual Service: Reserve Commission
Code: J

Component: USAR
Sex: Female
Dual Service:
Code: K

Component: National Guard
Sex: Male
Dual Service:
Code: L

Component: National Guard
Sex: Female
Dual Service:
Code: M

Note. These Service Component Codes will be used when reporting personnel in accordance with this regulation.

D–3. Coding instructions

a. Column 1, Service Components. Enter the appropriate code from table D–2 above, to report the service component and gender of the soldier.

b. Columns 2 through 10, Social Security Number. Enter the nine position SSN for the soldier. SSN must be 9 numeric characters and will be reported without dashes or spaces.

c. Columns 11 through 27, Name. Name will be reported left justified. Report last name, space, first name, space, middle name, space, any suffix such as Sr, Jr, III. When a name exceeds 17 characters and spaces, only report first 17 characters of the name. *Do not continue name beyond space allocated.* Names prefixed with "Mac," "Mc," "De," "Van," etc., will not be spaced between the prefix and the remainder of the last name. Names containing punctuation will be reported without punctuation (e.g., O'Brien will be reported as Obrien; Hyatt-Smith will be reported as Hyattsmith).

d. Column 28, Security Investigative Status Code. Select the security investigative status code from AR 680–29 that applies to the individual and report that code in this column.

e. Column 29, Package Platoon/Cohort Identifier. If the soldier is a member of a Package Platoon or Cohort Package report one of the following codes. Leave blank if individual is not PPT or Cohort.

(1) *Package Platoon Member.* Report a "T" in this position.

(2) *Cohort Unit Enlistee.* Report a "C" in this position.

f. Column 30, Citizenship. Report the code from the following table that identifies the citizenship status of the soldier:

(1) Native born citizen of United States—1

(2) Naturalized citizen of United States—2

(3) Alien (other than German alien)—3

(4) Derivative citizen—4

(5) German alien—5

g. Column 31. Leave Blank.

h. Columns 32 through 37, Physical Profile. Report actual physical profile characters (1, 2, 3, or 4) in columns indicated:

(1) *Column 32 (P).* Also report with a high (12) zone punch if Female and less than 64 inches in height, or if Male and less than 68 inches in height.

(2) *Column 33.* (U).

(3) *Column 34.* (L).

(4) *Column 35 (H).* Also report with a high (12) zone punch if the individual has been assessed a total of more than 6 points for a single traffic offense, or more than 12 points for two or more traffic offenses as defined in point assessment table contained in AR 190–5, during the 12 month period immediately preceding date of enlistment. Points to be assessed will be determined in accordance with AR 190–5.

(5) *Column 36, (E).* Also report with a high (12) zone punch if the individual does not have normal color vision.

(6) *Column 37, (S).* Also report with a high (12) zone punch if the individual is a former member of the Peace Corps.

i. Column 38, MEPSCAT Category. Report the category individual achieved for MEPSCAT administered during processing at MEPS.

j. Columns 39 and 40, English Comprehension Language Test (ECLT). Report the ECLT results attained on testing conducted by MEPS for personnel scheduled to attend English as a Second Language (ESL) training. (Leave blank for all other personnel.)

k. Column 41. Leave Blank.

l. Prior Service/Resubmission Indicator Column 42. Enter one of the following codes, if appropriate:

(1) Servicemember has prior service and will not attend BT ..... P

(2) Servicemember is an In-service trainee specifically identified, by MOS to be reported to MILPERCEN ..... *I

(3) Training Card One and Two are required to be resubmitted .....*U

Note: Reporting codes I and U will be used only upon specific direction of DAPC–EPT–I, MILPERCEN.

m. Columns 43 through 45, Defense Language Proficiency Test (DLPT). If the individual is to attend ESL training, DLPT results will be reported. Categories to be reported are Listening (column 43), Speaking (column 44) and Reading (column 45). If DLPT has a plus (+) factor report a high (12) zone punch over the numeric value. Leave blank if not scheduled to attend ESL.

n. Column 46, One Station Unit Training Indicator. Enter a "1" if the soldier will be undergoing One Station Unit Training. All others, leave blank.

o. Columns 47 through 52, Civilian Education. Entries will be made as follows—

(1) *Column 47, Years Civilian Education Completed.* Enter the code from AR 680–29 that reflects the Civilian Education Level attained by the soldier.

(2) *Column 48, Mathematics.* Report if credit was received at high school level or higher in one of the following subjects. If credit was received for more than one subject, report the subject with the highest priority.

Priority: 1
Subject: Trigonometry, Geometry, and Algebra
Code: 1

Priority: 2
Subject: Trigonometry and Geometry
Code: 2

Priority: 3
Subject: Trigonometry and Algebra
Code: 3

Priority: 4
Subject: Geometry and Algebra
Code: 4

Priority: 5
Subject: Trigonometry
Code: 5

Priority: 6
Subject: Algebra
Code: 7

Priority: 7
Subject: Math Course at High School level not indicated above
Code: 8

Priority: 8
Subject: No Credit received for Math Course at High School level or higher
Code: 9

(3) *Column 49, Science.* Report if credit was obtained at high school level or higher in one of the following subjects. If credit was received for more than one subject, report the subject with the highest priority.

Priority: 1
Subject: Biology, Physics, Chemistry, and General Science
Code: A

Priority: 2
Subject: Physics, Chemistry, and General Science
Code: 1

Priority: 3
Subject: Biology, Physics, and Chemistry
Code: B

Priority: 4
Subject: Biology, Chemistry, and General Science
Code: D

Priority: 5
Subject: Biology, Physics, and General Science
Code: C

Priority: 6
Subject: Biology and Chemistry
Code: E

Priority: 7
Subject: Biology and General Science
Code: F

Priority: 8
Subject: Physics and Chemistry
Code: 2

Priority: 9
Subject: Physics and General Science
Code: 3

Priority: 10
Subject: Physics
Code: 5

Priority: 11
Subject: Chemistry and General Science
Code: 4

Priority: 12
Subject: Biology
Code: G

Priority: 13
Subject: Chemistry
Code: 6

Priority: 14
Subject: General Science
Code: 7

Priority: 15
Subject: None of the Above
Code: 8

(4) *Columns 50 through 52, Major Subject of College Education.* Enter the code from AR 680–29 that reflects the last major subject of college education for individuals with 1 or more years of college. If the individual has not attended college, or if a major subject area cannot be determined, leave blank.

p. Columns 53 and 54, Defense Language Aptitude Battery (DLAB). Report the score received for each individual receiving DLAB testing. If the score is 99 or less, report the score attained. If the score is 100 or more, report the last two positions of the score attained, and indicate with a high (12) zone punch in column 53 that 100 should be added to the numeric score reported.

q. Column 55, Correctable Vision. Indicate with a high (12) zone punch in column 55 if the individual *does not* have distance vision correctable to 20–30 or better in each eye. All others leave blank.

r. Columns 56 and 57, Control Reason. If one of the following conditions exist, enter the appropriate Control Reason, otherwise leave blank:

(1) If individual has been selected to attend English as a Second Language (ESL) Training, Basic Skills Education Program (BSEP), or to participate in a Pre-Basic Training Physical Training Program (Pre-BTPT), report appropriate control reason from appendix F. (NOTE: TC1 will be forwarded immediately; TC2 will not be submitted until the individual enters BT.)

(2) If individual is reentering the training base, report control reason 25.

s. Column 58, Color Perception. If the individual does not possess normal vivid red and vivid green color perception, report code "C". All others leave blank.

t. Columns 59 through 69. Based upon component, code as follows:

(1) *Regular Army personnel.*

(a) Column 59, Foreign Service Tour. If the individual had prior active service, report area of last completed foreign service tour and travel status code from AR 680–29. Leave blank for non-prior service personnel.

(b) Columns 60 and 61 Year Returned from Last Foreign Service Tour. If individual had prior active service and received credit for a completed oversea tour, report adjusted date of return from overseas. All others leave blank.

(c) Columns 62 and 63 Term of Enlistment. Enter the number of months that the soldier enlisted (enlistment of 3 years 4 months will be reported as 40 months).

(d) Columns 64 through 67 ETS. Report the year and month that the soldier will complete current period of active duty.

(e) Columns 68 and 69 Language Identity. (For ESL reported personnel only.) Report the Language Identity for the language (other than English) spoken by the individual and for which DLPT results are available.

(2) *Reserve Component personnel.*

(a) Columns 59 through 63. Enter the five digit Unit Identification Code for the individual's reserve unit.

(b) Columns 64 through 66. Leave blank.

(c) Columns 67 and 68. Enter the numeric DOD State Code contained in AR

680–29, Appendix A for the state in which the Reserve Unit is located.

u. Columns 70 and 71, Transaction Code. These columns will always be coded "G" in column 70 and a high (12) punch in column 71.

v. Columns 72 and 73, Card Code. Training Card One will always be coded "11" in these positions.

w. Columns 74 through 78, Reporting Activity. Report as instructed in paragraph B–4.

x. Columns 79 and 80, Transaction Code. These columns will always be coded "B" in column 79 and a "I" in column 80.

Appendix E
Preparation of Training Card Two

E–1. General

A TC2 will be prepared for every soldier that enters the training base. The BT MILPO is responsible for ensuring that information contained on TC1 and TC2 is accurate and complete prior to transmission to MILPERCEN. PS personnel that report directly to AIT activities without undergoing BT will have their TC1 and TC2 prepared and transmitted by the AIT MILPO. TC2 will be prepared, verified, and transmitted with the TC1 to MILPERCEN not later than Friday the first week of BT. The reporting activity will identify the basic training class in which the soldier started BT.

E–2. Format of TC1

The format in table E–1 will be used for both Active and RC personnel. Elements shown in parenthesis will be substituted in the applicable columns for RC personnel only.

Table E–1
Training Card Two Format

Element of Data	Columns punched
Service component	1
Social Security Number	2–10
Name	11–15
Aptitude area scores	16–35
U.S. Army bonus enlistment option	36
Marital status	37
Typing score	38–39
Auditory perception	40–41
Driver Aptitude Battery I	42–43
Language proficiency code	44–45
Preselected-civilian-acquired skill or band	46–51
ASI	52–53
(Split training for RC)	53
Restrictions	54
Special assignment considerations	55
CONUS preference	56–57
Oversea preference	58
Commitment MOS (training MOS for reserve personnel)	59–62
Commitment Type	63–64
Blank	65
Race	66
BT start date	67–69
Transaction code	70–71
Card code	72–73
Reporting activity	74–78
Transaction code	79–80

E–3. Coding instructions

Data contained in columns 1–15 of the TC2 must match exactly that reported in the same columns of TC1 or the transaction will fail to process at MILPERCEN due to differences in identification of the soldier involved.

a. Column 1, Service Component. Enter the appropriate code from table D–2 to report the service component and gender of the soldier.

b. Columns 2 through 10, Social Security Number. Enter the nine position social security number for the soldier. SSN will be reported without dashes or spaces.

c. Columns 11 through 15, Name. Name will be reported left justified. Report last name, space, first name, space, middle name, space, any suffix such as Sr, Jr, III. When the name exceeds the number of positions reserved for the name field, only report 5 characters of the name. Do not continue name beyond space allocated. Names prefixed with "Mac", "Mc", "De", "Van", etc. will not be spaced between the prefix and the remainder of the last name. Names containing punctuation will be reported without punctuation (O'Brien will be reported as Obrien; Hyatt-Smith will be reported as Hyattsmith).

d. Columns 16 through 35, Aptitude Area Scores. Report the score received on each of the aptitude areas as follows:

(1) A score must be reported for each aptitude area. If it is impossible to report a score (i.e., if the individual cannot be tested, if the score is invalidated, if the score is unsatisfactory, or is not available) code zeros, (00), in the appropriate columns.

(2) If a score is below 100, code the actual score attained in the columns indicated.

(3) If the score is 100 or higher, code the last two numbers of the score and indicate with a high (12) zone code above the first number of the reported score that 100 should be added to the score.

Aptitude Areas

Columns: 16 and 17
Test score code: CO

Columns: 18 and 19
Test score code: FA

Columns: 20 and 21
Test score code: EL

Columns: 22 and 23
Test score code: OF

Columns: 24 and 25
Test score code: GM

Columns: 26 and 27
Test score code: MM

Columns: 28 and 29
Test score code: CL

Columns: 30 and 31
Test score code: ST

Columns: 32 and 33
Test score code: GT

Columns: 34 and 35
Test score code: SC

Examples of scoring

Score: 55
Code: 55

Score: 100
Code: 00 (a high (12) zone code is to be entered over the first zero)

Score: 123
Code: 23 (a high (12) zone code is to be entered over the two)

Score: Not available, unsatisfactory, or invalid
Code: 00

e. Column 36, U.S. Army Cash Bonus Enlistment Option. Enter "B" if the individual enlisted for the U.S. Army Cash Bonus Enlistment Option, otherwise leave blank.

f. Column 37, Marital Status. Enter the appropriate code from AR 680–29 with the additional codes of J-Married to another servicemember, P-Sole Parent.

g. Columns 38 and 39, Typing. Report the score received on typing test. Code "00" to indicate that an individual was not tested, or did not attain a score of 15 words per minute or higher on the typing test. If typing test score is 100 words per minute or more, code as described in paragraph *d*.

h. Columns 40 and 41, Auditory Perception. Code the score received on the Auditory Perception test. Use the same coding instructions as described in paragraph *d* for aptitude area scores.

i. Columns 42 and 43, Driver Aptitude Battery I. Code the score received on the Driver Aptitude Battery (MDB). Use the same coding instructions described in paragraph *d* for aptitude area scores; in addition, indicate with a high (12) punch in column 43 if the individual has a valid State drivers license. MDB may be waived for personnel with a valid State drivers license. If MDB testing is waived, code numeric zeros in columns 42 and 43 and report high (12) punch in column 43.

j. Columns 44 and 45, Language Proficiency Code. Language proficiency (other than English) will be reported by use of the language codes prescribed in AR 611–6 for personnel who claim proficiency in a foreign language and who successfully complete the appropriate language proficiency test. Individuals claiming to be competent in more than one foreign language will be reported in the language of highest proficiency as determined by listening and reading comprehension. Report any other language in which proficient by message to CDRMILPERCEN ALEX VA// DAPC–EPT–I//. If a soldier had been enlisted with a commitment that includes language training, report the language for which enlisted.

k. Columns 46 through 51, Preselected—Civilian-Acquired Skill—Band. This field may be used any of the three ways described below. The most significant skill will be reported in this field when an individual has multiple qualifications in these categories (i.e., an individual has more than one civilian-acquired skill, or is qualified with more than one band instrument). Personnel with multiple qualifications will have the additional qualifications reported by message to CDRMILPERCEN ALEX VA// DAPC–EPT–I//.

(1) *Preselected.* Personnel selected for specific training or assigned in accordance with directives issued by MILPERCEN will be coded as "preselected" in this field. The actual preselection of individuals will be done by the reporting activity or other activity directed to do so. *No agency or headquarters is authorized to conduct screening or interviewing of personnel who are under MILPERCEN control for assignment purposes, unless specifically authorized by MILPERCEN.* The first character of the code (column 46) will always be the letter "P". The remaining five characters (columns 47–51) will consist of alphanumeric characters specified by MILPERCEN. All personnel with an enlistment commitment for MOS 71M are exceptions to this procedure and will be coded as follows:

Code (column 46–47): PC
Meaning: Chaplain's assistant-Catholic

Code (column 46–47): PJ
Meaning: Chaplain's assistant-Jewish

Code (column 46–47): PP
Meaning: Chaplain's assistant-Protestant

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

(a) If the soldier has an enlistment agreement under the provisions of the U.S. Army Stripes for Skills Program, or was enlisted under the provisions of the Civilian-Acquired Skills Program, report the first three characters of the MOS recorded in PMOS block of page 6, section 7, DD Form 1966, in columns 46–48. In column 49 one of the following codes will be reported to indicate how the skill was acquired:

Code: 0
Meaning: None of the codes below apply.

Code: 1
Meaning: On-the-job training.

Code: 2
Meaning: Formal apprenticeship.

Code: 3
Meaning: Successful completion of 1 or more years of training at a technical, trade or business school.

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

Code: 1
Meaning: Ability or level of skill in the MOS reported cannot be determined by the interviewer or other qualified person at this reporting activity. (If code 1 is used, additional information must be provided by electrical message.)

Code: 2
Meaning: Further training is needed before the individual can be utilized in this skill.

Code: *3
Meaning: Individual can be utilized in this MOS without further formal training.

Code: *4
Meaning: Individual is highly qualified for utilization in this MOS without further advanced training. (This code will be used only for individuals who are unusually well qualified for utilization in an MOS without further training.)

Code: 5
Meaning: Individual has an enlistment commitment as follows:

a. Active Army DA Circular 601 series (U.S. Army Stripes for Skills Program).

b. Army Reserve, AR 140–111 (Army Reserve Civilian-Acquired Skills Program).

c. National Guard PAM 600–200 (National Guard Civilian-Acquired Skills Enlistment Program).

Note.

Indicate with a pencil entry on DA Form 2–1 (item 4) the MOS in which qualified when an individual is coded with a 3 or 4. When an individual is not selected for utilization in a civilian-acquired skill the AIT commander will award the individual a secondary MOS in the civilian-acquired skill reported following completion of AIT and award of PMOS. The AIT commander will accomplish this action automatically, citing AR 600–200 as authority.

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

(d) Scientific and engineering MOS will not reported in this field. MOS 93J (Physical Therapy Specialist) will not be used to identify chiropractors.

l. Columns 52 and 53, Additional Skill Identifier (ASI). Report the ASI in which the soldier will undergo training (OSUT only). (Requires prior coordination with DAPC–EPT–I for a specific commitment MOS to be reported with an ASI on TC2.)

m. Column 53, Split Training Identifier. Enter "S" for all RC soldiers that have been designated for split training. All others leave blank. If a individual is reported as Split Training, Phase I (BT only), commitment MOS will be reported as 09C1 in positions 59–62.

n. Column 54, Restrictions. Enter the code that applies from the table below:

Code: 1
Individual classified as Conscientious Objector by Selective Service: NO
Individual has record of military or civilian conviction for other than minor traffic violation: NO

Code: 2
Individual classified as Conscientious Objector by Selective Service: YES
Individual has record of military or civilian conviction for other than minor traffic violation: NO

Code: 3
Individual classified as Conscientious Objector by Selective Service: NO
Individual has record of military or civilian conviction for other than minor traffic violation: YES

Code: 4
Individual classified as Conscientious Objector by Selective Service: YES
Individual has record of military or civilian conviction for other than minor traffic violation: YES

o. Column 55, Special assignment considerations. Code as indicated below when an individual has grounds for special considerations for assignment. If grounds exist for assignment due to extreme family problems under provisions of chapter 3 AR 614–200, individual must apply in accordance with procedures contained in DA Pam 600–8.

Code	Meaning
1	None of the codes is applicable.
2	Sole surviving son or daughter, or is eligible for designation as such and has applied.
3	Twin. If the individual has a twin on active duty in the U.S. Army, report the other twin's name, SSN, unit, and location of assignment to CDRMILPERCEN ALEX VA//DAPC–EPT–I//.
4	Airborne volunteer

p. Columns 56 through 58, Area of preference. (columns 55–56 will be left blank for RC personnel.) Consideration will be given to an individual's preferences for assignment at the time the individual is processed for a first unit assignment. Stating a preference for assignment does not guarantee that the individual will receive an assignment to that location. An individual with an enlistment commitment may state a preference for assignment (CONUS or overseas).

(1) *Columns 56 and 57, CONUS Area of Preference.* If the individual expresses a preference for a CONUS assignment, code columns 56–57 as prescribed in AR 680–29.

(2) *Column 58, Oversea Area of Preference.* If the individual expresses a preference for an overseas area, report that preference in column 58. Codes to be utilized are as follows:

Area	Code
Alaska	1
Hawaii	2
South America & Caribbean Area	3
Africa and Middle East Area	4
Europe	5
North America & North Atlantic Area	6
Far East & Pacific Area	7
No preference	0

q. Columns 59 through 64, Enlistment Commitments. This portion of the TC2 is used to report enlistment agreements made to the soldier as indicated on enlistment documents.

(1) *Columns 59 through 62, MOS Commitment.* Report the first four characters of the MOS for which the soldier has been enlisted. (All RC personnel arriving for Split Training–Phase I (BT only) will be reported with reporting code 09C1.) Language codes from AR 611–6 for personnel with enlistment agreements that include language training will be reported in columns 44–45.

(2) *Columns 63 and 64, Commitment Type.* Report first unit commitments made to the soldier on enlistment documents using codes from tables E–2 through E–4. All RA personnel will have a commitment type reported. RC personnel that require airborne training during their current IADT period will be reported with commitment type 92.

r. Column 65. Leave Blank.

s. Column 66, Racial Group. Code as prescribed in AR 680–29.

t. Columns 67 through 69. Basic Training Start Date. Report the julian date on which the individual started BT. (See para 3–3*b*.)

u. Columns 72 and 73, Card code. TC2 will be coded "21" in columns 72–73.

v. Columns 70 and 71 and 74 through 80. Standardized instructions for coding these columns on all input submitted to MILPERCEN is contained in appendix B.

Table E–2
First Unit Assignment Codes (Sorted by codes found on REQUEST documents)

REQUEST Code	ACT Code	Designation	Option
None	15	1st Inf Division Forward, Europe	
None	41	2d Armored Division, Forward, Europe	
None	60	Potential Bandsperson	9–8
None	62	Instructor, USA Elm School of Music, Little Creek, VA	9–8
None	63	Special Bandsperson, US Army Band, Ft Myer, VA	9–8
None	61	US Army Bandsperson, unassigned	9–8
None	A4	32d AAD Command, Europe	
None	D1	24th Engr Group, Europe	
None	D2	7th Signal Brigade, Europe	
None	D4	MEDCOM, Europe	
None	U6	59th Ord Bde, Europe	
None	U8	11th Avn Group, Europe	
10DR	71	10th Inf Div (Lt), Ft Drum, NY (COHORT)	9–23
10S8	M3	10th Special Forces Group, Ft Devens, MA (PS)	9–18
10SF	M3	10th Special Forces Group, Ft Devens, MA	9–4
11AC	78	11th Armored Cavalry Regiment, Europe	9–13
1018	13	101st Airborne Division (Airmobile), Ft Campbell, KY (PS)	9–18
101A	13	101st Airborne Division (Airmobile), Ft Campbell, KY	9–13
101H	13	101st Airborne Division (Airmobile), Ft Campbell, KY (COHORT)	9–23
129I	C7	1st Bn, 29th Inf, Ft Benning, GA	9–13
172A	46	172d Inf Bde, Alaska (Airborne)	9–4
172I	N5	172d Inf Bde, Alaska (Non Airborne)	9–13
1758	N9	1st Bn 75th Inf (Ranger) Ft Stewart, GA (PS)	9–18
175R	N9	1st Bn 75th Inf (Ranger) Ft Stewart, GA	9–4
18A8	30	XVIII Airborne Corps, Ft Bragg, NC (PS)	9–18
18AC	30	XVIII Airborne Corps, Ft Bragg, NC (Airborne)	9–4
18AP	30	XVIII Airborne Corps, Ft Bragg, NC (Airborne) (PPT)	9–4
18C	25	XVIII Airborne Corps, Ft Bragg, NC (Nonairborne)	9–13
193A	24	193d Inf Brigade, Panama (Airborne)	9–4
193I	43	193d Inf Brigade, Panama (Nonairborne)	9–13
194A	28	194th Armored Brigade, Ft Knox, KY	9–13
197I	10	197th Inf Brigade, Ft Benning, GA	9–13
1ARM	74	1st Armored Division, Europe	9–13
1CAV	55	1st Cavalry Division, Ft Hood, TX	9–8, 9–13
1CVH	55	1st Cavalry Division, Ft Hood, TX (COHORT)	9–23
1IN8	51	1st Inf Div, Ft Riley, KS (PS)	9–18
1INB	51	1st Inf Div, Ft Riley, KS (COHORT)	9–23
1IND	51	1st Inf Div, Ft Riley, KS	9–13
1SFG	35	1st Special Forces Group, Ft Lewis, WA	9–4
21SC	A3	21st Support Command, Europe	9–13
24I8	N3	24th Inf Division, Ft Stewart, GA (PS)	9–18
24IN	N3	24th Inf Division, Ft Stewart, GA	9–13
25IN	23	25th Inf Div, Schofield Barracks, HI	9–13
25HA	23	25th Inf Div, Schofield Barracks, HI (COHORT)	9–23
2758	N4	2d Bn 75th Inf (Ranger) Ft Lewis, WA (PS)	9–18
275R	N4	2d Bn 75th Inf (Ranger) Ft Lewis, WA	9–4
2ACR	77	2d Armored Cavalry Regiment	9–13
2AR8	56	2d Armored Division, Ft Hood, TX (PS)	9–18
2ARJ	56	2d Armored Division, Ft Hood, TX (COHORT)	9–23
2ARM	56	2d Armored Division, Ft Hood, TX	9–8, 9–13
31FA	V3	2d Bn, 31st Field Artillery, Ft Campbell, KY	9–13
31IN	79	3d Brigade, 1st Inf Division (Mech)	9–13
3758	33	3d Bn 75th Inf (Ranger) Ft Benning, GA (PS)	9–18
375R	33	3d Bn 75th Inf (Ranger) Ft Benning, GA	9–4
3ACR	11	3d Armored Cavalry Regiment, Ft Bliss, TX	9–13
3ARM	73	3d Armored Division, Europe	9–13
3CAT	29	III Corps Artillery, Ft Sill, OK	9–13
3INF	75	3d Inf Div (Mech), Europe	9–13
4IN8	52	4th Inf Division, Ft Carson, CO (PS)	9–18
4IND	52	4th Inf Division, Ft Carson, CO (COHORT)	9–23
4INF	52	4th Inf Division, Ft Carson, CO	9–13
509I	D5	325th Inf (Airborne), Italy	9–4
56AT	C9	56th Field Artillery Brigade, Europe	9–13
5COR	A1	V Corps, Europe	9–13
5IN8	W1	5th Inf Div, Ft Polk, LA (PS)	9–18
5INF	W1	5th Inf Div, Ft Polk, LA	9–13
6CAV	T4	6th Cavalry Brigade, Ft Hood, TX	9–13
6IN	67	6INF Division (COHORT), Alaska	9–23
7COR	A2	VII Corps, Europe	9–13
7INF	N2	7th Inf Division, Ft Ord, CA	9–13
7IN2	N2	7th Inf Division, Ft Ord, CA	9–23
7ING	N2	7th Inf Division, Ft Ord, CA (COHORT)	9–23
82A8	54	82d Airborne Division, Ft Bragg, NC (PS)	9–18
82AA	54	82d Airborne Division, Ft Bragg, NC (Airborne)	9–4, 9–23

Table E–2
First Unit Assignment Codes (Sorted by codes found on REQUEST documents)—Continued

REQUEST Code	ACT Code	Designation	Option
82AB	54	82d Airborne Division, Ft Bragg, NC	9–4, 9–8
82AP	54	82d Airborne Division, Ft Bragg, NC (PPT)	9–4
8INF	U9	8th Inf Division, Europe	9–13
9IN8	14	9th Inf Division, Ft Lewis, WA (PS)	9–18
9INE	14	9th Inf Division, Ft Lewis, WA (COHORT)	9–23
9INF	14	9th Inf Division, Ft Lewis, WA	9–13
9514	9A	ISC Uncommitted (MOS 95B)	9–14
9525	2A	INSCOM Uncommitted (MOS 95B) (Note 1)	9–25
AB26	92	Airborne Training, No Station of Choice (2 years)	9–4
AHST	2B	Arlington Hall Station, VA	9–25
AIDR	J8	USA Institute of Dental Research, Washington, DC	9–19
AISR	K3	USA Institute of Dental Research, Ft Houston, TX	9–19
ALA9	N5	Alaska	9–19
AMU	Z4	Army Marksmanship Unit, Fort Benning, GA	9–13
AMU9	36	Army Marksmanship Unit, Fort Ord, CA	9–13
APG	B7	Aberdeen Proving Ground, MD	9–19
ARL	K6	USA Aeromed Research Cntr & Lab, Ft Rucker, AL	9–19
ARMD	J6	USA Medical R&D Command, Washington, DC	9–19
BBDE	P5	Berlin Brigade	9–13
BEAU	44	William Beaumount AMC, El Paso, TX	9–19
BELR	A5	Ft Belvoir, VA	9–19
BENH	C2	Ft Benjamin Harrison, IN	9–8, 9–19
BENN	04	Ft Benning, GA	9–8, 9–19
BLIS	48	Ft Bliss, TX	9–8, 9–19
BRAG	05	Ft Bragg, NC	9–8, 9–19
BRKE	45	Brooke AMC, Ft Sam Houston, TX	9–19
CALA	9B	ISC—Alaska	9–14
CAMB	07	Ft Campbell, KY	9–8, 9–19
CARS	08	Ft Carson, CO	9–8, 9–19
CAVS	9C	ISC—Arlington Hall/Vint Hill Farms Station	9–14
CCCZ	9F	ISC—Canal Zone	9–14
CCUN	9A	ISC (MACOM) No specific Station of Choice	9–14
CDEC	59	USA CDEC, Ft Ord, CA	9–13
CDET	9D	ISC—Ft Detrick, MD	9–14
CELT	9E	ISC—Europe Long Tour	9–14
CHAW	9G	ISC—Hawaii	9–14
CHUH	9H	ISC—Ft Huachuca, AZ	9–14
CITA	9I	ISC—Italy	9–14
CKOR	9J	ISC—Pacific Short Tour—Korea	9–14
CMDW	9K	ISC—Military District of Washington	9–14
CMEA	9L	ISC—Ft Meade, MD	9–14
CMON	9M	ISC—Ft Monmouth, NJ	9–14
CPLT	9N	ISC—Pacific Long Tour	9–14
CRIT	9P	ISC—Ft Ritchie, MD	9–14
CSTS	9Q	ISC—Europe Short Tour—Saudi Arabia	9–14
CSTT	9R	ISC—Europe Short Tour—Turkey	9–14
CTAI	9S	ISC—Taiwan	9–14
DARC	X6	AMC (MACOM) Conus, No specific Station	9–24
DARO	X7	AMC (MACOM) Overseas, No specific Station	9–24
DIX	02	Ft Dix, NJ	9–8, 9–19
DRUM	71	Ft Drum, NY	9–19
DUG	L8	Dugway Proving Ground, UT	9–19
DVNS	01	Ft Devens, MA	9–8, 9–19
ELTG	2C	Europe Long Tour—Germany	9–25
ESTT	2D	Europe Short Tour—Turkey	9–25
EUR	N7	Europe	9–13
EUR1	N7	Europe	9–8
EUR2	N7	Europe/2 yr	9–26
EUR8	N7	Europe (PS)	9–18
EUR9	N7	Europe	9–19
FBRG	2E	Fort Bragg, NC	9–25
FCAR	2F	Fort Carson, CO	9–25
FCMB	2G	Fort Campbell, KY	9–25
FDVN	2H	Fort Devens, MA	9–25
FEFS	27	Fort Eustis, VA	9–19
FHOD	2I	Fort Hood, TX	9–25
FITZ	17	Fitzsimons AMC, Denver, CO	9–19
FLWS	2J	Ft Lewis, WA	9–25
FMEA	2K	Ft Meade, MD	9–25
FOR5	X3	FORSCOM (MACOM), No specific Station	9–25
FOR6	X3	FORSCOM (MACOM), No specific Station (2 yr enl)	9–26
FORD	2L	Ft Ord, CA	9–25
FORS	X3	FORSCOM (MACOM), No specific Station	9–13, 9–19
FPLK	2M	Ft Polk, LA	9–25

Table E–2
First Unit Assignment Codes (Sorted by codes found on REQUEST documents)—Continued

REQUEST Code	ACT Code	Designation	Option
FRIL	2N	Ft Riley, KS	9–25
FSSA	2P	Field Station, San Antonio, TX	9–25
FSTW	2Q	Ft Stewart, GA	9–25
GAMC	47	Gordon AMC, Ft Gordon, GA	9–19
GORD	38	Ft Gordon, GA	9–8, 9–19
HAMT	B5	Ft Hamilton, NY	9–8, 9–19
HAW9	X1	Hawaii (WESTCOM)	9–19
HOOD	06	Ft Hood, TX	9–8, 9–19
HSC	S4	Health Services Command—No Station of Choice	9–19
HSCC	S2	Health Services Command—CONUS—No specific station	9–19
HUCH	57	Ft Huachuca, AZ	9–8, 9–19
INSC	X8	INSCOM—CONUS	9–25
INSO	X9	INSCOM—Overseas	9–25
JAX	39	Ft Jackson, SC	9–8, 9–19
KNOX	03	Ft Knox, KY	9–8, 9–19
KOR2	N8	US Army Korea/2d Inf Div	9–13
KOR8	M1	Korea (PS)	9–18
KOR9	M1	Korea	9–19
LAIR	K4	Letterman Army Institute of Research, San Francisco, CA	9–19
LAVS	3A	Arlington Hall/Vint Hill Farms Station (Note 1)	9–14
LCCZ	3B	Canal Zone (Note 1)	9–14
LCUN	2A	ISC—No Station of Choice (Note 1)	9–14
LDET	3C	Ft Detrick, MD (Note 1)	9–14
LEE	A7	Ft Lee, VA	9–8, 9–19
LELT	3D	Europe Long Tour (Note 1)	9–14
LETT	19	Letterman AMC, San Francisco, CA	9–19
LEVN	C3	Ft Leavenworth, KS	9–19
LHUH	3E	Ft Huachuca, AZ (Note 1)	9–14
LITA	3F	Italy (Note 1)	9–14
LKOR	3G	Pacific Short Tour—Korea (Note 1)	9–14
LMDW	3H	Military District of Washington (Note 1)	9–14
LMEA	3I	Ft Meade, MD (Note 1)	9–14
LMON	3J	Ft Monmouth, NJ (Note 1)	9–14
LPLT	3K	Pacific Long Tour (Note 1)	9–14
LRIT	3L	Ft Ritchie, MD (Note 1)	9–14
LSTT	3M	Europe Short Tour—Turkey (Note 1)	9–14
LTCZ	2R	Panama Long Tour—Panama	9–25
LWIS	68	Ft Lewis, WA	9–8, 9–19
LWOD	53	Ft Leonard Wood, MO	9–8, 9–19
MADN	18	Madigan AMC, Tacoma, WA	9–19
MAPG	D6	US Army Med Department Activity, Aberdeen Proving Ground, MD	9–19
MBEL	D7	US Army Medical Department Activity, Ft Belvoir, VA	9–19
MBEN	F9	US Army Medical Department Activity, Ft Benning, GA	9–19
MBNH	H5	US Army Medical Department Activity, Ft Benjamin Harrison, IN	9–19
MBRD	J9	USA Med Bioengineering R & D Lab, Ft Detrick, MD	9–19
MBRG	G1	US Army Medical Department Activity, Ft Bragg, NC	9–19
MCAM	G2	US Army Medical Department Activity, Ft Campbell, KY	9–19
MCAR	J1	US Army Medical Department Activity, Ft Carson, CO	9–19
MCCL	A8	Ft McClellan, AL	9–8, 9–19
MCPH	A9	Ft McPherson, GA	9–8, 9–19
MDEV	D9	US Army Medical Department Activity, Ft Devens, MA	9–19
MDIX	F1	US Army Medical Department Activity, Ft Dix, NJ	9–19
MDW	B3	Military District of Washington	9–8, 9–19
MEAD	21	Ft Meade, MD	9–8, 9–19
MEUS	F4	US Army Medical Department Activity, Ft Eustis, VA	9–19
MHOD	H1	US Army Medical Department Activity, Ft Hood, TX	9–19
MHUA	J2	US Army Medical Department Activity, Ft Huachuca, AZ	9–19
MJAX	G3	US Army Medical Department Activity, Ft Jackson, SC	9–19
MKNX	F2	US Army Medical Department Activity, Ft Knox, KY	9–19
MLEE	F3	US Army Medical Department Activity, Ft Lee, VA	9–19
MLVN	H6	US Army Medical Department Activity, Ft Leavenworth, KS	9–19
MMCL	G4	US Army Medical Department Activity, Ft McClellan, AL	9–19
MMCP	G5	US Army Medical Department Activity, Ft McPherson, GA	9–19
MMEA	F5	US Army Medical Department Activity, Ft Mead, MD	9–19
MMON	F6	US Army Medical Department Activity, Ft Monmouth, NJ	9–19
MONM	A6	Ft Monmouth, NJ	9–8, 9–19
MONR	B4	Ft Monroe, VA	9–8, 9–19
MORD	J4	US Army Medical Department Activity, Ft Ord, CA	9–19
MOT	B9	Military Ocean Terminal, Bayonne, NJ	9–19
MPOL	H4	US Army Medical Department Activity, Ft Polk, LA	9–19
MRED	G6	US Army Medical Department Activity, Redstone Arsenal, AL	9–19
MRID	K1	USA Med Research Inst of Infectious Diseases, Ft Detrick, MD	9–19
MRIL	H7	US Army Medical Department Activity, Ft Riley, KS	9–19
MRUC	J3	US Army Medical Department Activity, Ft Rucker, AL	9–19

Table E–2
First Unit Assignment Codes (Sorted by codes found on REQUEST documents)—Continued

REQUEST Code	ACT Code	Designation	Option
MSHR	H8	US Army Medical Department Activity, Ft Sheridan, IL	9–19
MSIL	H2	US Army Medical Department Activity, Ft Sill, OK	9–19
MSTE	G9	US Army Medical Department Activity, Ft Stewart, GA	9–19
MTMC	G7	Military Traffic Management Command—CONUS	9–19
MTMO	G8	Military Traffic Management Command—Overseas	9–19
MWOD	H9	US Army Medical Department Activity, Ft Leonard Wood, MO	9–19
NRDC	P3	Natick Laboratories, Natick, MA	9–19
NTC	K9	National Training Center, Ft Irwin, CA	9–19
OART	C1	Oakland Army Terminal, Oakland, CA	9–19
OLDG	16	US Army Third Inf (The Old Guard) Ft Myer, VA	9–13
ORD	N2	Fort Ord, CA	9–8
ORHL	69	Ft Ord/Hunter Liggett	9–19
PAN9	N6	Panama	9–19
PICA	58	Picatinny Arsenal, NJ	9–19
PINE	72	Pine Bluff Arsenal, AR	9–19
PLTH	22	Pacific Long Tour—Hawaii	9–25
PLTJ	2S	Pacific Long Tour—Japan	9–25
PLTO	2T	Pacific Long Tour—Okinawa	9–25
POLK	49	Ft Polk, LA	9–8, 9–19
PSF	C6	Presidio of San Francisco, CA	9–8, 9–19
PSTK	2U	Pacific Short Tour—Korea	9–25
RED	B8	Redstone Arsenal, AL	9–19
REED	12	Walter Reed AMC, Washington, DC	9–19
RIEM	K2	US Army Research Institute of Environmental Medicine Natick, MA	9–19
RILY	09	Ft Riley, KS	9–8, 9–19
RUCK	42	Ft Rucker, AL	9–8, 9–19
SAM	B2	Ft Sam Houston, TX	9–8, 9–19
SCHM	T1	US Army School of Music (Little Creek), Norfolk, VA	9–8, 9–19
SEMP	L1	AMC—Seneca Army Depot, Romulus, NY	9–24
SENE	L1	Seneca Army Depot, Romulus, NY	9–19
SFF8	Z1	Special Forces, Fort Bragg, NC (PS)	9–18
SFFB	Z1	Special Forces, Fort Bragg, NC	9–4
SHER	C4	Ft Sheridan, IL	9–8, 9–19
SIER	26	Sierra Army Depot, Herlong, CA	9–19
SILL	50	Ft Sill, OK	9–8, 9–19
SIMP	31	AMC—Sierra Army Depot, Herlong, CA	9–24
STEW	B1	Ft Stewart/Hunter Army Airfield, GA	9–8, 9–19
TRA5	X2	TRADOC (MACOM), No specific Station	9–25
TRAD	X2	TRADOC (MACOM), No specific Station	9–13, 9–19
TRIP	C8	Tripler AMC, Honolulu, HI	9–19
UN25	95	Training of Choice, Option 25	9–25
UN26	95	Training of Choice, 2 years, No Station of Choice	9–26
UNAB	92	Airborne Training, No Station of Choice	9–4
UNAP	92	Airborne Training, No Station of Choice, (PPT)	9–4
UNCM	90	Training of Choice, No Station of Choice (3 + years)	9–3, 9–8
UNCM	40	Officer Candidate School	9–11
UNCM	70	Warrant Officer Flight Training	9–12
UNRG	97	Ranger Training, No Station of Choice	9–4
UNRP	97	Ranger Training, No Station of Choice, (PPT)	9–4
UNS8	98	Special Forces, Unassigned (PS)	9–18
UNSF	98	Special Forces Training, No Station of Choice	9–4
UNSP	98	Special Forces Training, No Station of Choice, (PPT)	9–4
USM9	K7	US Military Academy, West Point, NY	9–19
USMA	K7	US Military Academy, West Point, NY	9–8
VHFS	2V	Vint Hills Farm Station, VA	9–25
WMCK	34	Womak Army Hospital, Fort Bragg, NC	9–19
WRIR	J7	Walter Reed Army Institute of Research, Washington, DC	9–19

Note 1. Requires Special Security Investigation

Table E-3
First Unit Assignment Codes (Sorted by First Unit of Assignment)

Type Enlistment Commitment	ACT Code
1st Armored Division, Europe	74
1st Cavalry Division, Ft Hood, TX	55
1st Inf Div, Ft Riley, KS	51
1st Inf Division Forward, Europe	15
1st Special Forces Group, Ft Lewis, WA	35
1st Bn, 29th Inf, Ft Benning, GA	C7
1st Bn (Rngr), 75th Inf, Ft Stewart, GA	N9
2d Armored Cavalry Regiment	77
2d Armored Division, Forward, Europe	41
2d Armored Division, Ft Hood, TX	56
2d Inf Div, Korea	N8
2d Bn, 31st Field Artillery, Ft Campbell, KY	V3
2d Bn 75th Inf (Ranger) Ft Lewis, WA	N4
3d Armored Cavalry Regiment, Ft Bliss, TX	11
3d Armored Division, Europe	73
3d Brigade, 1st Inf Division (Mech)	79
3d Inf (The Old Guard), Ft Myer, VA	16
3d Inf Div (Mech), Europe	75
3d Bn (Rngr), 75th Inf, Ft Benning, GA	33
4th Inf Division, Ft Carson, CO	52
5th Inf Div, Ft Polk, LA	W1
6th Cavalry Brigade, Ft Hood, TX	T4
6th Inf Division	67
7th Inf Division, Ft Ord, CA	N2
7th Signal Brigade, Europe	D2
8th Infantry Division, Europe	U9
9th Inf Division, Ft Lewis, WA	14
10th Inf Division (LT), Ft Drum, NY	71
10th Special Forces Group, Ft Devens, MA	M3
11th Armored Cavalry Regiment, Europe	78
11th Avn Group, Europe	U8
21st Support Command, Europe	A3
24th Engr Group, Europe	D1
24th Infantry Division, Ft Stewart, GA	N3
25th Inf Div, Schofield Barracks, HI	23
32d AAD Command, Europe	A4
56th Artillery Brigade, Europe	C9
59th Ord Brigade, Europe	U6
82d Airborne Division, Ft Bragg, NC	54
101st Airborne Division (Airmobile), Ft Campbell, KY	13
172d Inf Bde, Alaska (Airborne)	46
172d Inf. Bde, Alaska (Non Airborne)	N5
193d Infantry Brigade, Panama (Airborne)	24
193d Infantry Brigade, Panama (Non Airborne)	43
194th Armored Brigade, Ft Knox, KY	28
197th Inf Brigade, Ft Benning, GA	10
325th Inf (Airborne), Italy	D5
III Corps Artillery, Ft Sill, OK	29
V Corps, Europe	A1
VII Corps, Europe	A2
XVIII Airborne Corps, Ft Bragg, NC (Airborne)	30
XVIII Airborne Corps, Ft Bragg, NC (Non Airborne)	25
Airborne Training, No Station of Choice	92
Alaska	N5
AMC (MACOM) CONUS, No specific Station	X6
AMC (MACOM) Overseas, No specific Station	X7
AMC—Seneca Army Depot, Romulus, NY	L1
AMC—Sierra Army Depot, Herlong, CA	31
Arlington Hall/Vint Hill Farms Station (Note 1)	3A
Army Marksmanship Unit, Ft Benning, GA	Z4
Army Marksmanship Unit, Ft Ord, CA	36
Berlin Brigade	P5
Brooke AMC, Ft Sam Houston, TX	45
Canal Zone (Note 1)	3B
Dugway Proving Ground, UT	L8
Europe	N7
Europe Long Tour (Note 1)	3D
Europe Short Tour—Turkey (Note 1)	3M
EW Crypto with SOC Arlington Hall Station, VA	2B
EW Crypto with SOC Europe Long Tour—Germany	2C
EW Crypto with SOC Field Station San Antonio, TX	2P
EW Crypto with SOC Ft Bragg, NC	2E
EW Crypto with SOC Ft Campbell, KY	2G
EW Crypto with SOC Ft Carson, CO	2F
EW Crypto with SOC Ft Devens, MA	2H
EW Crypto with SOC Ft Hood, TX	2I
EW Crypto with SOC Ft Lewis, WA	2J
EW Crypto with SOC Ft Meade, MD	2K
EW Crypto with SOC Ft Ord, CA	2L
EW Crypto with SOC Ft Polk, LA	2M
EW Crypto with SOC Ft Riley, KS	2N
EW Crypto with SOC Ft Stewart, GA	2Q
EW Crypto with SOC Pacific Long Tour—Japan	2S
EW Crypto with SOC Pacific Long Tour—Okinawa	2T
EW Crypto with SOC Pacific Short Tour—Korea	2U
EW Crypto with SOC Panama Long Tour—Panama	2R
EW Crypto with SOC Turkey	2D
EW Crypto with SOC Vint Hills Farm Station, VA	2V
Fitzsimmons AMC, Denver, CO	17
FORSCOM (MACOM), No specific Station	X3
Ft Belvoir, VA	A5
Ft Benjamin Harrison, IN	C2
Ft Benning, GA	04
Ft Bliss, TX	48
Ft Bragg, NC	05
Ft Campbell, KY	07
Ft Carson, CO	08
Ft Detrick, MD (Note 1)	3C
Ft Devens, MA	01
Ft Dix, NJ	02
Ft Drum, NY	71
Ft Eustis, VA	27
Ft Gordon, GA	38
Ft Hamilton, NY	B5
Ft Hood, TX	06
Ft Huachuca, AZ	57
Ft Huachuca, AZ (Note 1)	3E
Ft Jackson, SC	39
Ft Knox, KY	03
Ft Leavenworth, KS	C3
Ft Lee, VA	A7
Ft Leonard Wood, MO	53
Ft Lewis, WA	68
Ft McClellan, AL	A8
Ft McPherson, GA	A9
Ft Meade, MD	21
Ft Meade, MD (Note 1)	3I
Ft Monmouth, NJ	A6
Ft Monmouth, NJ (Note 1)	3J
Ft Monroe, VA	B4
Ft Ord, CA	N2
Ft Ord/Hunter Liggett	69
Ft Polk, LA	49
Ft Riley, KS	09
Ft Ritchie, MD (Note 1)	3L
Ft Rucker, AL	42
Ft Sam Houston, TX	B2
Ft Sheridan, IL	C4
Ft Sill, OK	50
Ft Stewart/Hunter Army Airfield, GA	B1
Gordon AMC, Ft Gordon, GA	47
Hawaii (WESTCOM)	X1
Health Services Command—CONUS—No specific Station of Choice	S2
Health Services Command—No Station of Choice	S4
INSCOM—CONUS	X8
ISC—No Station of Choice (Note 1)	2A
INSCOM—Overseas	X9
Instructor, USA Elm School of Music, Little Creek, VA	62
Italy (Note 1)	3F
Korea	M1
Letterman AMC, San Francisco, CA	19
Letterman Army Institute of Research, San Francisco, CA	K4
Madigan AMC, Tacoma, WA	18
MEDCOM, Europe	D4
Military District of Washington	B3
Military District of Washington (Note 1)	3H
Military Ocean Terminal, Bayonne, NJ	B9
Military Traffic Management Command—CONUS	G7
Military Traffic Management Command—Overseas	G8
Natick Laboratories, Natick, MA	P3
National Training Center, Ft Irwin, CA	K9
Oakland Army Terminal, Oakland, CA	C1
Officer Candidate School	40
Pacific Long Tour (Note 1)	3K
Pacific Long Tour—Hawaii	22
Pacific Short Tour—Korea (Note 1)	3G
Panama	N6
Picatinny Arsenal, NJ	58
Pine Bluff Arsenal, AR	72
Potential Bandperson	60
Presidio of San Francisco, CA	C6
Ranger Training, No Station of Choice	97

Redstone Arsenal, AL	B8
Seneca Army Depot, Romulus, NY	L1
Sierra Army Depot, Herlong, CA	26
Special Bandsperson, U.S. Army Band, Ft Myer, VA	63
Special Forces Training, No Station of Choice	98
Special Forces, Ft Bragg, NC	Z1
TRADOC (MACOM), No specific Station	X2
Training of Choice, 2 years, No Station of Choice	95
Training of Choice, No Station of Choice (3 + years)	90
Tripler AMC, Honolulu, HI	C8
U.S. Army Aereomedical Research Center & Laboratory, Ft Rucker, AL	K6
U.S. Army Bandsperson, unassigned	61
U.S. Army Combat Developments Experimentation Command, Ft Ord, CA	59
U.S. Army Institute of Dental Research, Ft Sam Houston, TX	K3
U.S. Army Institute of Dental Research, Washington, DC	J8
U.S. Army Institute of Environmental Medicine Natick, MA	K2
U.S. Army Med Department Activity, Aberdeen Proving Ground, MD	D6
U.S. Army Medical Department Activity, Ft Belvoir, VA	D7
U.S. Army Medical Department Activity, Ft Benjamin Harrison, IN	H5
U.S. Army Medical Department Activity, Ft Benning, GA	F9
U.S. Army Medical Department Activity, Ft Bragg, NC	G1
U.S. Army Medical Department Activity, Ft Campbell, KY	G2
U.S. Army Medical Department Activity, Ft Carson, CO	J1
U.S. Army Medical Department Activity, Ft Devens, MA	D9
U.S. Army Medical Department Activity, Ft Dix, NJ	F1
U.S. Army Medical Department Activity, Ft Eustis, VA	F4
U.S. Army Medical Department Activity, Ft Hood, TX	H1
U.S. Army Medical Department Activity, Ft Huachuca, AZ	J2
U.S. Army Medical Department Activity, Ft Jackson, SC	G3
U.S. Army Medical Department Activity, Ft Knox, KY	F2
U.S. Army Medical Department Activity, Ft Leavenworth, KS	H6
U.S. Army Medical Department Activity, Ft Lee, VA	F3
U.S. Army Medical Department Activity, Ft Leonard Wood, MO	H9
U.S. Army Medical Department Activity, Ft McClellan, AL	G4
U.S. Army Medical Department Activity, Ft McPherson, GA	G5
U.S. Army Medical Department Activity, Ft Meade, MD	F5
U.S. Army Medical Department Activity, Ft Monmouth, NJ	F6
U.S. Army Medical Department Activity, Ft Ord, CA	J4
U.S. Army Medical Department Activity, Ft Polk, LA	H4
U.S. Army Medical Department Activity, Ft Riley, KS	H7
U.S. Army Medical Department Activity, Ft Rucker, AL	J3
U.S. Army Medical Department Activity, Ft Sheridan, IL	H8
U.S. Army Medical Department Activity, Ft Sill, OK	H2
U.S. Army Medical Department Activity, Ft Stewart, GA	G9
U.S. Army Medical Department Activity, Redstone Arsenal, AL	G6
U.S. Army School of Music (Little Creek), Norfolk, VA	T1
U.S. Army Warrant Officer Flight Training.	70
US Military Academy, West Point, NY	K7
USA Med Bioengineering R & D Lab, Ft Detrick, MD	J9
USA Med Research Inst of Infectious Diseases, Ft Detrick, MD	K1
USA Medical Research & Development Command, Washington, DC	J6
USAISC (MACOM) No specific Station of Choice	9A
USAISC—Alaska	9B
USAISC—Arlington Hall/Vint Hill Farms Station	9C
USAISC—Canal Zone	9F
USAISC—Europe Long Tour	9E
USAISC—Europe Short Tour—Saudi Arabia	9Q
USAISC—Europe Short Tour—Turkey	9R
USAISC—Ft Detrick, MD	9D
USAISC—Ft Huachuca, AZ	9H
USAISC—Ft Meade, MD	9L
USAISC—Ft Monmouth, NJ	9M
USAISC—Ft Ritchie, MD	9P
USAISC—Hawaii	9G
USAISC—Italy	9I
USAISC—Military District of Washington	9K
USAISC—Pacific Long Tour	9N
USAISC—Pacific Short Tour—Korea	9J
USAISC—Taiwan	9S
USAISC Uncommitted (MOS 95B)	9A
Walter Reed AMC, Washington, DC	12
Walter Reed Army Institute of Research, Washington, DC	J7
William Beaumont AMC, El Paso, TX	44
Womak Army Hospital, Ft Bragg, NC	34

Note 1. SBI required by enlistment commitment with station of choice option specified.

Table E–4
First Unit Assignment Codes (Sorted by ACT Reporting Code)

ACT Code	Type Enlistment Commitment
01	Ft Devens, MA
02	Ft Dix, NJ
03	Ft Knox, KY
04	Ft Benning, GA
05	Ft Bragg, NC
06	Ft Hood, TX
07	Ft Campbell, KY
08	Ft Carson, CO
09	Ft Riley, KS
10	197th Inf Brigade, Ft Benning, GA
11	3d Armored Cavalry Regiment, Ft Bliss, TX
12	Walter Reed AMC, Washington, DC
13	101st Airborne Division (Airmobile), Ft Campbell, KY
14	9th Inf Division, Ft Lewis, WA
15	1st Inf Division Forward, Europe
16	3d Inf (The Old Guard), Ft Myer, VA
17	Fitzsimons AMC, Denver, CO
18	Madigan AMC, Tacoma, WA
19	Letterman AMC, San Francisco, CA
21	Ft Meade, MD
22	Pacific Long Tour—Hawaii
23	25th Inf Div, Schofield Barracks, HI
24	193d Infantry Brigade, Panama (Airborne)
25	XVIII Airborne Corps, Ft Bragg, NC (Non Airborne)
26	Sierra Army Depot, Herlong, CA
27	Ft Eustis, VA
28	194th Armored Brigade, Ft Knox, KY
29	III Corps Artillery, Ft Sill, OK
2A	ISC—No Station of Choice (Note 1)
2B	EW Crypto with SOC Arlington Hall Station, VA
2C	EW Crypto with SOC Europe Long Tour—Germany
2D	EW Crypto with SOC Turkey
2E	EW Crypto with SOC Ft Bragg, NC
2F	EW Crypto with SOC Ft Carson, CO
2G	EW Crypto with SOC Ft Campbell, KY
2H	EW Crypto with SOC Ft Devens, MA
2I	EW Crypto with SOC Ft Hood, TX
2J	EW Crypto with SOC Ft Lewis, WA
2K	EW Crypto with SOC Ft Meade, MD
2L	EW Crypto with SOC Ft Ord, CA
2M	EW Crypto with SOC Ft Polk, LA
2N	EW Crypto with SOC Ft Riley, KS
2P	EW Crypto with SOC Field Station San Antonio, TX
2Q	EW Crypto with SOC Ft Stewart, GA
2R	EW Crypto with SOC Panama Long Tour—Panama
2S	EW Crypto with SOC Pacific Long Tour—Japan
2T	EW Crypto with SOC Pacific Long Tour—Okinawa
2U	EW Crypto with SOC Pacific Short Tour—Korea
2V	EW Crypto with SOC Vint Hills Farm Station, VA
30	XVIII Airborne Corps, Ft Bragg, NC (Airborne)
31	AMC—Sierra Army Depot, Herlong, CA
33	3d Bn 75th Inf (Ranger), Ft Benning, GA
34	Womak Army Hospital, Ft Bragg, NC
35	1st Special Forces Group, Ft Lewis, WA
36	Army Marksmanship Unit, Ft Ord, CA

38	Ft Gordon, GA
39	Ft Jackson, SC
3A	Arlington Hall/Vint Hill Farms Station (Note 1)
3B	Canal Zone (Note 1)
3C	Ft Detrick, MD (Note 1)
3D	Europe Long Tour (Note 1)
3E	Ft Huachuca, AZ (Note 1)
3F	Italy (Note 1)
3G	Pacific Short Tour—Korea (Note 1)
3H	Military District of Washington (Note 1)
3I	Ft Meade, MD (Note 1)
3J	Ft Monmouth, NJ (Note 1)
3K	Pacific Long Tour (Note 1)
3L	Ft Ritchie, MD (Note 1)
3M	Europe Short Tour—Turkey (Note 1)
40	Officer Candidate School
41	2d Armored Division, Forward, Europe
42	Ft Rucker, AL
43	193d Infantry Brigade, Panama (Non Airborne)
44	William Beaumont AMC, El Paso, TX
45	Brooke AMC, Ft Sam Houston, TX
46	172d Inf Bde, Alaska (Airborne)
47	Gordon AMC, Ft Gordon, GA
48	Ft Bliss, TX
49	Ft Polk, LA
50	Ft Sill, OK
51	1st Inf Div, Ft Riley, KS
52	4th Inf Division, Ft Carson, CO
53	Ft Leonard Wood, MO
54	82d Airborne Division, Ft Bragg, NC
55	1st Cavalry Division, Ft Hood, TX
56	2d Armored Division, Ft Hood, TX
57	Ft Huachuca, AZ
58	Picatinny Arsenal, NJ
59	U.S. Army Combat Developments Experimentation Command, Ft Ord, CA
60	Potential Bandsperson
62	Instructor, USA Elm School of Music, Little Creek, VA
63	Special Bandsperson, U.S. Army Band, Ft Myer, VA
67	6th Inf Division, Alaska
68	Ft Lewis, WA
69	Ft Ord/Hunter Liggett
61	U.S. Army Bandsperson, unassigned
70	U.S. Army Warrant Officer Flight Training
71	10th Inf Division (LT), Ft Drum, NY
72	Pine Bluff Arsenal, AR
73	3d Armored Division, Europe
74	1st Armored Division, Europe
75	3d Inf Div (Mech), Europe
77	2d Armored Cavalry Regiment
78	11th Armored Cavalry Regiment, Europe
79	3d Brigade, 1st Inf Division (Mech)
90	Training of Choice, No Station of Choice (3 + years)
92	Airborne Training, No Station of Choice
95	Training of Choice, 2 years, No Station of Choice
97	Ranger Training, No Station of Choice
98	Special Forces Training, No Station of Choice
9A	USAISC (MACOM) No specific Station of Choice
9B	USAISC—Alaska
9C	USAISC—Arlington Hall/Vint Hill Farms Station
9D	USAISC—Ft Detrick, MD
9E	USAISC—Europe Long Tour
9F	USAISC—Canal Zone
9G	USAISC—Hawaii
9H	USAISC—Ft Huachuca, AZ
9I	USAISC—Italy
9J	USAISC—Pacific Short Tour—Korea
9K	USAISC—Military District of Washington
9L	USAISC—Ft Meade, MD
9M	USAISC—Ft Monmouth, NJ
9N	USAISC—Pacific Long Tour
9P	USAISC—Ft Ritchie, MD
9Q	USAISC—Europe Short Tour—Saudi Arabia
9R	USAISC—Europe Short Tour—Turkey
9S	USAISC—Taiwan
A1	V Corps, Europe
A2	VII Corps, Europe
A3	21st Support Command, Europe
A4	32d AAD Command, Europe
A5	Ft Belvoir, VA
A6	Ft Monmouth, NJ
A7	Ft Lee, VA
A8	Ft McClellan, AL
A9	Ft McPherson, GA
B1	Ft Stewart/Hunter Army Airfield, GA
B2	Ft Sam Houston, TX
B3	Military District of Washington
B4	Ft Monroe, VA
B5	Ft Hamilton, NY
B8	Redstone Arsenal, AL
B9	Military Ocean Terminal, Bayonne, NJ
C1	Oakland Army Terminal, Oakland, CA
C2	Ft Benjamin Harrison, IN
C3	Ft Leavenworth, KS
C4	Ft Sheridan, IL
C6	Presidio of San Francisco, CA
C7	1st Bn, 29th Inf, Ft Benning, GA
C8	Tripler AMC, Honolulu, HI
C9	56th Field Artillery Brigade, Europe
D1	24th Engr Group, Europe
D2	7th Signal Brigade, Europe
D4	MEDCOM, Europe
D5	325th Inf (Airborne), Italy
D6	U.S. Army Med Department Activity, Aberdeen Proving Ground, MD
D7	U.S. Army Medical Department Activity, Ft Belvoir, VA
D9	U.S. Army Medical Department Activity, Ft Devens, MA
F1	U.S. Army Medical Department Activity, Ft Dix, NJ
F2	U.S. Army Medical Department Activity, Ft Knox, KY
F3	U.S. Army Medical Department Activity, Ft Lee, VA
F4	U.S. Army Medical Department Activity, Ft Eustis, VA
F5	U.S. Army Medical Department Activity, Ft Meade, MD
F6	U.S. Army Medical Department Activity, Ft Monmouth, NJ
F9	U.S. Army Medical Department Activity, Ft Benning, GA
G1	U.S. Army Medical Department Activity, Ft Bragg, NC
G2	U.S. Army Medical Department Activity, Ft Campbell, KY
G3	U.S. Army Medical Department Activity, Ft Jackson, SC
G4	U.S. Army Medical Department Activity, Ft McClellan, AL
G5	U.S. Army Medical Department Activity, Ft McPherson, GA
G6	U.S. Army Medical Department Activity, Redstone Arsenal, AL
G7	Military Traffic Management Command—CONUS
G8	Military Traffic Management Command—Overseas
G9	U.S. Army Medical Department Activity, Ft Stewart, GA
H1	U.S. Army Medical Department Activity, Ft Hood, TX
H2	U.S. Army Medical Department Activity, Ft Sill, OK
H4	U.S. Army Medical Department Activity, Ft Polk, LA
H5	U.S. Army Medical Department Activity, Ft Benjamin Harrison, IN
H6	U.S. Army Medical Department Activity, Ft Leavenworth, KS
H7	U.S. Army Medical Department Activity, Ft Riley, KS
H8	U.S. Army Medical Department Activity, Ft Sheridan, IL
H9	U.S. Army Medical Department Activity, Ft Leonard Wood, MO
J1	U.S. Army Medical Department Activity, Ft Carson, CO
J2	U.S. Army Medical Department Activity, Ft Huachuca, AZ
J3	U.S. Army Medical Department Activity, Ft Rucker, AL
J4	U.S. Army Medical Department Activity, Ft Ord, CA
J6	USA Medical Research & Development Command, Washington, DC
J7	Walter Reed Army Institute of Research, Washington, DC
J8	U.S. Army Institute of Dental Research, Washington, DC
J9	USA Med Bioengineering R & D Lab, Ft Detrick, MD
K1	USA Med Research Inst of Infectious Diseases, Ft Detrick, MD
K2	U.S. Army Institute of Environmental Medicine Natick, MA
K3	U.S. Army Institute of Dental Research, Ft Sam Houston, TX
K4	Letterman Army Institute of Research, San Francisco, CA
K6	U.S. Army Aeromedical Research Center & Laboratory, Ft Rucker, AL
K7	US Military Academy, West Point, NY
K9	National Training Center, Ft Irwin, CA
L1	AMC—Seneca Army Depot, Romulus, NY
L1	Seneca Army Depot, Romulus, NY
L8	Dugway Proving Ground, UT
M1	Korea
M3	10th Special Forces Group, Ft Devens, MA
N2	7th Inf Division, Ft Ord, CA
N2	Ft Ord, CA
N3	24th Infantry Division, Ft Stewart, GA

N4	2d Bn 75th Inf (Ranger), Ft Lewis, WA
N5	172d Inf Bde, Alaska (Non Airborne)
N5	Alaska
N6	Panama
N7	Europe
N8	2d Inf Div, Korea
N9	1st Bn 75th Inf (Ranger), Ft Stewart, GA
P3	Natick Laboratories, Natick, MA
P5	Berlin Brigade
S2	Health Services Command—CONUS—No specific Station of Choice
S4	Health Services Command—No Station of Choice
T1	U.S. Army School of Music (Little Creek), Norfolk, VA
T4	6th Cavalry Brigade, Ft Hood, TX
U6	59th Ord Brigade, Europe
U8	11th Avn Group, Europe
U9	8th Infantry Division, Europe
V3	2d Bn, 31st Field Artillery, Ft Campbell, KY
W1	5th Inf Div, Ft Polk, LA
X1	Hawaii (WESTCOM)
X2	TRADOC (MACOM), No specific Station
X3	FORSCOM (MACOM), No specific Station
X6	AMC (MACOM) Conus, No specific Station
X7	AMC (MACOM) Overseas, No specific Station
X8	INSCOM—CONUS
X9	INSCOM—Overseas
Z1	Special Forces, Ft Bragg, NC
Z4	Army Marksmanship Unit, Ft Benning, GA

Note. SBI required by enlistment commitment with station of choice option specified.

Appendix F
Preparation and Submission of Training Control Cards

F–1. A TCC will be prepared and submitted to MILPERCEN to report the following:

a. Arrival of a trainee at a U.S. Army training activity for qualification in an MOS. This includes prior-service personnel in grades E4 and below that are to attend AIT. Personnel arriving at an installation based upon a reenlistment option (reenlisted without a break in service) or based upon an approved application for school training will not be reported to MILPERCEN in accordance with these instructions. MOS training includes, but is not limited to the following—

(1) Formal AIT.

(2) OJT–AIT in an Active Army TOE or TDA unit at the AIT installation.

(3) Train and retain as permanent party (TRAAP) in an Active Army unit.

b. When training is interrupted in any phase of training it indicates the start or end of a control condition that changes the projected graduation date of the soldier.

c. A TCC will be submitted when—

(1) A training MOS is changed.

(2) An individual enters ASI training and assignment instructions issued by MILPERCEN do not include that ASI.

(3) Graduation date changes.

(4) Any condition exists that impacts upon assignment instructions issued by MILPERCEN. (See table F–1 for control reasons to be reported to MILPERCEN.)

(5) Report Airborne volunteers and disqualification from airborne volunteer status, to include withdrawal of volunteer status.

d. Active Army personnel with prior service reporting for AIT will be reported by TCC. (A TC1 and TC2 must also be prepared for a PS soldier reporting for AIT that did not undergo BT during current term of service.) All electrical messages concerning assignment of soldiers from AIT to first units will be directed to CDR, MILPERCEN ALEX VA// DAPC–EPT–I//. In the event that a soldier fails to complete AIT, training activities will take action outlined in paragraph 3–24.

F–2. TCCs will be prepared and transmitted as follows:

a. Not later than Friday, the end of the first week of training, the TAC will be reviewed and a TCC prepared and transmitted to MILPERCEN. (If TAC is not in the soldier's record, the gaining command roster contains the same information and may be used for verification.) Any conflicts with enlistment agreements will be reported to MILPERCEN for resolution by electrical message if a TCC or CDC does not allow for reporting updated information. A soldier arriving at an AIT activity other than the one specified on the TAC may be retained if the installation processing the soldier conducts training specified, and a training seat is available. If the soldier cannot be trained in the MOS specified on the TAC, notify MILPERCEN telephonically (221–8490, 8491, 8492 or 8493) for guidance.

b. When a soldier is directed to be retrained in a new MOS, or when there is a change in the training course which will affect training start or graduation dates, the training activity will prepare a TCC.

F–3. Control reasons identified in table F–1 will be used when submitting TCC to report changes in training status.

F–4. Formats for preparation of TCCs are contained in tables F–2 through F–6.

Table F–2
Format for preparation of control reasons 70, 71, 73, 74 and 75

Element of Data	Card column
Service Component	1
Social Security Number	2–10
Name	11–15
Training Location	16–20
Training Start Date	21–25
Graduation Date	26–30
Training MOS	31–35
ASI	36–37
Linguist Language Code	38–39
Enlistment Commitment Code	40–41
Marital Status	42
Blank	43–46
CONUS Area Preference	47–48
Oversea Area Preference	49
Blank	50–67
Control Reason	68–69
Transaction Code	70–71
Card Code	72–73
Reporting Activity	74–78
Transaction Code	79–80

Note. Information to be reported for control reasons 70, 71, 73, 74 and 75 is contained in this table.

Table F–3
Format for preparation of control reasons 02, 12, 26, 29 and 40

Element of Data	Card column
Service Component	1
Social Security Number	2–10
Name	11–15
Training Location	16–20
Effective Date	21–25
Blank	26–69
Transaction Code	70–71
Card Code	72–73
Reporting Activity	74–78
Transaction Code	79–80

Note. Information to be reported for control reasons 02, 12, 26, 29, and 40 is contained in this table.

Table F–4
Format for preparation of Control Reasons 30 and 32

Element of Data	Card column
Service Component	1
Social Security Number	2–10
Name	11–15
Training Location	16–20
Training Start Date	21–25
New Graduation Date	26–30
Training MOS	31–35
ASI	36–37
Linguist Language Code	38–39
Blank	40–67
Control Reason	68–69
Transaction Code	70–71
Card Code	72–73
Reporting Activity	74–78
Transaction Code	79–80

Note. (Applicable to personnel who have a change in their availability month for reporting to their first unit of assignment following IET) Information to be reported for control reasons 30 and 32 is contained in this table.

Table F–5
Format for preparation of control reason 95

Element of Data	Card column
Service Component	1
Social Security Number	2–10
Name	11–15
Reporting Activity	16–20
Training Start Date	21–25
Projected Training Completion Date	26–30
Training MOS (Feeder MOS)	31–35
Blank	36–39
Commitment Type	40–41
Marital Status	42
Blank	43–46
CONUS Preference	47–48
Overseas Preference	49
Report date to follow-on training	50–54
Follow-on Training Activity	55–57
Follow-on Training MOS	58–62
Follow-on Training ASI	63–64
Follow-on Training Language	65–66
Blank	67
Control Reason (95)	68–69
Transaction Code	70–71
Card Code	72–73
Reporting Activity	74–78
Transaction Code	79–80

Note. (Applicable to personnel who report for training prior to reporting for training in another MOS) Information to be reported for control reason 95 is contained in this table.

Table F–6
Format for preparation of control reason 03

Element of Data	Card column
Service Component	1
Social Security Number	2–10
Name	11–15
Training Location	16–20
Effective date	21–25
Blank	26–49
ECLT	50–51
DLPT	52–54

Language Identity	55–56
Blank	57–67
Control Reason	68–69
Transaction Code	70–71
Card Code	72–73
Reporting Activity	74–78
Transaction Code	79–80

Note. (Applicable to personnel identified following entry into BT to attend ESL) Information to be reported for control reason 03 is contained in this table.

F–5. Coding instructions for training control cards is contained in this paragraph. Columns are to be left blank if information is not required to be submitted for control reason being reported (tables F–2 through F–6.

(*Note.* Information contained in columns 1–15 must match the information contained on TAC individual's record, or that contained on the gaining command roster if no training assignment card is present. If this information does not match, the transaction will fail to process at MILPERCEN. If the information is incorrect, report the change in identification information in accordance with appendix G.

a. Column 1, Service Component. Enter the code that indicates the service component and gender of the individual (see appendix D).

b. Column 2 through 10, Social Security Number. Enter the individual's social security number. (See app D.)

c. Columns 11 through 15, Name. Enter the first five characters of the individual's name (see appendix D).

d. Columns 16 through 20, Training Activity. Report the training activity where the soldier will receive MOS training (see appendix B).

e. Columns 21 through 25, Training Start Date. Report the julian date the soldier started training (e.g., 1 September 1985 will be reported as 85244). (Control reasons requiring and effective date will have the date the change in status of the soldier reported in these columns.)

f. Columns 26 through 30, Graduation date. Report the julian date the soldier will complete training (e.g., 1 September 1985 will be reported as 85244).

g. Columns 31 through 35, Training MOS. Report the five character MOS in which the soldier is being trained.

h. Columns 36 and 37, ASI. If the soldier has been selected to undergo ASI training, report that ASI, otherwise leave blank.

i. Columns 38 and 39, Linguist Language Code. This pertains to Army Linguists only. Report the specific language (as prescribed in AR 611–6) in which the soldier is being trained. Otherwise leave blank.

j. Columns 40 and 41, Enlistment Commitment Code. Enter the ACT code that corresponds to the type of enlistment commitment for the soldier (see tables E2—E4). Complete this item only when it has been determined that the enlistment commitment was previously reported incorrectly. It is essential that the enlistment code be reported if found to be blank or incorrectly reported when reviewing the TAC during inprocessing.

k. Column 42, Marital Status. This data will be reported if a change has occurred since submission of TC2. Report the code from AR 680–29 with the additional codes of J-Married to another servicemember, P-Sole Parent that reflects the current marital status of the soldier.

l. Columns 43 through 46. Leave blank

m. Columns 47 through 48, CONUS Preference. Report the code from AR 680–29 that indicates the individual's preference for CONUS assignment following training.

n. Column 49, Oversea Preference. Enter the code that reflects the overseas area preference stated by the individual. (See appendix E for codes to be reported.)

o. Columns 50 through 67. Leave blank unless reporting control reason 03 or 95.

(1) For control reason 95, report the following information in columns 50 through 67—

(a) Columns 50 through 54, Projected Report Date for Follow-on Training. Report the Julian date the soldier is projected to start follow-on MOS training (e.g., 1 September 1985 will be reported as 85244).

(b) Columns 55 through 57. Projected Follow-on Training Graduation date. Report the julian date for the date the soldier is projected to complete follow-on training. (e.g., 1 September 1985 will be reported as 85244).

(c) Columns 58 through 62, Follow-on Training MOS. Report the final MOS in which the soldier is projected to attend training.

(d) Columns 63 and 64, ASI. Enter the ASI in which the soldier is projected to receive during follow-on training, otherwise leave blank.

(e) Columns 65 and 66 Linguist Language Code. This pertains to Army Linguists only. Report the specific language as prescribed in AR 611–6 in which the soldier is projected to be trained. Otherwise leave blank.

(2) For control reason 03 report the following information in columns 50 through 67—

(a) Columns 50 and 51 ECLT. Report the score attained on ECLT for all personnel scheduled to attend ESL.

(b) Columns 52 through 54 DLPT. Report the scores attained on DLPT for all personnel scheduled to attend ESL. (See appendix D for instructions on reporting DLPT.)

(c) Columns 55 through 57, Language Identity. Report the language for which DLPT was reported. (See app E for instructions on reporting Language Identity.)

(d) Columns 58 through 67. Leave Blank

p. Columns 68 and 69, Control reason. See table F–1 for control reasons to be reported. Enter the code that identifies the current training status of the soldier.

q. Columns 70 and 71, Transaction Code. Standardized instructions for coding these columns for all transactions prepared for transmission to MILPERCEN is contained in appendix B.

r. Columns 72 and 73, Card Code. Enter "51" in these columns.

s. Columns 74 through 78, Reporting activity. Standardized instructions for coding these columns for all transactions prepared for transmission to MILPERCEN is contained in appendix B.

t. Columns 79 and 80, Transaction code. Standardized instructions for coding these columns for all transactions prepared for transmission to MILPERCEN is contained in appendix B.

Table F–1
Control reasons to be reported on training control cards

Control reason	Definition	Use table
02	This control reason will be used to report a soldier that will be unable to comply with issued training or permanent unit assignment instructions as a result of some type of administrative action. Do not use this control reason to report temporary or short administrative delays/holdovers from training if the soldier will be able to comply with assignment instructions within 2 months of original availability month. This control reason normally is used to report personnel who are flagged in accordance with AR 600–31, hospitalized, or in similar situations.	F–3
03	This control reason will be used to identify a soldier undergoing ESL training. (Also may be reported on TC1.)	F–6
04	This control reason will be used to identify a soldier undergoing BSEP training. (TC1 reporting only.)	
05	This control reason will be used to identify a soldier undergoing pre-BT physical training. (TC1 reporting only.)	
12	This control reason will be used to identify a soldier that has been reassigned to personnel control facility or to a retraining brigade.	F–3
26	This control reason is used to report one of the following conditions: a. Discharged from the Army (AR 635–series). b. Deceased. c. Dropped from the rolls as a deserter.	F–3
29	This control reason will be used to report RC personnel that have completed MOS training that have been released from IADT and have returned to their reserve units.	F–3
30	This control reason will be used when personnel with assignment instructions are deferred (maximum 2 months beyond original arrival month). If new arrival date is more than 2 months beyond original arrival month, submit a control reason 70 to obtain a verification of the assignment or new assignment instructions.	F–4
32	This control reason will be used to report personnel selected to participate in the Hometown Recruiter Assistant Program. Date to be reported is the actual date personnel will be available to report to their first unit of assignment. (Normally 60 days following completion of AIT—45 days HRAP plus 15 days leave.) Note. The soldier must be in receipt of assignment instructions prior to submission of this control reason.	F–4
40	This control reason will be used to report a soldier placed on security hold. (To remove this control reason submit either a control reason 26 or 70.)	F–3
70	This control reason will be used to report a soldier that— a. Arrives at an AIT activity for initial MOS training. b. Has a change in graduation date and the soldier does not have an assignment. c. Has been delayed more than 2 months from original reported graduation month. d. Was reported by control reason 02 or 40 and that control condition no longer applies. (This will reinitiate processing for the soldier and return the soldier to an active training status on ACT.)	F–2
71	This control reason will be used to report a soldier that is being retrained in another MOS. (The quota was obtained from REQUEST (T–SPACE).)	F–2
73	This control reason will be used to report a soldier that volunteers for airborne training.	F–2
74	This control reason will be used to report soldiers that are disqualified from entering (or continuing) airborne training for any reason. (Includes withdrawal of volunteer status.)	F–2
75	This control reason will be used to report soldiers that originally entered active duty as IRR and have been approved for enlistment in the Active Army.	F–2
95	This control reason will be used to report individuals arriving for prerequisite MOS training prior to reporting for training in another MOS (i.e., soldier arriving for training in MOS 94B1 and is scheduled to attend training in MOS 94F1 will be reported to MILPERCEN with this control reason when reporting for training in MOS 94B1). (Soldiers arriving for language training prior to receiving MOS training will be reported with this control reason. Control reason 70 will be reported by activity conducting MOS training.) (If prerequisite and ultimate MOS training are conducted at the same installation, report using control reason 70; training MOS and graduation date reported on control reason 70 will be based upon completion of all training.)	F–5

Appendix G
Change Identification Card

G–1. A Change Identification Card will be submitted when an incorrect name, social security number, or service component has been reported on TC1, or if an individual receives an approval for a change of name. This transaction cannot be submitted to correct a TC2 that failed to process. This is the only transaction that will change these three items of data.

G–2. The format for reporting personnel in accordance with this procedure is indicated below:

CID Format

Data	Columns punched
Old Service Component	1
Old Social Security Number	2–10
Old Name	11–27
Blank	28
Corrected Service Component	29
Corrected Social Security Number	30–38
Corrected Name	39–55
Blank	56–69
Transaction Code	70–71
Card Code (31)	72–73
Reporting Activity	74–78
Transaction Code	79–80

G–3. All items required by this format will be reported even if only one element of data is being changed. A blank column will post to the master record as if the information were not necessary and the previous entry will be removed from the master record.

a. Old identification data must be identical to that originally submitted on the TC1. If you are not sure what information was previously reported, contact MILPERCEN and request verification of information on the ACT Master Record prior to submitting this transaction.

(1) *Column 1.* Code the service component as originally reported on TC1.

(2) *Column 2 through 10.* Enter the social security number as originally reported on the TC1.

(3) *Columns 11 through 27.* Enter the name as originally reported on the TC1.

(4) *Column 28.* Leave this column blank.

b. New identification data must be correctly and fully coded. TAC should be annotated with the corrected name, SSN, component and date forwarded to reflect that a change of identification has been processed.

(1) *Column 29, Service component.* Enter the soldier's correct service component.

(2) *Columns 30 through 38, SSN.* Enter the soldier's correct social security number.

(3) *Columns 39 through 55, Name.* Enter the soldier's correct name. Code as prescribed in appendix D (TC1).

(4) *Columns 56 through 69.* Leave blank.

(5) *Columns 70 and 71 and 74 through 80.* Standardized instructions for coding these columns on all input submitted to MILPERCEN is contained in appendix B.

(6) *Columns 72 and 73 Card Code.* Code "31" will be reported in these columns for all Change Identification Cards.

Appendix H
Change Data Card

H–1. This transaction allows MILPOs to update selected information that was previously reported by TC1 or TC2. A CDC must be submitted when incorrect enlistment commitments were previously reported to prevent issuance of instructions for training or assignment to first units by MILPERCEN that would conflict with enlistment commitments. Submission of a CDC is also required when a change in Security Investigative Status occurs. If an investigation is initiated for a TOP SECRET investigation, SBI access, Personnel Reliability Program (AR 50–6 or AR 50–5), or if any investigation is completed and reveals information indicating the individual is not eligible for a clearance, the appropriate security investigative status from AR 680–29 will be reported. This transaction cannot be submitted to correct a TC2 that was not accepted upon initial submission. Only the items indicated can be changed. This card cannot be submitted to correct a TC2 that failed to process.

H–2. Information to be reported on CDC is indicated below.

Data	Columns punched
Service component	1
Social Security Number	2–10
Name	11–15
Blank	16–27
Security investigative status	28
PPT/COHORT Identifier	29
Blank	30–35
U.S. Army bonus enlistment option	36
Marital status	37
Blank	38–55
Conus area preference	56–57
Overseas preference	58
Commitment MOS	59–62
Commitment Type	63–64
Blank	65–69
Transaction code	70–71
Card Code	72–73
Reporting activity code	74–78
Transaction code	79–80

H–3. Columns 1 through 15 and 70 through 80 must be reported on all change data transactions. Other information identified on this transaction need only be reported if a change has occurred. Report changes by placing the proper code in the column indicated in format. A blank column will indicate that a change is not necessary and will not update the master record.

a. Column 1, Service component. Enter the code that indicates the service component and gender of the individual.

b. Column 2 through 10, Social Security Number. Enter the individual's social security number.

c. Columns 11 through 15. Enter the first five characters of the individual's name.

d. Columns 16 through 27. Leave these columns blank.

e. Column 28, Security Investigative Status. Enter the appropriate code for the individual's SIS using codes contained in AR 680–29. This information will be reported whenever information is received that any investigation has been initiated for access above Secret, PRP screening is conducted UP AR 50–5 or AR 50–6, or if the individual is determined to be ineligible for a clearance. Favorable completion of ENTNAC need not be reported.

f. Column 29, PPT/COHORT Identifier. Enter one of the following codes to report or correct a previously reported status—

(1) Enter a "T" to report the individual as a member of a package platoon.

(2) Enter a "C" to report the individual as a member of a Cohort package.

(3) Enter an alpha "O" to remove a previously reported "T" or "C" identifier.

g. Columns 30 through 35. Leave blank.

h. Column 36, Bonus indicator. Code alpha "B" for individual who has a U.S. Army cash bonus enlistment commitment. To remove a previously reported Bonus indicator, enter an alpha "O".

i. Column 37, Marital Status. This data will only be reported if a change has occurred since initial submission on TC2. Enter the appropriate code from AR 680–29 with the additional codes of J-Married to another servicemember, P- Sole Parent.

j. Columns 38 through 55. Leave blank.

k. Columns 56 and 57, CONUS Preference. Enter the appropriate code from AR 680–29.

l. Column 58, Oversea Preference Code. If the individual has stated a preference for an overseas area, code the appropriate code from appendix E.

m. Columns 58 through 62, Commitment MOS. Code the first four characters of the MOS in these columns (e.g., 94B1).

n. Columns 63 and 64, Type commitment. Locate the code in table E–2 – E–4 that identifies the first unit commitment of the soldier as reflected on enlistment documents. Enter the appropriate ACT Code in columns 63–64.

o. Columns 70 and 71 and 74 through 80. Standardized instructions for coding these columns on all input submitted to MILPERCEN is contained in appendix B.

p. Columns 72 and 73. Card Code. Code "22" will be reported in these columns for all Change Data Transactions.

Appendix I
Training Assignment Card Processing

I–1. All training assignment cards prepared by MILPERCEN are transmitted in the format contained in table I–1.

Table I–1
Training Assignment Card Format

Element of Data	Column
Service component	1
Social Security Number	2–10
Name	11–17
Special Instructions	18
Initial Training MOS	19–22
Follow-on Training MOS	23–26
Advanced Training Activity	27–28
Type Training	29
School—UIC	30–36
(Basic Airborne Start Date	30–34)
Station Name	37–41
(Projected Basic Airborne Completion Date	37–41)
BT Start Month	42
BT Start Week	43
AR 50–5 Flag	44
AIT Report Date	45–49
AIT Graduation Date	50–54
Follow-on AIT Activity	55–56
Type Training	57
Split Training Code (Reserve Only)	58
Security Investigation Required	59
Commitment MOS	60–63
Commitment Type Code	64–65
Overseas Preference Code	66
CONUS Preference	67–68
Leave	69
Transaction Code	70–71
Card Code	72–73
Reporting Activity	74–78
Transaction Code	79–80

I–2. Training Assignment Cards are coded as follows—

a. Columns 1 through 10, Service Component and SSN. These items reflect information that was reported on TC1. If corrections are necessary submit a CID (app G).

b. Columns 11 through 17, Name. The first 6 characters of the individual's name are contained in this section of TAC.

c. Column 18, Special Instructions. If the individual has been reported as being an Airborne Volunteer, or if enlistment commitment reported includes an airborne commitment, an "A" will appear in this column, otherwise a blank will appear.

d. Columns 19 through 22, Initial Training MOS. This is the MOS that the individual will receive training in following completion of BT.

e. Columns 23 through 26, Follow-on Training MOS. This is the MOS in which the individual will receive training when the initial MOS is a prerequisite for the ultimate MOS to be awarded to the soldier (i.e., 94B/94F). (If the soldier is scheduled for BAT an "A" will appear in column 26—see columns 30–34 for date scheduled to attend BAT.)

f. Columns 27 and 28, Advanced Training Activity. This is the AIT activity that will conduct MOS training. Explanation of codes is contained in appendix D.

g. Column 29, Type Training. Explanation of these codes is contained in appendix D.

h. Columns 30 through 36 School—UIC. This is the UIC the soldier is to be assigned/attached to for AIT. If column 29 contains an "8", assign the individual for OJT–AIT. Soldier will be attached to that organization. If the soldier is scheduled to attend BAT the date the soldier is to report is contained in columns 30 through 34. BAT start dates are constructed as follows: Day, Alphabetic month code (see column 42, below for month codes) and year (i.e., 15B85 is 15 Feb 85).

i. Columns 37 through 41. Station Name. This is the abbreviated designation of the school or training activity that will conduct AIT. The soldier will be directed to report to the specified location following completion of BT. No changes to training locations are authorized without coordination with DAPC–EPT–I, MILPERCEN. If the soldier is scheduled to attend BAT the date the soldier is projected to complete training is contained in columns 30–34. BAT completion dates are constructed as follows: Day, Alphabetic month code (see column 42, below for month codes) and year (i.e., 15B85 is 15 Feb 85).

j. Column 42, BT Start Month. This column indicates the reported BT start month. Months are represented by an alpha indicator: A=Jan, B=Feb, C=Mar, D=Apr, E=May, F=Jun, G=Jul, H=Aug, I=Sep, J=Oct, K=Nov, L=Dec.

k. Column 43, BT Start Week. This column indicates the reported BT start week within the reported BT Start Month. BT start weeks are counted from Friday of the week started training (e.g., "2" indicates the 2nd week of the month).

l. Column 44, AR 50–5 Flag. If the individual must be qualified under the provisions of AR 50–5 for MOS training, a "D" will appear in this column; all others will be blank.

m. Columns 45 through 49. AIT Report Date. This is a five position julian date which represents the date the soldier is to report to the AIT activity for MOS training. (i.e., 85244 represents 1 September 1985.)

n. Columns 50 through 54, AIT Graduation Date. This is a five position julian date which represents the date the soldier is projected to complete MOS training. (i.e., 86001 represents 1 January 1986.)

o. Columns 55 through 56, Follow-on AIT Activity. If the soldier is scheduled for training following initial MOS training, the installation to conduct this training will be identified in these columns. (See appendix D.)

p. Column 57, Follow-on Training Type. Explanation of these codes are contained in appendix D.

q. Column 58, Split Training Code. This applies to RC personnel only. If the individual was reported on TC2 as being RC and was scheduled for alternate (split) training, an "S" will appear in this column. Split trainees are not scheduled for AIT by TAC. All others will be blank.

r. Column 59, Security Investigation Required. If a security investigation is required for the training assignment issued, a code will appear in this column. (See AR 680–29 for the definitions of these codes.)

s. Columns 60 through 63, Commitment MOS. This is the MOS that was reported on TC2. If this information is incorrect, contact DAPC–EPT–I.

t. Columns 64 and 65, Commitment Type. This is the enlistment agreement that was reported on TC2. If this information is incorrect, a CDC must be submitted to correct this information. The first unit of assignment decision will be based upon this information.

u. Column 66, Oversea Preference. This is the information that was reported on the TC2. If this information is incorrect, a CDC must be submitted to correct this information. The first unit of assignment decision may be made based upon this information.

v. Columns 67 and 68, CONUS Preference. This is the information that was reported on the TC2. If this information is incorrect, a CDC must be submitted to correct this information. The first unit of assignment decision may be made based upon this information.

w. Column 69, Leave. If leave is authorized prior to reporting to AIT under the provisions of AR 630–5, an "L" will appear in this column. Leave may be authorized only if the soldier is able to report to the AIT activity not later than the scheduled date for training. If an "L" does not appear in this column, the soldier is to report directly to the AIT activity following completion of BT.

x. Columns 70 and 71 and 79 and 80, Transaction Codes. See appendix B for definitions of transactions codes.

y. Columns 72 and 73. Card Codes. Code 61 represents an initial TAC. If a change has been made to a training assignment, code 63 will appear in these columns. The latest change TAC received supersedes any previous TAC issued and is the training assignment the soldier is to be processed against.

z. Columns 74 through 78. Reporting Activity. This is the BT Activity that was reported on TC2, and is the activity to which the TAC is transmitted. Definitions of these codes are contained in appendix D.

I–3. BT activities will process TACs as follows:

a. The TAC serves as the source document for the preparation of continued training assignment orders and initiation of

security investigations, when required. The TAC is to be placed in a separate envelope and attached to the Action Pending Section of the soldier's MPRJ prior to departure from the training activity. This envelope is to be marked in bold letters "TRAINING ASSIGNMENT CARD—DO NOT REMOVE UNTIL SOLDIER ARRIVES AT FIRST PERMANENT DUTY STATION".

b. If a training assignment is changed or deleted, a Change TAC will be transmitted by MILPERCEN to the training activity. The format for the change TAC is identical to that of the TAC, except that a 63 will appear in columns 72–73. If a change TAC is received, file that TAC in the envelope in the soldier's records in place of the originally transmitted TAC.

c. Upon receipt of a TAC for a soldier, the BT activity MILPO is responsible for verifying that each soldier is fully qualified for the training scheduled. Soldiers that are assigned to training for which they are not qualified will be reported to Commander, MILPERCEN (DAPC-EPT-I) (AUTOVON 221-8491/8492) for guidance.

d. Within 5 workdays following receipt of a TAC, a review of the soldier's enlistment agreements will be accomplished to insure that the training scheduled does not conflict with enlistment agreements. Training assignments which conflict with enlistment agreements are to be immediately reported to DAPC–EPT–I.

e. Upon receipt of TACs, review class rosters to insure that a TAC has been received for all personnel for that BT start week. If all personnel for that BT start week have not received a TAC by the start of the 7th week of BT, immediately contact DAPC–EPT–I.

f. Upon determination that a soldier will be unable to comply with MOS training assignment instructions issued, the following actions must be accomplished:

(1) BT MILPOs will utilize REQUEST (T-SPACE module) to obtain new training reservations for soldiers delayed in BT that will be unable to meet scheduled AIT start dates. If a quota cannot be obtained through T-SPACE, coordinate with DAPC–EPT–I to obtain a new training assignment. Personnel will not be sent to AIT locations unless training reservations have been made.

(2) If the date that the soldier will be available for MOS training cannot be determined, prepare and transmit a TCC, Control Reason 02 to notify MILPERCEN that the soldier will be unable to attend the training scheduled and that a new reservation has not been made. Once the date that the soldier will be available for AIT has been established, take action required by (1) above to obtain a new training assignment.

g. Early identification of personnel ineligible for the training assignments issued will assist in insuring that training seats do not go unfilled. Replacement of unqualified personnel with qualified substitutes is not to be accomplished by training centers. All changes to training assignments will be coordinated with DAPC–EPT–I.

I–4. Upon arrival of a soldier for MOS training, the servicing MILPO, in conjunction with the training commander is responsible for—

a. Reviewing and verifying all data contained in the TAC and submission of changes to update or correct the ACT Master File. If the soldier is ineligible for the training assignment issued, counsel as required by para 3–5 and attempt to obtain a retraining seat on T-SPACE. If a retraining seat is not available on T-SPACE, telephonically contact DAPC–EPT–I to obtain a training assignment for which the soldier is qualified. If necessary, insure that renegotiation of enlistment agreement is accomplished.

b. An individual that arrives at an installation for OJT–AIT may be assigned to an unfilled space in a formal course of instruction on the same installation if the start date and MOS in the TAC coincide, and if the individual meets all qualifications for training. A TCC (control reason 70) to report this change will be prepared and submitted to MILPERCEN. This does not constitute authority to change the MOS for which the individual has been scheduled for training.

c. An individual that reports to a training activity, other than that designated on the TAC, may be retained for training at that location provided the soldier can be trained in the MOS specified on the TAC, and a training space is available. If the soldier cannot enter training for the MOS specified, or if a training seat is not available, telephonically notify DAPC–EPT–I for guidance.

d. No changes to training other than those specified in this regulation are authorized without prior approval of DAPC–EPT–I.

e. Issue orders necessary to attach the soldier for training to the Active Army TOE or TDA unit indicated on TAC if MOS training is to be conducted by OJT-AIT.

f. The TOE or TDA unit performing OJT–AIT is to notify the USATC or Service School of any changes in the projected completion of the period required to qualify an individual for award of the MOS specified on the TAC.

g. Prepare and submit a TCC to report any changes in training status or graduation dates. Any changes in projected graduation dates must be reported by submission to TCC to preclude duplicate or erroneous assignment actions by MILPERCEN.

Appendix J
Assignment Information Card Processing

J–1. This appendix provides procedures to be followed by trainee MILPOs in processing assignments received from MILPERCEN.

J–2. Commander, MILPERCEN will transmit first unit assignment instructions in the form of an Assignment Instruction Card (AIC) to the MILPO that reported the soldier as undergoing AIT at their installation.

a. The first unit assignments for soldiers undergoing AIT will normally be processed the week following receipt of a TCC from an AIT activity. Exception to this general rule is if the reported graduation date is more than 75 days from the date the TCC is processed at MILPERCEN; first unit assignments for these personnel will be processed by MILPERCEN when the reported graduation date is less than 75 days.

b. First unit assignments for soldiers that are undergoing OSUT, or those reported as enlisting with CAS will normally be processed the week following transmittal of a TAC. If a TAC is received, and an assignment is not received within 2 weeks (or 2 months prior to graduation, whichever is later) the trainee MILPO will telephonically contact DAPC–EPT–I for guidance.

c. In cases where a second assignment is received for a soldier, the last assignment received will be utilized when issuing assignment orders. (Previous assignment has already been deleted and is no longer valid.) If the soldier has already departed the training installation in compliance with original assignment instructions, or if a verified hardship condition exists that would require change of assignment instructions, contact DAPC–EPT–I (AUTOVON 221–8491/8492) for guidance.

d. Within 3 workdays following receipt of assignment instructions the MILPO will—

(1) Verify that the assignment received does not conflict with enlistment agreements contained in the MPRJ. This verification will be accomplished by reviewing assignment instructions received against enlistment documents contained in the soldier's MPRJ. If assignment instructions conflict with the soldier's enlistment agreements, the MILPO will immediately prepare and transmit a CDC (appendix H) correcting the individual's commitment type (see appendix E for first unit commitment codes to be reported to MILPERCEN).

(2) Verify that the soldier meets all eligibility requirements for the assignment received. Personnel that do not meet eligibility requirements will be reported by message to CDR MILPERCEN ALEXANDRIA VA//DAPC–EPT–I// within 2 workdays following determination that the soldier does not meet the prerequisites for the assignment. Message will state the specific reason(s) the individual is not eligible for the assignment (i.e., soldier assigned to Berlin and does not meet requirements of AR 614–200, table 8–4), control and line number and cycle number will be included on the message.

(3) Verify that if the soldier is undergoing training that will result in award of an ASI that the assignment received includes that ASI; if assignment instructions do not contain an ASI, prepare and transmit a TCC (control reason 70) to report ASI training being received, and new graduation date for the soldier.

(4) If assignment instructions require a security investigation above Secret, and that investigation has not been initiated, immediate action will be taken to ensure that the appropriate investigation is initiated.

(5) Ensure that assignment information is passed to the soldier's training unit. Assignments that are in conflict with enlistment agreements will not be passed to training units, but will be processed as required in (1) above.

e. Within 2 workdays following receipt of assignment instructions, USATC commanders will ensure that individuals are informed of assignment instructions.

f. Soldiers that will be unable complete training as scheduled, or receive a deferment under the provisions of AR 614–30, will be reported in accordance with appendix F. Soldiers that receive a change to scheduled reporting date to their first unit of assignment will be reported by control reason 30 if the delay will be less than 2 months, and by control reason 70 if the delay will be more than 2 months.

J–3. Format for Assignment Information Cards is contained in table J–1.

Table J–1
Assignment Information Card Format

Element of Data	Column
Blank	1
Name	2–6
Social Security Number	7–15
Gender	16
Assignment Classification Code (T)	17
Assignment MOS	18–22
ASI	23–24
Language Identity	25–26
Security Clearance	27
Special Qualification Code	28
Special Instruction Code	29
Arrival Month	30–31
Arrival Year	32–33
Gaining Unit Identification Code	34–38
Gaining Unit Number	39–42
Gaining Unit Description	43–54
CONUS/Oversea Location	55–64
EPD Control Number	65–67
EPD Line Number	68–71
Training Activity, Losing	72–73
Training Type Code	74
Training Unit Designation	75–76
Availability Date	77–79
Preparing PPA "12" Zone Punch	80

J–4. Procedures and forms contained in DA Pam 600–8–10 may be used when processing soldiers for first unit assignments to ensure individuals are fully qualified for assignments, and that POR requirements are met.

J–5. AICs are coded as follows:

a. Columns 2 through 6, Name. This reflects the first 5 positions of the individual's name, as recorded on ACT files.

b. Columns 7 through 15, Social Security Number. This reflects the SSN for the individual, as recorded on ACT files.

c. Column 16, Gender. M for Male, F for female.

d. Column 17, Assignment Classification Code. This will always be a "T".

e. Columns 18 through 22, Assignment MOS. This is the MOS in which the individual is being assigned. This must correspond with the MOS in which the soldier is being trained. If assignment MOS differs from actual training MOS, submit TCC (control reason 70) to report correct training MOS.

f. Columns 23 and 24, Additional Skill Identifier. If the soldier is to be assigned with an ASI an entry will appear in these columns, if not assigned against an ASI requirement, zeros (00) will appear.

g. Columns 25 and 26, Language Identity. If the soldier is to be assigned with a Language, an entry will appear in these columns, if not assigned against a Language requirement, zeros (00) will appear.

h. Column 27, Security Clearance. This code reflects the type investigation required for the assignment. Definition of codes can be found in AR 680–29. In the event of conflict between definitions in AR 680–29 and those contained on special instruction trailer cards received with the assignment, the instructions received with the assignment will apply.

i. Column 28, Special Qualification. If a code is contained in this column, see AR 614–200 for action required.

j. Column 29, Special Instruction Code. If an entry appears in this column, see AR 614–200 for action required.

k. Columns 30 through 33. Arrival Month/Year. This is the month and year the soldier is projected to report to the gaining organization following completion of training, leave and authorized travel time. If a change is required to this information, a TCC must be submitted to process a deferment or to change the assignment, as applicable.

l. Columns 34 through 38, Gaining Unit Identification Code. This is the UIC to which the soldier is to be assigned.

m. Columns 39 through 42, Gaining Unit Number. This is the unit number for the gaining unit to which the soldier is to be assigned. For non-numbered units the Parent Unit Designator will appear in these positions.

n. Columns 43 through 54, Gaining Unit Description. This is the unit to which the soldier is to be assigned.

o. Columns 55 through 64, Gaining Unit Location. This information reflects the location of the gaining unit.

p. Columns 65 through 71, Gaining EPD Control and Line Number. This is the EPMD control and line number against which the individual is being assigned to the gaining unit, and will appear on all assignment orders published assigning the soldier to the gaining unit.

q. Columns 72 and 73, Training Activity, Losing. This is the training activity that was reported to MILPERCEN as being the current location for the soldier. (See appendix D for definition of these codes.)

r. Column 74, Type Training Activity, Losing. This is the type training activity that was reported to MILPERCEN for the soldier. (See appendix D for definition of these codes.).

s. Columns 75 and 76, Training Unit Designation. This is the training unit designation that was reported to MILPERCEN as being the current location for the soldier. This information is for the use of the training activity to assist in determining the unit conducting training of the soldier.

t. Columns 77 through 79, Availability Date. This is the date that the soldier has been determined to be available for assignment to the gaining unit, and is based upon information submitted by the training activity, projections for leave and travel time, as well as any additional training scheduled by MILPERCEN in conjunction with the assignment. If a change is required to this information, a TCC is required to be submitted to process a deferment or to change the assignment, as applicable, if the availability month changes.

u. Column 80, Preparing PPA. This will always be a "12" zone punch.

Appendix K
Alert Notification Roster

K–1. Purpose and expected utilization of ANR

Advance notification of AIT personnel scheduled for assignment is transmitted to the PPA servicing the gaining unit in the form of an ANR. The ANR is expected to be utilized by management personnel to project arrival of AIT students, and for coordinating sponsorship under the provision of AR 612–10. The ANR should not be considered as a firm notification of assignment; assignments reflected on an ANR should only be considered firm upon receipt of advanced copies of orders as required by AR 310–10. Deletion and deferment information processed within ACT is reflected in Part II of the ANR; additional deletion and deferment information may be received through CAP III. Inquiries regarding the ANR are to be addressed to Commander, MILPERCEN, ATTN: DAPC–EPT–I, 2461 Eisenhower Avenue, Alexandria, VA 22331–0400. Trainees that fail to arrive as projected will be processed as required by AR 630–10 and will not be addressed to MILPERCEN.

K–2. ANR Format

Alert Notification Rosters are transmitted by MILPERCEN in the format contained in table K–1.

Table K–1
Alert Notification Roster Format

Element of Data	Column
Name	1–6
Sex	7
Blank	8
Social Security Number	9–17
Pay Grade	18
Assignment MOS	19–23
ASI	24–25
Gaining Command	26–27
Losing Activity	28–29
PPT/COHORT Identifier	30
EPD Control and Line Number	31–37
Arrival Month	38–39
Arrival Year	40–41
Blank	42
Gaining Unit Parent Designator	43–45
Gaining Unit Descriptive Designator	46–47
Gaining Unit Description	48–63
CONUS/Oversea Location	64–72
Blank	73–77
BT Start Month	78–79
Preparing PPA "12" Zone Punch	80

K–3. ANR coding Explanation of codes

a. Columns 1 through 6, Name. This reflects the first characters of the individual's name, as recorded on ACT files.

b. Column 7, Gender. This reflects the gender of the soldier, as reported by the training activity.

c. Column 8. Blank.

d. Columns 9 through 17, Social Security Number. This reflects the SSN for the individual, as recorded on ACT files.

e. Column 18, Pay Grade. Self explanatory.

f. Columns 19 through 23, Assignment MOS. This is the MOS in which the individual is being assigned and corresponds with the MOS in which the soldier is being trained.

g. Columns 24 and 25, Additional Skill Identifier. If the soldier is to be assigned with an ASI an entry will appear in these columns, if not assigned against an ASI requirement, zeros (00) will appear.

h. Columns 26 and 27, Gaining Command. This is the major command to which the soldier is projected for assignment.

i. Columns 28 and 29, Losing Training Activity. This reflects the training activity that reported the soldier as available for assignment. (See appendix D for definition of these codes.)

j. Column 30, Package Platoon/Cohort Identifier. If the soldier has been identified as a Package Platoon Training member, a "T" will appear in this column. If the soldier has been identified as a COHORT unit member, a "C" will appear in this column. All others will be blank.

k. Columns 31 through 37. Gaining EPD Control and Line Number. This is the EPMD Control and line number against which the individual is being assigned.

l. Columns 38 through 41. Arrival Month/Year. This is the month and year the soldier is projected to report to the gaining organization following completion of training, leave and authorized travel time.

m. Column 42. Blank.

n. Columns 43 through 45. Gaining Parent Unit Designator (PUD). This is the PUD to which the soldier is to be assigned by the training activity.

o. Columns 46 and 47, Gaining Unit Descriptive Designator. This is the subunit to which the soldier is assigned.

p. Columns 48 through 63, Gaining Unit Description. This is a short description of the unit to which the soldier has been assigned.

q. Columns 64 through 72, CONUS/Oversea Location. This information reflects the location of the gaining unit.

r. Columns 73 through 77. Blank.

s. Columns 78 and 79, BT Start Month. This is the month the soldier has been reported as starting BT and corresponds to the time of entry on active duty.

t. Column 80, Preparing PPA. This will always be a "12" zone punch.

K–4. Special instructions

In addition to basic information regarding the soldier, clear text special instructions may be received. These contain information regarding any additional training that a soldier may be scheduled to undergo enroute to their first unit.

K–5. Change to assignment instructions

Gaining commands will not communicate directly with training centers to—

a. Change assignment instructions (other than to provide a pinpoint unit assignment).

b. Request initiation of security investigations not identified in assignment instructions.

c. Request additional training not included in assignment instructions.

Appendix L
Resolution of Unprocessed Transactions

L–1. Training Cards One and Two that fail to processes within ACT will be reported to the reporting training activity MILPO by DAPC–EPT–I, MILPERCEN for corrective action. The MILPO will correct the information submitted and resubmit the transaction within 5 workdays. (This is the only time that Training Cards One and Two will be resubmitted without prior coordination with DAPC–EPT–I, MILPERCEN.)

L–2. Information that is considered in error during processing is identified with a dollar sign ($) which appears above the data element identified as being in error. If this information is considered to be critical, and the entire transaction failed to process, an asterisk (*) will appear above the last column. (Transactions identified as critical errors did not process within ACT and must be resubmitted with corrected information.) If an asterisk (*) does not appear above the last column for the transaction, the error is non-critical. Correction of non-critical errors is to be accomplished by CDC, or TCC. Some errors cannot be resolved using normal submission procedures. If in doubt, contact DAPC–EPT–I for assistance.

L–3. TCCs that fail to process will be reported to the reporting MILPO by DAPC–EPT–I for corrective action. The training activity will correct the information and resubmit the transaction with 5 workdays following notification. Information in error is described in paragraph L–2. The only way to correct information that was identified as in error for a TCC is to resubmit the transaction, reporting the correct information.

L–4. Transactions that fail to match the ACT Master Report (component, SSN, and name must match that on ACT Master Record—any differences will cause the transaction to be rejected as failing to match) have not been processed. Check the MPRJ for the individual and, if available, match the information on the transaction to the TAC on file in the record. If the information on the TAC is incorrect, prepare and submit a CID (app G) and resubmit the original transaction. If the information on the transaction was incorrect, prepare a new transaction using corrected identification information and resubmit the transaction to MILPERCEN. (A common reason for failing to match ACT Master Record is if the individual is a prior service soldier and a TC1 and TC2 has not been submitted for the individual. The AIT activity is responsible for preparation and submission of the TC1 and TC2 for PS personnel. If the soldier is PS and the transaction was reported as failing to match ACT Master Record, prepare TC1 and TC2 and resubmit the transaction that failed to process.)

L–5. A roster of personnel, for which a TCC has not been processed by MILPERCEN, that are more than 21 days beyond the date they were projected to enter AIT is mailed to each AIT installation weekly. This roster may be used by MILPOs to verify whether all personnel presently in training at their installation have had a TCC processed by MILPERCEN. Individuals that are overdue at an installation from BT may be resolved by contacting the BT MILPO identified on the roster to determine the status of the soldier. (See AR 630–10 for processing of these personnel.) Submission of a TCC to report the current status of the soldier will remove the soldier from this roster.

Appendix M
Terminal Input User Instructions

M–1. General

a. These instructions apply to those installations reporting to MILPERCEN via terminal input rather than key-punch/ AUTODIN.

b. Terminal input utilizes the accession record processed by the USARECSTA. This record is normally available for use 2 days following the day the soldier enters BT. The MILPO is able to call up the soldier's record and verify, update, or add information, as necessary, prior to transmitting the record to MILPERCEN. Based upon information reported by the MILPO, a transaction is prepared notifying MILPERCEN of the entry of the soldier into training, and of any changes in status of a soldier. Clerical errors and duplicate reporting are reduced because information that is correct is verified rather than manually reconstructed.

c. Information that is available about a trainee is shared with other systems where possible.

d. To utilize this system, the MILPO must be authorized access to ATRRS, and must be in receipt of equipment and software. The MILPO will be notified prior to implementation of this automated reporting system at their installation.

e. To correct information that was previously reported the MILPO need only recall the display and make changes to those items. Transmissions of the display will cause an update of records at Department of the Army and MILPERCEN of those items identified for update on the CID (app G) or CDC (appendix H). Changes to items other than those identified on CID or CDC will not update the soldier's record at MILPERCEN.

M–2. User instructions

Instructions for reporting via terminal are provided at the time an installation converts from AUTODIN/keypunch reporting to the on-line terminal reporting system.

Appendix N
Reporting Immediately Available Personnel

N–1. Immediately available (IA) personnel are those soldiers that are available for a first unit assignment without additional training assignments. Personnel to be reported as IA include—

a. Regular Army personnel that are within 15 days of projected graduation from AIT that are not in receipt of assignment instructions.

b. Personnel that do not meet prerequisites for assignment instructions received from MILPERCEN (i.e., soldier assigned to Berlin does not meet the requirements of AR 614–200, table 8–4).

c. Personnel that are released from Officer Candidate School or Warrant Officer flight training.

d. Personnel that are released from the U.S. Army Military Academy (USMA), to include the USMA Preparatory School.

e. Personnel that have completed a period of confinement in a retraining brigade.

N–2. Information to be reported for IA personnel is identified in paragraph N–4. (See fig N–1 for sample IA message.) If the individual being reported is ineligible for the assignment received, the message must clearly state the specific reasons the individual is ineligible (i.e., soldier assigned to Berlin does not meet requirements of AR 614–200, table 8–4). IA reporting is not intended to replace reporting requirements outlined in Chapter 4. Personnel to be reported as IA are those that cannot be processed using normal reporting procedures.

N–3. Message requests will be submitted as soon as an individual is identified as requiring an assignment. Personnel with more than 15 days to projected graduation date from training will not have an assignment requested by message; these personnel will be reported by TCC in accordance with Chapter 4.

N–4. Message reporting IA personnel will include information specified below. Unless information is identified as optional, information must be reported. Information that pertains to all personnel identified on message may be entered once in heading to that section of message.

a. Name.

b. SSN.

c. Gender.

d. MOS. Report 9 position MOS including SQI, ASI and Language Identity Code.

e. Projected graduation date/date available to move. This is the date the individual will complete training (date available to depart installation if already completed training).

f. Marital status. Report whether married, single or married to another service member. (If individual is married to another individual serving on active duty specify where spouse is assigned, and whether individual is requesting an assignment under the Married Army Couples Program (para 6–4).)

g. Commitment type.

h. CONUS preference. Mandatory for individuals with Training of Choice and MACOM enlistment commitments. May be omitted if the individual enlisted for a specific unit or station of choice, or for an oversea area.

i. Oversea preference. May be omitted if the individual enlisted for a specific unit or station of choice, or for a MACOM. This information must be reported for individuals that do not have a station of choice enlistment commitment.

j. Citizenship.

k. Assignment information. If individual has received an assignment, and is not eligible for that assignment, report the EPMD Control and Line number and location to which assigned. (Omit if no assignment has been received.)

l. Remarks. Optional unless not eligible for assignment. If not eligible for assignment received, give specific reason(s).

m. Name and telephone number for point of contact.

FROM CDR USATC&FJ FT JACKSON S.C. //ATZJ-AGC-T//

TO CDR MILPERCEN ALEX VA //DAPC-EPT-I//

UNCLAS

SUBJECT: IA PERSONNEL

1. REQUEST ASSIGNMENT INSTRUCTIONS BE CHANGED FOR FNI:

A. HWANG, KIM T, 111111111, MALE, 71L100000, PROJ GRAD 1 FEB 86, SINGLE, ETS 30SEP88, CMTTYP EUROPE (N7), CITIZENSHIP NON-CIT. SM NOT ELIGIBLE FOR ASGMT RECEIVED (6EB6987 21ST REPL BN, EUROPE). AI REQUIRES ASI F5, SM IS NOT ELIGIBLE FOR F5 TRAINING (NON-CIT). SM SCHED TO ATTEND ASI F5 CLASS 0586, REPT 2 FEB 86.

B. JONES, SARAH L, 222222222, FEMALE, 71L100000, PROJ GRAD 1 FEB 86, MARRIED, ETS 10CT88, CMTTYP TOC (90), CITIZENSHIP US CIT, CONUS PREF FT ORD. SM NOT ELIGIBLE FOR ASGMT RECEIVED (6EB6855, 21ST REPL BN, EUROPE). SM IS IN 3D MONTH OF PREGNANCY AND IS INELIGIBLE FOR OS MOVEMENT AT THIS TIME. SPOUSE IS NOT ON AD.

C. PETTY, RICHARD, 333333333, MALE, 75E100000, PROJ GRAD 1 FEB 86, SINGLE, ETS 10CT87, CMTTYP UNASG ABN (92), CITIZENSHIP US CIT, CONUS PREF FT JACKSON, OS PREF HAWAII. SM NOT ELIGIBLE FOR ASGMT RECEIVED (7WCS777, 82D ABN DIV, FT BRAGG). SM WAIVED ABN VOL STATUS DURING LAST WEEK OF TNG.

2. ASSIGNMENT INSTRUCTIONS HAVE NOT BEEN RECEIVED FOR FNI:

BOTTOMS, TIMOTHY J, 444444444, 76Y100000, PROJ GRAD 1 FEB 86, MARRIED, ETS 25SEP88, CMTTYP FORSCOM (X3), CITIZENSHIP, US CIT, CONUS PREF FT HOOD. SM WAS ORIG REPT AS RESERVIST, ERROR DISCOVERED 20JAN86; CID SUBMITTED 21JAN86.

3. THIS MESSAGE CONTAINS 4 NAMES.

4. POC SP4 Jones, 734-4113/3206.

Figure N-1. Sample immediately available message

Appendix O
Processing Retrainees

O–1. General

a. MILPOs can expect to process the following categories of personnel for MOS retraining assignments—

(1) Trainees that are not qualified for training in the MOS specified on enlistment documents through no fault of their own. (See para 3–5 for processing instructions.)

(2) Trainees that fail to complete BT as originally scheduled and require a new reservation for training in the MOS specified on enlistment documents.

(3) Trainees that fail to complete AIT.

b. Personnel identified in (2) and (3) will have retraining reservations made using REQUEST (T-Space Module). Specific instructions for this system are contained in REQUEST user manuals.

c. Training unit commanders will make a determination regarding whether the soldier is to be processed for a new training MOS. (See para 3–24.) Only personnel recommended for retention are to be processed in accordance with this appendix.

d. Listing of available training spaces, by component and gender are available on REQUEST (T–Space), and can be accessed by selecting the "RETSAL" program. It is recommended that each installation access the "RETSAL" program at least once weekly. The "RETSAL" can be used as a guide when coordinating with RC units for retraining MOS for RC personnel, and when obtaining preferred training MOS for RA personnel. Prerequisites for training can be verified by referring to the latest qualification list mailed periodically to each training center MILPO by DAPC–EPT–I.

O–2. General processing procedures

The following processing instructions apply to all personnel that require retraining assignments—

a. Access REQUEST (T–Space Module) and obtain a "TRUTH" record for the soldier prior to building a reservation record in the "RETBLD" program. (TRUTH records are available for Active Army (AATRTH), USAR (ARTRTH), and ARNG (NGTRTH). Select the "TRUTH" program that corresponds to the component of the soldier being processed.) The "TRUTH" record will provide the user with information required to properly process a request to retrieve the original reservation record using the "RETBLD" program. If a "TRUTH" record cannot be accessed for soldier, verify that the proper "TRUTH" program was accessed. If still unable to access a "TRUTH" record, contact DAPC–EPT–I (AVN 221–8490/8491/8492) for assistance in building a reservation record. Information contained in figure O–1 will be required by DAPC–EPT–I and should be obtained from the individual's MPRJ prior to calling.

b. Access the "RETBLD" program and prepare a request for reservation record. Care must be taken to ensure that information entered is accurate and complete, to include the reason the individual failed the original training. (The original REQUEST reservation record for the soldier will be available for requesting a retraining reservation the following day.)

c. Before attempting to make a retraining reservation on the "RTRQST" program, access the "RETBLD" program and verify that information contained on the original REQUEST record is accurate and complete. If information is incorrect (or missing) use the "Change" option to update the record. (Records that contain all zero's (0) in aptitude scores were not retrieved. Normally this is due to an incorrect SSN, reception station date, location identifier, component, or split indicator (for RC personnel); if a record was not retrieved, verify those elements. The only method for correcting a request for a reservation record is to delete the record and reinitiate the request.)

d. Once information has been verified, access the "RTRQST" program to obtain a retraining reservation. If a retraining reservation cannot be made, notify DAPC–EPT–I, MILPERCEN in accordance with para O–5.

e. Individuals that fail to qualify for an MOS due to typing difficulty are not to be reassigned to training that also requires qualification as a typist. Retraining MOS should not require a higher degree of difficulty than the MOS from which the individual has been released from training.

f. Training prerequisites will not be waived without authority from DAPC–EPT–I, MILPERCEN since individuals that are assigned to training that do not meet all prerequisites are normally at a severe disadvantage when compared to the rest of the class.

g. Additional training prerequisites are identified at the time a retraining reservation is selected the MILPO. The MILPO is responsible for ensuring that the individual meets these additional prerequisites prior to assigning the soldier to training.

h. If, for any reason, an individual will be unable to attend training reserved through the "RTRQST" program the reservation must be cancelled. (Use the "RTCNCL" program to cancel retrainee reservations.) Failure to cancel a reservation will block future attempts to obtain a retraining reservation for that individual. Cancellation of a reservation will also free the original reservation record immediate use in obtaining another retraining reservation. (If a retraining reservation is no longer required for the individual the reservation record must also be deleted in the "RETBLD" program.) A copy of the reservation record should be included in the training records packet forwarded to the gaining training activity commander when the soldier departs for the new training.

i. If the individual being processed for a retraining assignment is a BT recycle and has not entered MOS training, the MOS identified for retraining will be the MOS for which the individual enlisted. If unable to obtain a retraining assignment process in accordance with paragraph O–5.

O–3. Processing procedures for RA personnel

The following additional processing instructions apply to RA personnel that require retraining assignments—

a. Individuals should be considered for training that they prefer and for which recommended by the training unit commander; however, if a training space is not available in a preferred training MOS RA personnel will be scheduled for training in one of the MOS identified as available by the "RTRQST" program. RA personnel that fail to complete training for which they enlisted are to be retrained in accordance with the needs of the Army.

b. Individuals with enlistment agreements that included airborne training and/or assignments should be considered for retraining in an MOS that is announced as open for airborne procurement. (Capability to obtain a basic airborne training reservation is available on the "RTRQST" program at the time a retraining reservation is made.)

c. Individuals with enlistment agreements that included a requirement for special security clearances (Top Secret or higher) for training or assignment that still qualify for the clearance will be considered for assignment to retraining in an MOS requiring that level of access. If a quota is not available on REQUEST, coordination with DAPC–EPT–I is required prior to making a retraining reservation. (See para O–5.)

O–4. Processing procedures for RC personnel

The following additional processing instructions apply to RC personnel that require retraining assignments—

a. Ensure that correct "Split Indicator" is reflected on reservation record when requesting the reservation record using the "RETBLD" program. Failure to report the correct "Split Indicator" will cause the request to fail and will require deletion of the original request and reentry of the request for the reservation record.

b. RC personnel with a "Split Indicator" of "SPT PH1" should not be processed for a retraining reservation. These personnel were ordered to active duty for BT only and were not scheduled to attend AIT during current period of IADT. Amendment to IADT orders, if change to IADT status is granted, is the responsibility of the agency issuing the original IADT orders.

c. Coordination with RC units to obtain recommended MOS for retraining must be accomplished prior to making reservation on T–Space. To ensure that an individual is not recommended for retraining in an MOS

for which they are not qualified care must be taken at the time coordination is conducted to ensure that the individual meets prerequisites for MOS recommended by RC unit. (If possible, more than one recommended training MOS, in order of priority should be obtained from RC unit; this reduce the requirement for additional coordination in the event that the soldier cannot be scheduled for retraining an MOS specified by the RC unit.) RC personnel will not be scheduled for training in an MOS unless the RC unit recommends the soldier for that training, and a retraining reservation has been made on REQUEST (T–Space).

O–5. Training space unavailable

If a training space is not available on REQUEST (T–Space), the individual will be reported to DAPC–EPT–I (AUTOVON 221–8490/8491/8492). Prior to reporting the individual to DAPC–EPT–I the MILPO must request a reservation record on T–Space. (If a reservation cannot be accessed, see para O–2a.)

a. Individuals that should be reported include—

(1) Soldiers, regardless of component that were delayed in completing BT as originally projected that cannot be scheduled for training in their original AIT MOS, using REQUEST (T–Space).

(2) RC personnel for which a retraining reservation cannot be made in an MOS specified by the RC unit. (MILPO should compare individual qualifications to MOS prerequisites identified on "qualification list" prior to notifying DAPC–EPT–I to ensure that soldier is fully qualified for the recommended retraining MOS. If the soldier is not qualified for the recommended training MOS processing will be delayed.)

(3) RA soldiers that had enlistment agreements that included a requirement for security investigation of TOP SECRET or higher, and a retraining space is not available on REQUEST (T–Space) in an MOS requiring that level of access.

(4) RA soldiers that REQUEST (T–Space) does not identify any MOS for retraining the soldier. (This includes soldiers that have training limitations that cannot be identified on REQUEST (T–Space).)

b. DAPC–EPT–I will obtain a retraining seat for the soldier. If a retraining seat is not available, instructions will be provided to the training activity MILPO.

SSN	Component (AA) (AR) (NG)
Name	Sex (M) (F)
Retrainee Type (BT) (AIT)	Eligible for Clearance (Y) (N)
MEPS Loc ID	AA Type (NPS) (PS)
Commitment MOS	U.S. Citizen (Y) (N)
Race	Date of Birth
Education (years)	Education code
PULHES	Color Perception (NOR) (R/G) (NONE)
Auditory Perception	State Drivers License (Y) (N)
MDB Score	Math
Science	GT Score
GM Score	EL Score
CL Score	MM Score
SC Score	CO Score
FA Score	OF Score
ST Score	DLAB
Date Enlisted	
Failure Reason	Airborne Volunteer (Y) (N)
Split Indicator (RC Personnel)	
Preferred Retraining MOS (1)_____	(2)_____ (3)_____

Figure O–1. T–Space record information

Appendix P
Processing of Soldiers to Attend ESL

P–1. USARECSTA processing

a. The following categories of personnel may be received at a USARECSTA for processing and movement to ESL training—

(1) Individuals identified during MEPS processing as requiring ESL training. (ESL training is included in enlistment commitments.)

(2) Individuals that meet criteria specified in AR 601–210 and AR 621–5, Chapter 8 for ESL training that were identified during USARECSTA processing.

(3) Individuals identified by BT commanders.

b. Individuals identified as requiring ESL training will be processed as follows—

(1) Screen MPRJ to determine whether ECLT was administered at MEPS.

(2) If ECLT is 70 or higher, continue to process individual for BT.

(3) If ECLT is 69 or lower and the individual agrees to receive ESL training process as specified in *c*, below.

(4) If ECLT results are not available, or if the individual has not been previously tested, installation Education Center will administer ECLT. Individual will be processed in accordance with (1) through (3) above based upon ECLT results.

c. Personnel to receive ESL training will be processed as follows—

(1) Personnel identified in accordance with *b*, above, will be reported telephonically to Commander, MILPERCEN (DAPC–EPT–I) (AUTOVON 221–8490/8491) to coordinate date the individual is to report to ESL training.

(2) All processing normally completed for IET personnel by a USARECSTA will be accomplished prior to shipping the individual to ESL training. (Personnel scheduled to attend ESL may receive a partial issue of Phase II clothing during USARECSTA processing.)

(3) TC1 will be prepared by USARECSTA and placed in MPRJ. (See appendix C for preparation of TC1.)

(4) Individuals scheduled to attend ESL will not be assigned to a BT unit; assignment will be to the Defense Language Institute (DLI) (W13Z1C), Lackland AFB, TX.

(5) All personnel scheduled to attend ESL will be inprocessed by Student MILPO, Ft Sam Houston, TX immediately following arrival at Lackland AFB. USARECSTA will coordinate with DLI, Lackland AFB prior to shipping personnel to ESL training. MPRJ and allied documents will be handcarried from the USARECSTA for personnel scheduled to attend ESL training. (See AR 640–10.)

P–2. Processing while attending ESL

Student MILPO, Ft Sam Houston will—

a. Inprocess all personnel attending ESL training to ensure that records received from USARECSTA are accurate and complete. Update or initiate records as necessary.

b. Review TC1 prepared by USARECSTA to ensure information is accurate and complete and transmit TC1 to MILPERCEN. (TC2 will not be submitted for personnel attending ESL until individual actually enters BT following completion of ESL.)

c. Personnel arriving for ESL that were identified after entry into BT will have this change of status reported by preparation and submission of a TCC (Control Reason 03).

d. Maintain MPRJ for personnel while attending ESL.

e. Maintain close coordination with DLI to ensure that changes in status of personnel required by this regulation are reported in a timely manner.

f. Process all requests for personnel actions submitted by ESL personnel.

g. Upon completion of ESL trainee MILPO, Ft Sam Houston will ensure that reservations for BT and AIT are made in REQUEST if completion date for ESL is changed (e.g., individual completes ESL earlier or later than originally projected.)

P–3. Personnel identified for ESL following entry into BT

Personnel identified by BT units as requiring ESL training that meet the requirements of AR 601–210 and AR 621–5, chapter 8, who were not identified during MEPS or USARECSTA processing, will be retained in the BT unit until results of ECLT testing are available and a quota is obtained for the individual to attend ESL training. MILPO will notify gaining commander as required by paragraph P–1 *c*(5) for personnel identified in USARECSTA.

Glossary

Section I
Abbreviations

ACT
automated control of trainees

AIC
assignment information card

AIT
advanced individual training

ANR
alert notification roster

APRT
army physical readiness testing

ARNG
Army National Guard

ASI
additional skill identifier

ATP
Army Training Program

ATRRS
Army Training Resources & Requirements System

BAT
basic airborne training

BT
basic training

CAS
civilian acquired skills

CCF
central clearance facility

CDC
change data card

CID
change identification card

CMF
career management field

CONUS
continental United States

CTA
common table of allowances

CTAC
change training assignment card

DLAT
Defense language aptitude test

DLPT
Defense language proficiency testing

DOD
Department of Defense

DODPM
Department of Defense Pay and Allowances Entitlements Manual

ECLT
English Comprehension Language Testing

EMF
Enlisted Master File

ENTNAC
Entrance National Agency Check

ESL
English as a second language

FORSCOM
U.S. Army Forces Command

HQDA
Headquarters, Department of the Army

HRAP
Hometown Recruiter Assistant Program

HSC
U.S. Army Health Services Command

IA
immediately available

IET
initial entry training

MACOM
Major Army Command

MACP
Married Army Couples Program

MBT
modified basic training

MDB
motor driver battery

MEPS
military entrance processing station

MILPERCEN
U.S. Army Military Personnel Center

MILPO
military personnel office/officer

MOS
military occupational specialty

MPRJ
military personnel records jacket

NCO
noncommissioned officer

NMS
New Manning System

OJT
on-the-job training

OSUT
one station unit training

PCS
permanent change of station

PFR
personnel financial record

PMOS
primary military occupational specialty

POI
program of instruction

POR
preparing individual replacements for oversea movement

PPA
PERSINS processing activity

PPT
package platoon training

PQR
personnel qualification record

PSSP
personnel security screening detachment

PTMS
Personnel Training Management System

PUD
parent unit designator

RA
Regular Army

RC
Reserve Component

SBI
special background investigation

SCI
special compartmented information

SSN
social security number

STRAMS-E
Student Trainee Management System—enlisted

TAC
training assignment card

TC1
training card one

TC2
training card two

TCC
training control card

TDA
table of distribution and allowances

TOE
table of organization and equipment

TRAPP
train and retain as permanent party

USAMSSA
U.S. Army Management Systems Support Agency

USAR
U.S. Army Reserve

USAREC
U.S. Army Recruiting Command

USARECSTA
U.S. Army Reception Station

USATC
U.S. Army Training Center

USMA
U.S. Army Military Academy

VA
Veterans Administration

Section II
Terms

Advanced individual training activity
Any activity that conducts training to qualify an individual for the award of an MOS upon successful completion of the training course.

Alternate training
A program where RC soldiers receive BT during Phase I and AIT during Phase II with an intervening period of up to 12 months of reserve unit training. It is designed to attract students and seasonal workers that could not otherwise join the ARNG or USAR.

Assignment Instruction Card
Information provided to AIT training activities by MILPERCEN that furnishes assignment instructions to first permanent party stations for personnel undergoing initial MOS training.

Automated Control of Trainees System
An automated management system used by MILPERCEN to process, distribute, and assign soldiers through the training base (from BT through specific MOS training, including ASI and SQI training, when applicable) to the first permanent unit of assignment.

Availability date
The date a soldier will be available to report to first unit assignment upon completion of MOS training. The date is computed by MILPERCEN by adding 15 days to the reported MOS training graduation date.

Basic training activity
An activity that conducts basic entry training for Active Army, ARNG, and USAR nonprior service male and female enlisted personnel upon entry into the Army. It provides an orderly transition from civilian to military life and motivation to become a dedicated, highly disciplined soldier capable of performing the basic skills required by all members of the Army.

Control condition
Any change in status that delays or precludes the individual's availability for assignment to training or to a unit following completion of training.

In-cycle processing
Processing accomplished during BT. Processing scheduled during the BT cycle will be as indicated in ATP 21–114.

Modified basic training
Training in basic military subjects excluding training and use of ammunition, weapons, or munitions for conscientious objector personnel (classified as 1–A–O).

One-station unit training
Basic entry and initial skill training conducted in the same unit with the same cadre for selected high density MOS. One-station unit training combines BT and AIT in the same unit.

On-the-job training—AIT
Training conducted in Active Army TOE and TDA units for Active Army, ARNG, and USAR personnel, who upon graduation from BT, are assigned for MOS qualification through formal on-the-job training.

Package platoon training
Package platoon training is intended to enhance IET by grouping soldiers designated for assignment to the same installation or geographic area following completion of IET into a platoon-sized package and maintaining the integrity of this group throughout resident training. Ideally, the cohesion, camaraderie, confidence, and teamwork developed within the platoon will result in higher training accomplishments.

Physical examination
A detailed medical examination of the physical qualifications of an individual, for entry on active duty as a member of the Active Army, USAR, or ARNG.

Preparation of replacements for oversea movement
A system of personnel policies and procedural requirements to qualify personnel for oversea service.

Prior-service personnel
Active Army accessions that have completed at least one or more days of active Federal Service regardless of component or Service.

Receptee
All Active Army and RC personnel processing through a reception station, except when otherwise indicated.

Recycle
Any individual that is delayed in completing training due to repeating certain phases of training. This includes personnel delayed for medical reasons, emergency leave, or other administrative reasons. MOS, ASI, or similar qualifications for which training is unchanged as a result of this action.

Reserve Component personnel
RC personnel ordered to initial active duty for training under the Reserve Enlistment Program of 1963 (Public Law 88–110, 88th Congress) include male RC nonprior-service personnel (age 26 or over) and female RC nonprior-service personnel (ages 17 through 34) who enlisted under the authority of AR 601–210 or NGR 600–200.

Replacement stream enlisted personnel
Active Army enlisted personnel, not assigned as permanent party to any command or unit, that are under the direct assignment control of MILPERCEN. Includes trainees and students undergoing training in a PCS or temporary duty pending further orders status. Specifically excluded are PS personnel who do not require BT or AIT.

Retrainee
An individual who has failed to complete initial MOS training and is assigned for training in another MOS.

Student Trainee Management System-Enlisted
An automated, on-line reporting system used by training centers and MILPERCEN to report and control trainees.

Training Assignment Card
Information furnished to the BT activity by MILPERCEN that provides AIT and follow-on training assignments.

Training Base
The number of soldiers undergoing basic entry and/or initial skill training at any given time beginning when a soldier starts BT. Departure from the training base occurs when a soldier has completed MOS training and is awarded an MOS.

Training Control Card
Data provided by a training activity to MILPERCEN reporting changes in status of individuals in training.

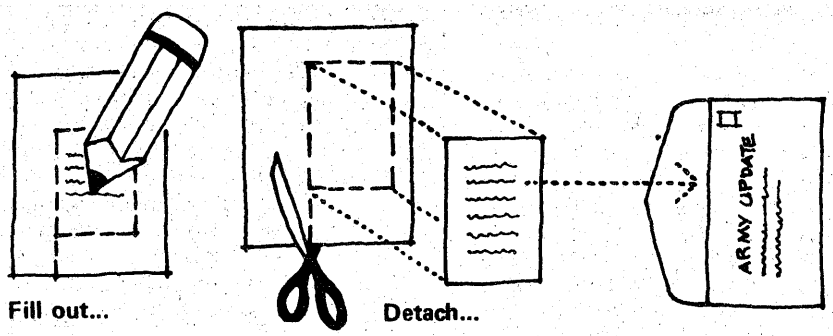
Training MOS
The MOS in which a soldier will be trained and will be awarded following completion of training.

Training Space Management
A module within REQUEST used to obtain retraining seats for trainees. Specific instructions are contained in user's manuals provided by DAPC–EPT–I, MILPERCEN.

Transaction Input Report
A telephonic notification, by BT and AIT activities to MILPERCEN, giving the total number of soldiers starting BT and/or AIT at the reporting activity for a training week. This number must equal the number of soldiers entering the training base.

RESERVED

☆U.S. GOVERNMENT PRINTING OFFICE: 1986-490-999:40174



Fill out... Detach...

Place in envelope and mail to...

Army UPDATE Publications
800 West Church Road
Mechanicsburg, PA 17055-3198

Instructions for completing the subscription card in this volume.

PART 1: This section is for internal use within your unit.

PART 2:
Publication Account Number
(Insert 5-digit account number. The first block will be a letter and each succeeding block will be a number.) If you do not have an established account and wish to open one, complete DA Form 12.

Quantity Required
(Insert total number of copies your unit requires.)

Name/Address of Unit
(Insert full name, address, and zip code as it appears on the labels that you receive on mailings from the Baltimore AG Publications Center.)

Subscription Information: Valid account holders must submit the enclosed subscription card if they want to either increase or decrease their present quantity.

Resupply: Limited copies of this UPDATE publication are available from the Baltimore Publications Center. Complete DA Form 4569, USAAGPC Requisition Code Sheet accordingly.

Army UPDATE Publications Subscription Card

AR 612-201

PART 1. FOR COMPLETION BY USER OF PUBLICATION
Record copy requirements for your section. Pass card to unit publication clerk for consolidation of total subscription requirement.

Name of section.

Number of copies desired for section use.

PART 2. FOR COMPLETION BY UNIT PUBLICATION CLERK
Use one of these cards to consolidate all section requirements into one unit subscription, then mail immediately.

Abstract from DA Form 12 99

PUBLICATION ACCOUNT NO.		
FORM NUMBER	BLOCK NUMBER	QUANTITY REQUIRED
12-14	0970	

Publications Clerk... These blocks MUST be filled in.

Unit Name and Address

DA FORM 12-13, FEBRUARY 1985

PIN 006414–000