Personnel Procurement

Regular Army and Army Reserve Enlistment Program

Headquarters
Department of the Army
Washington, DC
16 May 2005

UNCLASSIFIED

SUMMARY of CHANGE

AR 601-210

Regular Army and Army Reserve Enlistment Program

This revision, dated 16 May 2005 --

- o Changes references from Personnel Command to Human Resources Command throughout the entire regulation.
- o Authorizes station commanders to certify copies of an original document (para 2-1e).
- o Determines eligibility of unmarried applicants who have a child out of wedlock, with regard to States with laws awarding joint custody to both parents (2-10d(3)).
- o Authorizes enlistment while on unsupervised probation for certain nonviolent offense (para 4-37).
- o Requires police records checks for all applicants prior to shipping to training (para 2-11b(1)).
- o Consolidates and adds several new sources and criteria for advanced pay grades (para 2-18).
- o Requires all prior-service personnel, regardless of component, who enlist in the Army Reserve or Army National Guard and who have not completed a U.S. Army basic combat training or the Warrior Transition Course, to attend Warrior Transition Course within 180 days after enlistment in the Army Reserve or Army National Guard. (para 3-19b)
- o Defines and adds processing guidance for individuals with convictions that fall under the Lautenberg Amendment (para 4-7f).
- o Updates and establishes typical minor traffic offenses (para 4-8).
- o Updates and establishes typical minor nontraffic offenses (para 4-9).
- o Updates and establishes typical misdemeanors offenses (para 4-10).
- o Deletes the term "felony" and add serious criminal misconduct offenses (para 4-11).
- o Requires all prior-service personnel, regardless of component, who enlist in the Regular Army and who have not completed a U.S. Army basic combat training or USMC basic training, to attend the U.S. Army Warrior Training Course (para 5-16b(1)(a)).
- o Requires all prior-service personnel, regardless of component, who enlist in the Regular Army and who have a break in service of 3 or more years, to attend the U.S. Army Warrior Training Course (para 5-16b(1)(d)).

- o Prohibits recruiting activities in foreign countries, unless authorized by Status of Forces or other agreements or treaties (para 5-70).
- o Authorizes entry grade of E-4 for all applicants enlisting under the Army Civilian Acquired Skills Program (para 7-12a).
- o DA Form 3286 dated December 1994, DA Form 3286-59, DA Form 3286-63, DA Form 3286-64, DA Form 3286-65, DA Form 3286-66, DA Form 3286-67, DA Form 3286-68, DA Form 3286-69, and DA Form 3286-70 are rescinded and incorporated into DA Form 3286 dated April 2005.

Effective 16 June 2005

Personnel Procurement

Regular Army and Army Reserve Enlistment Program

By Order of the Secretary of the Army:

PETER J. SCHOOMAKER General, United States Army Chief of Staff

Official:

SANDRA R. RILEY
Administrative Assistant to the
Secretary of the Army

Sandra R. Riles

History. This publication is a major revision.

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

Applicability. This regulation applies to the Regular Army, the U.S. Army Reserve unless otherwise stated, and Department of the Army civilians involved in recruitment activities or Reserve Officers' Training Corps/Simultaneous Membership Program management functions. The Army National Guard uses this regulation

for information purposes only. In case of conflict between this and other regulations establishing enlistment eligibility criteria, this regulation will take precedence. Upon direction of the Secretary of the Army, certain requirements of this regulation will not be enforced during mobilization. The following *will* apply during mobilization: Medical standards prescribed in AR 40–501; the requirement for an Armed Forces Qualification Test (AFQT) percentile score of 10 or higher as prescribed section 20, Title 10, United States Code; and the moral requirements in AR 601–270.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff, DCS, G-1. The Deputy Chief of Staff, DCS, G-1 has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The Deputy Chief of Staff, DCS, G-1 may delegate this approval authority, in writing, to a division chief within the proponent agency or a direct reporting unit or field operating agency of the proponent agency in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through higher headquarters to the

policy proponent. Refer to AR 25-30 for specific guidance.

Army management control process. This regulation does not contain management control provisions.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited with prior approval from the Deputy Chief of Staff, G-1, ATTN: DAPE-MPA, 300 ARMY Pentagon, Washington DC 20310-0300.

Suggested improvements. Users of this regulation are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Deputy Chief of Staff, G–1, ATTN: DAPE–MPA,300 ARMY Pentagon, Washington DC 20310–0300.

Distribution. This publication is available in electronic media only and is intended for command levels B, C, D, and E for the Regular Army, the Army National Guard, and the U.S. Army Reserve.

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^{*}This regulation supersedes AR 601–210, 28 February 1995, and rescinds DA Form 3286 dated December 1994, DA Form 3286–59, DA Form 3286–63, DA Form 3286–64, DA Form 3286–65, DA Form 3286–66, DA Form 3286–67, DA Form 3286–68, DA Form 3286–69, and DA Form 3286–70.

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Glossary

Chapter 1 Introduction

1-1. Purpose

This regulation—

- a. Prescribes eligibility criteria governing the enlistment of persons, with or without prior service (PS), into the Regular Army (RA) and the Army Reserve (AR).
 - b. Provides policies and procedures to process applicants for enlistment in the—
 - (1) RA Delayed Entry Program (DEP) and on delayed status (DS).
 - (2) AR Delayed Training Program (DTP) and the DEP.
- c. Provides policy and procedures governing the appointment, reassignment, management, and mobilization of Reserve Officers' Training Corps (ROTC) cadets under the ROTC Simultaneous Membership Program (SMP).

1-2. References

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

1-3. Explanation of abbreviations and terms

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

1-4. Responsibilities

Specific program responsibilities are listed in each chapter.

- a. The Deputy Chief of Staff for Personnel (DCS, G-1) has overall responsibility for developing and maintaining policy and programs for RA and AR enlistments and exercises Army General Staff responsibility for policy governing ROTC, SMP, and the Army Civilian Acquired Skills Program (ACASP).
 - b. The Chief, Army Reserve (CAR)—
 - (1) Controls enlistments under the AR enlistment program.
 - (2) Has responsibility for personnel actions pertaining to AR enlistments.
 - (3) Exercises staff supervision and management of the SMP as it pertains to ROTC cadets.
 - c. The Commanding General, U.S. Human Resources Command (CG, HRC)—
 - (1) Controls enlistments under the RA enlistment program.
 - (2) Has responsibility for personnel actions pertaining to RA enlistments.
 - d. The CG, U.S. Army Recruiting Command (USAREC)-
 - (1) Controls enlistment under the RA and AR DEP per paragraph 5-30.
- (2) Has final responsibility for personnel actions pertaining to DEP/DTP/delayed military service obligation enlistments.
- (3) Organizes and administers the entrance national agency check (ENTNAC) and national agency check with local agency check and credit check (NACLC).
- e. The Commander, U.S. Military Entrance Processing Command (MEPCOM) processes applicants and enlistees per chapters 5 and 6 of this regulation and AR 601–270.

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

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

1-6. Secretarial authority

- a. Establishment of qualifications for enlistment. Except as specifically provided by law, establishment of qualifications for enlistment in the RA and the AR is the prerogative of the Secretary of the Army (SA).
- b. Denial of enlistment. Except as delegated herein or by special Army directive, denial of enlistment will be at the discretion of the SA. Denial may be given either in an individual case or by an order applicable to all cases specified in that order. The SA may deny enlistment to any person who otherwise meets criteria in this regulation. However (for RA only), the SA may not deny the enlistment of the following:
 - (1) A former enlisted member of the RA who-
- (a) Has served continuously on active duty as a Reserve officer of the Army and was discharged as an RA enlisted member to accept immediately a temporary appointment as an officer of the Army.
- (b) Is separated from active duty as an Army of the United States (AUS) or Reserve commissioned officer or warrant officer while serving as a commissioned or warrant officer

- (c) Was terminated by an honorable discharge or by relief from active duty for a purpose other than to await appellate review of a sentence that includes dismissal or dishonorable discharge.
 - (d) Makes application for enlistment within 6 months after separation from active duty as a Reserve or AUS officer.
 - (2) Any RA enlisted member who-
 - (a) Has been placed on the Temporary Disability Retired List (TDRL).
 - (b) Is later found to be physically fit under 10 USC 1211(a)(3).
 - (c) Reenlist within 90 days after removal from the TDRL.

1-7. Penalties for violating this regulation

- a. Military personnel who violate or fail to comply with this regulation are subject to punishment under the Uniform Code of Military Justice (UCMJ), for violation of Article 92(1). Also, military members may be subject to punishment under the UCMJ for violation of Article 92(3) or Article 84. Particular attention should be given to UCMJ, Article 84, which states: "Any person subject to this chapter who effects an enlistment in or a separation from the Armed Forces of any person who is known to him or her to be ineligible for enlistment, or separation because it is prohibited by law, regulation, or order shall be punished as court martial may direct."
- b. DA civilians who violate or fail to comply with this regulation are subject to disciplinary action under the proper Office of Personnel Management (OPM) regulation.
 - c. Commanders will consider initiating disciplinary action against military personnel and DA civilians when proper.

1-8. Eligibility

- a. All persons who process applicants for enlistment in the RA and AR will use the utmost care to procure qualified personnel. Eligibility of personnel will be based on their ability to meet all requirements, to include procurement of prescribed waivers. No applicant will be accepted for enlistment before approval of any required waiver. Processing will be immediately discontinued if an applicant for enlistment in the RA or AR admits to a nonwaivable disqualifying condition. This will include, but is not limited to, an applicant who is determined to be drug dependent, admits to an open law violation or fine, or displays other nonwaivable medical, moral or administrative disqualification's contained in paragraph 4–24. For the purpose of this paragraph, Military Entrance Processing Station (MEPS) processing includes medical examination, special tests, or enlistment.
- b. Applicants for enlistment in the AR will not be accepted unless reasonable assurance exists that they will be available and able to take part satisfactorily with the unit concerned; they also will be available for immediate order to active duty in an emergency or partial or full mobilization. In this respect, careful thought will be given to the following:
 - (1) Normal commuting time and distance of day-to-day job.
 - (2) Possible conflicts with civilian occupation.
 - (3) Past performance as a AR member.
 - (4) Frequency of past relocations of residence.
- (5) Persons with spouse and dependent children who apply for waiver of the dependency restriction. These persons must thoroughly understand that responsibility for dependent children in no way lessens their obligations for satisfactory participation in the AR and availability for mobilization.

1-9. Enlistment in any U.S. Armed Force by Army Reserve members

- a. Enlisted soldiers of the AR who desire to enlist in the Reserve Component (RC) of another U.S. Armed Force will be governed by AR 140-10.
- b. Enlisted soldiers of troop program units (TPUs) of the AR, Individual Ready Reserve (IRR), Standby Reserve, or ROTC, to include SMP, who desire to enlist in the AC of any U.S. Armed Force, to include DEP or MSO delayed status, may enlist under paragraph 5–21.

1-10. AR membership

- a. Personnel become enlisted members of the AR (Selected Reserve or IRR) by-
- (1) Transfer from the RA to the AR to complete the remainder of an MSO. On completion of the statutory obligation (expiration term of service (ETS)), the member must continue in a military status by reenlistment or extension under AR 140–111 or be discharged from the AR.
- (2) Enlistment of Army National Guard (ARNG) members in the AR. On discharge from the ARNG a member may still retain Reserve of the Army status and be required to complete a remaining contractual or statutory MSO. On completion of the obligation, either statutory or contractual ETS, the member must either reenlist immediately under AR 140–111 or be discharged from the AR. Extensions are authorized under the policy contained in AR 140–111. Enlistment of ARNG personnel into the AR will also be in accordance with AR 140–111.
- (3) Transfer from the Retired Reserve to the Ready Reserve under AR 140–10, with the approval of the SA, if the member is drawing retired pay. These personnel are not required to execute a Department of Defense (DOD) DD Form

- 4 (Enlistment/Reenlistment Document—Armed Forces of the United States) or process for enlistment or reenlistment. They remain on an indefinite Ready Reserve status until age 60.
- (4) Transfer from the Retired Reserve to the Ready Reserve under AR 140–10, with the approval of Commander, HRC—St. Louis, if the member is not drawing retired pay. These personnel must be reenlisted under AR 140–111.
- (5) Enlistment in the AR by completing a DD Form 4 and executing an Oath of Enlistment when applying from civilian or from another military service of the United States. These enlistments are accomplished under policy contained in chapters 2, 3, and 5.
 - b. Service in the AR is either statutory or contractual.
- (1) Statutory service. Under provisions of 10 USC 651, each person who becomes a member of the U.S. Armed Forces, either by enlistment, appointment, or induction, will serve in the U.S. Armed Forces for a total initial period of 8 years. Any part of such service that is not active duty (AD) will be performed in a Reserve Component. A person's statutory military service obligation runs concurrently with a contractual military service obligation.
- (2) Contractual service. Each person who enlists or re-enlists in the U.S. Armed Forces executes a contractual agreement (DD Form 4) that establishes the terms of the service to be performed in that U.S. Armed Force. The contractual agreement will run concurrently with any incurred statutory obligation. However, following termination of the statutory obligation, any subsequent military service that is performed is served according to the terms of a contractual agreement.

1-11. Valid enlistment or reenlistment agreements

- a. DD Form 4. DD Form, together with appropriate annexes, is the only valid agreement that exists between the person and the DA on enlistment in the RA or the AR. For continued RA or AR membership, when the term of service agreed to in such an agreement expires, one of the following applies:
 - (1) The agreement will be extended.
 - (2) A new DD Form 4 and Oath of Enlistment will be executed.
- b. Transfer order (reassignment order) (for AR only). A transfer order (reassignment order) is a personnel management action that may be taken for a person during the period of service while an enlistment agreement is in effect. This order never alters terms of an enlistment agreement and never replaces an enlistment agreement.

1-12. Referral of applicants to higher headquarters

U.S. Army recruiting personnel have detailed knowledge about enlistment eligibility. They also have a general knowledge of normal conditions in the Army. The recruiter will resolve cases locally or request further assistance when needed through the chain of command.

1-13. Cooperation between Army recruiting stations and local State employment services

- a. Policy. The DOD and Department of Labor have a reciprocal working agreement. Under this agreement, the Armed Forces give local State employment service data on job and training opportunities available to Armed Forces personnel. Local offices of State employment services may then inform persons seeking training or employment of such opportunities. Interested persons are referred to the proper Armed Forces recruiting offices. State employment services are affiliates of the U.S. Employment Service, Department of Labor. These service offer testing, counseling, and select persons for occupational training or employment. Opportunities in the Job Corps and Neighborhood Youth Corps are included.
- b. Procedures. U.S. Army recruiting personnel will work with State employment services to make satisfactory arrangements for providing data and assistance required. The CG, USAREC issues necessary instructions to establish agreements between USAREC subordinate elements and State employment services. USAREC elements will make the above arrangements. Recruiting personnel will—
 - (1) Provide printed data on job opportunities in the Army.
 - (2) Furnish data in their areas of responsibility on request.
 - (3) Take part in group guidance sessions that may be arranged by their area State employment services.
 - (4) Provide current data as manpower procurement programs change.
 - (5) Urge all applicants found unacceptable for enlistment to visit their local State employment service office.
- (6) Inform the proper office of the State employment services of each applicant found unacceptable for enlistment if the person authorizes such referral. Referral procedures are given in chapter 2.
- (7) Inform all applicants found unacceptable for enlistment of their reemployment rights and refer them to the local offices of the State employment services.
 - (8) Assist State employment services in other mutually desirable ways.

Chapter 2

Enlistment in the Regular Army and Army Reserve for Nonprior Service Applicants

Section I Basic Eligibility Criteria

2-1. General

- a. Enlistment considerations. Enlistment of qualified persons will be the foremost goal of persons who take part in, or are connected with, processing applicants for enlistment in the RA and the AR.
- b. Meeting requirement. Eligibility will be determined by the person's ability to meet all requirements of this regulation, to include obtaining waivers. Applicants will not be enlisted if any doubts about their qualifications cannot be resolved.
- c. Source documents. Recruiting personnel must examine all source documents for discernible evidence of tampering or alteration. Documents used to substantiate basic eligibility criteria will be legible, written in English, or officially translated to English. If a bilingual soldier (having language skill identifier) translates the document(s), then a written translation signed by the soldier with a commissioned officer's signature witnessing his or her signature may be used. Recruiting battalions not having a soldier with a skilled language identifier may designate recruiting personnel to translate foreign documents in a language common to soldiers in the battalion. Designation of translator will be made in writing and on file at the recruiting battalion headquarters. All source documents must be original, or certified as an official copy of the original and included in the enlistment packet, for enlistment into the RA and RC. These documents include transcripts for military occupational specialty (MOS) requirements or advance grade, high school diploma, or marriage license or certificate. They will be forwarded with the enlistment packet or hand-carried by the applicant to the guidance counselor for compliance with instruction in chapter 6, section II.
- d. Obtaining documents. The use of facsimile machines or e-mail (via scanners) to provide an expeditious means of obtaining documents is authorized and may be used to prevent undue delays in shipment to training. The use of transcripts, police checks, and court checks retrieved through the use of agency Web sites is authorized. Documents used to verify dependents (except spouse) are not required for enlistment purposes into the DEP/DS/DTP, unless a dependent waiver is required. Applicants must take original marriage certificate, children's birth certificates, divorce decrees, driver licenses, and other evidence required to substantiate Defense Enrollment Eligibility Reporting System (DEERS) enrollment to the MEPS and reception battalion.
- e. Document certification. Certification that a copy is of the original document may be made by station commander, first sergeant, company commander, operations sergeant, guidance counselor, commissioned officer, or equivalent contracted personnel assigned within U.S. Army Recruiting Command, unless otherwise posted.

2-2. Basic eligibility criteria for all nonprior-service applicants

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

Note. All disqualifications that exist for PS applicants apply to Glossary NPS as listed in chapter 4. The term Glossary NPS does not change the fact an applicant has had military service. All provisions of this regulation that refer to basic active service date (BASD), previous military service, basic enlisted service date, and so forth apply.

2-3. Age

- a. Applicant is eligible for enlistment if applicant is not less than 18 years of age and has not reached his or her 35th birthday, or is not less than 17 years of age and has not reached the 18th birthday, and the DD Form 1966 parental/guardian consent for enlistment section has been properly completed.
- (1) Recruiters will obtain parental consent for any applicant who has not reached the 18th birthday. Parental consent may not be obtained more than 30 days prior to the 17th birthday; applicants must be 17 years of age at time of the test, physical, and contracting into the DEP/DTP. This consent of parents or legal guardians must be in writing before physical examination or enlistment. Enlistment is not authorized if either parent objects. However, if only one parent is entitled to legal custody and control of the applicant, then only that parent's consent is required. The recruiter will identify supporting document used and indicate its identifying marks, such as petition, file, or docket number in DD Form 1966 remarks section.
- (2) If the applicant has neither parents nor a guardian or is married, legally separated, or divorced, a statement referencing the court document or marriage license will be entered in the remarks block of the form and the applicant may be enlisted without parental consent of parents. Applicants must be interviewed by commissioned officer assigned to USAREC and annotated in DD Form 1966 remarks section for enlistment eligibility.
 - (3) Except as otherwise noted in this paragraph, both parents must generally sign the form. (An exception is that the

signature of one parent is acceptable if the other will be absent at an unknown destination for an indefinite period. When only one parent signs, the reason will be explained in the remarks block of DD Form 1966. The recruiter will state in the verification block what documents were used to verify the single signature.) One parent's signature is authorized if the other parent is incarcerated and will not be released prior to the applicant's 18th birthday. Parental consent may be obtained from a person incarcerated, but it must be submitted through the institution's legal channels for notary.

- (4) The signature of the parents or guardian on DD Form 1966 will be witnessed by a commissioned officer, warrant officer, or noncommissioned officer (NCO), or civilian recruiting specialist. Otherwise, the signature must be notarized. The recruiter will verify all entries to include supporting documents used to verify occasions when only one signature is authorized and annotate on DD Form 1966. One parent is required to sign the medical prescreen form for applicants under the age of 18 for medical examination.
- (5) When an applicant has been made a ward of the court or under State or Federal law the applicant has been placed in the control and custody of other than the natural parents(s), then the agency (normally a case worker) or the court appointed custodial agency will be required to complete the DD Form 1966 parental consent section and provide a certified copy of the court document awarding such custody.
- (6) Emancipated applicants may enlist without parental consent, provided they have a certified court document declaring their emancipation. The recruiter will identify supporting document used and indicate its identifying marks, such as, petition, file, or docket number in DD Form 1966 remarks section.
 - b. Documents and procedures used to verify eligibility include—
 - (1) Birth certificate.
 - (2) INS Form N-550/551/570 Naturalization Certificate.
 - (3) U.S. passport.
 - (4) DD Form 372 (Request for Verification of Birth).
 - (5) Department of State (DS) Form 1350 (Certification of Birth).
 - (6) Foreign Service (FS) Form 545 (Certification of Birth Abroad of U.S. Citizen).
 - (7) FS Form 240 (Counsular Report of Birth Abroad).
 - (8) Tribal card (not expired) or letter from tribal council for American Indians born in Canada under the Jay Treaty.

2-4. Citizenship

- a. Applicant is eligible for enlistment if any of the following applies:
- (1) Citizen of the United States.
- (2) Alien who has been lawfully admitted to the United States for permanent residence.
- (3) National of the United States.
- (4) Citizens (to include naturalized citizens) of the Federated States of Micronesia (FSM), Palau, and the Republic of the Marshall Islands (RMI).
- (5) Applicants and enlistees will be advised that, if they are not a U.S. Citizen, U.S. National, or a citizen of the FSM, Palau, or the RMI that they must obtain U.S. citizenship to remain in the U.S. Army for more than 8 years.
- b. Documents to verify eligibility include (return all documents to applicant after proper citizenship entries are made on the DD Form 1966):
 - (1) For U.S. citizens.
 - (a) Birth certificate.
 - (b) INS Form N-550/551/570 (Naturalization Certificate).
 - (c) INS G-845 (Verification Request).
 - (d) U.S. passport.
 - (e) DD Form 372 (Request for Birth Verification).
 - (f) DS Form 1350 (Certification of Birth).
 - (g) FS Form 545 (Certification of Birth Abroad of U.S. Citizen).
 - (h) FS Form 240 (Report of Birth Abroad of U.S. Citizens).
 - (i) Tribal card (not expired) or letter from tribal council for American Indians born in Canada under the Jay Treaty.
- (2) For aliens. Applicants must present their INS Form I–551 (Permanent Residence Card) showing that the person has been admitted to the United States for permanent residence. INS I–551 cards issued after 1989 are only valid for 10 years and must be renewed. Additionally, any INS I–551 card with an expiration date within 6 months of the accession date must be renewed. Applicants with expired cards keep their permanent residence status; however, they must apply for renewal of their permanent residence status INS I–551 card and must obtain verification in the form of an original receipt from the U.S. Citizenship and Immigration Services indicating that the applicant has paid for an INS I–90 (Application to Replace Permanent Resident) renewal application prior to shipment to training. INS I–151 cards are no longer valid and applicant must obtain an INS I–551 card. Resident alien cards without the picture of the applicant are invalid for enlistment purposes. Resident aliens must provide proof of place of birth.

- (3) For nationals of the United States. A native of American Samoa is issued a birth certificate that indicates the village of birth followed by the words, "American Samoa." (Citizens of American Samoa are U.S. nationals.)
- (4) For Panamanians. Under section 1403, title 8, United States Code (8 USC 1403), any person born in the Canal Zone on or after 26 February 1904 and before October 1, 1979, whose father or mother, or both, at time of birth of such person, was or is a citizen of the United States, is declared to be a citizen of the United States. Further, any person born in the Republic of Panama on or after February 26, 1904, whose father or mother or both at the time of the birth of such person was or is a citizen of the United States employed by the Government of the United States or by the Panama Railroad Company, or its successor in title, is declared to be a citizen of the United States. If the Canal Zone birth certificate does not clearly establish that citizenship has been derived, to qualify for enlistment an applicant must verify his or her U.S. citizenship by presenting one of the documents listed in paragraph 2-4b(1). If applicant does not possess any of these documents, the applicant should apply for the proper document under paragraph 2-4c.
- (5) For foreign nationals. Persons other than U.S. citizens or lawfully admitted permanent resident aliens are generally not authorized to enlist according to 10 USC 3253. However, the following exception exists with respect to the island nations of the FSM and the RMI.
 - (a) Citizens, to include naturalized citizens of the FSM, Palau, and the RMI, may be enlisted into the U.S. Army.
- (b) FSM, Palau, and RMI citizens do not require proof of permanent residence or other documents normally associated with legal resident verification.
- (c) Foreign nationals from the RMI, Palau, and the FSM may be enlisted for any option, unit, MOS, or program requiring a security clearance.
- (d) Verification can be made by birth certificate; an FSM, Palau, or RMI passport; or government identification card, naturalization certificate, or official letter of identity from local government officials.
- (e) A list of islands that make up the FSM, Palau, and the RMI may be obtained from HQ, USAREC, ATTN: RCRO-PP, Fort Knox, KY.
- (f) Questionable cases must be checked through appropriate chain of command to HQ, USAREC (RCRO-PP) who will contact HQDA (DAPE-MPA), Washington, DC, for clarification and final determination.
- (g) Persons from the FSM, Palau, and the RMI currently residing in the United States or a territory of the United States may have a Trust Territory Passport. This document is acceptable, provided it clearly indicates the island of birth and the island is part of the FSM, Palau, or the RMI.
- (h) Authority to enlist foreign nationals of the FSM, Palau and the RMI was granted according to the Compact of Free Association between both new nations and the Government of the United States.
 - c. Applicants who have lost their documents may obtain new documents in the following ways:
- (1) Applicant may apply to nearest passport agency or by visiting www.state.gov and clicking on passport for submission requirements. No cost will be charged for FS Form 240 if application shows it is needed for U.S. Army enlistment. To obtain an INS Form N–550, applicant contact Passport Correspondence, Department of State, 111 19th Street NW, Ste. 510, Washington, DC 20522–1705, and complete INS Form N–600 (Application for Certificate of Citizenship). When requesting verification of birth that occurred in the former Canal Zone, go to www.state.gov for submission requirements and address.
- (2) The alternate form to use for loss, theft, or nonreceipt of original INS Form I–551 card is INS Form G–845. This form may be obtained by the applicant from the local INS office and will be used to obtain verification when documents listed above cannot be obtained. This form is a secondary verification form, and the following Army requirements must be met for use of this form. In order to be valid for enlistment only, the following response from INS will be accepted: (INS RESPONSE) Item 1. (If INS checks any other blocks, the form will be invalid for enlistment). The official stamp and initials are required in the INS status verifier block. All applicants using this form must also have a verifiable pictured identification (ID). Identification will be an official local, State, or Federal ID (driver license, State issued ID, military dependent ID, high school or college ID). No exceptions will be authorized.
- d. American Indians born in Canada according to the Jay Treaty of 1794 and the 1814 Treaty of Ghent (8 USC 1359) may pass the borders of the United States without any constraints, but such right shall extend only to persons who possess at least 50 per cent of blood of the American Indian race. Applicants must have maintained residence in the United States since entry.
- e. Army policy prohibits applicants enlisting into the RA/AR who hold dual citizenship with the United States and another country. Persons must renounce citizenship of other country in order to enlist in RA/AR.

2-5. Name

- a. Court order changing name. Compare the document with applicant driver's license or social security card to ensure that individual is the same person. If names do not correspond, provide an explanation on DD Form 1966, item 34.
- b. Enlistment name. The enlistment name under which an individual may initially enlist in the U.S. Armed Forces will be the name on the individual's Social Security card.
- c. Glossary NPS and PS. Applicants will enlist using name on DD Form 214 (Certificate Of Release or Discharge From Active Duty)/NGB Form 22 (Report of Separation and Record of Service) unless changed through marriage.

- d. Enlisted other name. Applicants who enlist in another name must complete the appropriate block on the DD Form 1966 and provide supporting document.
- e. DD Form 369. In appropriate cases, complete DD Form 369 (Police Record Check) to show both names (maiden, if applicable, and assumed name) on one of the official documents indicated above.
- f. Aliens. An alien must enlist with the name as indicated on the INS I-551 card or source document used to verify permanent resident status, unless married. If applicant wishes to use married name, the applicant's married name must match or be a derivative of the name on the Social Security card. Annotate name reflected on I-551 in remarks section of DD Form 1966.

2-6. Social Security number

- a. No person will be tested or processed for enlistment into the RA or AR without a Social Security number or Social Security card.
 - b. The Social Security card will be the primary document used to verify the Social Security number.
- c. PS applicants may use DD Form 214, DD Form 215 (Correction to DD Form 214, Certification of Release or Discharge From Active Duty), or NGB Form 22.

2-7. Education

- a. Education requirements. Applicant is eligible for enlistment if he or she meets trainability and education requirements outlined in paragraph 2–8 and requirements of specific MOS or option for which enlisting. The provisions of paragraph 2–20 apply for determination of clock, semester, and quarter hours. Education years code (ED YRS) is the highest grade completed. Transcripts are required for verification of academic classes to qualify for specific military occupational specialty requirements.
- b. Education verification. The station commander, first sergeant, company commander, operations sergeant, guidance counselor, commissioned officer, education specialist, or equivalent contracted personnel assigned to USAREC are authorized to perform telephonic or e-mail verification for enlistment into DEP/DTP. The telephonic or e-mail verification for DEP/DTP enlistment must include name of applicant, SSN, date of birth, name of school, school address, school phone number, date of graduation or completion of course (for MOS), name and title of individual providing verification, name and title of individual conducting verification. Verification of education may be obtained from the applicant's principal, registrar, school guidance counselor, or the custodian of records for enlistment in the DEP/DTP.
 - c. High school diploma producing programs (Tier 1).
- (1) High school diploma graduate (HSDG)(ED LVL code L). A diploma or official certified copy of the transcript issued to an individual who has attended and completed a traditional 12–year graded day program of classroom instruction. The diploma must be issued from the school where the individual completed the program requirements. An official or certified school transcript or letter may be used for enlistment into the DEP/DTP/DS/RA/AR. The transcripts must indicate that the individual did graduate. If a diploma was not yet issued by the school but all graduation requirements were met (that is, summer school or midterm graduate), an original letter from the applicant's principal, registrar, school guidance counselor, or custodian of records can be used for DEP/DTP. The letter must state that the individual met all requirements for graduation and was not issued a diploma, along with the reason why and give an approximate date the diploma will be issued. Diploma or transcript must be included in the enlistment packet prior to the applicant shipping to training.
- (2) High school senior (HSSR)(Ed LVL code S). A high school senior is an individual who is currently enrolled in an established high school as defined for a high school diploma graduate and is expected to graduate within 365 days. Verification is required. Telephonic or e-mail verification is authorized for enlistment into the DEP/DTP. Verification may be obtained, in writing, from school officials. Verification must state the projected date individual will graduate high school.
- (3) Currently in high school (CIHS) (ED LVL code 9). This applies to AR DEP/DTP enlistment only and to high school students (other than a senior) who have completed the 10th grade. Verification must show placement into the 11th grade. Enlistment will be into the AR alternate training program entering initial active duty for training (IADT) Phase I after completion of the 11th grade.
- (4) HSDG via adult education diploma (ED LVL code B). This is a secondary school diploma awarded on the basis of attending and completing an adult education alternative, continuation, adult or charter school/program whose courses and curriculum are similar to traditional high school diploma program. The diploma received must have been issued on the basis of completing a classroom-structured (teacher-student environment), teacher-directed, credit-based program. The diploma issued must be from a school/program whose curriculum, course content, attendance and graduation requirements are in compliance with State and/or local school district policy.
- (5) HSDG via semester hours, quarter hours, or clock hours (ED LVL code 8). An individual who has attended and completed an accredited postsecondary institution level course and has successfully completed 15 semester hours, 22 quarter hours of college level credit, or 675 clock hours from a postsecondary vocational-technical institution. Credits will be accepted from any institution that holds accreditation in the Accredited Institutions of Postsecondary Education

- (AIPE) book published by the American Council on Education or a member of the National Association of Credential Evaluation Services (NACES). Questionable institutions not listed will be submitted for verification to USAREC Battalion Education Specialist. Foreign credentials must still be evaluated per 2–7f. Credits used to substantiate high school diploma graduate status are authorized for advance promotion under paragraph 2–19.
- (a) Applicants enrolled in accredited postsecondary vocational-technical institutions. Applicants who are currently enrolled in an accredited postsecondary vocational-technical institution that awards clock hour credits will not be processed for enlistment until they have successfully completed 675 clock hours of credit.
- (b) College courses. Completion of college courses below the 100 level will be accepted for enlistment if the course is clearly identified as a college level course and credit will be recognized by the college toward graduation and degree completion requirements.
- (6) HSDG failing State-mandated secondary school exit test (ED LVL code F). Applicant must have completed all requirements for graduation from beginning school year 1999 and thereafter, failed state exit within one year of enlistment, must have letter from school official stating they have completed graduation requirements and the date they failed last State-mandated exam.
 - (7) Degree credentials.
- (a) Associate's degree (ED LVL code D). A certificate conferred upon completion of a 2-year program at a community college, university, or degree-producing technical institute.
- (b) Professional nursing diploma (ED LVL code G). A certificate conferred upon completion of a 3-year hospital school of nursing program.
- (c) Baccalaureate degree (ED LVL code K). A certificate conferred upon completion of a 4-year college program other than a first professional degree.
- (d) First professional degree (ED LVL code W). A certificate conferred upon completion of the academic requirement for the first degrees awarded in selected professions: Architecture, certified public accountant, chiropody or podiatry (D.S.C. or POD.D), dentistry (D.D.S. or D.M.D.), medicine (M.D.), optometry (O.D.), osteopathy (D.O.), pharmacy, veterinary medicine, law (L.L.B. or J.D.), and theology (B.D), rabbi, or other first professional degree.
- (e) Master's degree (ED LVL code N). A certificate conferred upon completion of additional academic requirements beyond the baccalaureate or first professional degree but below the doctorate level.
- (f) Post master's degree (ED LVL code R). A certificate conferred upon completion of additional academic requirements beyond the master's degree level but below the doctorate level.
- (g) Doctorate degree (ED LVL code U). A certificate conferred in recognition of the highest academic achievement within an academic field, excluding honorary degrees and first professional degrees.
- (8) Enrolled in a program to meet provisions of paragraphs 2–7c(4) or 2–7c(5) (ED LVL code 'M'). An applicant who is currently enrolled in an adult education or college program and who is expected to graduate or attain the required credits within current term may be enlisted. Verification is required in the form of a statement from the school that the individual is enrolled and must indicate the expected graduation or completion date.
- d. Alternate high school credentials (Tier 2). Each of the following has separate MEPCOM Integrated Resource System and Recruit Quota System (REQUEST) codes.
- (1) Test-based equivalency diploma (GED)(ED LVL code E). Enter years completed followed by general education development—high school graduate (GEDH), a diploma or certificate of general education diploma (GED) or other test-based high school equivalency diploma. This includes statewide testing programs such as the California High School Proficiency Examination (CHSPE), whereby an examinee may earn a certificate of competency or proficiency. A State or locally issued secondary school diploma obtained solely on the basis of such equivalency testing is not to be considered a high school diploma. This is considered an alternate high school credential. Individuals currently attending a GED producing program can enlist in the DEP/DTP using Enrolled (ENRL 6).
- (2) HSDG via National Guard Youth Challenge Program/GED)(ED LVL code X). An individual who has completed a National Guard Youth Challenge Program and received a GED. Applicants must have completed both the National Guard Youth Challenge Program and GED to enlist as a HSDG. Applicants currently enrolled must provide letter to enlist as 11M. Those currently enrolled in the program will be enlisted in the DEP using Enrolled (ENRL M).
- (3) HSGD via home school (ED LVL code H). Any applicant who meets the requirements of State or local school district home school policy.
 - (a) To qualify for enlistment as a home school graduate, an applicant must:
- 1. In States that require parents to notify the school and/or local school district that they are home schooling their children, provide a signed State Department of Education or local district enrollment form; or
- 2. In States that do not require parents to notify the school and/or school district that they are enrolling their children in home school, provide a home school certification/diploma from the parent, guardian, or national/State/county home school association/organization.
- (b) Also required is a copy of the applicant's transcript(s) for all school grades completed. The transcripts will include enrollment date, graduation date, and type of curriculum. Additionally, the transcripts must reflect successful completion of the last 9 academic months of continuous schooling from the home school or parent issuing the diploma.

- (c) The curriculum used must involve parental instruction and supervision and should closely pattern normal subjects used in the traditional high schools. Accelerated home study programs and lesson packets that award a credential based on testing are not acceptable. Lesson packets that award a credential based on assessment and testing are not acceptable.
- (d) Further evaluation and additional verification are required on all applicants attempting to enlist with only a diploma and transcript from the parents/guardian. These cases will be referred to the battalion educational services specialist for further evaluation. If a decision cannot be reached at battalion level the educational services specialist will send the packet through brigade to HQ USAREC Education Division, Policy Branch for final approval/disapproval.
- (e) Enlistment of home-schooled seniors is authorized. Transcripts and letter is required at DEP/DTP. Diploma verification is same as used for traditional high school seniors.
- (4) HSDG via Occupational Program (Job Corps) Certificate (ED LVL code C). Any applicant who has completed at least 675 clock hours of post-secondary vocational technical training from the Department of Labor Job Corps, regardless if the institution is listed in the AIPE, will be considered an HSDG. Applicants must present a letter or transcript from the Job Corps that reflects completion of 675 clock hours of vocational technical training along with either a GED certificate of completion or Job Corps certificate of completion.
- (5) Distance learning school diploma (ED LVL code 7). A secondary school diploma or certificate awarded upon completion of correspondence school course work, home study, internet, or distance learning program, regardless of whether the diploma was issued by a correspondence school, a State, or a secondary or postsecondary educational institution. This is considered an alternate high school credential.
- (6) High school certificate of attendance, special education, or occupational program (ED LVL code J). An attendance-based certificate or diploma. These are sometimes called certificates of competency or completion but are based on course completion rather than a test, such as the GED or CHSPE. A State or locally issued secondary school diploma obtained solely on the basis of an attendance credential is not considered a high school diploma. This is considered an alternate high school credential.
- (7) Other nontraditional high school credential (ED LVL code 5). A secondary school credential issued for completing an alternative school/program that differs in course content and curriculum from a traditional high school diploma program. Schools/programs that are accelerated and issue a diploma based on a combination of testing, independent study, adult basic education, and/or competencies are classified as Tier 2, regardless of whether the credential was issued by a secondary or post-secondary institution.
- e. Less than a high school diploma (Ed LVL code 1) (Tier 3). An individual who has not graduated from high school or has not received an alternate credential listed above.
 - f. Foreign credentials.
- (1) Applicants completing high school or having college credits from foreign colleges or universities must have their documents evaluated and accredited by a State Board of Education or any degree granting college or university listed in the AIPE or NACES.
 - (2) Evaluation under this rule will also be used to qualify applicants under paragraph 2-18 if otherwise qualified.
- g. Exemptions. The following countries, territories, and nations are exempt from the evaluation requirement, and their education documents will be treated as those from any U.S. school.
 - (1) FSM.
 - (2) RMI.
 - (3) Commonwealth of the Northern Mariana Islands.
 - (4) Guam.
 - (5) American Samoa.
 - (6) Canada.
 - (7) Puerto Rico.
 - (8) Virgin Islands.
 - (9) Department of Defense Dependent School System.
 - (10) Overseas American-sponsored elementary and secondary schools assisted by the U.S. Department of State.
- h. Specific course requirements. Some MOS require verification of specific course completions. Verification may be accomplished with a letter or transcript. Verification must be presented prior to enlistment (DEP/DTP) into the RA or AR.
- i. Current school year withdrawals. If an applicant indicates he or she withdrew from school during the current school year, he or she should be encouraged to return and complete high school. However, if the applicant does not intend to return to school, verify that the applicant has withdrawn and notify the school of his or her intention to enlist. Under no circumstance will an applicant be encouraged or given any assistance in withdrawing from school. Coordination with parents, teachers, and counselors to keep students in school through graduation is desirable and consistent with the Department of the Army policy on this matter.

2-8. Trainability

Waiver requests will not be considered if applicant does not meet requirements discussed below. (For administration of tests and retests, see chap 5.) Eligibility for enlistment is determined by the following criteria:

- a. Applicant must meet test requirements of this rule and specific test requirements of MOS or option for which enlisting.
- b. Applicant must have the ability to read, write, and speak sufficient English to understand the oath of enlistment and the pre-enlistment interview.
- c. Applicant must attain the required Aptitude Area Score as required for MOS, in accordance with DA Pam 611-21.
 - d. Test Score Category (TSC) is used to determine enlistment in the RA or the AR.
 - (1) TSC-I (AFQT 93-99).
 - (2) TSC-II (AFQT 65-92).
 - (3) TSC-IIIA (AFQT 50-64).
 - (4) TSC-IIIB (AFQT 31-49).
 - (5) TSC-IVA (AFQT 16-30).
 - (6) TSC-IVB (AFQT 10-15) Not currently accepted.
 - (7) TSC-V (AFQT 0-9) Not eligible to enlist.

2-9. Physical

- a. Applicant is eligible for enlistment if he or she meets procurement physical fitness standards of AR 40–501, chapter 2, and meets added requirements of specific option for which enlisting. Glossary NPS that have not been awarded an MOS must meet procurement physical fitness standards of AR 40–501, chapter 2.
- b. Waivers may be requested for medical defects, provided applicant is not under the care of a physician or taking medication for the defect.
- c. Waivers are not authorized for confirmed positive results for the presence of human immunodeficiency virus (HIV) or antibody (AR 40–501).
- d. Applicant will be tested for the presence of alcohol and drugs. Applicants who refuse to submit to drug or alcohol testing will be denied further processing and enlistment (no waiver authorized).
 - (1) Applicant is eligible if drug and alcohol tests are negative.
- (2) Applicant is authorized enlistment in the DEP/DS/DTP pending drug test results, except applicants who previously tested positive for drugs require a waiver.
 - (3) Applicants will be advised that they will be discharged if they test positive (laboratory confirmed) for drugs.

2-10. Dependents

- a. An applicant meets dependency requirements if he/she is—
- (1) Without a spouse and with no dependents.
- (2) Married and, in addition to the spouse, has two or fewer dependents.
- (3) Without a spouse and does not have custody of dependents.
- (4) Without a spouse and required to pay child support for two or fewer dependents by court order.
- b. An applicant does not meet dependency requirements if-
- (1) Applicant is married and, in addition to the spouse, has three or more dependents under the age of 18 (waiver may be considered).
- (2) Applicant is married and, in addition to the spouse, has two dependents under 18 and wife is expecting additional children (waiver may be considered).
- (3) Applicants processing as a husband and wife team and have one or more dependents under the age of 18 (waiver will not be considered).
- (4) Applicant has a spouse currently on active duty or who is a member of a Reserve Component (excluding IRR) of the U.S. Armed Forces and has a dependent less than the age 18. One service member must have completed IADT (waiver may be considered).
 - (5) Applicant is without a spouse and has custody of at least one dependent under the age of 18.
- (6) Applicant is without a spouse and is required to pay child support for three or more dependents by court order (waiver may be considered).
- (7) Applicant is married and is court ordered to pay child support for one or more dependents from previous marriage or relationship and, when added to total of dependents from current marriage, the number of dependents, in addition to the spouse, has three or more under the age of 18 (waiver may be considered).
- (8) Applicant's spouse has custody of/or pays child support for one or more dependents prior to current marriage, and, when added to total dependents from current marriage, the number of dependents, in addition to the spouse, is three or more under the age of 18 (waiver may be considered).

- c. The definitions of dependent, spouses and children are for qualifications and criteria to enlist. These definitions are not for the purpose of determination of pay or allowances, basic allowance for housing, medical, or other benefits. Appropriate authority for determination of benefits is contained in other applicable regulation pertaining to finance and accounting, issuance of ID cards, and privileges.
 - (1) An applicant is considered to be without a spouse if-
 - (a) A civil court has not recognized common law marriage.
 - (b) Spouse is incarcerated.
 - (c) Spouse is deceased.
 - (d) Spouse has deserted the applicant.
 - (e) Spouse is legally or by mutual consent separated from the applicant.
 - (f) Applicant or spouse has filed for divorce.
 - (2) For the purpose of this regulation and enlistment, the term "dependent" includes—
 - (a) A spouse.
 - (b) An unmarried, adopted, or stepchild under the age of 18 living with the applicant.
 - (c) An unmarried natural child of the applicant under the age of 18.
- (d) Any person living with the applicant who is, by law or in fact, dependent upon the applicant for support; or not living with the applicant and dependent upon the applicant for over one-half of his or her support.
 - (e) Any person for whom the applicant is responsible for his or her financial or custodial care.
 - (3) In the event of joint custody versus child support, the following apply:
- (a) When a joint custody agreement or order requires joint physical custody by an applicant without a spouse, the applicant is not eligible for enlistment. Visitation or joint decision rights with the respect to education, medical procedures, or other parental decisions, other than actual physical custody are not considered as requiring joint physical custody. However, if a mandatory period of residence is required, then joint physical custody exists and the applicant is not eligible to enlist. Mandatory physical custody does not include negotiable periods of visitation or voluntary agreement to have custody for short periods that are negotiable and compatible with military service.
- (b) If local or State court order allows modification of custody by written agreement of the parents, if the other parent assumes full physical custody pursuant to written agreement, the applicant is qualified for enlistment.
- (c) Questionable cases will be resolved by referral to a USAREC brigade judge advocate or attorney advisor through the USAREC chain of command.
- d. The U.S. Army recognizes that some persons for personal reasons have given up custody of a child or children. For this reason, the following rules have been provided so a determination can be made for enlistment purposes. It is not the intent or desire of the U.S. Army to require any person to relinquish custody of his or her children to qualify for enlistment. Under no circumstances will any Army representative advise, imply, or assist an applicant with regard to surrender of custody for the purpose of enlistment. Applicants will be advised that they do not meet the dependent criteria of this regulation and that the Army's mission and unit readiness are not consistent with being a sole parent. Persons who are sole parents would be placed in positions, as any other soldier, where they are required at times to work long or unusual hours, to be available for worldwide assignment, and to be prepared for mobilization, all of which would create conflicting duties between children and military requirements for the sole parent.
- (1) If an applicant is without a spouse and the child or children have been placed in the custody/guardianship of the other parent or another adult by court order prior, or by written custody agreement between parents that is valid under State law prior to application for enlistment, and the applicant is not required to pay support for more than two dependents, then the applicant is eligible to process for enlistment. The court order or custody agreement must clearly indicate that the applicant does not have physical custody of any child. In cases of court order or custody agreements that require "involvement" such as medical or education decisions but do not require physical custody of the child(ren), then the additional requirements or involvement is not to be considered for eligibility unless such conditions require a mandatory custody period that could not be adhered to due to military service. Guardianship documents must very clearly indicate that the guardian has full physical custody and not just a guardianship right or oversight role. The bottom line issue is actual physical custody of the child(ren). Questionable cases will be resolved by referral to a USAREC brigade judge advocate or attorney advisor through the USAREC chain of command.
- (2) Those applicants who at time of enlistment indicate they have a child or children in the custody of the other parent or another adult will be advised and required to acknowledge by certification that their intent at time of enlistment was not to enter into the Army or Army Reserve with the express intention of regaining custody after enlistment. Applicants will be required to execute a DA Form 3286 (Statements for Enlistment (Parts I through IV)). All applicants will be advised that if they regain custody during their term of enlistment, they are in violation of the stated intent of their enlistment contract. They will (unless they can show cause, such as death or incapacity of the person who has custody) be processed for separation (involuntary) for fraudulent enlistment. Retention of soldiers who have enlisted fraudulently is governed by AR 635–200.
- (3) Applicants who are not married at the time of enlistment but have a child out of wedlock and under State law are considered to have custody rights, regardless of who currently has physical custody, are disqualified. However, if

under State law a mutually agreed upon contract between the two natural parents is sufficient to transfer custody and control of any children, then it will be acceptable for enlistment purposes. Contractual agreements acknowledged by State law are acceptable. Applicant will be advised that they are being accepted for enlistment based on the eligibility status of being a single parent without custody. All applicants must complete a DA Form 3286 at time of entry into the DEP/DTP. Consult with brigade judge advocate/USAREC Plans and Policies on questionable cases. In all cases where custody has not been clearly established, the burdened of proof is with the applicant and may not be processed until the custody issue has been resolved.

- e. Documents and procedures to verify eligibility include the following:
- (1) Marital status:
- (a) Marriage certificate.
- (b) Divorce decree.
- (c) Legal separation decree.
- (d) Annulment decree.
- (e) Civil action document (divorce pending).
- (f) Death certificate (widowed).
- (2) Dependents under the age of 18:
- (a) Birth certificate.
- (b) FS Form 240.
- (c) Certified or notarized copy of court order of adoption.
- (d) Certified or notarized copy of court order proceeding equivalent to adoption which terminated all parental rights and obligations.
- (3) To show if dependent has been placed in custody of other parent or another adult and whether or not applicant is required to pay (by court order) child support, one of the following is used:
 - (a) Divorce decree.
 - (b) Court order.
 - (c) Separation order.
 - (d) Written custody agreement between parents recognized by State law.
 - (4) For dependent parent, affidavits establishing dependency.
 - f. Questionable cases must be reviewed by USAREC brigade judge advocate.

2-11. Moral and administrative criteria

Applicants may be eligible for enlistment with or without waiver as indicated in each case. Applicants may have a waiting period as cited in paragraph 4–33 if they have had parole/probation/incarceration (see chap 4).

- a. Applicant interview. Recruiter will interview applicant on any records of arrest, charges, juvenile court adjudications, traffic violations, probation periods, and dismissed or pending charges or convictions, including those that have been expunged or sealed.
- (1) Use of DD Form 369. This form will be used to record information obtained in police records check. Recruiter will provide self-addressed official mail envelopes to minimize work for police authorities. Mailing police records checks to a foreign law enforcement agency is not authorized.
- (2) *Pending charges*. If applicant is subject to pending charge(s) that would not require a waiver if found guilty, Armed Services Vocation Aptitude Battery (ASVAB) testing is authorized. If applicant is subject to pending charge(s) that would require a waiver if found guilty or if placed on probation or parole, or if given a suspended sentence, all processing will be terminated (see para 4–37).
- b. Police record check and court check. The police record checks will indicate the name the applicant is requesting to be enlisted as, as well as the name on birth certificate, maiden name, or any other name the applicant is known as. Criminal history information will be maintained with strict confidentiality. If reply from police authorities or court records clerk is not received within 7 working days and every effort to obtain police/court clearance has been exhausted, then the recruiting battalion commander may authorize to process allegation as self-admitted offense and enlist applicant into RA/AR if a moral waiver is not required.
- (1) These checks may be mailed and are required to be completed and at the MEPS prior to shipping to IADT or within 30 days after DEP/DS/DTP.
- (2) Applicants who claim no law violations or claims only minor traffic offenses (except reckless or careless or imprudent driving) will have police record checks, based on current residence, obtained from three levels:
 - (a) City or municipal, military installation law enforcement.
 - (b) County law enforcement.
 - (c) State law enforcement.
- (3) Applicant who claims law violations other than minor traffic offenses will have police record checks completed where applicant has lived, worked (includes TPU location), and attended school during the 3 years prior to application into the DEP/DS/DTP; police/court documents where the offense(s) occurred will be obtained from:

- (a) City or municipal, military installation law enforcement.
- (b) County law enforcement.
- (c) State law enforcement.
- (d) Court documents.
- (e) Probation departments.
- (f) Adult correctional facility.
- (g) Juvenile correctional facilities.
- (4) Applicants requiring a moral waiver for any misdemeanor or felony level charge, regardless of disposition, will have police record checks obtained from:
 - (a) City or municipal, military installation law enforcement.
 - (b) County law enforcement.
 - (c) State law enforcement.
 - (d) Court documents.
 - (e) Probation departments.
 - (f) Adult correctional facility.
 - (g) Juvenile correctional facility.
- c. Telephonic police records check. Telephonic police checks is authorized by station commander, commissioned officers, company commanders, recruiting first sergeants, guidance counselor, recruiting battalion operations personnel or equivalent contracted personnel assigned. Person obtaining telephonic police records check will sign written report on DD Form 369. Enter name and position of person who gives information to the battalion, date obtained, and telephone number in remarks section of DD Form 369. Forwarding DD Form 369 to the Federal Bureau of Investigation, a foreign government, or foreign police agencies is not authorized.
- d. New police checks. New police checks are required if new arrest or convictions occurs since previous checks were conducted and will be run in accordance with paragraph 2–11b.
- e. Updating police records check. For persons in the DEP/DS/DTP, police records check are required if new arrest or conviction occurs. Police record checks will be run in accordance with 2–11b.
- f. Police records check not released or a fee is charged. If law enforcement agency states, in writing, that it will not provide information or that a fee is required and copy of that statement is maintained in recruiting battalions, police records check will not be required. DD Form 369 will contain reference to that written statement. The form will be forwarded with the enlistment packet. Update written documents used for references every 5 years.

2-12. Suggested civilian or military clothing list for Glossary nonprior service and prior service

- a. Potential enlistees attending initial entry training (IET) or IADT will be provided the suggested civilian clothing list
- b. PS (Army) personnel enlisting with a break in service of fewer than 90 days will be informed of the provisions of AR 700–84. This requires PS personnel to have their clothing issue in their possession when reporting to their first duty station (includes AR/ARNG, Glossary NPS).

2-13. Review of enlistment forms and documents

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

2-14. Entrance national agency check/national agency check with local agency check and credit check

DOD 5200.2-R requires all military recruits (DEP/DTP/DSMO) to have an ENTNAC conducted as part of their accession processing. NACLC is required for initial investigations for a SECRET clearance. For ENTNAC/NACLC instructions, see chapter 5.

- a. Live-scan fingerprint or Fingerprint Hard Card (FD) 258 (Applicant Fingerprint Card) is required for ENTNAC.
- b. Documents required for NACLC include—
- (1) Live-scan fingerprint or FD 258.
- (2) Agency Use Form, preaccession interview (PAI)/preenlistment interview (PEI) Report, Signature Release of Information PAI/PEI, Certification of Applicant-PAI/PEI, Signature Medical Release PAI/PEI.
- c. Documents required for single scope background investigations (SSBI) include NACLC criteria and processing by the personnel security screening NCO or contracted representative assigned to respective MEPS.

2-15. Educational assistance for Regular Army/Army Reserve

AR 621-202 provides eligibility information for RA soldiers concerning participation in the Montgomery GI Bill

(MGIB). AR 135-7 provides eligibility information for AR and participation by members in the Selected Reserve under the MGIB.

Section II

Enlistment Periods and Pay Grades

2-16. Authorized enlistment periods

- a. NPS applicants enlisting in the RA (10 USC 651(a)) and AR (10 USC 12103(d)) incur an 8-year statutory MSO.
- b. Enlistment in the RA is authorized for a term of at least 2 years but not more than 6 years. A specific MOS may require a minimum term of service.
- c. Enlistment in the AR will be for a period of 8 years. The applicant may select the period of time to be assigned to a TPU of the Selected Reserve, as authorized by chapter 5.

2-17. Pay grade and date of rank

- a. Persons enlisting in the RA or AR without PS will be enlisted in pay grade private E-1 (PV1). Exceptions are shown in paragraph 2-18 or when the applicant qualifies to enter in a higher entry pay grade as outlined under the Army Civilian Acquired Skills Program (ACASP).
 - b. Date of rank (DOR) for persons without PS will be as follows:
 - (1) RA—date of enlistment on active duty.
 - (2) AR—date of enlistment or date of promotion stated on DA Form 4187 (Personnel Action).
- c. Enlistment pay grade determined using paragraph 2-18 does not exempt applicant from basic training requirement.
- d. Authority for enlistment grade must be entered in the remarks section of DD Form 1966, to include a statement that the documents used to promote the soldier have been verified (for example, pay grade E-3 authorized per para 2-18a(4), by guidance counselor name and rank.

2-18. Enlistment pay grades for personnel without prior service

This paragraph applies to RA-DEP, AR-DEP, and AR-DTP applicants. Each applicant who claims, but cannot substantiate, qualification for higher enlistment grade will be required to acknowledge that they have read and understand this rule and the time frames established. An applicant or enlistee will acknowledge this in the remarks section of DD Form 1966. Unit commanders for DTP, upon verification that a soldier is authorized the advance promotion under this paragraph, will promote the soldier, citing this paragraph as the authority. Effective date and date of rank will be the date the commander authorizes the promotion.

- a. The following explains who may enlist and when and at what pay grade. An applicant who—
- (1) Has no qualifications for advancement to pay grade higher than PV1 may enlist at any time.
- (2) Has completed 1 or 2 years of Junior ROTC (JROTC) or a National Defense Cadet Corps (NDCC) Program may enlist at any time at pay grade PV2.
- (3) Has completed 3 or more years of JROTC or a NDCC Program may enlist at any time at pay grade private first class (PFC).
 - (4) Has completed 1 year of Senior ROTC (SROTC) may enlist at any time at pay grade PFC.
- (5) Has attended any U.S. military service academy or U.S. military academy preparatory school for 179 days or fewer may enlist at any time at pay grade PV2 or at grade determined by amount of college credit completed, whichever is greater.
- (6) Has successfully completed 24 or more classroom semester hours (36 or more quarter hours) at an accredited degree granting college or university list in the AIPE or NACES (foreign transcripts must be evaluated according to para 2–7f and 2–20) may enlist at any time at pay grade PV2.
- (7) Has successfully completed 48 or more classroom semester hours (72 or more quarter hours) (without a 4-year degree) at an accredited degree granting college or university listed in the AIPE (foreign transcripts must be evaluated according to para 2–7f and 2–20) may enlist at any time at pay grade PFC. Applicants with an associate's degree will be enlisted at pay grade PFC without regard to the number of semester or quarter hours completed.
- (8) Has successfully completed 2 or more academic years of a postsecondary vocational-technical school and has received a certificate of training attesting to successful completion of the course may enlist at any time at pay grade PFC. The school must be listed in the AIPE.
- (9) Has successfully completed a degree-producing college program of 4 years duration and the college or university is listed in the AIPE (and has been awarded a bachelor's or higher degree) (foreign degrees and transcripts must be evaluated according to para 2–7*f*) may enlist at any time at pay grade specialist (SPC). Advanced promotion is authorized if college or university provides a letter stating the applicant has met all requirements for a degree, but it will not be awarded until commencement ceremony.
- (10) Has completed all phase II requirements of the Air Force Civil Air Patrol and has been awarded the Billy Mitchell Award may enlist at any time at pay grade PV2.

- (11) Has taken part in the Naval Sea Cadet Corps (NSCC) and has been awarded Quartermaster Award (Certificate) may enlist at any time at pay grade PV2.
- (12) Has been awarded the Boy Scout Eagle certificate as a member of the Boy Scouts of America (Form 58–708) may enlist at any time at pay grade PV2.
- (13) Has earned the Girl Scout Gold award certificate as a member of the Girl Scouts of America may enlists at any time at pay grade E-2.
- (14) Has completed Army pre-Basic Training task list as a member of DEP/DTP may enlist at any time at pay grade: PV2 or PFC if applicant meets any requirement in paragraph 2–18a or b.
 - (15) Is qualified under the Army Civilian Acquired Skills Program may enlist at any time at pay grade SPC.
- (16) Lacks documentation required for advanced promotion under this paragraph at time of enlistment may submit supporting documents to the personnel officer within 6 months of enlistment. Documents must be original, certified, or evaluated as required.
- (a) College credit or course completion (includes JROTC/ROTC) must have occurred prior to date or enlistment in the RA or entry in IADT for AR.
- (b) Only colleges and universities listed in the AIPE, or evaluation of foreign transcripts according to paragraph 2–7f, may be used. This requirement is only used for advanced promotion under this paragraph and does not affect or change the guidance for promotion boards with respect to education points, which are given or verified via other publications. However, no other education evaluation publication will be used to qualify under this regulation.
- (c) Effective date and date of rank for soldiers who lacked documentation at time of enlistment will be the effective date of the promotion by the unit commander. No retroactive adjustment is authorized and each applicant will be advised that failure to produce documents before enlistment or after time frames above will cause them to forfeit entitlement to this incentive. The promotion will be for the grade the soldier is qualified for at time of enlistment.
- b. The referral program provides incentive for increased pay. Verification will be the responsibility of HQ, USAREC for all referrals. USAREC will develop procedures to document and enclose verification of referrals in enlistment files. In addition, a procedure to notify the appropriate AR commander of a soldier's eligibility for an accelerated advancement will be established. Only referrals received and verified prior to the date of enlistment in the RA or AR will affect the enlistment grade. Referrals provided after date of enlistment in the AR and prior to entry on IADT will allow the soldier to be advanced to PV2 on the date the unit AR commander receives verification and approves the accelerated advancement per AR 140–158. See AR 140–158 for accelerated advancement to PFC for verified referrals. Any applicant participating in the Army Referral Program who refers—
- (1) One qualified NPS, Glossary NPS, or PS applicant who enlists into the DEP, RA, ARNG, or AR on or before the date the applicant enters the RA or IADT for AR, may enlist at any time at pay grade PV2 or PFC if applicant or member meets any requirement in para 2-18a or b.
- (2) Two or more qualified NPS, Glossary NPS, or PS applicants (any combination) who enlist into the DEP, RA, ARNG, or AR on or before the date the applicant enters the RA or IADT for AR, may enlist at any time at pay grade PFC.
- (3) One qualified registered nurse who applies for the Army Nurse Corps AD or AR, and HQ, USAREC accepts the application on or before the applicant enters the RA or IADT, may enlist at any time at pay grade PV2 or PFC if applicant or member meets any requirement in paragraph 2–18a or b.

2-19. Verification requirements for enlistment in higher grade

Applicant must provide documentation to support enlistment in higher pay grade. Guidance counselors will verify required documents to justify higher pay grade applicant is enlisting at from one of the documents listed below. For AR DEP members, guidance counselors, after verifying required documents for advanced promotion, must sign a DA Form 4187 that outlines the promotion authority and the pay grade authorized prior to shipping to IADT. This applies to those AR DEP members who met an advanced promotion criteria after the initial date of enlistment and who are awaiting shipping to IADT.

- a. Education documents used to grant advanced or accelerated promotions must be listed in the AIPE. A guidance counselor, education specialist, operations NCO, first sergeant, commissioned officer, or equivalent contracted personnel assigned to USAREC must verify documents. Verification must be annotated referencing authority for grade in the Remarks section of DD Form 1966.
 - b. Official document awarding Billy Mitchell Award, Eagle Scout, Quartermaster Award, or Gold Award.
 - c. Document verifying ACASP qualifications.
- d. Recruiting company commander's letter verifying completion of Army pre-Basic task list and referral verification form as identified by USAREC.

2-20. Semester hour requirements

a. Combining of semester hours with quarter hours or combining clock hours with either semester or quarter hours for enlistment purposes and advanced promotion is authorized.

- b. For nondegree granting education institutions listed in the AIPE OR NACES that award clock hours or quarter hours, the following will equate:
 - (1) Clock hours: 45 = 1 semester hour.
 - (2) Quarter hours: 1.5 = 1 semester hour.
- c. Classroom semester hours also include credits earned by college test programs (such as the College Level Examination Program or Internet courses, as recognized by universities or colleges listed in the AIPE.
- d. Classroom semester hours under paragraph 2–7 are for college-level courses only (100 series and above). Courses below the 100 series may be used if the college or university applies them to a degree-producing program.

Chapter 3

Enlistment in the Regular Army and the Army Reserve for Prior-Service Applicants

Section I

Basic Eligibility Criteria

3-1. General

This chapter prescribes basic eligibility criteria for PS applicants for enlistment in the RA and AR. Qualifications apply to both RA and AR, unless otherwise specified, and eligibility requirements are the same as for NPS as prescribed in chapter 2. Refer to chapter 2 for name and social security verification procedures.

3-2. Basic eligibility criteria for all prior-service applicants

- a. Persons applying for enlistment in the RA and AR must meet eligibility criteria outlined in this chapter. PS applicants also must meet requirements of options for which they are enlisting.
 - b. PS definitions for RA and AR are as follows:
 - (1) For persons enlisting in the RA, applicants must have 180 days or more of active duty.
- (2) For persons enlisting into the AR, applicants must have served 180 days or more on active duty as a member of the Armed Forces. Applicants who are MOS qualified are considered as PS regardless of time on active duty.
 - c. These rules are also applicable to Glossary NPS applicants unless otherwise specified.
- d. These definitions do not change the fact that an applicant has served in the military. Any applicant with one or more days in any component of a military service has had prior military service. All references to basic pay entry date, BASD, time in grade, and time in service apply, regardless of the above definitions of "Enlistment".
- e. Applicant is eligible for enlistment if applicant qualifies for exemption from enlistment requirements because of the following:
- (1) Applicant has been awarded the Medal of Honor, Distinguished Service Cross, Navy Cross, or Silver Star Medal.
- (2) Applicant is a partially disabled, combat-wounded Army veteran with fewer than 20 years of service as defined in 10 USC 3925.

3-3. Age

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

- a. An applicant is eligible for RA enlistment if applicant's age, when subtracting prior honorable active service completed in any military service, is not more than 35 and the applicant can qualify for regular retirement with 20 or more years of active Federal service by age 55.
- b. Applicant is eligible for enlistment in the AR if he/she is not less than 18 years of age and has not reached the 55th birthday and can qualify for retired pay by age 60. If less than 18 years of age parental consent is required, per chapter 2. To be eligible for nonregular retired pay, an individual must meet eligibility criteria outlined in AR 135–180. Waiver requests will be considered, if applicant is a former enlisted member of the Armed Forces last separated with an honorable discharge. (However, enlistment term of service may not exceed the last day of the month in which the applicant attains age 60.)
- c. An applicant is exempt from age criteria outlined above and therefore is eligible for enlistment if he or she can qualify for retirement by age 60, is not 55 years of age or older with 20 or more years of active service, and is a former member of service who was awarded the Medal of Honor, Distinguished Service Cross, Navy Cross, or Silver Star Medal.

3-4. Citizenship

Citizenship will be verified, per chapter 2.

- a. Applicant is eligible for enlistment if one of the following applies:
- (1) Citizen of the United States.

- (2) Alien who has been lawfully admitted to the United States for permanent residence.
- (3) National of the United States (see para 2-4 for verification of citizenship).
- b. PS applicants, to include Glossary NPS, may not enlist if they are not U.S. citizens and their total Federal military service is more than 8 years. Applicant may not enlist for a period that, when added to previous Federal military service, will exceed 8 years total Federal military service. This policy does not apply to citizens of the FSM or the RMI. If additional nations are added under the compact of free association, they will also be excluded from the above policy. (Federal military service includes all periods of military service—active and inactive.) (If after 1985, DEP period is excluded). Waiver may be considered for applicants pending court appearance to be sworn in as a citizen.

3-5. Education

- a. Applicant is eligible for enlistment if he/she is a high school diploma graduate, has a GED diploma, or has 15 college-semester hours or higher.
- b. If applicant completes college-level courses to justify remaining or advancement to higher grade, he/she will be enlisted in accordance with para 2–18. Foreign credentials must be evaluated in accordance with paragraph 2–7f.
- c. Verification for PS may also be accomplished through use of the DD Form 214. This does not include glossary NPS and DOS.

3-6. Trainability

- a. Applicant is eligible for enlistment if he/she has a qualifying aptitude score for MOS in which enlisting and specific test score requirements of the MOS or option for which enlisting. AFQT is not required for eligibility.
- b. All applicants must have ASVAB scores to enlist. Original ASVAB results obtained from Defense Manpower Data Center may be used.
 - c. MOS aptitude area test score does not apply if enlisting in former MOS.

3-7. Physical

- a. Applicant, to include Glossary NPS, who has been awarded an MOS is eligible for RA or AR enlistment if he or she meets the retention physical fitness standards of AR 40–501, chapter 3, and AR 600–9.
 - b. Pregnant applicants will not be enlisted, regardless of applicable standards of retention.
- c. Applicant must meet all other requirements for specific option or MOS for which enlisting. Applicants currently serving in reserve component or discharged from any component must meet the entry level Physical Profile Serial Code (Numerical) (PULHES) in accordance with DA Pam 611–21, chapter 10.
 - d. Applicant qualifies as indicated in chapter 5, section XIII, if he or she—
 - (1) Has been removed from the TDRL.
 - (2) Is a partially disabled combat veteran wounded in Army service.
- e. Medical information recorded on DA Form 1811 (Physical Data and Aptitude Test Scores Upon Release From Active Duty) or official military record may be used for medical data and test scores if enlisting in the RA/AR within 6 months of release from AD.
- f. Waivers will not be considered for applicants not meeting the body fat standards of AR 600–9 or the medical retention physical fitness standards of AR 40–501, chapter 3.
- g. Applicant will be tested for the presence of alcohol and drugs. Applicants who refuse to submit to drug or alcohol testing will be denied further processing and enlistment (no waiver authorized).
- h. Applicant is not eligible for further enlistment if drug and alcohol test is positive. (Waivers may not be considered)
- i. Applicant is authorized AR enlistment pending drug test results but will be advised that they will be discharged if found positive (laboratory confirmed) for drugs or HIV.

3-8. Dependents

See paragraph 2-10 for definition of dependents and verification requirements.

- a. An applicant meets dependency requirements of this rule if he/she:
- (1) Has no spouse and no dependents.
- (2) Has no spouse and is required by court order to pay child support for two or fewer dependents, regardless of grade.
- (3) Has an entry grade of PV2 or below, is married, and in addition to the spouse has two or fewer additional dependents.
 - (4) Has an entry grade of PFC, is married, and in addition to the spouse has three or fewer additional dependents.
- (5) Has an entry grade of SPC or above, is married, and is eligible to enlist without regard to number of additional dependents.
 - (6) Is an applicant whose spouse is a member of the RA or RC of any service (excluding IRR), has one or more

dependents under the age of 18, the child(ren) was(were) born while both served simultaneously, and discharge was not for dependency hardship.

- (7) Is processing as part of a husband and wife team and both are attending training, and has one or more dependents under the age of 18. (Waiver may be considered.).
 - b. An applicant does not met dependency requirements if —
- (1) Applicant's spouse is a member of the RA or RC of any service (excluding IRR), and applicant has one or more dependents under the age of 18. (Waivers may be considered, provided applicant's spouse has completed IET.)
- (2) Applicant has no spouse but has custody of one or more dependents under the age of 18. (Waivers will not be considered.)
- (3) Applicant's entry grade is PFC or below, applicant has no spouse, and applicant is required by court order to pay child support for more than two dependents. (Waiver may not be considered.)

3-9. Moral and other administrative criteria

See chapters 2 and 4.

3-10. Regular Army retention control point

If applicant is eligible to enlist with or without a waiver or grade determination, then the term of enlistment when added to previous AFS will not exceed the criteria below, as indicated for each enlistment grade:

- a. PV1-PFC (see para 3-17b(1)).
- b. SPC, not more than 10 years AFS.
- c. SGT, not more than 15 years AFS.
- d. SSG, not more than 20 years AFS.
- e. SFC, not more than 24 years AFS.
- f. MSG/1SG, not more than 26 years AFS.
- g. Sergeant major/command sergeants major, not more than 30 years AFS.

3-11. Armed Forces reentry eligibility codes

Regardless of reentry eligibility (RE) code, applicant may require a waiver for the reason and authority for separation/release/discharge or transfer (see chapter 4 for waiver criteria and applicability).

3-12. Broken service selective reenlistment bonus

PS applicants last separated from an active duty and who were separated 91 days to 4 years earlier and who hold an MOS with appropriate skill level authorized a broken service selective reenlistment bonus (BSSRB) based on current military personnel (MILPER) message published by HRC at time of enlistment are eligible for an BSSRB. Applicants must enlist within 48 months of separation. PS applicants who were last separated from a reserve component are not authorized BSSRB. See paragraph 3–31 for eligibility and processing procedures.

3-13. Montgomery GI Bill

Any PS applicant who entered active duty for the first time after 1 July 1985 in any Regular Component of the Armed Forces and who has not declined MGIB during his/her initial term of service is eligible to participate in the MGIB. Guidance counselors will ensure that these applicants understand their eligibility for enrollment in MGIB and ensure these applicants initial in the appropriate column of DA Form 3286.

- a. Individuals who have not declined MGIB upon initial entry to active duty, but who separate early and do not fulfill the requirements for entitlements to the MGIB (such as hardship), can now earn such entitlement by fully and honorably completing a subsequent term of service.
- b. Reservists activated under Title 10 (for example, 10 USC 12301, 12302, and 12303) and who stay on active duty for at least 24 continuous months are entitled to enroll in the MGIB (chapter 30). Such activated reservists MUST serve at least 24 continuous months to be eligible for MGIB benefits.
- c. If a service member is separated from service for reasons other than those within an individual's control (that is, void, erroneous enlistment because of an administrative error, hardship, release from Presidential Call, demobilization, and so forth), the USAREC, RCRO-PP will be contacted to determine MGIB and other incentive eligibility for those applicants.

3-14. Eligibility of former officers for enlistment

- a. For RA enlistment, the following apply:
- (1) The Secretary of the Army may deny enlistment to anyone who otherwise meets the criteria specified in this regulation, except those who have a statutory entitlement (10 USC 3258).
- (2) Some AUS/AR officers and warrant officers of the Army have a 6-month statutory entitlement to reenlist in their former rank or in the rank of sergeant, whichever is higher. The 6-month period starts on the day after separation from

the Service. Statutory entitlement is authorized only for soldiers who served on active duty as Army of the United States/AR commissioned or warrant officers of the Army if—

- (a) They are former enlisted soldiers of the RA and were discharged as RA enlisted soldiers to immediately accept temporary appointments as active AUS/AR officers or warrant officers in the Army (no break in service permitted between RA enlisted and AUS/AR active officer or warrant officer status).
- (b) The commissioned or warrant officer service is terminated by an honorable discharge. (Separation as an officer or warrant officer with other than an honorable discharge (separation) serves to negate the statutory entitlement to reenlist. The SA retains discretionary authority to determine whether commissioned or warrant officers whose service is terminated by a general discharge should be allowed to continue their military career.)
- (3) ROTC/RA officers do not have statutory entitlement to reenlist. Ineligibility because applicant initially enlisted for a specific officer program (that is, initial enlistment program of Officer Candidate School (OCS) or Warrant Officer Flight Training (WOFT) for initial enlistment for direct appointment and did not receive an enlisted MOS). Commissioned and warrant officers without a statutory entitlement to enlist/reenlist who have a letter of resignation may apply for enlistment in the grade of sergeant; however, individual qualifications will determine the grade to be awarded. Officers who are in an initial commissioning program do not have the statutory right to reenlist.
- (4) Under section 10 USC 3258, as amended, a person is NOT entitled to be enlisted (reenlisted) if the person was discharged or released from active duty as a Reserve officer on the basis of a determination of the following:
 - (a) Misconduct.
 - (b) Moral or professional dereliction.
 - (c) Duty performance below prescribed standards for the grade held.
 - (d) Retention being inconsistent with the interests of national security.
- (e) The person's former enlisted status and grade were based solely on the participation by that person in a precommissioning program that resulted in the Reserve commission held by that person during the active duty from which the person was released or discharged.
- (f) A person separated as a regular enlisted member of another Service to enter on active duty as a AR commissioned or warrant officer.
- (g) If at any time during military service, the soldier received the Medal of Honor, Distinguished Service Cross, Silver Star, or an equivalent medal awarded by one of the U.S. Armed Forces.
- (h) The soldier has sufficient creditable active service to retire in an enlisted status. Authority to reenlist will include instructions that the soldier will be placed on the retired list on the first day of the month after the month of reenlistment.
 - (5) All applications for enlistment and exceptions will be sent to Commander, HRC.
- (6) Former officers who were separated from the Navy, Air Force, Marine Corps, or Coast Guard are not eligible for enlistment.
 - (7) Minimum documentation required is in chapter 4.
 - b. For AR enlistment only, the following apply:
- (1) Enlistment into the AR is authorized for current and former officers without regard to statutory entitlement as discussed for RA enlistment above.
 - (2) Officers applying for enlistment must meet eligibility criteria of chapter 3.
- (3) All applicants must have ASVAB test results and have a physical examination according to this regulation and AR 40-501.
- (4) Current RC officers will resign their commission by submitting a letter of resignation to the Commander, HRC—St. Louis. The letter of resignation should request the effective date to be the day prior to the enlistment date of the officer. A guidance counselor will ensure that the letter of resignation is mailed on the day of enlistment. This will ensure that if the officer declines enlistment or is otherwise not enlisted that his or her resignation is not unintentionally submitted.
- (5) Paragraph 3–17c provides grade determination rules for former or current officers who enlist. An officer will not be awarded an MOS based solely on unit vacancies, but also on the officer's past military training and experience and his or her ability to meet the prerequisites for the relevant MOS. In most instances, the soldier will be placed in a "will train" position, regardless of the former branch of the former officer. Recruiting battalion commanders will take care to ensure that grade authorization up to SGT is based on the whole person concept and does not interfere with or otherwise compromise the integrity of the unit's promotions of soldiers with continuous service, as directed in AR 135–7.

Section II

Enlistment Periods and Pay Grades

3-15. Authorized enlistment periods

- a. Enlistment for PS applicants in the RA is authorized for a period of at least 3 but not more than 6 years. A specific MOS may require a minimum term of service.
- b. Enlistment in the AR for PS applicants with a remaining unfulfilled portion of a previously incurred MSO may select their term of service as follows:
- (1) Enlistment for assignment to a TPU of the Selected Reserve may be for 1 but not more than 8 years if the term of service is equal to, or greater than, the remaining unfulfilled portion of a previously incurred MSO. The enlistment must be in whole years.
- (2) Enlistment in the AR for assignment to AR Control Group (Reinforcement) may be for 3, but not more than 8, years. Term of service must be equal to, or greater than, the remaining unfulfilled portion of a previously incurred MSO, and the applicant must have completed Basic Training and have been awarded an MOS. The period of the enlistment will be served in the IRR, unless the member is voluntarily transferred to a TPU of the Selected Reserve.
- c. PS applicants who were previously were discharged before completing their MSO must enlist in the AR for a period of whole years that will equal or exceed the unfulfilled portion of the previously incurred MSO.
- d. PS applicants 18 through 54 years of age with no remaining MSO who can qualify for retired pay by age 60 (see AR 135–180 for nonregular retired pay qualification) may enlist in the AR for assignment to a TPU for 1 but not more than 8 years; or they may enlist in the AR for assignment to AR Control Group (Reinforcement) for a period of 3 through 8 years. (Exceptions are provided for in chapter 9, Program 9G. However, the enlistment period may not exceed the last day of the month in which the member attains age 60.)
- e. PS applicants 55 through 59 years of age who can qualify for retired pay by age 60 (see AR 135–180) and who have been granted a waiver permitting enlistment over 55 years of age (see chap 4) may enlist in the AR for assignment to a TPU or AR Control Group (Reinforcement). Enlistment may be for a period of time (but not less than 1 year) that will not exceed beyond the last day of the month in which the member attains age 60.
 - f. PS applicants with no remaining MSO may select their term of service as follows:
- (1) Enlistment for assignment to TPU of the Selected Reserve may be for 1, 2, 3, 4, 5, 6, 7, or 8 years. The entire period of the enlistment will be with a TPU of the Selected Reserve (except as otherwise authorized by AR 140–10).
- (2) Enlistment in the AR for assignment to AR Control Group (Reinforcement) is authorized for persons with no remaining statutory obligation. Enlistment may be for 3, 4, 5, 6, 7, or 8 years, except as otherwise provided for in chapter 9, Program 9G. The period of enlistment will be served in the IRR. (The exception is one in which the member is voluntarily transferred to a TPU of the Selected Reserve during the period of enlistment.)

3-16. Authorized enlistment pay grade determination

- a. The pay grade on enlistment into the RA will be determined under paragraph 3–17 and into the AR under paragraph 3–18. For AR, DOR will be determined per AR 600–20.
- (1) Grade determination submitted to HRC Eligibility Inquiry Section (EIS) will also be evaluated for enlistment eligibility.
- (2) As required, grade determinations submitted to HRC-EIS will have all medical or moral waivers completed prior to submission.
- (3) All requests for grade determination in grades SPC and below with no more than 7 years total active service and enlistment at any time after separation will be completed in accordance with paragraph 3–17. The term of enlistment, when added to previous AFS, may not exceed 10 years. The CG, HRC may consider waivers.
- (4) Applicants who have been separated from any component in the grades of PFC or below and as a result of reduction in grade or disciplinary action will not be considered for a grade determination under paragraph 3–17 without coordination with HRC-EIS.
- (5) All requests for grade determination in the grade SGT and above will be submitted to HRC-EIS for all PS persons in categories not qualified for consideration under paragraph 3–16.
- (6) An applicants who is in the grade of SGT when no vacancy exists in the applicant's current MOS may enlist as a SGT provided the applicant accepts retraining in an MOS provided by HRC–EIS and the applicant has completed the appropriate NCOES leadership requirements or its equivalent. HRC–EIS will determine the MOS for retraining.
- (7) All PS (Army) applicants, to include Glossary NPS applicants, must enlist for their former MOS, unless otherwise directed by DCS, G-1 (DAPE-MPA).
 - (8) Years of (active) service must be verified from DD Form 214/DD Form 215.
- (9) All applicants who enlist in the grade SGT or above must have telephonic or electronic verification approval for assignment from HRC-EIS. The DOR will be adjusted at the time of RA enlistment per AR 600–20. Guidance counselors will advise applicants that this entry will be reviewed for correct entry at the first duty station or reception battalion.

- (10) All applicants will have the authority for pay grade clearly annotated in DD Form 1966:
- (a) If HRC-EIS determined grade, enter "Enlistment Rank Authorized by HRC-EIS, dated YYMMDD, Grade E-x verified by (name, guidance counselor)."
- (b) If grade was determined by paragraph 3-17, enter "Enlistment Grade Authorized by paragraph 3-17, AR 601-210, dated (Day-Mo-Year), Grade E-x verified by (name, guidance counselor)."
- (11) Grade for PS applicants, including Glossary NPS applicants, will be determined at time of entry into delayed status. Grade authorized at time of delayed status will be the enlistment grade authorized at time of RA enlistment.

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

- b. Enlisted members on the TDRL, later found to be physically fit, have a statutory right to enlist in the enlisted rank or the next higher regular enlisted rank held at the time they were placed on the TDRL (10 USC 1211(a)(3)) (see chap 5, sec XV).
- c. This regulation will not place a PS applicant in a more favorable enlistment grade than he or she otherwise would have been entitled to had his or her service been continuous.

3-17. Enlistment pay grade and terms of enlistment for Regular Army applicants with prior military service

Higher grade is authorized using paragraph 2–18 if it is more advantageous to the applicant. The following are criteria for eligibility:

- a. A current member of an RC who has completed IADT.
- (1) If applicant has not been awarded an MOS and enlists within 12 months from the date released from active duty (IADT), the enlistment pay grade will be the grade held at time of release from IADT, unless the approval authority for release has promoted the applicant to a higher grade. Applicant must produce DA Form 4187 approving the promotion to the higher grade.
- (2) If applicant has been awarded an MOS and enlists within 12 months from the date released from active duty (IADT), the enlistment pay grade will be the grade held at time of release from IADT but not less than E–2.
- (3) If applicant has been awarded an MOS and has 12 months service after release from IADT, the enlistment grade will be the grade currently held up to the grade of SPC. For those soldiers currently in the grade of SGT or above, use the appropriate grade determination rule below.
 - b. A former member of RA/RC service.
- (1) If applicant was last separated from any Component or is a current member of an RC in grades E-1 through E-4 with not more than 7 years active Federal service and enlists within 24 months from the date of separation, the enlistment grade will be the same grade held at time of separation. If enlisting more than 24 months from completion of military service obligation, reduce one grade for every additional 6 months, but do not go below the grade of PV2 unless separated as PV1. The term of enlistment, when added to the previous AFS, will not exceed 10 years.

Note.

Special instructions: Term of enlistment will be 3 years without training or 4 years with training. Exceptions will be considered when no vacancy exists in the former MOS or other service occupation does not convert and retraining is required. When retraining is authorized, the term of enlistment, when added to previous AFS, will not exceed a total of 10 years. Waivers may be considered by the CG, USAREC. An applicant who has been separated from any component in the grades of E–3 or below as a result of reduction in grade or disciplinary action will not be considered for a grade determination under this criteria without coordination with HRC–EIS.

- (2) If applicant was last separated from the RA in the grade of SGT with not more than 12 years total active service and enlists within 24 months following separation, or is a current member of an RC, the enlistment grade will be SGT, provided the applicant has completed the appropriate NCOES leadership requirements or its equivalent and provided a valid vacancy exists for the primary military occupational series (PMOS) in the grade of SGT. If no vacancy exists in former PMOS, the enlistment grade will be SGT, provided applicant accepts retraining in the MOS provided by HRC–EIS and does not have more than 12 years active Federal service. If enlisting after 24 months from completion of military service, the enlistment grade will be determined by the CG, HRC. For all applicants in this category, a formal electronic request must be submitted to have enlistment grade and eligibility determined by CG, HRC.
- (3) If applicant was last separated from any Component or is a current member of an RC in the grade of SGT with not more than 12 years AFS (former RA SGT (see 3-17b(2)), or in the grade of SSG with not more than 17 years AFS, or or in the grade of SFC though SGM, regardless of years of service but with fewer than 20 years, the enlistment grade and eligibility will be determined by the CG, HRC. Special instructions: Applicants with more than the numbers of years indicated above are not eligible for enlistment in the RA.
 - c. A former officer.
- (1) If applicant has a statutory entitlement to reenlist and makes application for enlistment within 6 months after separation from AD, the enlistment grade will be the one held before becoming an officer in accordance with paragraph 3–14.

- (2) If applicant is without statutory entitlement and is authorized to enlist under the provisions of paragraph 3–16, the enlistment eligibility and grade will be determined by the CG, HRC.
 - d. An RA PS applicant last separated with an MOS authorized a BSSRB.
- (1) Applicants last separated from the RA with an MOS authorized under the BSSRB program may enlist after 3 months and within 48 months from the date separated from the RA in the same grade held at time of separation if authorized by HRC.
- (2) HRC-EIS must authorize enlistment and provide the appropriate level of bonus for applicants qualifying under these criteria. Bonus authority and amounts will be announced by HRC and will be provided to all USAREC activities.
- e. Former members of a military academy who have completed 1 or more years at a U.S. military service academy or U.S. military academy preparatory school will have their grade based on the level of college credit attained under the provisions of paragraph 2–18.

3-18. Enlistment pay grades for prior-service personnel (for Army Reserve enlistment)

- a. Applicants enlisting in the Army Reserve will have pay grade determined based on one of the following:
- (1) An applicant who is a former member of the Armed Forces and who has completed IADT in grades PV1 through SPC is authorized to enlist at the pay grade held at last discharge. Applicant may be promoted using paragraphs 2–18.
- (2) An applicant who is a former enlisted member of the Armed Forces in the grade of SGT or higher who enlists within 36 months from last separation will be enlisted in the grade held at time of last separation. PS applicants who enlist within 24 months of discharge will be given an adjusted DOR of the original DOR plus elapsed time since discharge. For example, if original DOR is 1 Nov 98 and elapsed time since discharge is 14 months, adjusted DOR is 1 Jan 00. Applicants who enlist more than 24 months after discharge will be given a DOR of the date of enlistment.
- (3) An applicant who is a former enlisted member in the Armed Forces in the grade of SGT through SGM and who enlists after 36 months from last separation will be enlisted in a grade at least one grade lower than the grade held at time of last separation. CG, HRC may consider waivers.
- (4) An applicant who is enlisted on the TDRL and has been found medically qualified to perform duties of the grade and enlists within 90 days after removal of his or her name from TDRL will be enlisted in the same grade held when released from duty. The applicant's DD 214 will be used to determine date and grade at which the soldier was placed on TDRL.
- (5) An applicant who is a former enlisted member who was separated from active service as an Army commissioned officer or warrant officer with an honorable or by relief from active duty for a purpose other than to await appellate review of a sentence, including dismissal or dishonorable discharge, and who enlist within 6 months after separation from active duty in an officer status. Enlistment grade will be the grade held prior to commencement of officer service, without regard to grade vacancy. Date of rank will be adjusted by subtracting time served in highest enlisted grade from enlistment date.
- (6) The enlistment grade for an applicant who was last separated from any component of the Armed Forces as a commissioned officer or warrant officer (except those covered by 3-18a(5)) will be determined by the authorities listed in paragraph 3-18b. Date of rank will be date of enlistment.
- (7) Applicants who enlist for the ACASP will have grade determined in accordance with chapter 7, unless applicant was separated in the grade of SGT or above. Then paragraph 3-18a(2) or (3) applies.
 - b. Authorities for grade determination are shown below:
- (1) Commander, Recruiting Battalion, or XO: Grade of SGT, when assignment is for a TPU of the Selected Reserve.
- (2) Area Commander (see glossary): Grades of SSG through SGM, when assignment is for a TPU of the Selected Reserve.
- (3) The CG, HRC—St. LOUIS: Grades of SSG through SGM, when assignment is to the U.S. Army Mobilization Support Detachment (RCPAC Augmentation).
- (4) Commander, Recruiting Battalion: Grades of SGT through SFC, when assignment is to the IRR and the enlistment is accomplished within the continental United States (CONUS).
- (5) Commander, HRC—St. LOUIS: Grades of MSG through SGM, when assignment is to the IRR and enlistment is accomplished within CONUS.
- (6) Commander, HRC—St. LOUIS: Grades of SGT through SGM, when assignment is to the IRR and enlistment is accomplished outside the continental United States (OCONUS).
- c. Authorities listed in 3–18b may authorize enlistment if grade held by the applicant when last discharged if MOS held is the same MOS for which enlisting, or if it is determined that the applicant possesses the technical or administrative skills needed for the MOS vacancy in which enlisting. If enlisting for a TPU, a vacancy must exist.
- d. Applicants enlisted in the grade of SGT or above must remain in TPU for a period of 12 months before considering a request to process for any active duty component.

Section III

Verification and Qualification for Prior—Service Personnel

3-19. General

- a. This section provides guidance to qualify and verify applicants with PS in a U.S. Armed Force.
- (1) Evaluation of applicants. Application for enlistment from former members of the Armed Forces will be evaluated thoroughly. Veterans qualified for possible RA or AR enlistment will be identified. Greater opportunity will not be provided to PS applicants enlisting from civilian status than given to RA or AR members reenlisting within their respective component.
 - (2) Disqualification of applicants due to RE codes.
 - (a) Inform applicant that an RE code is not upgraded unless it was administratively incorrect when originally issued.
 - (b) Depending on the disqualification, a waiver may or may not be authorized.
- (c) Depending on the needs of the Army, waivers may not be considered even though the disqualification could be waived. In these cases, applicants should be informed to contact recruiters periodically to see if waiver applications are being considered.
 - (d) Advise applicants whose previous separation may require a 2-year waiting period in accordance with chapter 4.
 - b. For Army Reserve and Army National Guard only, the following requirements apply:
- (1) PS personnel must meet basic eligibility requirements outlined in this chapter and this section. They also must have successfully completed an Army basic combat training (BCT) course, Warrior Transition Course (WTC), or U.S. Marines BCT course during previous military service. These personnel will not be sent to WTC.
- (2) PS enlistees who have not successfully completed either an Army or Marine BCT course mentioned in paragraph 3-19b(1) during previous military service must—
 - (a) Enter on IADT within 180 days after enlistment in the AR or Army National Guard.
 - (b) Successfully complete the WTC conducted by the U.S. Army.
 - (3) The WTC replaces the traditional Army BCT course formerly used to train PS personnel.

3-20. Verification of prior service

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

- a. Authorized personnel with access to the DMDC via Recruiter Eligibility Data Display (REDD) may obtain reentry eligibility data (see para 3–21). The applicant must have received a copy of the Privacy Act Statement. If an inquiry is made and reentry eligibility data is favorable, processing will continue. If the response is unfavorable, processing will be suspended until data can be verified. A DD Form 214 and DD Form 215 with RE code and SPD code can be obtained by writing the proper agency listed in 3–20e.
 - b. Prior military service can be verified as follows:
 - (1) For applicants who served in RA, the following documents will verify PS:
 - (a) Original copy or certified copy of latest DD Form 214. (Certified copy from court or VA may be used).
 - (b) DMDC REDD level 2.
- (c) Copy of the original or legible DD Form 214 may be used provided it agrees with MEPCOM verification procedures or DMDC REDD check to verify that the RE Code and separation code are the same.
 - (2) For applicants who served in RC, the following documents will verify PS:
- (a) DD Form 214 or DD Form 215 will be used to verify all periods of active and inactive military service of the member before the date of his last separation from active military service; however, entries may appear in error to the recruiter, or the applicant may dispute the entries. Only the original form, the actual carbon copy, a certified copy of the original form, a legible copy verified by REDD from DMDC, or a records depository copy furnished by the recruiting official under c below, is authorized for verification purposes. DD Form 214 or DD Form 215 will not be used to verify RC membership or the nature of the RC service after the member's date of last release from active military service unless recruiting officials obtain a discharge order or discharge certificate.
- (b) The recruiting battalion operations NCO or officer is authorized to use the HRC—St. LOUIS Orders and Resource Systems to verify RC service. This verification will be used when all other attempts to obtain documents have been exhausted.
- (3) For both RA and AR applicants, if DD Form 214 or DD Form 215 is not available, the documents below may be used to verify PS. Copies must be furnished to recruiting officials directly or through military channels by the records custodian for forms cited in (a) through (d) below:
 - (a) Certified, true copy of copy 2 of DD Form 214.
 - (b) DD Form 220 (Active Duty Report). This form will serve to verify periods of active military service.
- (c) NGB Form 22 (Report of Separation and Record of Service). This form may be used to verify periods of ARNG or Air National Guard (ANG) service. Entries may appear to be in error or the applicant may dispute the entries. If so,

previous ARNG or ANG service may be obtained by writing the Adjutant General of the State where the last separation from the ARNG or the inactive ANG was implemented.

- (d) DMDC REDD level 2.
- c. A person may not be able to substantiate his PS under paragraph 3–20b. If so, a request for verification of PS will be submitted to the USAREC Liaison Team located at HRC—St. Louis. Such requests will contain the following:
 - (1) The exact name under which the person served.
 - (2) Social Security number (SSN).
 - (3) Organization from which last discharged.
 - (4) Type of discharge claimed.
 - (5) If exact dates of service are not known, approximate dates.
- d. The USAREC Liaison Team will access the categories of PS records below. The team will provide documented responses directly to Recruiting Battalion operations by mail.
 - (1) Army PS personnel separated more than 4 months with or without an Army Reserve obligation.
 - (2) Armed Services PS personnel separated more than 4 months without Reserve obligation.
- e. Request for PS verification or IRR membership of applicants with an Army Reserve obligation will be made by telephone. Requests for PS verification of applicant without Reserve obligation from all Services will be made to Commander, USAREC Liaison Team, ATTN: RCRC-PPS-RL, 1 Reserve Way, St. Louis, MO 63132, or directed to the proper agency below.
 - (1) For prior Marine Corps service:
- (a) If separated for less than 1 year without a Reserve obligation, request is sent to Commandant, Marine Corps (Code MMSB10), HQ, U.S. Marine Corps, 2008 Elliot Road, Quantico, VA 22134–5002.
- (b) If separated with a Reserve obligation, request is sent to: Commanding General, Marine Corps Reserve Support Command, 10950 El Monte, Overland Park, KS 66211–1408.

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

- (2) For prior Navy service:
- (a) For applicants separated with a Reserve obligation, request is sent to Department of the Navy, Navy Reserve Personnel Center, New Orleans, LA 70149–7800.
- (b) For applicants separated with a Reserve obligation, with less than 6 months since discharge or retirement, request is sent to Chief of Naval Personnel, ATTN: PERS-312, 1 Reserve Way, St. Louis, MO 63132-5200.
 - (3) For prior Coast Guard service:
- (a) For applicants with a Reserve obligation, request is sent to Commandant, U.S. Coast Guard, ATTN: G-PE, Washington, DC 20590.
- (b) For applicants without a Reserve obligation with more than 6 months since separation, request is sent to Director, National Personnel Records Center, ATTN: Navy Reference Branch, 1 Reserve Way, St. Louis, MO 63132–5200.
 - (4) For prior RA, ARNG, or AR service:
- (a) For applicants separated from active military service for less than 4 months, with or without a Reserve obligation, request is sent to proper transfer point or separation activity.
- (b) For applicants separated from active military service for more than 4 months and completely discharged from military service, request is sent to Director, National Personnel Records Center, ATTN: 6NCPMA, 1 Reserve Way, St. Louis, MO 63132–5200.
- (c) For applicants separated from active military service for more than 4 months with a Reserve obligation, request is sent to Commander, U.S. Army Human Resource Command, ATTN: DARP-PAS-EV, 1 Reserve Way, St. Louis, MO 63132-5200.
- (d) For applicants separated from active military service and currently a member of a TPU of the ARNG or AR, request is sent to Commander, correct ARNG or AR TPU. DD Form 368 (Request for Conditional Release) may be used to verify periods of service in the RC only.
- (e) For applicants discharged from ARNG without previous active military service, request is sent to the proper State adjutant general.
- (f) For applicants discharged from AR without previous active military service, request is sent to the same address as 3-20e(4)(b).
 - (5) For prior Air Force service:
- (a) For applicants with a Reserve obligation despite time separated, request is sent to Commander, ATTN: ARPC/DSMR, Denver, CO 80280–5000.
- (b) For applicants without a Reserve obligation despite time separated, request is sent to Director, National Personnel Records Center, ATTN: 6NCPMF, 1 Reserve Way, St. Louis, MO 63132.
 - f. For an applicant enlisted in the RA when his or her last DD Form 214 is presented, or for an applicant enlisted in

the AR when one or more of the documents listed in 3-20b are presented, but all PS claimed for computation of basic pay cannot be verified—

- (1) The document that verified the last pervious military service will be annotated at the top of the document with date, place, and period of current enlistment. The document is returned to the enlistee after annotation before his or her departure from the MEPS. A copy of the verifying documents is sent with each copy of the DD Form 4.
- (2) After the person arrives at the first duty station, the custodian of his or her personnel records will attempt to verify the PS claimed, but not substantiated, from the proper addressee in 3–20c. If verification is received, the custodian will place the corrected verification in the members personnel file and update the member's personnel records, reflecting a revised pay entry basic date (PEBD).
- (3) Recruiting officials must ensure that persons being processed for enlistment have been granted a conditional release from another RC, have been issued a discharge certificate, or will be issued a discharge certificate on the day before the date of enlistment in the AR. An applicant for AR enlistment may state that he or she was discharged recently from the RA when, in fact, he or she may have been separated and assigned to the IRR. Members of the IRR may be voluntarily transferred to units of the Selected Reserve (see AR 140–10). They are never discharged from the IRR for immediate enlistment in the Selected Reserve. Provisions exist by which a member of the IRR, who is within 90 days of ETS, may reenlist immediately with concurrent reassignment to a unit of the Selected Reserve (see AR 140–111, chap 7).

3-21. U.S. Army reentry eligibility codes

Verification of PS RE codes will be requested from agencies listed in paragraph 3–20. The following RE codes (tables 3–1 through 3–4) are used for administrative purposes only. Applicants should be advised that these codes are not to be considered derogatory in nature; they simply are codes used for identification of an enlistment processing procedure.

Table 3–1 U.S. Army reentry eligibility codes		
Code	Definition	
RE-1	Applies to: Person completing his/her term of active service who is considered qualified to reenter the U.S. Army. Eligibility: Qualified for enlistment if all other criteria are met.	
RE-3	Applies to: Person who is not considered fully qualified for reentry or continuous service at time of separation, but disqualification is waivable. Eligibility: Ineligible unless a waiver is granted.	
RE-4	Applies to: Person separated from last period of service with a nonwaivable disqualification. This includes anyone with a Department of the Army imposed bar to reenlistment in effect at time of separation, or separated for any reason (except length of service retirement) with 18 or more AFS. Eligibility: Ineligible for enlistment.	
RE-4R	Applies to: A person who retired for length of service with 15 or more years AFS. Eligibility: Ineligible for enlistment.	
RE 1A, 1B, 1C, 2, 2B, 2C, and 4A	Applies to: Soldier separated prior to the effective date of this regulation. These codes will not be used. Eligibility: (Qualified for enlistment, provided reason and authority does not preclude enlistment or require a waiver. Applicant may not enlist until 93 days after separation if otherwise qualified.)	
RE-2A, 3A, 3B, 3C, 3D, 3E, 3S, and 3V	Applies to: Soldiers separated prior to the effective date of this regulation but did not meet reentry criteria at time of separation. Eligibility: Ineligible unless a waiver is granted.	

Table 3–2 U.S. Navy and U.S. Coast Guard reentry eligibility codes		
Code	Definition	
RE-1, 1E, 1R, 3J, 3M, 3X, 5, 6 and 7	Applies to: Eligible for reenlistment. Eligible: Qualified if all other applicable criteria are met.	
RE-3A, 3B, 3C, 3D, 3E, 3F, 3G, 3H, 3K, 3L, 3N, 3P, 3Q, 3R, 3S, 3T, 3U, and 3Y	Applies to: Persons separated with disqualifications for retention. Eligibility: Not eligible for enlistment unless a waiver is granted.	
RE -3A, 3B, 3R, 3T, 3U, 3Y, 3Z	Applies to: Persons separated with disqualifications for retention. Eligibility: For AR fully eligible for enlistment.	
RE-2, 3V and 4	Applies to: Ineligible for reenlistment. Eligibility: Not eligible for enlistment.	

Table 3–3 U.S. Air Force reentry eligibility codes		
Code	Definition	
RE-1, 1J, 1R, 1T, 2I, 3A, 3I, and 3J	Applies to: Eligible to reenlist. Eligibility: Qualified if all other applicable criteria are met.	
	Applies to: Ineligible to reenlist without waiver. Eligibility: Not eligible for enlistment unless waiver is granted.	
RE-2, 2B, 2G, 2H, 2Q, 2R, 2S, and 2W	Applies to: Not eligible to reenlist. Eligibility: Not eligible for enlistment.	

Table 3–4 U.S. Marine Corps reentry eligibility codes		
Code	Definition	
RE -1, 1A, 2A, 3A, and 3U	Applies to: Eligible to reenlist. Eligibility: Qualified to enlist provided all other criteria are met.	
RE-1B, 1C, 2C, , 3C, 3D, 3E, 3F, 3H, 3J, 3N, 3O, 3P, 3R, 3S, 3T, 3V, and 3W	Applies to: Personnel separated with disqualifications. Eligibility: Not eligible unless a waiver is granted.	
RE-2, 2B, 4, and 4B	Applies to: Not eligible to reenlistment. Eligibility: Not qualified for enlistment.	

3-22. Re-entry codes and separation program designator, any component

PS personnel who were released early to attend school or received SSB/VSI separation pay and received an SPD code of KCF, MCF or KCA may enlist without RE code waiver.

3-23. Determination of AR enlistment/assignment eligibility

- a. AR enlistment eligibility of a person who does not meet requirements of 3–23b, or whose last period of military service ended with a discharge from an AD status, must be determined before the enlistment agreement is completed. If the person was discharged from AD status, the RE code and SPD will be obtained. If last period of service was in an RC, qualifications will be based on that separation/discharge.
- b. Soldiers with the following selected RE codes are fully eligible for AR enlistment/assignment if last discharge was from the RA:
 - (1) RE-1, RE-1A, RE-1B, RE-1C.
 - (2) RE-2, RE-2A, RE-2C, 3A, 3C.
- (3) RE-3, if DD Form 214/215 is annotated with separation authority, separation code and narrative reason for separation as follows:
 - (a) Separation authority: AR 635-200.

- (b) Separation code: KBK, KCC, KCF, KDM, KFV, KGH, JBK, JCC JCR, JFV, LBK, LCC, LCR, LGH, MBK, MCC, MCF, MDM, MGH.
 - (c) Narrative reason for separation: Declination of continued service.

3-24. Correction of Army reentry eligibility codes

- a. PS Army personnel will be advised that RE codes may be changed only if they are determined to be administratively incorrect. Applicants who have correct RE codes will be processed for a waiver at their request if otherwise qualified and waiver is authorized. No requirement to change RE code exists to qualify for enlistment. Only when there is evidence to support an incorrect RE code or when there is an administrative error will an applicant be advised to request a correction. Do not advise applicants to contact the Discharge Review Board or the Army Board for Correction of Military Records when applicant is eligible to request a waiver.
- b. Request for a waiver action will automatically trigger an RE code review. Otherwise, when it appears that the RE code is incorrect, an applicant may request correction by sending a written explanation, DD Form 214, and evidence to support claim to Commander, HRC—Alexandria, EPMD, 2461 Eisenhower Avenue, Alexandria, VA 22331–0451. PS applicants (other service) must contact their branch records custodian listed in paragraph 3–20 for information concerning their RE codes.

Section IV

Prior-Service Versus Nonprior-Service Reconciliation Procedures

3-25. General

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

- a. Verify whether or not an applicant has had prior military service.
- b. Reconcile the MEPCOM Integrated Resource System (MIRS) database to reflect the applicant's true status.

3-26. Policy

- a. The verification of PS for all PS applicants for enlistment, regardless of component, will be according to chapter 3, section III, this regulation.
- b. PS versus NPS reconciliation procedures attempt to identify whether a person being processed through a MEPS has had 1 or more days of prior military service.
- c. USMEPCOM has implemented a PS verification system into their daily MIRS. This verification takes place on all initial, reestablished, and accession records, as well as on SSN corrections. The verification is performed regardless of whether or not the applicant claims PS.

3-27. Verification process

The following actions comprise the verification process:

- a. Files are transmitted by MEPCOM to DMDC and include SSN, first four letters of the applicant's last name (Name 4), MEPS identification, service processed for, and PS indicator.
- b. Each processing day, MEPS receives a feedback report (sorted by service) of the previous day transactions where an applicant's SSN matched a SSN on the DMDC historical file, whether the applicant claims PS on processing paperwork or not.
- c. If data feedback reflects the applicant did not claim PS, the MEPS will review its files to ensure there was not a MIRS keystroke error. Keystroke errors will be corrected by the MEPS as soon as possible and the senior guidance counselor (SGC) notified.
- d. The MEPS will provide the SGC with his or her portion of the daily feedback file (MEPCOM PCN ZHM-089). The SGC will acknowledge receipt by signing the original copy of the MEPCOM PCN ZHM-089 in those cases where there was no keystroke errors.
 - e. The MEPCOM PCN ZHM-089 will contain the following:
 - (1) Service processing for codes (in the case of the Army, DAG, DAR or DAV).
 - (2) SSN.
 - (3) Name.
 - (4) Date of action (this will be the date of the DMDC verification).
 - (5) Condition of PS (for example, honorable).
 - (6) Reason for discharge (such as early release, courts martial, and so forth).
 - (7) Previous service (Army, Air Force, Marine Corps, Navy).
 - (8) Prior active military service claimed by the applicant ("Y" for yes, "N" for no).

3-28. Reconciliation procedures

To reconcile the feedback report, the SGC will take the following actions:

- a. When the SGC determines the applicant did have PS, the MEPS will be notified in writing. The MEPS will then be advised whether the applicant qualifies for continued processing. If the reason for prior discharge is not waived (if required), appropriate action will be initiated according to this regulation. If a waiver is required, a copy of the form will be completed by the SGC and provided to MEPS before the applicant will be allowed continued processing. If no waiver is required, the SGC will notify the MEPS in writing, before processing resumes.
- b. When it is determined that the applicant had no PS, the MEPS will be provided a form verifying the applicant's NPS status. The form will be filed in the applicant's processing record prior to the DEP or accession.
- c. Applicants identified as possible PS will be required to demonstrate they are NPS, with the assistance of the recruiter and the recruiting battalion. Aggressive action in this area will reduce administrative and investigative workloads in the future by precluding the fraudulent enlistment of an applicant due to concealment of PS.
- d. No further action is required if the feedback reflecting PS matched the applicant's claim of PS on processing paperwork unless there is a conflict between the DMDC verification and documentation. Certification of PS in this case will be according to this regulation.

Section V

Broken Service Selective Reenlistment Bonus

3-29. General

This section prescribes instructions for preparation, record maintenance, and financial administration for BSSRB recipients. It also addresses policy and procedures related to use of bonus recipients and recoupment. HRC announces MOS via message and HQ, USAREC, will retransmit via REQUEST.

3-30. Objectives of the Broken Service Selective Reenlistment Bonus Program

The objective of the BSSRB is to increase the level of midcareer soldiers in specific skills. The bonus is offered to PS soldiers who were qualified in the bonus skill immediately before their discharge or release from active duty and who agree to enter the RA in that skill. This paragraph does not apply to AR personnel.

3-31. Criteria for eligibility

Soldiers with PS (form an active duty component) who enter active duty in the RA in a BSSRB-designated skill may be eligible for payment of the bonus provided they meet all eligibility requirements outlined in this paragraph on date of reentry:

- a. Soldier must qualify for enlistment under the PS program per this regulation.
- b. Soldier must reenter in applicable specialty listed in a current selective reenlistment bonus (SRB) MILPER message before termination date or reduction date of BSSRB.
- c. Soldier must have breaks in service of more than 3 months and fewer than 4 years from the active component immediately before date of reenlistment.
- d. Soldier's most recent discharge or release from active duty must have been from the RA or other active component branches of the Armed Forces whose skills convert to Army MOS.
 - e. Soldier must reenlist for at least 3 years. Length of term must meet zone requirements of paragraph 3-32.
- f. A soldier must have had an awarded BSSRB specialty and must have been performing duty in that skill at time of discharge or release from active duty.

3-32. Broken service selective reenlistment bonus zone criteria

- a. Zone A. Soldier must have-
- (1) Completed at least 17 months of continuous active duty in the active component, but not more than 6 years of active duty on date of reentry.
 - (2) Not previously received a zone A SRB.
 - (3) Held the grade of SPC or higher at time of last discharge or release from active duty.
 - (4) Total cumulative active service of at least 6 years when added to new term of reenlistment.
 - b. Zone B. Soldier must have-
 - (1) Completed at least 6 years but not more than 10 years of continuous active duty in the active component.
 - (2) Not previously received a zone B SRB.
 - (3) Held grade of SGT or higher at time of last discharge or release from active duty.
 - (4) Total cumulative active service of at least 10 years when added to new term of reenlistment.
 - c. Zone C. Soldier must have-
 - (1) Completed at least 10 years but not more than 14 years of continuous active duty in the active component.
 - (2) Not previously received a zone C SRB.
 - (3) Held grade of SSG or higher at time of last discharge or release from the active service.

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

3-33. Special conditions

- a. A soldier reenlisting with exactly 6 years of active duty on date of reenlistment is entitled to a zone A bonus if otherwise eligible and if not a previous recipient of a zone A bonus. If soldier has received a zone A bonus, or if no zone A bonus is designated, the soldier is entitled to a zone B bonus, if all other eligibility requirements are met.
- b. A soldier with exactly 10 years of active duty on the date of reenlistment is entitled to a zone B bonus if otherwise eligible and if not a previous recipient of a zone B bonus. If soldier has received a zone B bonus, or no zone B bonus is designated, the soldier is entitled to a zone C bonus if otherwise eligible.
- c. Soldiers with exactly 14 years of active duty on the date of reenlistment are entitled to a zone C bonus if otherwise eligible.
- d. Soldiers who elected to exercise their entitlement to readjustment pay or severance pay are not eligible for BSSRB.
- e. BSSRB is authorized only for reenlistment for the purpose of resuming active duty service in the designated MOS.
- f. Soldiers who are paid a BSSRB must continue to serve in the specialty that qualified them for the bonus unless this restriction is waived in the best interest of the Army; such a waiver can be granted only by the CG, HRC.
 - g. The BSSRB multiplier used will be the one in effect on the date of reenlistment.
- h. Total BSSRB may not exceed bonus amounts established in appropriate HQDA message pertaining to BSSRB amounts.
- i. All unfulfilled active duty service obligation from a prior enlistment or extension of enlistment will be deducted from newly obligated service for bonus computation purposes.
- j. Initial payment will equal 50 percent of the total bonus due, followed by equal annual installments throughout the term of reenlistment.
 - k. Soldiers will not be paid a bonus for service beyond 16 years AFS.
- l. Soldiers will be paid the BSSRB no earlier than 60 days after reentry or 30 days after arriving at the first permanent duty station, whichever is later. Active duty already served in the qualifying service commitment will be included in the initial BSSRB payment. The award will not be reduced because of requirement to delay payment.
- m. A soldier who enlists through the delayed MSO program is entitled to the BSSRB in effect on the date of delayed status reservation date. A soldier who enlists directly on active duty is entitled to the BSSRB in effect on the date of entry on active duty. Soldiers in the BSSRB Program will reenter on active duty in grades as reflected in the most current BSSRB message.

3-34. Bonus computation and payment

- a. Total amount of the bonus will be computed as follows: Monthly basic pay at time of separation, multiplied by number of years or fractions of a year (months) of additional obligated service, multiplied by BSSRB multiplier, equals total BSSRB ((base pay) x (TOS) x (BSSRB multiplier) = BSSRB)
 - b. A guidance counselor must indicate the following information in the remarks section of DD Form 1966:
 - (1) BSSRB level authorized.
 - (2) Authority: AR 601-210/DA message number.
 - (3) Confirmation from USAREC Plans and Policies (indicate name/date and level authorized).
 - (4) Pay grade authorized.
- c. Guidance counselors will ensure that they have a current BSSRB message on file. HQ, USAREC will ensure that all BSSRB messages are provided to the field force as they become available.
- d. All BSSRB enlistments must be confirmed with USAREC Plans and Policies and will have the information under 3–34b entered on the enlistment orders under special instructions. In addition, the guidance counselor will complete DA Form 4789 (Statement of Entitlement to Selective Reenlistment Bonus). The guidance counselor will modify the form by adding the words "broken service" immediately before all entries that read "selective reenlistment bonus."

Chapter 4

Waiver and Nonwaiver Enlistment Criteria

Section I

Waiver and Nonwaiver Disqualifications

4-1. General

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

4-2. Moral and administrative disqualifications

- a. Commanders at all levels determine if waiver requests warrant favorable consideration through—
- (1) Questioning.
- (2) Investigating.
- (3) Counseling.
- (4) Gathering proper documents and waiver request information.
- b. Recruiters do not have the authority to disapprove a waiver request or to refuse to forward an applicant's request.
- c. Applicants who do not meet established enlistment standards are not eligible for enlistment unless a waiver is authorized. Commanders cited in this regulation have the authority to approve waivers as appropriate. The burden is on the applicant to prove to waiver authorities that he or she has overcome their disqualifications for enlistment and that their acceptance would be in the best interests of the Army. Waiver authorities will apply the "whole person" concept when considering waiver applications.
 - d. Applicants having tattoos will be screened in accordance with AR 670-1.
 - e. Suitability will be determined by the following:
- (1) Applicants with a criminal history (regardless of disposition) or questionable moral character, but because of dismissed charges, plea bargains, or release without prosecution, must have a suitability review for determination of enlistment. Reviewer will determine if a personal interview with the applicant is required, and if so may be accomplished telephonically. Approval will be annotated on the DD Form 1966 remarks section with a review date, name and title of reviewer.
- (a) Suitability review will be conducted on the following charges prior to any moral waiver processing on all applicants (the appropriate review level is also noted):
 - 1. Five or more minor nontraffic charges (Recruiting Company Leadership Team).
 - 2. Two or more misdemeanor charges (Recruiting Battalion Leadership Team).
 - 3. Combination of four or more minor nontraffic or misdemeanor charges (Recruiting Battalion Leadership Team).
 - 4. One serious criminal misconduct charge, regardless of disposition.
- 5. Any offenses listed as suitability review with appropriate approval level in paragraph 4–11. Domestic battery/ violence charge, includes but is not limited to, charge(s) of domestic violence, assault, simple assault, assault and battery, battery, assault with the intent to commit bodily harm, assault on a person, or abuse by an applicant against his/her parent, step-parent, sister, or brother, regardless of disposition. Recruiting Battalion Leadership Team will forward all such cases to USAREC Plans and Policy for review if determined that they fall under the Lautenburg Amendment.
- 6. Domestic battery/violence charge as defined under Lautenburg law, regardless of disposition (see definition in paragraph 4–7f) (CG, USAREC).
- (b) Court documents are required for minor nontraffic, misdemeanor, serious offenses, and serious criminal misconduct charges.
- (2) Any applicant who is denied enlistment because of questionable moral character will have the denial information forwarded via e-mail to RCRO-PB-WB at USAREC.
- f. Applicants enlisting in the DEP/DTP/DS who conceal charges that require a waiver will be discharged. All DEP/DTP/DS applicants discharged under this paragraph will incur a 6-month waiting period from date of separation orders and require a fraudulent enlistment waiver from the recruiting battalion commander along with any additional waivers as noted in this chapter. The waiting period is for administrative and evaluation purposes. Any applicant enlisting in the DEP/DTP/DS who conceals charges not requiring a waiver will be reviewed in accordance with the following:
- (1) Recruiting brigade commander is the discharge approval authority for all applicants who fraudulently enlist in the DEP/DS for charges not requiring a waiver.
- (2) Discharge authority for DTP soldiers who fraudulently enlist is the same as approval authority authorized to retain AR soldiers.

4-3. Submission of requests

a. Unless indicated otherwise in this regulation, requests for waiver and other actions that require approval by the

CG, HRC (for RA); CG, HRC—St. Louis (for AR); or CG, USAREC will be forwarded to appropriate e-mail address. Every effort will be made to ensure capture of electronic record of waiver starting at the recruiting station level.

b. Waivers approved by CG, HRC for enlistment in the RA may be used for enlistment in the AR, provided the individual is otherwise qualified. However, waivers approved by CG, HRC—St. Louis may not be used for enlistment into the RA.

4-4. Listings of disqualifications

- a. When processing moral waivers, all offenses must be listed. If multiple charges arise out of a single act that results in a civil court conviction or other adverse disposition, all charges will be considered for enlistment eligibility purposes (for example, a person caught by police during an attempted shoplifting who then resists arrest and is fined \$300 and 1-year unsupervised probation.) Charges will not be combined (stacked) in order to be viewed as one charge. Both charges must be considered for waiver purposes. Doubtful cases will be referred to USAREC Plans and Policy Division.
 - b. Typical offenses are as follows:
- (1) Traffic offenses treated as minor by law enforcement agencies of the State where the offense was committed should be treated as minor (para 4–8). While parking tickets are not listed as typical minor traffic offenses, unpaid parking tickets remain a disqualification as a pending charge. If the maximum confinement under local law is 4 months or fewer, the offense should be treated as minor nontraffic. If the maximum confinement under local law exceeds 4 months, but does not exceed 1 year, treat the offense as a misdemeanor.
- (2) The lists of typical offenses shown in these paragraphs are guides. It is not practical to list all offenses. Treat offenses in each paragraph and those of a similar nature according to the type of offenses listed in the paragraph despite their classification under State law and whether the determination is deemed a conviction or adjudication under State law. The offenses named in paragraphs 4–8 through 4–11 will be considered to have the elements of those offenses under the common law or the UCMJ when no such common law exists.
- (3) Persons applying for waiver of conviction or other adverse disposition will provide evidence of satisfactory rehabilitation and documents to support the waiver request.
- c. Paragraph 4–24 lists nonwaiver moral and administrative disqualifications. The following rules apply to moral disqualifications.
- (1) Persons released from custody or restraint of a court under procedures that do not result in final disposition of the charge are morally disqualified. Examples of such releases are—
 - (a) Release following plea of any type to the court (including plea of guilty or nolo contendere).
 - (b) Release on probation without verdict.
 - (c) Release on person's own recognizance.
 - (d) Release following charges that are placed on file.
- (e) Any similar disposition, without regard to its technical name, that indicates the person may remain subject to further judicial proceedings in connection with the charges.
- (2) In addition, persons who are granted release from charges at any stage of court proceedings if they will apply or be accepted for enlistment in any Armed Forces are not qualified for enlistment (see para 4–12b). Questionable cases will be referred to USAREC Plans and Policy, through the chain of command. Granting of release from charges is an alternative to further prosecution, indictment, trial, or incarceration in connection with the charge, or proceedings relating to adjudication as a youthful offender or juvenile delinquent.
- (3) The above bases for disqualification will be considered removed if the official chiefly responsible for prosecution of the charges submits a signed statement that, under the laws or current practices of the jurisdiction, applicant is not subject to further restraint, custody, control, or prosecution by authorities thereof. Such officials include the district attorney, judge of the court involved, or higher official of the jurisdiction concerned who has responsibility in connection with the case.
- d. Paragraph 4–25 lists nonwaiver disqualifying separations. Persons separated from any component of the Armed Forces, whose separation documents contain disqualifying RE codes or entries in paragraph 4–25, will not be considered for waiver.

4-5. Waiver requirements for medical disqualifications

- a. Any applicant with or without prior military service who the MEPS physician finds not to meet the medical standards for enlistment into the RA or AR will require a waiver.
- b. Any applicant who was last separated or discharged from any Component of the Armed Forces for medical reasons with or without disability for enlistment into the RA or AR will require a waiver.
 - c. Documents required for waiver consideration are—
 - (1) Current applicant's MEPS medical examination.
 - (2) DD Form 214 and DD Form 215 if applicable.
 - (3) USMEPCOM Form 680-3A-E with test results reflected.

- (4) All reports of separation, discharge, or release from any Component of the Armed Forces.
- (5) Medical records if a current member of a TPU in the ARNG or AR.
- (6) If separated for medical reasons, must submit DA Form 4707 (Entrance Physical Standards Board (EPSBD) Proceedings).
- d. Approval authority for medical waivers is the CG, USAREC. The USAREC Command Surgeon will act on behalf of the CG, USAREC, for all medical waivers.
 - e. Height waivers must include the applicant's waist, shoe, and hat size.
 - f. Overweight waivers will not be considered.

4-6. Civil court convictions/dispositions waivers (other than a serious criminal misconduct)

- a. For disqualification, the approval authority is the recruiting battalion commander, acting commander, or executive officer. A waiver is required for any applicant who has—
- (1) Received a civil court conviction or other adverse dispositions for six or more minor traffic offenses where the fine was \$250 or more per offense.
 - (2) Received four or more civil convictions or other adverse dispositions for minor nontraffic offenses.
 - (3) Received two, three, or four civil convictions or other adverse dispositions for a misdemeanor offense.
- (4) Received a total of four civil convictions or other adverse dispositions for a combination of minor non traffic and misdemeanor (1 misdemeanor and 3 minor nontraffic).
- (5) Received 1 conviction or other adverse disposition for one of the following offenses or misdemeanors labeled serious offenses listed in paragraph 4–10:
- (a) Carrying of weapon on school grounds, when a penalty was imposed by school officials (for example, expulsion, suspension, fine, or community service).
- (b) Possession of any illegal drugs on school grounds when a penalty was imposed by school officials (for example, expulsion, suspension, fine, or community service).
- (c) Act of violence to include threats against any school faculty members, when a penalty was imposed by school officials (for example, expulsion, suspension, fine, or community service).
- (d) Domestic battery/violence not resulting in a qualifying Lautenburg conviction (see Lautenburg definition in para 4–7f).
- (e) Received 1 conviction or other adverse disposition for driving while intoxicated (DWI), driving under the influence (DUI), or driving while impaired because of substance abuse, alcohol, drugs, or any other condition that impaired judgment or driving ability.
- (f) Possession of marijuana or drug paraphernalia. (Waiver may be considered if charged for both on same date and time.)
 - (g) Solicitation for/and/or prostitution.
- b. For all applicants applying for enlistment in WOFT or for OCS, approval is required from the CG, HRC before the applicant is boarded. All waivers must be completed before submission to HRC. Forward all cases for WOFT or OCS through the CG, USAREC to the CG, HRC. All cases involving the following require HRC approval.
 - (1) Any person adjudicated as a youthful offender.
 - (2) Any offense with a fine of \$300 or more, excluding court cost.
 - (3) Any offense where confinement was ordered, regardless of suspended sentence or deferred disposition.
- (4) Any offense regardless of disposition (other than "not guilty") that involves contributing to the delinquency of a minor, spousal or child abuse, or any sex-related crime. Also any offense under chapter 4 listed as a misdemeanor.

4-7. Serious criminal misconduct

- a. A waiver is required for any applicant who has received a conviction or other adverse disposition for a serious criminal misconduct offense.
- b. The approval authority is the CG, USAREC. Applicants will incur a 6-month wait from date of conviction prior to waiver processing.
- c. The approval authority for applicants with two DUI/DWI convictions, one of which occurred outside the 3-year period is CG, USAREC (see para 4–24 for conviction inside the 3-year period).
- d. The approval authority for applicants with two possessions of marijuana or paraphernalia convictions/other adverse disposition, one of which occurred outside the 3-year period is CG, USAREC (see para 4–24 for conviction inside the 3-year period).
- e. For OCS and WOFT applicants, a waiver is not authorized because they will not be eligible for a security clearance.
- f. The definition of domestic battery/violence under the Lautenburg law is as follows: At the time of the offense, the convicted offender was one of the following:
 - (1) A current or former spouse, parent, or guardian of the victim.
 - (2) A person with whom the victim shared a child in common.

- (3) A person who was cohabitating with or has cohabitated with the victim as a spouse, parent, or guardian.
- (4) A person similarly situated to a spouse, parent, or guardian.

4-8. Typical minor traffic offenses

The following are typical minor traffic offenses:

- a. Blocking or retarding traffic.
- b. Bicycle ordinance violation.
- c. Crossing yellow line, driving left of center.
- d. Contempt of court for minor traffic offenses.
- e. Disobeying traffic lights, signs, or signals.
- f. Driving on shoulder.
- g. Driving uninsured vehicle.
- h. Driving with blocked vision/tinted window.
- i. Driving with expired plates or without plates.
- j. Driving without license or with suspended or revoked license.
- k. Driving without registration or with improper registration.
- l. Driving wrong way on one-way street.
- m. Failure to appear for traffic violations.
- n. Failure to comply with officer's directive.
- o. Failure to have vehicle under control.
- p. Failure to signal.
- q. Failure to stop or yield to pedestrian.
- r. Failure to submit report after accident.
- s. Failure to yield right-of-way.
- t. Faulty equipment, such as defective exhaust, horn, lights, mirror, muffler, signal device, steering device, tail pipe, or windshield wipers.
 - u. Following too closely.
 - v. Hitchhiking.
- w. Improper backing, such as backing into intersection or highway, backing on expressway, or backing over crosswalk.
 - x. Improper blowing of horn.
- y. Improper passing, such as passing on right, passing in no-passing zone, passing stopped school bus, or passing a pedestrian in crosswalk.
 - z. Improper turn.
 - aa. Invalid or unofficial inspection sticker, failure to display inspection sticker.
 - ab. Jaywalking.
 - ac. Leaving key in ignition.
 - ad. License plates improperly displayed or not displayed.
 - ae. Operating overloaded vehicle.
 - af. Racing, dragging, or contest for speed.
- ag. Reckless, careless or imprudent driving (considered a traffic offense when the fine is less than \$300 and there is no confinement). Court costs are not part of a fine.
 - ah. Seat belt/child restraint violation.
 - ai. Skateboard/roller skate violations.
 - aj. Speeding.
 - ak. Spilling load on highway.
 - al. Spinning wheels, improper start, zigzagging, or weaving in traffic.
 - am. Violation of noise control ordinance.

4-9. Typical minor nontraffic offenses

The following are typical minor nontraffic offenses:

- a. Assault, fighting or battery (no confinement) (less than \$500 fine or restitution).
- b. Carrying concealed weapon (other than firearm); possession of brass knuckles.
- c. Contempt of court for minor nontraffic offenses.
- d. Criminal or malicious mischief (less than \$500 fine or restitution and no confinement).
- e. Curfew violation.
- f. Damaging road signs.

- g. Discharging firearm through carelessness or within municipal limits.
- h. Disobeying summons, failure to appear other than traffic.
- i. Disorderly conduct; creating disturbance; boisterous conduct.
- j. Disturbing the peace.
- k. Drinking alcoholic beverages on public transportation.
- l. Drunk in public.
- m. Dumping refuse near highway.
- n. Illegal betting or gambling; operating illegal handbook, raffle, lottery, or punchboard; cockfighting.
- o. Jumping turnstile (to include those States that adjudicate jumping a turnstile as petty larceny).
- p. Juvenile adjudications, such as beyond parental control, incorrigible, runaway, truant, or wayward.
- q. Killing a domestic animal.
- r. Unlawful manufacture, sale, possession, or consumption of liquor in public place.
- s. Littering.
- t. Loitering.
- u. Committing a nuisance.
- v. Poaching.
- w. Purchase, possession, or consumption of alcohol beverages or tobacco products by minor.
- x. Removing property from public grounds.
- y. Removing property under lien.
- z. Robbing an orchard.
- aa. Shooting from highway.
- ab. Solicitation (other than for commission of a serious criminal misconduct, prostitution or sexual offense).
- ac. Throwing glass or other material in roadway.
- ad. Trespass (noncriminal).
- ae. Unlawful assembly.
- af. Using or wearing unlawful emblem/identification.
- ag. Vagrancy.
- ah. Vandalism (less than \$500 fine or restitution and no confinement).
- ai. Violation of fireworks law.
- aj. Violation of fish and game laws.
- ak. Violation of leash laws.

4-10. Typical misdemeanors

The following are typical misdemeanors:

- a. Altered driver's license or identification.
- b. Assault, fighting or battery (more than \$500 fine or restitution or confinement).
- c. Carrying of weapon on school grounds (serious offense).
- d. Check, worthless, making or uttering, with intent to defraud or deceive (less than \$500).
- e. Conspiring to commit misdemeanor.
- f. Contempt of court for misdemeanor offenses.
- g. Contributing to delinquency of minor.
- h. Crimes against the family (nonsupport of family).
- i. Criminal or malicious mischief (less than \$500 fine or restitution or confinement).
- j. Desecration of American flag.
- k. Desecration of grave.
- l. Domestic battery/violence, not considered Lautenburg Amendment. (serious offense)
- m. Driving while drugged or intoxicated, or driving while ability impaired (serious offense).
- n. Failure to register with Selective Service.
- o. Failure to stop and render aid after accident.
- p. False bomb threat.
- q. Glue sniffing/paint/chemical sniffing.
- r. Harassment, menacing or stalking.
- s. Illegal burning without intent to commit arson
- t. Illegal or fraudulent use of a credit card, bank card, or automated teller card (value less than \$500).
- u. Indecent exposure.
- v. Indecent, insulting, or obscene language communicated directly or by telephone to another person.

- w. Joy riding.
- x. Larceny or conversion (value of less than \$500).
- y. Leaving scene of an accident or hit and run.
- z. Looting.
- aa. Mailing to include e-mail of obscene or indecent matter.
- ab. Mailbox destruction.
- ac. Permitting a DUI.
- ad. Prostitution or solicitation for prostitution (serious offense).
- ae. Possession of marijuana or drug paraphernalia (serious offense).
- af. Reckless driving, careless, or imprudent (considered a misdemeanor when the fine is \$300 or more or when confinement is imposed; otherwise, considered a minor traffic offense).
 - ag. Reckless endangerment.
 - ah. Resisting arrest or eluding police.
 - ai. Selling or leasing weapons.
 - aj. Stolen property, knowingly received (value less than \$500.
 - ak. Criminal trespass.
 - al. Unauthorized use/taking of a vehicle/conveyance from family member.
 - am. Unlawful carrying of firearms or carrying concealed firearm.
 - an. Unlawful entry.
 - ao. Unlawful use of long-distance telephone calling card.
 - ap. Use of telephone to abuse, annoy, harass, threaten, or torment another.
 - aq. Vandalism (more than \$500 fine or restitution or confinement).
 - ar. Violation of probation.
 - as. Willfully discharging firearm so as to endanger life; shooting in public.

4-11. Typical serious criminal misconduct offenses

The following are typical serious criminal misconduct offenses:

- a. Aggravated assault, assault with dangerous weapon (brigade-level suitability).
- b. Arson (brigade-level suitability).
- c. Attempt to commit a felony.
- d. Breaking and entering.
- e. Bribery.
- f. Burglary (possession of tools), to include auto.
- g. Carjacking.
- h. Carnal knowledge of a minor.
- i. Check, worthless, making or uttering, with intent to defraud or deceive (\$500 or more).
- j. Child abuse (CG, USAREC-level suitability).
- k. Criminal libel.
- l. Domestic battery/violence, considered under the Lautenburg Amendment (CG, USAREC-level suitability).
- m. Embezzlement
- n. Extortion.
- o. Forgery; knowingly uttering or passing forged instrument.
- p. Graft
- q. Hate Crimes (CG, USAREC-level suitability).
- r. Illegal/fraudulent use of a credit card, bank card, or automated card (value of \$500 or more).
- s. Indecent acts or liberties with a minor.
- t. Indecent assault.
- u. Kidnapping or abducting, to include parental kidnapping of a child(ren).
- v. Larceny or conversion (value of \$500.00 or more).
- w. Mail matter; abstracting, destroying, obstructing, opening, secreting, stealing, or taking.
- x. Manslaughter.
- y. Misprision of felony.
- z. Murder (CG, USAREC-level suitability).
- aa. Moral turpitude (CG, USAREC level suitability).
- ab. Narcotics or habit-forming drugs; wrongful possession or use (marijuana not included).
- ac. Negligent/vehicular homicide (brigade-level suitability).
- ad. Pandering.

- ae. Perjury or subornation of perjury.
- af. Possession or intent to use materials in a manner to make a bomb or explosive devise to cause bodily harm or destruction of property.
 - ag. Public record; altering, concealing, destroying, mutilating, obligation, or removing.
 - ah. Rape, sexual abuse, sexual assault, criminal sexual abuse, incest (brigade-level suitability).
 - ai. Riot.
 - aj. Robbery, to include armed (brigade-level suitability).
- ak. Sale, distribution, or trafficking (including "intent to") of cannabis (marijuana), or any other controlled substance (brigade-level suitability for dismissed charges only, for conviction or OAD (see paragraph 4–24t)).
 - al. Sodomy.
 - am. Stolen property, knowingly received (value \$500 or more).
 - an. Terrorist threats
 - ao. Unauthorized use/taking of a vehicle/conveyance.
 - ap. Violation of civil rights (CG, USAREC-level suitability).

4-12. Court disposition definitions

- a. Applicants who have entered a plea of nolo contendere that was accepted by the court despite later processing in the same case to permit dismissal, expungement, amnesty, pardon, or clemency based on any of the following are considered to have a conviction:
 - (1) Absence of later violations.
 - (2) Evidence of rehabilitation.
 - (3) Satisfactory completion of a period of probation or parole.
 - (4) Any other legal appeal that does not change the original finding on its own merit.
- b. Applicant who, as a condition for any civil conviction or adverse disposition or any other reason through a civil or criminal court, is ordered or subjected to a sentence that implies or imposes enlistment into the Armed Forces of the United States is not eligible for enlistment unless—
 - (1) The condition is removed by the same or higher authority imposing the sentence.
 - (2) The condition is removed by virtue of expired period of sentence.
- (3) The condition is over 12 months from imposition and the court, city, county, or State no longer obligates the applicant to this condition.

4-13. Prior military service

- a. A waiver may not be submitted until a 24-month waiting period has elapsed since applicant was separated or discharged from any component of the Armed Forces for any of the following reasons with CG, HRC for RA and CG, HRC—St. Louis for AR having approval authority unless otherwise noted below:
 - (1) Lieu of trial by court martial.
 - (2) Good of the Service.
 - (3) Entry-level performance and conduct (see 4–13*f*).
 - (4) Lack of jurisdiction.
 - (5) Misconduct.
 - (6) Nonretention on active duty.
 - (7) Personality disorder (CG, USAREC).
 - (8) Unsatisfactory performance (see 4–13*f*).
 - (9) Unfitness (see 4-13f).
 - (10) Unsuitability (see 4-13f).
 - (11) Failure to meet weight standards.
- b. A waiver may not be submitted until a 6 month waiting period has elapsed since applicant was separated or discharged from any component of the Armed Forces for any of the following reasons with the CG, USAREC, having approval authority:
 - (1) Concealment of an arrest conviction.
 - (2) Fraudulent enlistment.
 - (3) Pre-IADT discharge.
 - (4) Unsatisfactory participation.
 - (5) Uncharacterized discharge.
- c. A waiver may be submitted at any time after separation if applicant was separated or discharged from any component of the Armed Forces for any of the following reasons with the CG, USAREC, having approval authority:
 - (1) Alien not lawfully admitted to the United States (must currently meet citizenship criteria).
 - (2) Defective enlistment/reenlistment.

- (3) Dependency (see 4-13g(7)).
- (4) Erroneous enlistment.
- (5) Hardship (see 4-13g(7)).
- (6) Minority.
- (7) Reduction in Force.
- (8) Under age.
- (9) Unfulfilled enlistment agreement.
- (10) Void service.
- d. A waiver is required for any applicant who is separated or discharged from the RA, ARNG, or AR with a field bar to reenlistment issued per AR 140–111 or NGR 600–200, or who was denied extension or reenlistment by any other component of the Armed Forces at time of last separation or discharge. CG, HRC, for RA and CG, HRC—St. Louis, for AR having approval authority.
- e. Applicants who were voluntarily (check Separation Program Designator code) separated for pregnancy or parent-hood may be enlisted with a waiver approved by the recruiting battalion commander. Involuntary separation requires waiver by CG, USAREC.
- f. Applicants who were separated with less than 12 months AFS may be enlisted with a waiver approved by CG, USAREC.
 - g. The following documents are required for submission of a waiver:
 - (1) Request from recruiting battalion commander including the interview.
- (2) Letter from applicant explaining circumstances surrounding reason for waiver. PS applicant must address reason for separation or discharge.
 - (3) DD Form 214, DD Form 215, NGB Form 22, DD Form 220, or DD Form 1569.
 - (4) DD Form 368, if required.
 - (5) DD Form 1966, SF 86, and recruiting battalion Moral Waiver Worksheet.
- (6) A copy of applicant's USMEPCOM Form 680-3A-E or other additional documents that clearly displays ASVAB results and PULHES.
 - (7) If separated for hardship or dependency, the following additional documents are required.
 - (a) DA Form 3072–2 (Applicant's Monthly Financial Statement.)
 - (b) Proof that prior condition upon which separation was approved no longer exists.
- (c) Proof must be in the form of affidavits made by the person or organization on behalf of the applicant. Community members who are familiar with the applicant's home condition of the applicant's family may also provide such substantiation. Any legal documents support the conclusion that the condition no longer exist may also be used.

4-14. Absent without leave or lost time

- a. Any applicant who, during their last period of service, was absent without leave (AWOL) or had lost time of 5 days or fewer regardless of the type of separation or RE code will be required to have a waiver for enlistment. Recruiting battalion commander is approval authority.
- b. Any applicant who, during his or her last period of service, was AWOL or had lost time of 6–29 days regardless of the type of separation or RE Code will be required to have a waiver for enlistment. CG, USAREC is approval authority.
- c. Any applicant who, during his or her last period of service, was AWOL or had lost time of 30 days or more regardless of the type of separation or RE Code will be required to have a waiver for enlistment. CG, HRC for RA and CG, HRC—St. Louis for the AR are the approval authorities.
- d. Any applicant who received a waiver for lost time of 30 days or more to enter the RA and desires to transfer to any RC will not require any additional waiver processing. The CG, HRC waiver approved for RA enlistment will remain valid, provided the applicant was eligible for reenlistment at time of transfer.

4-15. Conscientious objection

- a. The approval authority for enlistment in the RA or AR is the DCS, G-1 Enlisted Accessions Division (DAPE-MPA).
- b. Conscientious objective persons are those who profess conscientious objections or religious convictions at time of application for enlistment that would restrict assignments and who desire to enlist as noncombatants.
- c. PS applicants who were previously conscientious objectors, but who are no longer are conscientious objectors, must not have been discharged by reason of conscientious objection under provisions of AR 600–43.
 - d. The following documents are required for submission of a waiver under this paragraph:
 - (1) A memorandum prepared per AR 25-50.
 - (2) DD Form 1966 and SF 86.
 - (3) For PS, DD Form 214, DD Form 215, DD Form 220, DD Form 1569, or NGB Form 22.

- (4) Letters that substantiate a claim to this status; information as required by AR 600-43, appendix A; and a personal letter expressing desire to enlist in the Army.
 - (5) Applicant's current MEPS physical examination.
- (6) A copy of applicant's USMEPCOM Form 680-3A-E or other authorized document that clearly displays applicant's ASVAB date and results.
 - e. The recruiting battalion will send the applicant's documents through command channels to DAPE-MPA.

4-16. Reentry eligibility code

Any RE Code that is disqualifying for reasons not otherwise listed in this AR will require a waiver to be submitted in the same manner as those listed under paragraph 4–13. The approval authorities will be the CG, HRC for enlistment into the RA, and the CG, HRC—St. Louis for enlistment in the AR. Documentation will also be the same as that listed in paragraph 4–13g.

4-17. Reserve Component separations or transfers

- a. A waiver is required for any applicant who was last transferred from a troop program unit or between components of any Reserve unit or control group for being an unsatisfactory performer, apathy, or other reason that is an unsatisfactory condition (other than participation) (see 4-17c). (Waiver may not be submitted until 2 years from the date transferred.)
- b. A waiver is required for any applicant who is a current member of an RC who is pending adverse or administrative actions considered disqualifying under chapter 4 and may not be processed until such action is completed. Waivers will be submitted based on final action in these cases.
- c. A waiver is required for any applicant who has been transferred to the IRR or other services' control group for being an unsatisfactory participant and is not currently serving satisfactorily in a troop unit. Waiver may be submitted at any time (members of the IRR who transferred to a TPU after being an unsatisfactory participant may not be processed until 6 months after transfer. A waiver is not required after 6 months have elapsed.)
 - d. The approval authority for enlistment into the RA is the CG, HRC and into the AR, the CG, HRC—St. Louis.

4-18. Age

- a. Waivers are not available for applicants who exceed the age criteria for enlistment into the RA. The age limit for enlistment into the RA is governed by statute. Waivers for RA enlistment will not be granted regardless of prior military service.
- b. A waiver request may be submitted for enlistment into the AR only for applicants who have prior military service.
 - c. The approval authority is the CG, HRC—St. Louis, and the following documents are required:
 - (1) DD Form 214, DD Form 215, NGB Form 22, DD Form 220, or DD Form 1569.
 - (2) DD Form 1996 and SF 86.
 - (3) DD Form 368, if required.
 - (4) Applicant's current MEPS physical examination.
- (5) Any copy of applicant's USMEPCOM Form 680–3A–E or other authorized document that clearly displays applicant's ASVAB results and PULHES.

4–19. Positive drug or alcohol test

- a. Any applicant or enlistee who was or is confirmed positive for the presence of drugs or alcohol at time of original physical examination is not eligible for enlistment into DEP/DTP unless a waiver is granted. TPU commanders will be notified of RC soldiers who test positive for drugs.
 - b. Waiting periods are required under the following circumstances:
 - (1) Positive for marijuana and alcohol.
- (a) If applicant's first test is positive, he/she must wait 45 days for retest. (Recruiting battalion commander is the approval authority.)
- (b) If applicant's second test is positive, he/she must wait 1 year for a retest. (CG, USAREC is the approval authority.)
 - (c) If applicant's third test is positive, he/she is permanently disqualified.
 - (2) Positive for cocaine.
- (a) If Applicant's first test is positive, he/she must wait 1 year for a retest. (Recruiting battalion commander is the approval authority.)
 - (b) If applicant's second test is positive, he/she is permanently disqualified.
 - c. The following documents are required for the submission of a waiver under this paragraph:
 - (1) A memorandum prepared per AR 25-50.
 - (2) DD Form 1966 and electronic security screening questionnaire.

- (3) A copy of current MEPS physical examination or USMEPCOM Form 680-3A-E showing drug test results.
- (4) Other documents the recruiting battalion commander or executive officer may require.
- d. All applicants who test positive will be required to have police records check accomplished as part of the waiver process regardless of any admission or record of civil offenses.
- e. Applicants with an approved drug alcohol test waiver are prohibited from enlisting in any MOS or option that requires a security clearance.

4-20. Dependents

- a. Any applicant who does not meet the dependent criteria of this regulation, and a waiver is authorized by the specific paragraph will require a waiver.
 - b. The approval authority for all dependent waivers is the CG, USAREC.
 - c. The following documents are required for submission of a waiver under this paragraph:
 - (1) A memorandum prepared per AR 25-50.
 - (2) DD Form 214, DD Form 215, NGB Form 22, DD Form 220, or DD Form 1569.
 - (3) DD Form 1966 and SF 86.
 - (4) DA Form 3072-2.
 - (5) If applicable, divorce decree and changes to it.
- (6) If applicable, documentation showing that dependents will not suffer hardship as a result of applicant's enlistment (obtain statement from spouse).
- (7) A copy of applicant's USMEPCOM Form 680-3A-E or other authorized document that clearly displays applicant's ASVAB date and results.
- (8) A copy of current MEPS physical examination or other authorized document that clearly displays applicant's current height and weight; date of physical examination; and physical profile, if applicable.
 - (9) Documentation to support advanced pay grade as prescribed in paragraphs 2-18, 3-16, 3-17, or 3-18.

4-21. Surviving son or daughter

- a. Any applicant who was previously separated from any Component of the U.S. Armed Forces as a surviving son or daughter requires a waiver for enlistment. *Note:* A surviving son and/or daughter refers to any son or daughter in a family in which the father or mother or one or more of the sons or daughters—
- (1) Have been killed in action or have died from wounds, accident, or disease when serving in the United States Armed Forces.
 - (2) Are in a captured or missing-in-action status.
- (3) Have a permanent 100 percent service-related disability (including 100 percent mental disability), as determined by the Director of Veterans Affairs or one of the military services, and are not gainfully employed because of the disability.
 - b. The approval authority is the CG, USAREC.
 - c. The following documents are required for submission of a waiver under this paragraph:
 - (1) A memorandum prepared per AR 25-50.
 - (2) DD Form 214, DD Form 215, NGB Form 22, DD Form 220, DD Form 1569.
 - (3) DD Form 1966 and electronic security screening questionnaire.
- (4) Statement, signed by applicant, requesting that the surviving person designation may be withdrawn. This statement also will acknowledge that—
 - (a) Applicant is available for worldwide assignment, including combat-zone assignment.
 - (b) Future requests for separation based on survivor status may or may not be honored.
 - (c) Future requests for reassignment based on survivor status will not be honored.
- (5) A copy of applicant's USMEPCOM Form 680-3A-E or other authorized document that clearly displays applicant's ASVAB date and results.

4-22. Enlistment grade determination

- a. Any applicant who does not meet enlistment grade criteria of this regulation will be required to have his or her grade determined for enlistment as indicated in paragraph 3–16 or 3–17 for RA and paragraph 3–18 for AR.
 - b. The following documentation is required to submit a grade determination:
 - (1) For RA.
 - (a) A memorandum prepared per AR 25-50.
 - (b) DD Form 214, DD Form 215 from last enlisted/officer active service, DD Form 220, or NGB Form 22.
 - (c) DD Form 1966 and SF 86.
- (d) A copy of applicant's USMEPCOM Form 680-3A-E or other authorized document that clearly displays applicant's ASVAB date and results.

- (e) A copy of current MEPS physical examination, or other authorized document that clearly displays applicant's current height and weight; date of physical examination; and physical profile, if applicable.
 - (2) For AR.
 - (a) DA Form 1696 (Enlistment/Reenlistment Qualifying Application) (Specially Recruited Personnel).
 - (b) DD Form 214/DD Form 215 from last enlisted/officer active service, DD Form 220, or NGB Form 22.
- (c) A copy of applicant's USMEPCOM Form 680-3A-E or other authorized document that clearly displays applicant's ASVAB date and results.
- (d) Letter from TPU acknowledging break in service over 36 months. Letter must also state accepted grade, MOS, and para, line, and position number the applicant is being accepted into. If applicant is enlisting into an MOS that he or she has not previously held, TPU must also acknowledge their agreement that the applicant possesses the technical or administrative skills needed for the enlistment MOS.
 - (e) Letter from applicant stating why his or her grade should be maintained.
- (f) For determinations in the grade of SSG or higher, request must also include all NCOES completion certificates and any other supporting documentation.

4-23. Personnel Reliability Program

- a. All applicants enlisting for any MOS or assignment that requires that they be qualified under the Personnel Reliability Program (PRP) and other identified critical or sensitive positions will be disqualified if the applicant has used cannabis during the 120-day period before application for enlistment.
 - b. The approval authority for PRP qualification is the CG, HRC—Central Clearing Facility (CCF).
- c. No formal documentation is required to be submitted, however, the HRC security interviewer will request waivers from HRC—CCF by telephone. This applies to PRP qualifications and initial screen for security clearances only and has no effect on the overall qualifications required for the MOS, which may require additional exceptions or waivers.

4-24. Nonwaiver medical, moral, and administrative disqualifications

The following are disqualifications that cannot be waived:

- a. Intoxicated or under influence of alcohol or drugs at time of application, or at any stage of processing for enlistment.
 - b. Having history of psychotic disorders or state of insanity at time of application for enlistment.
 - c. Questionable moral character.
 - d. Alcoholism.
 - e. Drug dependence.
 - f. Sexual perversion.
 - g. Homosexual conduct.
- (1) Applicants for enlistment will not be asked to reveal their sexual orientation. However, homosexual conduct may be grounds for barring enlistment. Homosexual conduct is any homosexual act, a statement by the applicant that demonstrates propensity or intent to engage in homosexual acts, or a homosexual marriage or attempted marriage.
- (a) An applicant will be rejected for entry if he or she makes a statement that demonstrates that the applicant has a propensity or intent to engage in homosexual acts, unless there is a further finding that the applicant has demonstrated that he or she does not have a propensity or intent to engage in homosexual acts. A statement by the applicant that he or she is a homosexual or bisexual, or words to that effect, creates a rebuttable presumption that the applicant engages in homosexual acts or has a propensity to do so. However, the applicant shall be advised of this presumption and given the opportunity under the procedures prescribed below to rebut the presumption by presenting evidence sufficient to demonstrate that he or she does not engage in homosexual acts and does not have a propensity to do so.
- (b) If it is discovered that an applicant or a member of the DEP has engaged in homosexual conduct or attempted to engage in, or solicited another to engage in a homosexual act and the information is received from a credible source, including, but not limited to, police records check or National Agency Check, the applicant will be denied enlistment. If the circumstances meet the requirements of 4-24g1(a) or (c), then the procedures below will be followed to determine eligibility.
- (c) If the act was a departure from the applicant's customary behavior, and the act is unlikely to recur because it was the result of immaturity, intoxication, or coercion, and the behavior was not accomplished by force, coercion, or intimidation, then the applicant may be processed for enlistment in the same manner as 4-24g(1)(a) in that a written explanation may be submitted to the approving authority who will determine the conditions under which the act was committed and whether applicant has a propensity to further engage in such acts.
- (2) An applicant may submit a rebuttal to the presumption that he or she will engage in homosexual acts by presenting written evidence or other material the applicant believes relevant. The applicant is responsible for providing his or her recruiter such documents/evidence. The recruiter will submit the following documents to the recruiting battalion commander concerned, in addition to the documents/evidence submitted by the applicant:

- (a) A completed DD Form 1966 and SF 86, along with statements or any other documentation the applicant considers relevant for a decision.
- (b) The approval authority in all cases of rebuttals of presumption that the applicant will engage in homosexual acts is the CG, USAREC and may not be further delegated.
 - h. History of antisocial behavior.
 - i. History of frequent or chronic venereal disease.
 - j. Person unable to present written evidence (official documents) of PS claimed, until such service has been verified.
 - k. Person whose enlistment is not clearly consistent with interests of national security under AR 601-280.
- *l.* Person retained on AD under AR 601–280 with annotation "not eligible for security clearance or assignment to sensitive duties, AR 601–280."
- m. Criminal or juvenile court charges filed or pending against them by civil authorities.

Note.

Pending charges include unpaid traffic violations. Authorized reception battalion commanders and IET commanders may consider that, in certain meritorious cases, unpaid minor traffic tickets that are subsequently paid after entry did not constitute fraudulent entry. In those limited circumstances, separation processing under AR 635–200, chapter 7, is not required. All other cases meeting the provisions of fraudulent entry criteria must be processed in accordance with AR 635–200.

- n. Person under civil restraint, such as confinement, parole, or probation.
- o. Subject of initial civil court conviction or adverse disposition for more than one serious criminal misconduct offense.
 - p. Person with a civil conviction of a serious criminal misconduct with any one of the following:
 - (1) Three or more offenses (convictions or other adverse dispositions) other than traffic.
- (2) Applicants with juvenile serious criminal misconduct offenses who have had no offenses within 5 years of application for enlistment may be considered for a waiver in meritorious cases without regard to 4–24o.
- q. Subject of initial court conviction or other adverse disposition for sale, distribution, or trafficking (including "intent to") of cannabis (marijuana), or any other controlled substance.
- r. Applicant having history of chronic cannabis (marijuana) use or psychological cannabis dependence (as defined in AR 40–501).
- s. Person with two or more convictions/OAD within the 5 years preceding application for enlistment for driving while intoxicated, drugged, or impaired.
- t. Confirmed positive result for alcohol or drugs (test administered at MEPS) (see para 4–19 for waiver procedures when retest is authorized and found to be negative).
- u. Person with convictions or other adverse dispositions for 5 or more misdemeanors that occurred preceding application for enlistment.
- v. Person convicted of possession or intent to use materials in a manner to make explosive device or bomb to cause bodily harm or destruction of property.
- w. Person who tests positive for any drugs at MEPS and has possession of illegal drugs or drug paraphernalia conviction.
- x. Person with conviction/OAD of two or more separate charges of possession of any illegal drugs/drug paraphernalia within 3 years preceding application for enlistment.
 - y. Person barred from reenlistment by HQDA and coded RE-4.
 - z. Person with PS who was in possession of illegal drugs after discharge from any component of the Armed Forces.
- aa. Person with PS with two or more convictions/OAD within the 3 years preceding application for enlistment for driving while intoxicated, drugged, or impaired.
- ab. Person with PS and has of two or more conviction/OAD of possession of any illegal drugs/paraphernalia within 3 years preceding application for enlistment.
 - ac. Person with PS who incurs a serious criminal misconduct conviction during or after military service.

4-25. Nonwaiver disqualifying separations or discharges

The following are nonwaiver separations and or discharges:

- a. Physically disqualified on order to AD.
- b. Military Personnel Security Program.
- c. Release from entry on AD by reason of physical disability and reverted to inactive status for the purpose of retirement under 10 USC 1331 through 1337, instead of discharge with entitlement to receive disability retirement pay.
- d. Physical disability resulting from intentional misconduct or willful neglect, or incurred during period of unauthorized absence. No entitlement to severance pay.
- e. Discharge as a result of board action or acceptance of discharge for violation of DOD Homosexual Conduct Policy.

- f. Desertion.
- g. Alien without lawful admittance or legal residence in the United States.
- h. Permanently retired by reason of physical disability.
- i. Retirement after 20 years of active Federal service.
- j. Officers removed from active or inactive service by reason of having attained maximum age or service (AR 140-10).
 - k. Discharged by reason of conscientious objection (AR 600-43).
- *l.* Previous separation for unfitness, unsuitability, unsatisfactory performance, misconduct or bar to reenlistment, with 18 or more years of active Federal service completed.
- m. Applicant for retirement and persons receiving retired, retirement, or retainer pay, except for combat-wounded personnel (see chap 5, sec XIII). This prohibition is not applicable to Reservists who are members of the Retired Reserve and who are not receiving retired, retirement, or retainer pay.
- n. Last discharged or separated from a component of a U.S. Armed Force, with other than honorable discharge (includes general discharge under honorable conditions).
 - o. Person with a bad conduct or dishonorable discharge.
 - p. Person with PS who has tested positive at MEPS for any drug use.
- q. Person with PS last discharged from any component of the Armed Forces for drug or alcohol abuse or as rehabilitation failure during last period of service.

4-26. Prior-service applicants

- a. PS applicants must reveal all medical, moral, and administrative disqualifications, specifically—
- (1) Those that occurred during and after the last period of service in any component of the Armed Forces.
- (2) Those that were not previously revealed.
- b. Serious criminal misconduct waiver or RE codes must be resubmitted for approval (RA or AR).
- c. PS applicants must list all civilian charges and convictions, UCMJ, Art. 15 charges, courts martial convictions, and time lost during all periods of previous service.
- d. Unless individual has completed IADT, waiver approved for ARNG and other service RC will not be accepted for enlistment purposes. In addition, those waivers for serious criminal misconduct level offenses or RE codes will not be accepted for enlistment.
- e. RC personnel with waiver offenses that occurred before Reserve enlistment that were neither revealed nor waived by the AR are considered to have enlisted fraudulently. RC applicants must have such enlistments ratified. RC enlistees must be processed for retention and/or separation under the provisions of AR 135–178. In cases where serious criminal misconduct level offenses or RE codes were involved, a waiver is required for RA enlistment to the proper authority.
 - f. Police records check will be accomplished for those changes considered as current under 4-26a.

Section II

Administrative Instructions for Moral and Administrative Waivers

4-27. General

This section prescribes procedures for processing requests for waivers to meet basic enlistment qualifications.

4-28. Waiver disapproval authority

- a. All levels will determine if waiver request warrants favorable consideration. Commanders at levels below the approving authority, to include Recruiting Company Leadership Team, may disapprove waivers for applicants who do not meet prescribed standards and who do not substantiate a meritorious case, except for medical waivers (excludes dual waivers where nonmedical was disapproved). Request for waiver may not be resubmitted for 6 months from date of disapproval.
 - b. Medical waivers may not be resubmitted unless original condition has changed.
- c. Recruiting battalion commanders may reevaluate a battalion-level waiver within 6 months if, in their opinion, new information or information previously submitted warrants reconsideration. Indicate this description in the memorandum of waiver.

4-29. Validity period

Unless otherwise stated on waiver cover sheet or document, waivers granted under this chapter are valid for 6 months from approval date unless a change in status occurs. (Exceptions are DEP/DS personnel whose waivers are valid until RA enlistment if no change occurs in qualifications.) Persons who acquire additional offenses or disqualifications after waiver approval must resubmit waiver for reconsideration before enlistment. Waivers may be updated according to instructions from CG, USAREC. Medical waivers are valid for the duration of the physical examination.

4-30. Waiver approval procedures

- a. Each enlistment standard that may be waived lists waiver approval authority for basic eligibility criteria, documents, and required waiting periods.
 - b. Paragraph 4-33 shows required waiting periods following civil restraint.
- c. Waivers of multiple disqualifications involving approval by separate levels of authority will be approved by the highest approval authority. Intermediate commanders will make proper recommendations for each disqualification. Recommendations for disapproval of waiver requests will be made using the procedures in paragraph 4–28. For dual waivers requiring a moral and medical waiver, the moral waiver must be approved by the battalion commander before submission of medical waiver.
- d. Only the commander, acting commander (on orders), or executive officer may approve waiver requests. In their absence, the adjutant or assistant adjutant may forward an approval recommendation for further consideration of waiver requests (except in cases involving conviction of a serious criminal misconduct.) Only the recruiting battalion commander or acting commander (on orders) may forward waivers for convictions for felonies. The CG or Deputy Commander of USAREC may approve or disapprove USAREC level waiver requests. The CG, USAREC may delegate the Director or Deputy Director of Recruiting Operations to act on administrative, dependency and other than serious criminal misconduct level moral waivers.
 - e. The following documents are required for submission of a waiver under this paragraph:
 - (1) Police checks and court documents, as required.
 - (2) Documents from probation or parole officer that show applicant has satisfactorily completed probation or parole.
 - (3) Documents from correctional facility at which detained.
- (4) Reference letter from employers for one year preceding application, schools attended in last 3 years (to include transcripts if currently attending college). If request jeopardizes employment, it is not required. Explanation of all periods of unemployment of 3 months or more during the last year. (not required for battalion-level waivers, unless the battalion commander requires it)
 - (5) Applicant's current MEPS medical examination for serious criminal misconduct level waivers
 - (6) DD Form 214, DD Form 215, NGB Form 22, DD Form 220, or DD Form 1569, as applicable.
 - (7) DD Form 1966 and SF 86.
 - f. Forward cases that require HQDA approval through the following channels:
 - (1) OCS enlistment and WOFT enlistment options.
- (2) RA cases and all other cases will be forwarded to Commander, HRC—Alexandria, 2461 Eisenhower Avenue, Alexandria, VA 22331–0457.
- (3) AR cases requiring CG, HRC—St. Louis approval will be forwarded through USAREC command channels to Commander, HRC—St. Louis, ATTN: DARP-PAT-I, 1 Reserve Way, St. Louis, MO 63132–5200.

Section III Civil Offenses

4-31. Moral standards

Acceptability for enlistment of persons who have records of court convictions or other adverse dispositions is based on moral standards given in this section.

- a. These standards screen out—
- (1) Applicant who is legally precluded from serving in the U.S. Armed Forces.
- (2) Applicant whose background poses serious questions about fitness for service.
- (3) Applicant who is unsuitable for participation in special programs.
- (4) Applicant who is likely to pose serious disciplinary problems.
- b. Such cases divert manpower resources from performing military missions. Applicants will be advised that all arrests, convictions, or other adverse dispositions must be revealed. Recruiting personnel will obtain the criminal history of all applicants.

4-32. Rules governing processing of moral waivers

a. All offenses, despite their outcome, or place of offense (includes crimes committed outside the United States) will be listed on SF 86. A person arrested, cited, charged, or held for an offense or offenses and allowed to plead guilty to a lesser offense will list the original charges and also the lesser offense to which a plea of guilty was entered. (For example, a person arrested for grand larceny and 2 counts of criminal possession of stolen property pled guilty to 2 counts of criminal possession of stolen property, value of less than \$500.) In this case, the person requires a misdemeanor waiver. However, waiver is not needed if an arrest or questioning does not result in referral of charges, or if charges are dismissed without a conviction or other adverse disposition. Incident must be listed on SF 86. Waiver is not authorized if a criminal or juvenile court charge is pending or if such a charge was dismissed or dropped at any stage of the court proceedings on condition that the offender enlists in a military service.

- b. To ensure equal treatment to all persons applying for enlistment, despite the variance in State statutes, the rules below are guides to those responsible for processing waivers.
- (1) Civil court conviction. This term means a judgment of guilty or an accepted plea of nolo contendere is entered in a court's records for persons tried as adults regardless of—.
 - (a) Whether or not sentence then was imposed, withheld, or suspended.
- (b) Later proceedings that deleted an initial determination of guilt from court records, based on evidence or rehabilitation or completion of a satisfactory probationary period. (Examples of later proceedings in adult offender cases include pardon, expungement, amnesty, setting aside the conviction, and reopening of the case to change the original finding of guilty and to dismiss all of the charges unless new findings in the case would have resulted in an original verdict of not guilty. Such later proceedings recognize rehabilitation. They do not change the fact that the offender committed the criminal act.)
- (2) Other adverse dispositions. This term includes all law violations that are not civil court convictions (para 4–32b (1)(b)), but which resulted in an arrest or citation for criminal misconduct, followed by the formal imposition of penalties or any other requirements upon the offender by any governmental agency or court.
 - (3) Examples of other adverse dispositions. Some examples of other adverse dispositions include—
 - (a) Admission into diversionary or similar programs.
 - (b) Admission into an adult first-offender program.
 - (c) Deferred acceptance of guilty plea programs or probated sentence.
 - (d) Tried as a youthful offender.
 - (e) Enrollment in supervision programs.
- (f) Orders to pay restitution, pay a fine, serve community service, pay court costs, attend classes, or serve probationary periods that do not constitute civil court convictions.
 - (g) Adjudication withheld and suspended imposition of sentence.
- (h) Unconditional suspended sentence and unsupervised unconditional probation. These terms are defined as a courtimposed suspended sentence or probationary status.
- (4) Later proceedings. This term applies despite later proceedings to delete an initial determination of guilty or commission of alleged misconduct from court or agency records. Examples of later proceedings used in Federal and State courts include—
 - (a) Expungement.
 - (b) Record sealing.
- (c) Setting aside the adjudication or reopening cases to change the original findings/pleas of admission of guilt to not guilty.
 - (d) Dismissal of the original petition.
- (5) *Juvenile delinquent*. This term includes disposition as a juvenile delinquent, wayward minor, youthful offender, delinquent child, or juvenile offender, and declaration of the juvenile as a ward of the court. The term does not include disposition of the juvenile as dependent, neglected, or abandoned.
- (a) A conviction exists if a juvenile (applicant under age 18) is tried and convicted as an adult. DD Form 369 may be modified to include a statement in the remarks section that asks the following, "Was subject tried and convicted as an adult?" Unless court records indicate otherwise, applicants who were juveniles at the time of the offense have an adverse disposition.
- (b) Because all States have varied laws with regard to juveniles being tried as an adult, recruiters through their chain of command, should consult with their supporting Judge Advocate when questionable cases arise.
- c. Some States have procedures for a later "expunging of the record," dismissal of charges, or pardon (on evidence of rehabilitation of the offender). Such action removes the "initial conviction" or "other adverse disposition" so that, under State law, the applicant has no record of conviction or adverse juvenile adjudication. Despite the legal effect of this action, a waiver authorizing RA or AR enlistment of such an applicant may be required, and the underlying facts must be revealed.

4-33. Waiting period

- a. The waiting period following release from civil restraint gives the person a chance to show satisfactory rehabilitation. It gives the Army time to evaluate the extent of the applicant's rehabilitation. For PS personnel, waiting periods listed in 4–33b apply only to offenses and periods of confinement since date of last separation from active military service. Waiting periods do not apply to minor traffic or minor nontraffic offenses, unless a waiver is required. The CG, USAREC may lengthen minimum waiting periods.
 - b. Waiting periods following civil restraint or waiver submission are as follows:
- (1) If an applicant was on parole, probation, or suspended sentence, a 30-day waiting period after period of civil restraint has been concluded is required before processing or a waiver can be submitted.
- (2) If an applicant had confinement as a juvenile or an adult of less than 15 days, a 3-month waiting period is required before an applicant can process or submit a waiver. As an exception, the recruiting battalion commander may

waive up to 45 days of the waiting period if the applicant was sentenced only to a fine and, as an alternative, elected to serve a confinement period. Written verification from the court imposing the sentence is required. Any waiting time reduced by the recruiting battalion commander when applicable will be annotated on a separate memorandum or the waiver document.

- (3) If an applicant had confinement as a juvenile or adult for 15 days or more, a 6-month waiting period is required before he or she can process or submit a waiver. As an exception, the recruiting battalion commander may waive up to 3 months of the 6-month waiting period if the applicant is sentenced to a fine and, as an alternative, elected to serve a confinement period. Written verification is required from the court imposing the confinement. Any exception granted by the recruiting battalion commander must be annotated in the remarks section of DD Form 1966 and be noted on the waiver memorandum if a waiver was required.
- (4) A waiting period is not required for applicants who are in the DEP/DTP and all civil restraint has been completed. Approval must be granted by the recruiting battalion commander.
- (5) The above waiting periods do not apply to minor traffic violations when state law or court practices imposed periods of restrictions, supervision, or informal probation periods until fine is paid. They also do not apply to unsupervised traffic probation for minor traffic offenses.

4-34. Required investigations

- a. Enlistment will be suspended, pending an investigation of the case (for example, completion of police records check, copies of court documents, discussion with probation officer, or review of correctional facility records, as applicable). Processing may continue if the applicant:
 - (1) Admits to a record (including arrests, charges, other adverse dispositions, and convictions).
 - (2) Does not admit to a record, but the enlisting agency has reason to believe such a record exists.
 - b. For persons admitting to an arrest record-
- (1) Who state that later conviction or other adverse dispositions occurred, a waiver is required as a self-admitted or alleged record (if such offenses require a waiver) when one of the following applies:
 - (a) Civil authorities refuse to furnish the information.
 - (b) No record of the information exists.
 - (c) Applicant is unable to obtain the records.
- (d) Offense occurred outside the United States, its territories, or possessions and obtaining a police record check is prohibited.
- (2) Who state that no conviction or other adverse dispositions occurred, a waiver to permit enlistment is not required when one of the following applies:
 - (a) Civil authorities refuse to furnish the information.
 - (b) Applicant is unable to obtain the records.
- (c) Offense occurred outside the United States, its territories, or possessions and obtaining a police record check is prohibited.
 - c. The investigation will include—
 - (1) All documents required for enlistment and all documents required under paragraph 4-30.
 - (2) Police record checks as required by this regulation.

4-35. Pending charges—civil restraint

Recruiting personnel will not—

- a. Take part directly or indirectly in release of a person from pending charges so that he or she may enlist in the Army as an alternative to future prosecution or further adverse juvenile or adult proceedings. Equally important, recruiting personnel will in no way contribute, either directly or indirectly, to the false notion that the Army condones such a practice. Persons subject to a pending charge are not eligible for enlistment; therefore, they are not eligible for pre-enlistment processing to determine mental or medical eligibility.
- b. Take part in any way in obtaining release of a person from any type of civil restraint so that he or she may enlist or complete enlistment processing to determine enlistment eligibility. The term civil restraint includes confinement, probation, parole, and suspended sentence. Accordingly, persons under the type of civil restraint that makes them ineligible for enlistment are not eligible for processing to determine mental and medical eligibility for enlistment, except for those individuals authorized to take the ASVAB test in accordance with paragraph 2–11a(2).
- c. Process any person who has a doubtful criminal status. For example, while not classified as a specific "pending charge," an applicant may have a possible indictment or arrest pending; further, the recruiter may have obtained information that indicates the applicant's character may be questionable. These situations cannot be defined as an absolute in the qualification or disqualification process. When doubt exists as to the possible pending arrest, indictment, or pending nature of an offense, clarification must be obtained through the chain of command. For example, clarify, via the chain of command, an applicant's eligibility and "questionable moral character" if the applicant claims no arrest record and no pending charge, but local law enforcement officials indicate that the applicant is a suspect and it is

possible that charges are about to be filed. Document any decision on such matters in the remarks section of DD Form 1966 or attach a memo for record to the residual file indicating the result and the decision on the matter.

4-36. HQDA exceptions

Recruiting battalion commanders may request, through their chain of command to DCS, G-1 (DAPE-MPA), exceptions for applicants who fail to meet moral qualifications outlined in chapter 4 of this regulation. If an exception is approved for applicants with exceptionally meritorious cases, DAPE-MPA will issue a control number authorizing USAREC to process these waivers.

4-37. Unsupervised probation

- a. Applicant may enlist if currently on unsupervised probation for certain nonviolent offenses and provided the individual has no restriction of movement, has paid all fines, and has completed all others conditions (such as community service or restitution), and no further court action is pending or contemplated.
 - b. The offenses that apply to this rule are the following:
 - (1) All minor traffic offenses as listed in para 4-8.
 - (2) Certain typical minor nontraffic offenses, as listed in para 4-9. These offenses are limited to:
 - (a) Curfew violation.
 - (b) Damaging road signs.
 - (c) Disorderly conduct (original charge); creating a disturbance; boisterous conduct.
 - (d) Dumping refuse near a highway.
 - (e) Jumping a turnstile (to include those States that adjudicate jumping a turnstile as petty larceny).
 - (f) Juvenile adjudications (beyond parental control), incorrigible, runaway, truant, or wayward.
 - (g) Littering.
 - (h) Loitering.
 - (i) Purchase, possession, or consumption of alcoholic beverages or tobacco products by a minor.
 - (j) Robbing orchard.
 - (k) Vagrancy.
 - (1) Violation of fireworks law.
 - (m) Violation of fish and game laws.
 - (n) Violation of leash laws.

Chapter 5 Processing Applicants

Section I

General Information

An applicant is a person who applies voluntarily for enlistment in the RA or AR and is found eligible for further processing after completing and signing DD Form 1966 and SF 86.

5-1. Importance of applicant processing

- a. Processing is usually an applicant's first personal introduction to the Army. If courtesy, tact, efficiency, and integrity prevail in this first contact, the applicant will have reason to believe that his or her decision to enlist in the Army is a wise one. Applicant processing will—
- (1) Ensure that records are prepared accurately. These records are a matter of major importance during the person's military service, in later civilian life, and even after death.
 - (2) Be a smooth transition from civilian to military life for those accepted for enlistment.
 - (3) Provide appropriate advice and assistance to all applicants.
 - (4) Ensure that personal documents are returned to all applicants for enlistment.
- (5) Identify all applicants who have difficulty speaking or understanding English (including permanent resident aliens residing in the United States less than 1 year, whose native tongue is not English, and all NPS applicants from Puerto Rico).
 - (a) Inform identified applicants that they will be taking an ECLT at MEPS.
- (b) Advise all identified applicants that those who score 69 or below on the ECLT will be required to take English language training prior to IET.
- (6) Use the Army Recruiting Information Support System (ARISS) segment applicable to the Army Pay and Entitlements to inform applicants on the requirement to establish and maintain a financial account.
 - b. Persons who prepare, control, and transmit applicant enlistment records and forms will—

- (1) Complete and assemble all required forms.
- (2) Compare similar entries and verify discrepancies with the applicant.
- (3) Establish that entries on forms are correct before signatures are obtained.

5-2. Processing elements

Processing generally consists of—

- a. Preliminary determination of qualifications.
- b. Administration of mental and medical examinations.
- c. Preparation of records and forms.
- d. Administration of Oath of Enlistment.
- e. Movement of personnel.

5-3. Prohibitions

- a. During all phases of applicant processing, particular care will be taken to prevent erroneous and fraudulent enlistments. An applicant will be rejected on clear evidence that he or she does not meet enlistment criteria.
- b. In no case will members of a U.S. Armed Force be processed or enlisted before honorable discharge, separation, or conditional release from another military service.

5-4. Shared functions

The CG, USAREC, the CG, MEPCOM, and commanders of major overseas commands complete an applicant's enlistment processing.

- a. The CG, USAREC will-
- (1) Determine final acceptability of applicants for enlistment (except for AR units outlined in para 6-9d).
- (2) Process applicants to the extent possible; this processing will determine their tentative acceptance at the recruiting station before sending them to the MEPS.
- (3) Fund applicant and DEP/DTP enlistee transportation to and from the MEPS and meals and lodging to, from, and at the MEPS.
 - (4) Coordinate meal and lodging arrangements with the MEPS.
- (5) Through the USAREC guidance counselor located at the MEPS, administratively process all PS applicants for enlistment in the AR before administering the Oath of Enlistment.
- (6) Implement enlistment of PS applicants for enlistment in the AR when they are not qualified by grade or MOS for enlistment into a specific unit vacancy, with approval of the TPU commander. The recruiting activity may obtain telephone approval before the enlistment is accomplished. This record will be incorporated with Packet Number 6.
- (7) Inform USAREC recruiting officials that they may enlist PS applicants who are qualified to be trained into positions designated by the unit commander on REQUEST as "will train."
 - b. The MEPCOM commander processes applicants and enlistees as prescribed in AR 601-270 and this regulation.
 - c. For commanders of major overseas commands, see section X of this chapter.

5-5. Required forms for applicant processing

Particular care must be taken in completion of required forms prior to entry of applicant data into the ARISS database. Recruiters must brief all applicants that the data provided will start and follow their records throughout their career in the Army or AR. The recruiter must ensure that the applicant reads the privacy act statement and reads, completes, and signs the authority for release of information and records. Forms that are required for initial enlistment application are as follows:

- a. DD Form 1966.
- b. SF 86.
- c. USMEPCOM Form 680–3A–E.
- d. DD Form 2807-2 (Medical Prescreen of Medical History Report).
- e. DD Form 369.

Section II

Administration of Armed Services Vocational Aptitude Battery

5-6. General

ASVAB is an enlistment test for recruiting purposes and a student test for career and vocational counseling purposes.

a. In the enlistment process, the ASVAB measures general trainability. It serves to determine eligibility for enlistment and to establish qualifications for assignment to specific skills.

b. ASVAB testing policy is applicable to NPS, PS, and Glossary NPS applicants. PS personnel will follow testing (trainability) requirements as stated in paragraph 3-6b of this regulation.

5-7. Testing

- a. The recruiter should not sponsor an applicant for testing who is not eligible to enlist. Applicants who have not reached their 17th birthday will not be tested for enlistment purposes. MEPS will not test an applicant who appears to be under the influence of alcohol or drugs.
- b. Under no circumstances will any person who is assigned or attached to USAREC assist or become involved in any way with the testing process beyond that of applicant processing procedures required by the MEPS. No member of USAREC may administer or score tests.
 - c. Recruiter may advise applicants that commercial study guides are available.
- d. An ASVAB information pamphlet (DODD 1304.12) is designed to familiarize applicants with the types of questions found on the actual ASVAB tests. The recruiter is authorized and encouraged to furnish this pamphlet to the applicant for familiarization with the kinds of questions on the test and an answer sheet for practice.
- e. To prepare for administration of the ASVAB, the recruiter is responsible for ensuring that each applicant recommended for testing has fully and accurately completed and signed USMEPCOM Form 680–3A–E,. The recruiter must certify that information on the form is correct. With respect to ASVAB testing, item 14 must be accurately and completely filled in to give the true testing history of an applicant, if applicable. There are two common errors made in this section:
 - (1) Incomplete test history—that is, initial or retest.
- (2) No report or erroneously reported previous tests—that is, identification, test version, and date. When this information is not accurately reported, an applicant may be tested too early, or tested with the wrong test version. Incorrect or incomplete information on the USMEPCOM Form 680–3A–E is recruiter error. ASVAB tests erroneously given to applicants based on wrong information result in an invalidated test score. Consequently, a waiver request to the retest policy for an immediate retest will not be approved. However, if the recruiter has accurately reported the official information on the USMEPCOM Form 680–3A–E, and USMEPCOM is in error, requests for an immediate retest will be considered. Requests will be submitted to HQ, USAREC to DCS, G–1.
- f. ASVAB production tests are given at either MEPS or their affiliated Mobile Examining Team (MET) sites. Scores received on tests at locations other than MEPS or METS will not be accepted for enlistment.
 - g. The first ASVAB administered is the initial test of an applicant. This policy applies regardless of the following:
 - (1) Testing in either the enlistment or student-testing program.
 - (2) Service sponsor.
- h. ASVAB scores are valid for enlistment purposes for 2 years from the date of test administration for potential applicants. Test scores remain valid beyond the 2-year period for members currently contracted into the DEP/DTP/DS and waiting shipment to IADT.
- i. For United States Army College First only, ASVAB scores are valid for enlistment purposes for 30 months from the date of test administration for potential applicants. Test scores remain valid beyond the 30-month period for members currently contracted into the DEP/DTP/DS and waiting shipment to IADT.
- *j.* The most recent valid ASVAB score from either the enlistment or student-test program is the score of record for enlistment purposes.
- k. Recruiter should advise applicants not to use crib sheets, talk during the test, leave a test room without authorization, use calculators or slide rules, glance onto test of neighbors, or work on a portion of the test other than the one being administered. Such behavior will result in the applicant's removal from the test session and/or invalidation of test results.
- *l.* Applicants for the enlistment ASVAB will be required to provide photographic identification such as drivers license, student identification card, passport, and so forth, to the test administrator before testing. Individuals without identification will be required to have their right thumbprint imprinted on the USMEPCOM Form 680–3A–E. Applicants without photo identification who refuse to be thumb printed will not be permitted to test. During processing, applicant signatures will be compared to ensure proper applicant identification.
- m. Test scores will be invalidated for any individual found to be a "ringer" for an applicant. A ringer is an individual who takes the ASVAB in place of the true applicant. Both the ringer and the applicant will be barred from retesting for a period of not less than 2 years.
 - n. The scores of an invalidated ASVAB cannot be used for enlistment.
- o. Applicants tested at MET sites should not be sent to the MEPS for further processing until official scores are available from the MEPS. Applicants who do not meet minimum score requirements to enlist will not be sent to the MEPS for further processing.
- p. An applicant who has answered at least one question on the ASVAB is considered to have tested in terms of eligibility for retest.

5-8. Retesting

- a. A retest is any ASVAB administered after the initial ASVAB.
- b. A complete ASVAB will always be administered.
- c. Applicants may be given the first retest no earlier than one calendar month after the initial test, for example, if the initial test is administered 16 October, the first retest is authorized on or after 16 November.
 - d. Applicants may be given the second retest no earlier than one calendar month after the first retest.
- e. Subsequent retests may be given no earlier than at 6 month intervals. For example, if a retest is administered on 16 December, then any further retesting is prohibited until on or after 16 June of the following year.
- f. Requests to validate test scores for individuals inadvertently tested early may request a waiver from DCS, G-1 (DAPE-MPA).
 - g. The MEPS commander has authority to immediately retest applicants tested under adverse conditions when—
 - (1) An entire testing session is disrupted, for example, a fire drill, power failure, undue noise, and so forth.
- (2) An applicant, through no fault of his or her own, is unable to complete the test, for example, an applicant is called away from test because of an emergency. This does not include the requirement for an applicant to leave a test session because of an illness that existed before the beginning of the session because applicants are routinely cautioned not to take the test if ill.
- h. Recruiters are not authorized to have applicants retested for the sole purpose of increasing aptitude area scores to meet standards prescribed for enlistment options or programs.
- i. The MEPS commander may require an applicant to take a confirmation test when previous test was not administered at MEPS and—
- (1) There is a score difference of plus 20 or more percentile points between the AFQT score on a retest and the previous AFQT.
 - (2) There is reasonable cause to suspect improper means were used to influence or inflate ASVAB test scores.
- (3) Confirmation test will be administered at a MEPS and will consist of only the subtest that makes up the AFQT score. Applicants may request a written confirmation test.
- (4) The confirmation test is used to validate previous AFQT score results in question and will not be used for enlistment purposes.

5-9. Overseas production testing program

- a. ASVAB testing outside the United States and its territories or commonwealth is a service responsibility. The Army must conduct testing in close coordination with Headquarters, U.S. MEPCOM, and the Army test control officer (TCO) (or the TCO of another service, if an Army TCO is not available).
- b. When making arrangements to have an individual tested, a recruiter must consider the testing schedule of the testing center and the test control officer and establish a testing time satisfactory to all concerned.
- c. The recruiter and test control officer will work together to ensure that the USMEPCOM Form 680–3A–E is accurately completed and signed before administration of the ASVAB. If the recruiter travel distance to a test site is greater than 25 miles, the recruiter may coordinate in advance for the TCO to complete and sign the USMEPCOM Form 680–3A–E. However, in the event of any error in the completion of the form (incorrect test version, previous test date, missing signature, and so forth), the recruiter, not the test control officer, is responsible.
 - d. The enlistment ASVAB will be administered by a service test control officer.
- e. The service test control officer will furnish an unofficial score. Exceptions may be granted by USAREC Plans and Policy to use unofficial scores to temporarily reserve a training seat pending receipt of official scores.
 - f. Official scores will be entered into REQUEST prior to shipment.
- g. The service test control officer is responsible to mail the answer sheet to the testing section of a CONUS MEPS designated by HQ, USMEPCOM.
- h. HQ, USMEPCOM will assure the designated CONUS MEPS scores answer sheets from overseas areas are reviewed expeditiously and furnishes the official ASVAB score to the Army in a timely manner.
- i. The recruiter will not be involved at any time or in any way with handling test materials, testing the applicant, scoring the answer sheet, or mailing test papers related to an ASVAB test or test session.

5-10. High school testing program

- a. The student ASVAB is administered in high schools in support of the DOD Student Testing Program.
- b. Recruiters may recommend students 17 years of age and older to take the ASVAB in high school. The results of a student ASVAB given to a 16 year old may be used for enlistment.
- c. Some high schools have mandatory student testing. For enlistment purposes, mandatory tests count toward the waiting period for retests. This does not restrict repeated testing while in high school; it may restrict the use of these scores for enlistment purposes if an applicant is concurrently testing for enlistment at a MEPS or MET site. If a recruiter is working with an applicant for enlistment who is in high school, the following pertains.
 - (1) The waiting period between tests (enlistment or student) must be honored.

- (2) Only the last valid test score (enlistment or student) qualifies for enlistment.
- d. Tenth grade student tests count as the first ASVAB tests.

5-11. Special purpose testing

- a. Special purpose tests are authorized for use by MEPS and are listed in AR 601-270, appendix C.
- b. Enlistment and student testing has priority over special purpose testing.
- c. If a MEPS schedule does not permit timely scheduling to give special tests, test control officers, assistant test control officers, or education specialists may administer them.

Section III

Administration of Medical Examination

5-12. General

Consent of parents or guardians is required before any medical examination of an applicant under 18 years of age. Medical examinations of the scope prescribed in AR 40–501 are required for all persons except those outlined in AR 601–270 and in AR 40–501 for AR when applicable.

5-13. Medical examinations

- a. AR 601–270 will govern medical examinations conducted at MEPS. Each applicant will prepare an DD Form 2807–1 (Report of Medical History) and DD Form 2808 (Report of Medical Examination) in his or her own handwriting.
- b. DD Form 2807–2 will also be prepared and forwarded to the examining facility with the applicant's enlistment packet.
- c. Applicants enlisting in the DEP/DTP/DS physical examinations will be valid for 2 years from the date of administration.
- d. For applicants enlisting for the United States Army College First Program, physical examinations will be valid for 30 months from date of administration.

Section IV

Movement of Applicants or Enlistees

5-14. Transportation and subsistence

- a. Transportation and subsistence will be furnished to an applicant only when either of the following applies:
- (1) Applicant is tentatively accepted for enlistment.
- (2) Applicant is recalled for enlistment after their names are reached on a waiting list.
- b. Return transportation and subsistence from MEPS to point of initial acceptance (such as recruiting station or residence, as appropriate) will be furnished to rejected applicants and acceptable applicants who cannot be enlisted at the time.
- c. Return transportation may not be provided to an applicant who is rejected because of a disqualification concealed by him or her at time of tentative acceptance as an applicant.
- d. Applicants who signify their intention to enlist in the RA or AR may be retained at Government expense. They may be retained for the time needed to complete their processing at MEPS or other enlisting activity. In CONUS, the period of retention at Government expense will not exceed 7 days without specific authority from the CG, USAREC.
- e. PS personnel may be authorized an advance leave prior to shipping to a U.S. Army reception battalion or designated unit. The following statements will be included on the orders issued by MEPS: "You are authorized (number) days chargeable leave en route. DA Form 31 (Request and Authority for Leave) will be initiated at Army liaison office within MEPS by the guidance counselor." Approval authority for leave may be any commissioned officer assigned to MEPCOM.

5-15. Forwarding of enlistees

Normally, persons will be scheduled to arrive at destinations, as indicated below.

- a. From recruiting stations to MEPS. Persons should arrive at MEPS during normal duty hours. When this is not possible, recruiting personnel will coordinate meals and lodging needs with MEPS.
- b. From MEPS to reception battalion or designated unit. Persons will be sent from MEPS to the reception battalion or designated unit under AR 601–270.

5-16. Movement of personnel from place of enlistment

- a. NPS personnel will be assigned and sent to a U.S. Army Reception battalion (USARECBN).
- b. For RA only, PS personnel—
- (1) Will be required to attend BCT (IET) or the Army WTC.

- (a) Applicants with PS in the Air Force, Navy, or Coast Guard, including their Reserve Components, who have not completed an Army BCT or USMC BCT course will attend the U.S. Army WTC.
- (b) All SROTC applicants who have been released from the program will be required to attend basis training (BT)/one + station unit training (OSUT) and advanced individual training (AIT)required for MOS.
- (c) Cadets separated from the U.S. Army Military Academy who completed fewer than 180 days as a cadet must attend BT. Attendance time as a cadet may be found the Remarks section of DD Form 214. Cadets who have been separated for 3 years or more must attend BT. All other cadets from other branches of service, regardless of separation period, must attend Army BT. Questionable cases regarding cadets separated from the U.S. Army Military Academy should be forwarded to HQDA (DAPE–MPA).
- (d) All PS applicants, regardless of component, who have had a break in service of over 3 years will attend the WTC. PS applicants with a break in service of 3 or more years will be retrained regardless of enlisting with old MOS. Break in service is defined as last period of service to include IRR regardless of component. For the purpose of this section, for soldiers who separate, break in service starts after MSO is completed or when a soldier (regardless of service) is no longer a member of a reserve component (including the IRR).
- (2) Who enlist for an MOS held during their previous enlistment, with less than a 3-year break in service, will be assigned directly to field units. Unit commanders will provide necessary transition or refresher training (not applicable to prior USAF, USN, or Coast Guard).
- (3) Who reenlist for an MOS not previously held, with less than a 3-year break in service, will receive AIT training in the new MOS. If the new MOS is taught in the OSUT mode, the person may be required to complete the entire OSUT program (not applicable to prior members of the Air Force, Navy, or Coast Guard).
- (4) Who are required to complete AIT will be sent directly to the proper AIT location. (The exception is when AIT is not conducted at an Army installation. In this case, personnel will be sent to the nearest reception battalion by the enlisting MEPS to obtain official files and uniforms before proceeding to AIT.)
- (5) Who have completed the IADT phase in a Reserve Enlistment Program will be processed under 5-16b(2) and (3).
- (6) Who enlist at MEPS for an overseas area will be processed under chapter 9. Such persons may be granted leave as delay enroute to a reception battalion or other proper installation for overseas shipment.
 - (7) Who are assigned to an overseas area and do not require BT or AIT will be moved as follows:
- (a) If assignment is to the Far East (Korea, Japan, and so forth), Hawaii, or Alaska, the enlistee will be sent to the reception battalion at Fort Leonard Wood, MO. All other enlistees with assignments in Europe, Africa, or Central/South America will be sent to Fort Jackson, SC
- (b) Concurrent travel will be deferred for overseas assignments. Concurrent travel is authorized for CONUS-to-CONUS assignments only. (This does not include CONUS assignments to reception battalion/BT-BCT/AIT or OSUT locations.)
- (8) Who enlist in the RA regardless of grade or years of service completed are authorized movement of household goods (HHG) and transportation of family members at Government expense (in accordance with the Joint Travel Regulation) from the point of entry or home of record to the first permanent duty station. If enlistment is for an overseas location, approval must be obtained from Commander; concurrent travel will be deferred. Movement of family members and HHG to reception battalion, BT/BCT, or AIT is not authorized. If enlistee is assigned to a school for instruction of 20 weeks or more in length, enlistee may qualify for movement of dependents and HHG. Approval authority for movement of dependents will be AIT commander.
- (9) Who enlist for an MOS or option requiring Personnel Reliability Program Screening, TOP SECRET clearance or above, will be sent to one of two Reception Battalions (Fort Jackson or Fort Leonard Wood), where USAREC, Personnel Security Screening Program Detachments exist for security screening before dispatch to AIT or assignment to a field unit.
- (10) Who require English language training will be sent to reception battalion located at Fort Sill, OK, by the enlisting MEPS to obtain official files and uniform before proceeding to Lackland Air Force base for training.

Section V

Enlistment Processing of Former Army Prisoners of War

5-17. General

This section applies to persons who, while serving as enlisted members of the Army, were held as prisoners of war (PWs) by governments or other authorities opposing U.S. forces in the conflict. Release date from PW status is immaterial in terms of the above definition.

5-18. Processing former Army prisoners of war

Applications for enlistment of former PWs (para 5-19) in the RA are processed as follows:

a. Under policy in effect at the time of enlistment application, a former PW may be qualified to return in his or her former pay grade and MOS and may not request consideration covered in this section. If so, applicant will be

processed and enlisted under chapter 3. Process and enlist such persons as a maximum priority by providing quick and thorough treatment.

- b. Forward the enlistment application as quickly as possible to the Commander, HRC, where action will be given priority if, under policy in effect at the time of application, either of the following applies:
 - (1) The former PW is not qualified for enlistment.
 - (2) The former PW is not qualified to enlist in his or her former pay grade and MOS.
 - (3) Applicant requests consideration not covered by this section.

Section VI

Special Processing for Members of Reserve Armed Forces of the United States

5-19. Policy

Integrity of the RC TPUs will be preserved as far as practical. Members of TPUs will not be solicited to enlist in the RA, nor will ARNG members be solicited for the AR. However, data and assistance will be given on a member's request. Advise RC applicants for RA or AR enlistment of the policies below.

- a. A member of the RC of an Armed Force of the United States, who is in a active status, will not be processed for enlistment in the RA or AR without first having been released from the RC. (This policy includes those who are currently in the DEP of another service.) These RC personnel may not be MEPS processed (given physical) before obtaining RC conditional release. Applicants for AR enlistment, who are members of the RC of another U.S. Armed Force, must be processed under AR 140–10, chapter 9, and this regulation (see para 1–10a).
- b. Enlisted RA members may not hold a Reserve commission or warrant in an Armed Force of the United States other than the Army.
- c. An officer, commissioned or warrant, who is otherwise qualified, may enlist in the RA or AR; however, as a condition of enlistment, the officer must resign his or her commission. This policy affects all soldiers initially enlisting into the RA or AR reenlisting with a break in service of 24 hours or more. Provisions for officers with statutory enlistment as provided for in chapter 3 still apply; however, enlistment entitlement requires resignation of their commission. As a condition of enlistment, a Reserve officer will complete a letter of resignation that will be effective a day prior to their enlistment date into the RA. This letter will include a current mailing address as listed on DD Form 1966, so that discharge orders can be mailed from HRC—St. Louis. It will be the soldier's responsibility to have these orders forwarded to him/her. A copy of the resignation letter will be retained in the soldier's residual packet at the recruiting battalion concerned. Within 5 working days, guidance counselors will mail a copy of the soldier's DD Form 4 and letter of resignation to: Commander, HRC—St. Louis, ATTN: DARP-PAT-R, 1 Reserve Way, St. Louis, MO 63132–5200. Recruiters will ensure that officers are made aware of this policy prior to any processing for enlistment into the RA. Under no circumstances will officers be led to believe that they may retain their commission or warrant under the Reserve Dual Component Program.

5-20. Request for discharge or clearance from an RC

When a participating RC member applies for enlistment, DD Form 368 (Request for Discharge or Clearance From Reserve Component) is used to request RC discharge or clearance. This form is valid for 6 months from date signed by unit commander or designated representative for enlistment in MOS, unless the approval authority designates otherwise on DD Form 368. The RC must be notified promptly of a member's intent to enlist in the RA or AR (if a member of another RC). Clearance must be received from proper Reserve authorities before enlistment.

- a. For members of units, DD Form 368 is sent to the member's unit commander. DD Form 368 is required for nonunit members. Send to appropriate control group. (HQ, USAREC, will publish procedures for nonunit members.)
- b. Enlistment may be accomplished when the approved clearance is returned. If the RC declines to release or discharge the member, he or she will not be processed for RA enlistment. AR enlistments must comply with AR 140–10, chapter 4.
- c. If DD Form 368 validity period is less than 6 months, an extension of the limited validity period may be requested by station commander or above within the recruiting battalion if delay was caused by waiver action (includes processing time for OCS/WOFT/Band applicants).

5–21. Applications for enlistment

An application for RA enlistment may be accepted from RC members if applicant meets criteria below by component.

- a. TPU member of the RC. An enlisted member of the RC who desires to enlist in the RA, to include the MSO-delayed status, may enlist if he or she—
- (1) Has successfully completed required IADT, has been awarded an MOS, and has been returned to his or her RC unit.
 - (2) Has received clearance from the appropriate approval authority for release.
 - (3) Has not been alerted for mobilization.
 - (4) Has not been notified of orders directing involuntary order to AD.

- (5) Is currently serving in the RC under a Bonus Program and the commander has initiated recoupment procedures as required.
- (6) Is not currently serving on AD (includes IADT, activity duty for training (ADT), annual training (AT), active duty support, active duty for special work (ADSW), temporary tour of active duty, or Active Guard Reserve (AGR)). Processing of a member, including submission of DD Form 368 will not begin until the member has been released and returns to the parent unit.
 - (7) Is not within the 60-day period preceding effective date of orders to extended AD other than annual training.
- b. Members of the IRR who wish to enlist in the RA, to include the MSO-delayed status, must meet criteria in 5-23a(1), (3), (6), and (7). Approval authority is Army guidance counselor for transfer of an Army IRR member to RA
- c. An ROTC cadet assigned to Control Group (ROTC) or participating in the SMP who desires to enlist in the RA, to include the MSO-delayed status, may enlist if he or she—
- (1) Has received clearance from the appropriate professor of military science (PMS) or ROTC region commander. DD Form 368 is used for this purpose and it must be in possession of the recruiting officials before processing the cadet for enlistment.
- (2) Has obtained a DD Form 368 from the Army National Guard of the United States (ARNGUS) or AR unit commander, as well as the appropriate PMS or ROTC region commander, if the cadet is a participant in the SMP.
 - (3) Has not been alerted for order to AD under a Presidential call-up or a partial or full mobilization.
 - (4) Has not been notified of orders directing involuntary order to AD.
 - (5) Is not an ROTC scholarship recipient.
- d. All other IRR applicants must receive approval from the commander of the appropriate service components listed below:
- (1) U.S. Navy Reserve: Commander of the Naval District where the person is assigned or to the Chief of Naval Personnel, ATTN: PERS-3, Washington DC 20370.
 - (2) U.S. Air Force Reserve.
 - (a) Unit members: Commander of the enlistee's Reserve unit of assignment.
- (b) Members of the nonaffiliated Reserve Section, the ineligible section, and the inactive status list Reserve section: Air Reserve Personnel Center, 3800 York Street, Denver, CO 80205.
- (3) U.S. Marine Corps Reserve: Through the Director, Marine Corps Reserve and Recruitment District, to the commanding officer of the organized Marine Corps unit where the member is assigned.
 - (4) U.S. Coast Guard Reserve: Commandant, U.S. Coast Guard, Washington, DC 20590.

5-22. Notice of enlistment

When a soldier released under paragraph 5–20 is enlisted in the RA or AR, the guidance counselor handling the enlistment will notify the proper agency in paragraph 5–22b by forwarding a copy of enlistment orders and a copy of the completed DD Form 4. The notice will permit one of the following:

- a. The issuance of a discharge of the officer or enlisted soldier from the losing component.
- b. Provision of followup data for Reservists discharged from an RC specifically to permit enlistment in the RA. Forward enlistment orders and a reproduced copy of the DD Form 4 as follows:
 - (1) For AR:
- (a) For unit members, to the Reserve unit where person was assigned. AR enlistment must comply with AR 140–10, chapter 9.
- (b) For nonunit members, to the Commander, Army Reserve Personnel Command (HRC—St. Louis), (ATTN: DARP-PAT-R), 1 Reserve Way, St. Louis, MO 63132-5200.
- (2) For U.S. Navy Reserve, to the commander of the Naval District where the person is assigned or to the Chief of Naval Personnel, ATTN: PERS-3, Washington, DC 20370.
 - (3) For U.S. Air Force Reserve:
 - (a) For unit members, to the commander of the enlistee's Reserve unit of assignment.
- (b) For members of the nonaffiliated Reserve Section, the ineligible section, and the inactive status list Reserve section, to the Air Reserve Personnel Center, 3800 York Street, Denver, CO 80205.
- (4) For U.S. Marine Corps Reserve, through the Director, Marine Corps Reserve and Recruitment District, to the commanding officer of the organized Marine Corps unit where the member is assigned.
 - (5) For U.S. Coast Guard Reserve, to the Commandant, U.S. Coast Guard, Washington, DC 20590.
 - (6) For Army and Air National Guard, to the commander of the unit where the member is assigned.

Section VII

Special Processing for Enlistment of an Army National Guard of the United States Soldier on Transfer to an Army Reserve Troop Program Unit

5-23. General

An ARNGUS soldier applying for transfer to a AR TPU will be considered a PS applicant, but processed for enlistment in the AR under the special procedures outlined in this section. These procedures apply only to an ARNGUS soldier transferring to a AR TPU and are not applicable to ARNGUS soldiers transferring to the Individual Ready, the Standby, or the Retired Reserve.

- a. The purpose of these special enlistment procedures is to implement uniform accessioning procedures for soldiers moving from an ARNGUS status to a AR TPU status without a break in military service and to ensure the continuity and accountability of the soldier's official military personnel records.
- b. Processing under this section will be accomplished through MEPS or by the recruiting battalion operations section, as appropriate.

5-24. Basic eligibility criteria

This paragraph applies only to an ARNGUS soldier granted a conditional release who will remain assigned to the ARNGUS until the AR enlistment has been accomplished and verified. Basic eligibility criteria will be in accordance with chapter 3, with the following exceptions:

- a. Training and education. Trainability and education are not applicable.
- b. Medical. A medical examination will not be required, provided an examination has been conducted within the last 5 years (AR 40–501, chap 8) that verifies the soldier met the retention medical fitness standards of AR 40–501, chapter 3, and any additional medical requirements that may have been prescribed for the soldier's current MOS. Medical examinations and medical history will be verified from the soldier's military personnel records maintained by the ARNG. If an applicant's retention medical fitness standards cannot be verified, or if the last medical examination is more than 5 years old, then the soldier must undergo a medical examination under the provisions of AR 40–501.
- c. Body composition/weight control. The applicant must meet the body fat composition/weight control standards per AR 600-9. No waiver is authorized. Documentation will be provided in packet.
- d. Army Physical Fitness Test (APFT). Army National Guard (ARNG) personnel records verify the soldier has successfully completed the most recent APFT within the last 18 months, or is exempt from administration of the APFT per AR 40–501 because of valid temporary or permanent profile or has successfully completed the last APFT within the limitations of a valid temporary or permanent profile. No waiver is authorized.
 - e. Marital status and dependents not applicable.
- f. Grade. The enlistment grade determination requirements of chapter 3 are not applicable as the soldier's pay grade, rank, and DOR, will be the same as that held when the conditional release was approved by the ARNGUS command.
- g. Years of service. A soldier who has attained 20 years of qualifying service for retired pay at age 60 and has been issued a Notification of Eligibility for Retired Pay at Age 60 Memorandum is disqualified for AR enlistment under this section if the soldier's total years of all military service (Regular and/or Reserve) exceeds the maximum authorized for the soldier's grade. No waiver is authorized. Prior to enlistment, an applicant should be counseled that if, or when, the soldier qualifies for retired pay at age 60, he or she will be removed from AR TPU participation on attaining the maximum years of total military service per AR 140–10.
 - h. Administrative criteria.
- (1) The soldier's characterization of ARNGUS service is honorable, the ARNGUS discharge is voluntary, and the soldier—
- (a) Is not subject to, or being processed for, involuntary separation from the ARNGUS for cause under AR 135-178, or NGR 600-200.
 - (b) Has not been barred from reenlisting or extending in the ARNGUS per NGR 600-200.
- (c) On discharge from the ARNGUS, will not be coded RE-3, RE-4A, or RE-4 by the ARNGUS per NGR 600-200, chapter 8, section VI.
 - (2) The soldier has successfully completed IET and has been awarded a MOS.

5-25. Enlistment periods

- a. AR enlistment agreements authorized under this section will be for terms of 1, 2, 3, 4, 5, 6, 7, and 8 years. The entire period of the enlistment will be with a TPU of the Selected Reserve (except otherwise authorized by AR 140–10).
- b. Enlistment terms that would exceed the last day of the month in which an applicant reaches age 60 are not authorized.
- c. An ARNGUS soldier entitled to a Selected Reserve Incentive Program (SRIP) bonus, loan repayment, or educational assistance under the Montgomery GI Bill will retain such entitlement on enlistment in the AR, provided the conditions prescribed by AR 135–7, paragraphs 1–8 and 1–14 are met. The soldier must enlist in the AR for a period

that will satisfy or exceed the incentive or entitlement contractual obligation or the soldier's entitlements will be terminated.

5-26. Processing procedures

Processing procedures for an ARNGUS soldier enlisted under this section depend on the availability of the applicant's official file to the recruiting activity and the AR for accessioning data. Where an ARNGUS soldier applies for membership in a TPU of the AR, the following procedures will apply.

- a. Recruiting officials will request a conditional release (DD Form 368) from the applicant's ARNG command. The request will specify that the purpose of the request is to accomplish a complete discharge from the ARNGUS (and as a Reserve of the Army) on enlistment in the AR, and is not a request for a transfer action. Also, the recruiting activity will request access to the applicant's official file and determine, from the ARNG unit, if the official file will be transferred to the AR when the soldier has been enlisted in the AR.
 - b. The following constitute a complete official file:
- (1) DA Form 2–1 (Personnel Qualification Record—Part II) and/or DA Form 2A (Personnel Qualification Record, Part I—Enlisted Peacetime).
 - (2) DD Form 214.
 - (3) Most recent DD Form 4 or extension.
 - (4) Electronic security screening questionnaire.
- (5) DA Form 5500-R (Body Fat Content Worksheet (Male)) or DA Form 5501-R (Body Fat Content Worksheet (Female)) required if soldier exceeds weight standards.
 - (6) Soldiers last promotion orders.
 - (7) Original DD Form 1966; recruiter will complete if not available.
 - (8) Current physical that meets retention standards under provisions of AR 40-501.
 - (9) Citizenship as verified under paragraph 3-4.
- c. Where the recruiting activity has access to the applicant's official file, or where the ARNG provides copies of all the documents, then—
- (1) The recruiting activity will complete the AR enlistment agreement using only 2 forms, DD Form 4 and DA Form 3540.
 - (2) DD Form 4 and DA Form 3540 will be distributed as follows:
- (a) The original DD Form 4 and DA Form 3540 (and MEPS physical, if required) will be placed as the top documents of all of the copies of the documents that had been filed in the soldier's official file. This packet will be sent to Commander, HRC—St. Louis, ATTN: DARP-PRA, 1 Reserve Way, St. Louis, MO 63132-5200, and will constitute the soldier's official military personnel file.
- (b) Copy 2 DD Form 4 and DA Form 3540 (and copies of MEPS physical, if required) will be placed as the top documents in the soldier's official file, or as the top documents of all of the copies of the documents that had been filed in the soldier's official file. This packet will be sent to the gaining AR TPU and will constitute the soldier's official file.
- (c) Copy 3 DD Form 4 and DA Form 3540 (and copies of MEPS physical, if required), will be retained at the appropriate USAREC recruiting battalion in accordance with USAREC directives.
- (d) Copy 4 DD Form 4 and DA Form 3540 (and copies of MEPS physical, if required), will be provided to the soldier.
- d. Where the recruiting activity cannot gain access to the applicant's official file, or the ARNG cannot provide copies of all of the documents, the applicant must be fully processed through MEPS. In this case the soldier will be processed in accordance with Sections I through VI of this chapter (to include a completed DD Form 1966 and electronic security screening questionnaire).
- e. It is mandatory that the losing ARNG command be provided proof of the AR enlistment as soon as possible to affect timely discharge from the ARNGUS (and Reserve of the Army).
- (1) Where a DD Form 368 has been issued, send the original copy, with a copy of the DD Form 4 attached, to the appropriate State Adjutant General and send an information copy of the DD Form 368 to the losing ARNG command indicated in Item 1.
- (2) Where a DD Form 368 has not been issued, send a reproduced copy of the DD Form 4 to the losing ARNG command.

Section VIII

Special Processing for Enlistments in Overseas Commands

5-27. General

This section prescribes policy and procedures for processing and determining enlistment eligibility for applicants who apply in overseas commands. Major overseas commanders exercise supervision and control of processing of applicants

within their commands. Mental and medical examinations will be administered at military activities or at MEPS. Send further enlistment inquiries to DCS, G-1 (DAPE-MPA), Washington, DC 20310-0300. Processing of applicants where USAREC maintains recruiting stations or conducts recruiting activity will be in accordance with this regulation.

5-28. Authority

Overseas commanders are authorized to enlist applicants with or without PS who are residing in an overseas command if applicants do not have concurrent status as nationals of the country where enlistment is being made and that country has no law that prohibits such enlistments. Applicants must meet the citizenship criteria of this regulation.

5-29. Processing

- a. Overseas commanders may assign enlistees to their command who-
- (1) Are U.S. citizens.
- (2) Do not require BT, AIT, or OSUT.
- (3) Are eligible for assignment within the command under AR 614-30.
- (4) Can be used in the command in which they are enlisted.
- b. Persons ineligible to remain in the command will be processed under AR 614-200.
- c. If reassignment of enlistees to CONUS for training is necessary, overseas commanders will ensure that enlistment is completed in time to allow processing, travel, and entry into BT by the required date to fulfill any option for which applicant enlisted. Allow at least 3 days for reception battalion processing after arrival in CONUS.

Section IX Delayed Entry Program

5-30. General

- a. The CG, USAREC is authorized under this section to-
- (1) Organize and administer the U.S. Army Reserve Control Group (Delayed Entry) to which enlistees will be assigned (see AR 140-10, para 2-5, and 10 USC 513).
 - (2) Enlist NPS applicants in the DEP with a maximum delay of 365 days as determined by the CG, USAREC.
- (3) Enlist NPS applicants in the Reserve DEP with an authorized delay of 365 days. Applicants should be sent to training, insofar as practicable, within 365 days after their enlistment date.
 - b. Enlistment in the DEP is authorized—
- (1) For qualified applicants who have agreed to enlist in the RA or transfer to RC TPU for one of the enlistment programs given in chapter 9.
 - (2) If a vacancy is obtained through REQUEST before DEP enlistment.
- (3) For applicants without military status. This includes those members of a RC who did not attend any portion of IADT and are being released by the RC to process for the RA.
- c. An applicant with a prior military service obligation may have a REQUEST reservation made and be considered in a delayed status. However, PS applicants will not be enlisted in the DEP. The CG, USAREC, will have a delayed military status program to allow advanced REQUEST reservation for these individuals. All qualifications for RA enlistment to include all MEPS processing must be completed prior to reservation being made. Applicant must be processed in the same manner as if he or she were entering the DEP.
 - d. Applicants with PS will have DD Form 4 completed on accession date.
 - e. DA Form 4187 will be completed according to instructions by USAREC for PS applicants.

5-31. Enlistment and separation authority

- a. For DEP, MEPS commanders are delegated authority under AR 601-270 to -
- (1) Implement DEP enlistments.
- (2) Issue RA/AR orders.
- (3) Separate DEP enlistees to enlist immediately in the RA/AR.
- b. The recruiting battalion commander is the authority to separate DEP enlistees as directed by the CG, USAREC or DCS, G-1. In addition, recruiting battalion commanders may void enlistments according to AR 635-200 or AR 135-178 when appropriate.

5-32. Eligibility qualifications

Before enlistment in the DEP, applicants must-

- a. Meet basic eligibility requirements in chapter 2.
- b. Be processed under requirements of chapters 4 and 5.

c. Meet specific eligibility and processing requirements for enlistment program for which they are applying (see chap 9 for enlistment programs).

5-33. Terms of service and authorized pay grades

- a. In an initial DEP enlistment, applicant incurs an 8-year MSO.
- b. RA enlistment will be for a period authorized by the RA enlistment option. AR enlistment will be for a period authorized by the AR enlistment option.
- c. DEP enlistees who refuse to enlist in the RA under the Enlistment Agreement may be ordered to AD in their Reserve status for a period of 2 years. (The exception is when their period of delay has been extended by the recruiting battalion commander or the CG, USAREC.) DEP enlistees ordered to AD will enter in the grade they were enlisted in DEP
 - d. NPS enlistment in the DEP will be under chapter 2.
 - e. PS enlistment grade will be determined by chapter 3, based on the date delayed status reservation is made.

5-34. Processing procedures

- a. DEP applicants will be processed under chapter 5, sections I through VI, of this regulation.
- b. Applicants requiring waiver of any disqualification for RA/AR enlistment will not be enlisted until a waiver is processed and approved, as specified in chapter 4.
 - c. The Statement for Enlistment—Delayed Entry Program will be completed.
- d. An ENTNAC will be initiated on all NPS and PS applicants or NACLC if confidential, secret, or higher clearance is required for MOS.
 - e. If the Reservist is to be extended in the DEP, he or she must consent in writing.
- f. The DEP enlistee may appear to be erroneously or fraudulently enlisted by reason of a charge filed and pending or a record requiring waiver under chapter 4 and existing before DEP enlistment. If so, delay RA enlistment, pending a decision under chapter 4 or AR 135–178.
- g. As directed by the CG, USAREC, any DEP enlistee who reports for AD and declines enlistment will be referred to the guidance counselor.
- h. DEP enlistees who report for shipment to AD and who no longer qualify for their enlistment option will be offered another option for which they qualify. Enlistees who select an MOS that is a priority MOS will be offered the current incentive at time of renegotiation of their contract. If no priority MOS is available for the DEP, a waiver may be requested through DAPE–MPA to retain the original incentive from the enlistee's original contract.

5-35. Extensions in the Delayed Entry Program

- a. The recruiting battalion commander, in coordination with Recruiting Operations, G-3 at HQ, USAREC, may authorize extensions in the DEP. Extensions may be approved for a period equal to, but not greater than applicant's total original DEP period of 365 days, for these special situations:
 - (1) Processing separation actions as authorized by paragraph 5–36.
 - (2) Disqualifying temporary medical conditions occurring after DEP enlistment.
 - (3) Awaiting results of civil court action for offenses occurring after DEP enlistment.
 - (4) Processing waivers of civil court convictions or adverse dispositions occurring after DEP enlistment.
- (5) Awaiting results of an action started by an enlistee to obtain release from the DEP. When enlistee starts such action, advise him or her that he or she forfeits rights to the original option. Also, he or she must acknowledge in writing that he or she has been advised of such forfeiture.
 - (6) For other valid reasons determined by the recruiting battalion or USAREC commander.
- b. DEP enlistees who become disqualified for RA/AR enlistment must be processed for waiver before enlistment. If waiver was granted for applicant to enlist in the DEP and later convictions or disqualifications occur, waiver must be resubmitted and approved before RA/AR enlistment.

5-36. Special provisions of the Delayed Entry Program

- a. The recruiting battalion commander, or the CG, USAREC may direct separation of DEP enlistees who meet separation criteria of AR 135–178.
- b. DEP enlistees who were high school seniors when they enlisted in the DEP and who receive a college scholarship after DEP enlistment may apply for separation to accept such scholarship. (Cite AR 135–178, paragraph 4–4, as authority for separation.)
- c. DEP enlistees who become disqualified may be extended in the DEP and a waiver processed if authorized by chapter 2 or 3. Request for waiver will be submitted, and entry on AD or to TPU will be held pending decision on waiver request. Persons must agree to extension in the DEP for waiver processing.
- d. Send notification of DEP enlistees who, before RA/AR enlistment, are found to have enlisted erroneously or fraudulently to the recruiting battalion commander, for disposition as established by the CG, USAREC.

- e. In any other instance when a separation appears warranted, send notification to the recruiting battalion commander for disposition as established by the CG, USAREC.
- f. DEP enlistee who previously requested separation from the DEP may withdraw the request and voluntarily agree to enlist in the RA.

5-37. Promotion opportunity through referrals

- a. Each DEP enlistee or RA/AR applicant will be advised that he or she—
- (1) Has the chance to be promoted to E-2 or E-3 by providing applicant referrals.
- (2) May receive credit for the referrals.
- (3) Will receive credit for the referrals once the applicants referred have enlisted in the DEP, RA, ARNG, or AR.
- b. Recruiters will forward referral sheets to the Army guidance counselor together with the referred applicant's information.
 - c. The Army guidance counselor, after confirming the referrals, will—
- (1) If applicant is qualified for promotion, write the following statement in the DD Form 1966 Remarks section: Applicant is qualified for promotion per AR 601-210, paragraph 2-18(x).
 - (2) Place referral sheets in enlistment packet being forwarded to the reception battalion.

Section X

The Delayed Entry Program Mobilization Asset Transfer Program

5-38. Policy

- a. No applicant with prior military service may be enlisted into the DEP.
- b. If a soldier in the DEP is ordered under mobilization to report for AD or if circumstances require the transfer to another control group within the AR, then the CG, USAREC will comply with instructions issued by DCS, G-1.

5-39. Procedures

When a soldier of the DEP is to be reassigned to another control group instead of separated, the CG, USAREC will issue a reassignment order. The soldier will be provided copies of the order. USAREC will send the following items to the Commander, HRC—St. Louis, ATTN: DARP-PRA-B, 1 Reserve Way, St. Louis, MO 63132-5200:

- a. Reassignment order.
- b. Original DEP enlistment packet.
- c. Member's official file, if available.

Section XI

Courtesy Enlistment

5-40. General

- a. Courtesy enlistments for RA or AR within CONUS may be authorized only in exceptional cases. Recruiting battalion commanders may authorize such enlistments when either of the following applies:
 - (1) It is in the best interest of the U.S. Army.
 - (2) It will prevent severe personal hardship to applicant or applicant's family.
- b. Overseas courtesy enlistments are authorized only in extreme cases. Approval from the of the recruiting battalion commander responsible for the country is required before applicant's departure.

5-41. Procedures

- a. Recruiting battalions must coordinate at least 15 days before the applicant's scheduled AD date.
- b. Guidance counselors and other recruiting personnel must ensure that applicants accepting assignment reservations or entering the DEP understand that they must return to the same MEPS for AD processing unless a courtesy enlistment is authorized.

Section XII

Special Processing for Partially Disabled, Combat-Wounded Veterans

5-42. General

Waiver requests will be approved or disapproved by the CG, HRC for RA and the CG, HRC—St. Louis for AR for combat-wounded veterans partially disabled as a result of wounds received in action while members of the Army.

- a. Requests will be submitted only for veterans who-
- (1) Meet all other enlistment requirements.
- (2) Are physically qualified for general military service except for their specific combat-incurred disability.

- b. Applicants must be capable of caring unaided for their own needs. They must be physically capable of performing useful service and not expect to require hospitalization or incur lost time.
- c. Persons permanently medically retired will not be processed for enlistment. Applicants who were separated from AD (not medically retired) without compensation and were granted veterans disability compensation may apply for a waiver.

5-43. Requests for waivers

Submit waiver requests on a memorandum prepared in accordance with instructions in chapter 4 to the approving authority shown. Such requests will be accompanied by—

- a. A MEPS physical examination.
- b. Report of any subsequent and present treatment.
- c. Reports of x-ray, orthopedic, surgical, medical, or other consultations.
- d. Statement of opinion by a medical officer of the degree of the disability's incapacitation. The statement will include whether or not a prosthesis being used is satisfactory.

5-44. Processing

On receipt of the decision on the waiver request and instructions from the approving authority, notify applicant to report to the proper MEPS for further processing.

- a. For RA, send applicant from the MEPS to the training activity at Government expense. Applicant will be classified at the training activity in an MOS in which he or she can reasonably be expected to perform satisfactory service with full consideration of his or her physical handicap. For the AR, send applicant to the unit of assignment if no further school training is required.
- b. To give the medical officer enough data to make a judgement, classification officer will analyze each primary or potential MOS proper for the applicant. Classification officer will then send his or her recommendation and applicant to the medical officer. A medical officer will make the final decision. He or she then will select an MOS which he or she considers applicant can capably perform. Special consultation reports directed by the CG, HRC or CG, HRC—St. Louis, will be made at this time.
- c. Applicants physically and otherwise qualified for enlistment will be enlisted at the training activity. Applicants found ineligible to perform in an MOS will be rejected and returned at Government expense to the applicant's home.
- d. At time of enlistment, persons who have applied for or are receiving a disability pension or compensation from either the VA or HQDA will be required to waive such application, pension, or compensation for the period of their military service. For the AR, this period of military service is inactive duty for training (IDT), ADT, or AD.
- (1) After obtaining disability waiver from the approving authority, the applicant will sign a waiver of compensation. The waiver will be endorsed by the enlisting activity and sent to the commander of the VA regional office or the Director, Retired Pay Operation, U.S. Army Finance and Accounting Center, Indianapolis, IN 46249.
- (2) A notation will be made in the DD Form 1966 Remarks section, that such a letter has been sent to the VA or Retired Pay Operation, U.S. Army Finance and Accounting Center.
- (3) The enlistee will be told that, on separation from military service, he or she may submit a claim for such compensation.

5-45. Training and assignments

Persons enlisting as partially disabled veterans will be trained in the MOS for which enlisted. If already trained, veterans will be assigned to duty in that MOS.

5-46. Record entries

- a. DA Form 2-1. Proper assignment limitations will be recorded on DA Form 2-1, as prescribed in AR 600-8-104.
- b. DD Form 1966. The DD Form 1966 Remarks section will reflect assignment limitations.

Section XIII

Special Processing for Persons Receiving Disability Pensions or Compensation from the Veterans Administration

5-47. General

Persons receiving disability pensions or compensation from the VA for any reason will be required to waive the pension or compensation for any period of military service. VA compensation will be waived on date of enlistment into the RA or the AR. For the AR, this period of military service is IDT, AD, or ADT.

5-48. Request for waiver

Persons requesting waivers under this section must have all medical history and compensation annotated on DD Form 2807–1 or DD Form 2807–2.

5-49. Letter of waiver of compensation

The person will execute a waiver of compensation in letter format, which states they understand they will not receive any further compensation from the U.S. Army. This waiver will be endorsed by a commissioned officer to the VA regional office having jurisdiction over the person's claim. A note will be made in DD Form 1966 Remarks section that such letter has been forwarded to the VA.

Section XIV

Special Processing for Members Removed from the Temporary Disability Retirement List

5-50. General

As the result of a periodic physical examination, a former Army enlisted member may be determined physically fit for return to duty. If so, the member may be enlisted in the RA or AR when his or her name has been properly removed from the TDRL and if requirements of this section are met.

5-51. Enlistment within 90 days of removal from the Temporary Disability Retired List

Such enlistment's will be made without regard to basic enlistment qualifications for PS persons given in chapter 3 or disqualification's given in chapter 4, except as provided below:

- a. Applicants must not be subject to nonwaivable disqualification in chapter 4. Civil offense criteria does not apply if all convictions—
 - (1) Occurred before applicant's placement on the TDRL.
 - (2) Previously were disclosed.
- b. Waiver is required if applicant is subject to any of the waivable disqualifications in chapter 4, but this is not applicable if—
 - (1) All convictions or adjudications occurred, or pleas were entered, before applicant's placement on the TDRL.
 - (2) All convictions or adjudications previously were disclosed.
- c. Such persons will be enlisted in the permanent pay grade held on the day before the date their names were placed on the TDRL.
 - d. Enlistment of such persons will be made without medical examination if-
 - (1) No intervening illness or injury since the examination resulted in removal from the TDRL.
- (2) The person signs a statement to that effect on DA Form 3283 (Statements of Member Removed from the Temporary Disability Retired List).
- e. Persons who have incurred an illness or injury since the examination resulting in their removal from the TDRL must undergo a complete medical examination. They must qualify for enlistment under medical standards given in AR 40–501, chapter 3. (A person does not have to meet medical standards for the specific disability that caused his or her name to be placed on the TDRL.)
- f. Persons will be enlisted for 3 years in the RA. Enlistment must be in the same component from which the soldier was placed on TDRL. MEPS will complete DD Form 4 and publish enlistment orders. Assignment for MOS-qualified applicants, regardless of rank, will be obtained from HRC. Enlistment will be accomplished in the same manner as all other PS enlistment. DD Form 1966 is required and a REQUEST reservation will be made. For those applicants not MOS qualified or who require BCT or AIT (if placed on TDRL before completion), BCT and AIT may be obtained via normal REQUEST reservation. For AR, assignment to a TPU is required. Persons enlisting in the AR may enlist for a period of 1 to 6 years.

5-52. Enlistment beyond 90 days after removal from Temporary Disability Retirement List

Former enlisted members who do not reenlist in their respective component within 90 days of removal date from the TDRL must meet all PS standards and qualifications at time of enlistment.

5-53. Waivers to permit enlistment beyond 90 days after removal of name from the Temporary Disability Retirement List

- a. Medical waivers for RA and AR enlistment may be considered for former enlisted member if-
- (1) Their physical condition has improved so that they meet retention criteria for AD in AR 635-40.
- (2) Their names consequently have been removed from the TDRL.
- b. Requests for medical waivers will be sent to the approving authority (para 5-42). Include with waiver requests—
- (1) DD Form 2808 (Report of Examination) and DD Form 2807-1 (Report of Medical History).
- (2) Copy of the Physical Evaluation Board proceedings and exhibits that caused the member's removal from the TDRL.

- (3) Reports of subsequent and current treatment.
- (4) Reports of x-ray, orthopedic, surgical, medical, or other consultations.
- (5) Statement by a medical officer on-
- (a) Degree that the disability is incapacitating.
- (b) Person's ability to care for his or her own needs.
- (c) Person's ability to perform useful service without undue hospitalization.
- (d) Any prosthesis being used.

5-54. Information to applicants

- a. Applicants will be told that enlistment under this section is not an exemption from retention standards in effect at the time the person applies for reenlistment. Enlistment may be either through entitlement or medical waiver.
 - b. Applicant records will be screened carefully so that-
 - (1) Applicants will be aware of conditions under which their enlistments are made.
 - (2) No undue hardship will be imposed at a later date as a result of their decision to enlist.
- c. Applicants who do not meet retention standards will be so advised. These persons will be required to sign the statement on DA Form 3283. When signed, it will be attached to the original and duplicate of the DD Form 4. Applicant will be advised that he or she may request consideration to next higher grade if he or she were so entitled or eligible while on TDRL.

5-55. Requirement to waive present entitlement to disability retirement or severance pay

Persons enlisted under this section will be required, before enlistment, to waive present entitlement to disability retirement or severance pay. These persons will not be denied severance or disability retirement compensation when ultimately separated or retired from service. At that time the disqualifying defect will be reevaluated under physical standards in effect when the defect was first determined and standards in effect at the time of final evaluation. The service member will be separated or retired under the standards most advantageous to him or her.

Section XV

Special Processing for Enlistment of Immigrant Aliens

5-56. General

Aliens (lawfully admitted into the United States for permanent residence) are eligible to enlist in the RA or AR if they meet criteria in chapter 2 or 3 but may not enlist for any MOS, assignment, or option that requires a security clearance of secret or above. Guidance counselors will place special emphasis on these individuals SF 86 to ensure all questions, not just moral questions, are reviewed with the applicant.

5-57. Processing

Procedures to process immigrant aliens for enlistment are the same as for U.S. citizens. For aliens enlisting for an MOS not requiring a security clearance, initiate a request for ENTNAC, the same as a U.S. citizen.

Section XVI

Applicants Injured or III During Processing

5-58. General

- a. An applicant may suffer illness or injury at an Army or AR facility or MEPS while enlistment processing. If so, applicant may be given emergency medical care as authorized by AR 40-3.
- b. An applicant may suffer illness, injury, or death while at any Army or AR facility or MEPS for enlistment processing. If so, he or she or his or her survivors may be entitled to—
- (1) Government benefits, such as death gratuity (10 USC 1475(a)(5)) and burial expenses (10 USC 1481 and 1482), that are administered by the Army.
 - (2) Servicemen's Group Life Insurance (38 USC 106(b)), which is administered by the VA.

5-59. Determination of entitlements

The Government agency designated by law or regulation determines entitlements to benefits. A decision is made based on review of all available information on applicant's location and status at time of injury, illness, or death. No assurance can be given to applicants or their survivors that they are entitled to benefits. They should be advised to contact the agencies listed below to ascertain entitlement benefits.

- a. Entitlement to death gratuity is determined by the Commander, U.S. Army Finance and Accounting Center, ATTN: FINCY-AB, Indianapolis, IN 46249.
- b. Entitlement to payment of funeral and burial expenses is determined by the CG, HRC. Submit requests to Commander, HRC—Alexandria, Casualty and Memorial Affairs Directorate, Alexandria, VA 22331–0400.

- c. Application for decision on entitlement to veteran benefits may be made to any VA assistance or regional office.
- d. AR 40–3 provides that applicants for enlistment who suffer acute illness and injuries while awaiting or undergoing enlistment processing at MEPS or while at Army or AR facilities may be furnished emergency medical care at Government expense. Emergency hospitalization is included. Commanders of medical facilities will process bills for civilian medical care provided by civilian medical facilities.
- e. Application for determination of benefits available to survivors of deceased applicants from the Social Security Administration should be made to the nearest Social Security Administration office.

5-60. Casualty reports

The Army Casualty System (AR 600–8–1) applies to applicants who die while enroute to, from, or at a place for final acceptance or entry on AD or ADT with the AR.

5-61. Instructions to recruiting battalion commanders

The CG, USAREC issues instructions to recruiting battalion commanders on their responsibilities concerning injured, ill, or deceased applicants.

Section XVII

AR Initial Training Requirements and Terms of Service Options

5-62. Use of training pay categories

- a. General. A complete listing and description of training pay categories (TPCs) can be found in AR 140–1. This paragraph relates only to TPCs of applicants initially enlisting in the AR. It should assist recruiting activities by clarifying policies outlined in these references. The prime use of TPCs by recruiting activities is to establish applicant's eligibility to attend paid training assemblies while awaiting entry on IADT. Subparagraphs below that reflect current policy define eligibility criteria for either pay or nonpay status while awaiting entry on IADT.
- b. Training pay determination. Pay category P (without pay) option when IADT is not within 270 days will not be used without prior approval from DRAR-OP, as required by AR 140-1.

5-63. Training pay categories

Applicants may enlist in any one of the following training pay categories listed below

- a. TPC P (with pay). Members enlisted or transferred into TPC P are authorized pay and required to attend regularly scheduled individual drill training periods while awaiting entry on IADT. On enlistment, the persons below will be placed in pay category P:
- (1) High school seniors and graduates must enlist within 270 days of entry on IADT, are authorized up to 36 paid individual drill training periods (9 months).
- (2) High school seniors and graduates and ROTC or SMP potential participants must enlist within 180 days of entry on IADT, are authorized up to 24 paid individual drill training periods (6 months).
- (3) NHSG, including those with GED and currently in high school students enlisted within 90 days of entry on IADT, are authorized up to 12 paid individual drill training periods (3 months).
- b. TPC P (without pay). Members who are enlisted in TPC P (without pay) are not initially authorized to receive pay for attendance at individual drill training periods. However they may be voluntarily transferred into TPC P (with pay) when they are within a specified period of entry on IADT and on approval of the unit commander.
- (1) With approval of the unit commander a high school senior or graduate, 17 through 25 years of age who enlist within 270 days of entry on IADT, may be placed in TPC P (without pay). This option may be used when the member will be unable to attend scheduled individual drill training periods before entry on IADT. The member may be voluntarily transferred into TPC P (with pay) on approval of the unit commander. If transferred to TPC P (with pay), up to 36 paid individual drill training periods are authorized (9 months).
- (2) With approval of the unit commander ROTC or SMP potential participant, through 25 years of age, must enlist within 180 days of entry on IADT. They may be placed in TPC P (without pay). This option may be used when the member will be unable to attend scheduled individual drill training periods before entry on IADT. The member may be voluntarily transferred into TPC P (with pay) on approval of the unit commander. If transferred into TPC P (with pay), up to 24 paid individual drill training periods are authorized (6 months).
- (3) High school seniors and graduates, 17 through 25 years of age, enlisting more than 270 days before entry on IADT, will be placed in TPC P (without pay). When the applicant is within 270 days of entry on IADT, the member may be voluntarily transferred into TPC P (with pay) on approval of the unit commander. If transferred into TPC P (with pay), up to 36 paid individual drill training periods are authorized (9 months).
- (4) High school seniors and graduates, 26 through 34 years of age, enlisting more than 180 days before entry on IADT, will be placed in TPC P (without pay). When within 180 days of entry on IADT, the member may voluntarily transfer to TPC P (with pay) on approval of the unit commander. If transferred to TPC P (with pay), up to 24 paid individual drill training periods are authorized (6 months).

- (5) NHSGs, including those with GED diplomas and those currently in high school, may be enlisted into the Alternate Training Program up to 270 days before entry on IADT. Those enlisting more than 90 days before entry on IADT, will be placed in TPC P (without pay). When within 90 days of entry on IADT, the member may be voluntarily transferred into TPC P (with pay) on approval of the unit commander. If transferred into TPC P (with pay), up to 12 paid individual drill training periods are authorized (3 months).
- (6) All NPS applicants enlisting in the AR with concurrent assignments to Control Group (Annual Training) of the IRR, will be place in TPC P (without pay). They will remain in TPC P (without pay) until entry on IADT when they will be transferred to TPC F.

Section XVIII

Entrance national agency check, tech check, and national agency check with local agency check and credit check

5-64. General

The CG, USAREC is authorized under this section to:

- a. Organize and administer the ENTNAC program and the NACLC/SSBI program for accessions.
- b. Coordinate with OPM for the administration and execution of the ENTNAC/Tech Check process and the NACLC and SSBI submission process.

5-65. Processing

The CG, USAREC will be responsible to coordinate with OPM for the proper submission method of ENTNAC, Tech Checks, NACLCS, and SSBI investigations.

Section XIX

Processing Procedures for Applicants Found Positive on the Human Immunodeficiency Virus

5-66. General

This section provides policy and procedures related to the identification, processing, and disposition for RA and AR applicants for enlistment confirmed to be HIV infected.

5-67. Policy

Department of the Army medical, manpower, and personnel policies related to HIV are intended to reflect current knowledge of the natural history of HIV, the risk to the infected person incident to military service, the risk of transmission of the disease, the effect of infected personnel on the Army units, and the safety of military blood supplies.

5-68. Procedures

During medical processing at MEPS, a blood sample is taken. A portion of the blood sample will be received and tested by a civilian laboratory under contract to the Government. First, the lab will use a screening test called "ELISA," sometimes called or referred to as "EIA." This test is overly sensitive to ensure actual HIV infections are detected. Therefore, those detected as positive on the screening test will be administered a confirmatory test called the Western Blot. This test is highly reliable but expensive so as to preclude its use as a screening test. The lab will notify the MEPS with test results electronically or by telephone. The MEPS will notify the recruiting battalion commander of only those positive confirmed by the Western Blot.

- a. Upon notification from the lab, MEPS will forward a registered letter to the individual telling him or her that the MEPS physician wants to consult with them on the results of their medical examination administered at the MEPS and requesting them to contact their recruiter within 10 days; the recruiter will schedule a consult with the MEPS and arrange transportation. At the same time, a letter will be forwarded to the recruiting battalion commander addressed "EXCLUSIVE FOR" and marked "FOR OFFICIAL USE ONLY." The exact wording of the letter may vary depending on the individual's status; that is, enlisted, previously disqualified but subsequently detected as HIV positive, qualified not enlisted, and so forth. Regardless of the individual's status, the recruiting battalion commander must ensure the following actions are taken:
- (1) Notify the individual's recruiter or, if unavailable, the station commander (or designated individual such as company commander of first sergeant), that a letter has been mailed and that the individual will be calling to arrange transportation to the MEPS.
 - (2) Ensure that recruiter is aware of proper procedures.
- (3) If the recruiter is unavailable to escort the individual or if in the judgment of the battalion commander, the recruiter should not be the escort, then the battalion commander will designate another responsible NCO or officer to be the escort. The battalion commander must use prudent judgment when selecting the individual for what could be

very sensitive duty. If at all practical, the trip should be timed so as to preclude an overnight stay or long delay at MEPS. The MEPS will be ready at the scheduled time.

- (4) After the individual has seen the MEPS physician, the guidance counselor will cancel the reservation for training. The recruiting battalion operations section will initiate DEP separation action. For AR members, the MEPS will provide a letter to the guidance counselor explaining that the individual named has a disqualifying medical condition and must be discharged as medical existed prior to service (EPTS). This along with the enlistees records will be forwarded to the TPU Commander. The envelope will be marked in the lower left hand corner "EXCLUSIVE FOR."
- (5) If the individual fails to respond and the MEPS can verify by return receipt the individual had received the letter, or the individual refuses to go to the MEPS, a second letter will be sent to the individual. This letter, with a fact sheet on HIV, will tell the individual he or she is HIV infected, is disqualified for military service, and is encouraged to seek professional medical assistance from a physician or clinic. At the time the individual's letter is mailed, the recruiting battalion commander will be mailed a letter requesting the individual be discharged. For DEP enlistees, a DEP separation will be initiated and the training reservation will be cancelled; for AR members, the training reservation will be cancelled and the MEPS letter of notification and the enlistee's records will be forwarded to the TPU commander.
- (6) If the individual does not acknowledge receipt of the initial letter, the MEPS will request assistance in locating the individual from the recruiting battalion commander. The recruiter/station commander or first sergeant will attempt to obtain a current address or, in the event the enlistee cannot be located, the last known address.
- (7) Guidance counselors will be advised that the MEPS medical section will retain the original MEPS physical examination until laboratory results have been received. The medical section will provide a photocopy for contracting purposes. Upon receipt of results from the lab, the medical section will enter the "negative" results in DD 2808 and return it to the guidance counselor. For "positive" results, the MEPS will annotate DD 2808 with the results and deliver a reproduced copy to the counselor upon completion of the chief medical officer's consultation with the individual or upon the MEPS mailing the second letter to the individual. Once the DEP enlistee has been separated from the DEP, a copy of the separation order will be given back to the MEPS. The original MEPS letter will be forwarded with the packet to the TPU Commander.
- b. The procedures described above apply to all persons processed by the US Army Recruiting Command. Policy and procedures relative to in-service retention and civilians are prescribed by HQDA under separate regulations.
 - c. Because of the sensitivity of this disease and the impact on individuals, total confidentiality is mandatory.
- d. Questions or request for information relating to the Army policy on HIV will be directed to the DCS, G-1 (DAPE-HR-PR), Washington, DC 20310-0300 (through appropriate chain of command).
- e. Under no circumstance will recruiters annotate or otherwise code any documentation that is maintained at the recruiting station level that reflects HIV results. Appropriate annotation for referring to disqualification for HIV is the same as for any other medical condition. Example of appropriate entry "Permanent medical disqualification" and or "Permanent medical disqualification—no medical waiver authorized." No mention of reason is necessary.

Section XX

Conducting Recruiting Activities in Foreign Countries and Transmission of Recruiting Information to Individuals in Foreign Countries

5-69. General

This section prohibits conducting recruiting activities in foreign countries unless authorized by Status of Forces of other agreements or treaties. Also prohibited is the transmission of recruiting information to individuals in foreign countries who are not entitled to enlist.

5-70. Replies to inquiries

When inquiries are received and require a response, the inquirer will be advised essentially as follows: "Sending recruitment information into a foreign country to other than American citizens, members of the Department of Defense, and Diplomats without the consent of the government of the country concerned is strictly prohibited. In view of the above policy, I regret I can give you no further information regarding service in the U.S. Army."

5-71. Aliens applying in person at recruiting stations in the United States or in locations overseas where recruiting stations operate

Paragraph 5–69 does not preclude providing information to those applicants who are authorized to enlist and meet the citizenship criteria of this regulation. Care should be taken not to allow information to be transmitted to anyone in countries that prohibit enlistment contracts to be executed within their borders. Furthermore, no unsolicited recruiting material or applications for enlistment may be sent to persons in foreign countries. This does not include members or students in the DOD school system.

Section XXI

Preservice Alcohol and Drug Testing

5-72. General

This section provides the administrative policy with regard to the preservice alcohol and drug-testing program (see 10 USC 978).

5-73. Policy

Each applicant for enlistment will be tested for the presence of alcohol and drugs at the time of physical examination. Any applicant who refuses to submit to this test will not be allowed to continue processing or to enlist (no exceptions).

5-74. Procedures

- a. Applicants will, as part of their physical examination, be tested for the presence of alcohol and drugs. The initial analysis of each specimen requires at a minimum 72 hours for a result to be available. No further action is required for those applicants whose specimen is reported negative. Applicants whose specimen is positive during the initial analysis will have their specimens verified positive or negative. This process takes approximately 21 days. It is important to note that not all specimens found positive by the initial drug analysis are always confirmed positive. Various legal substances and foods sometimes provide a positive indication, and therefore no conclusion should be reached until laboratory results have been received.
- b. Applicants may be enlisted into the DEP/DTP/DS pending the result of drug tests; however, they will be informed prior to enlistment that if their test is confirmed positive they will be discharged. PS applicants enlisting into the RA who have been separated from AD for 6 months or fewer are not required to be tested for the presence of alcohol or drugs; however, these applicants may eventually be tested by their gaining units per AR 600–85 and AR 635–200.
- c. Applicants who have been reported as confirmed positive will be discharged (separated) from the DEP or AR if already enlisted (see AR 135–178). Recruiting battalion commanders will ensure DEP enlistees are informed of their separation. Members of the AR will be discharged as EPTS-medical according to AR 135–178, chapter 4.

5-75. Disposition of records

Residual files on DEP or AR members will be maintained in accordance with USAREC regulations; however, cases involving separation for drug use will be maintained for not fewer than 3 years.

5-76. MOS considerations

Any applicant who has been confirmed positive and is subsequently qualified after the waiting period will not be authorized to enlist for any MOS, unit, or assignment, to include any clearance level requirements, because of documented misuse of drugs or alcohol.

5-77. Notification procedures

MEPS will notify the Army liaison daily through the MEPCOM Integrated Resource System. The Army Liaison will query the MIRS system daily for the Drug and Alcohol Processing Eligibility Roster, which lists the test results and eligibility status of individuals processing for the Army and Army Reserve.

5-78. Notification of applicants found positive

- a. Applicants who test positive for drugs must be notified of their test results. MEPS will send a letter of notification directly to the applicant or enlistee according to appropriate MEPCOM regulations.
- b. Applicants and enlistees will also receive a list of civilian drug and alcohol abuse treatment centers in their local area.

5-79. Separation procedures for members of the Delayed Entry Program

- a. Upon notification (para 5–78), the guidance counselor will cancel the DEP reservation and attach a copy of the MEPS notification together with the enlistment packet. Forward the packet to the recruiting battalion, which will take action to separate the individual from the DEP. The separation code will be ZZY. The recruiter will be notified and the applicant advised of separation. (Provide a copy of the order to the separated individual). The separation order will be published within 10 working days of the cancel date.
- b. The recruiter must inform the applicant of his or her disqualification and advise that a memorandum is being sent from the chief medical officer. The applicant will be counseled on Army drug and alcohol policy, as well as advised as to the reapplication criteria.

5-80. Separation procedures for prior service/Glossary nonprior service

a. Applicants who have PS and are pending RA enlistment are not in delayed status. Therefore, no discharge by the

recruiting battalion is required; however, notification procedures are required and cancellation of reservation is mandatory.

b. If the applicant is a current member of any service TPU or unit, a memorandum notifying the commander is required.

5-81. AR enlistees with positive results

- a. Upon notification that a person who has enlisted in the DTP and has a positive drug result, the guidance counselor will cancel any existing reservation and forward notification to the recruiting battalion in the same manner as the DEP.
- b. The recruiting battalion will notify the TPU commander of the results and advise that the individual must be discharged. A copy of the discharge order must be sent to the recruiting battalion for enclosure with the residual enlistment file. HQ, USAREC will issue appropriate guidance on administrative procedures for quality assurance.

5-82. Invalid or unacceptable specimens

The specimens provided by applicants/enlistees will be protected by strict chain-of-custody procedures. As a result, the laboratory may on occasion reject damaged, spilled, or otherwise unacceptable urine samples. When this occurs, the guidance counselor will be notified by the MEPS. It is the responsibility of the Army liaison office to ensure prompt receipt of invalid or unacceptable urine specimens. The applicant/enlistee will be required to provide a replacement specimen as soon as possible, but not more than 3 working days from receipt of the notification. Resubmission of such sample may be accomplished at another MEPS if necessary.

Section XXII

Active Enlistment Incentives

5-83. General

This section prescribes policies and instruction on administration of the Enlistment Bonus Program. The incentive prescribed for a selected MOS will be announced by message from DCS, G-1 (DAPE-MPA-CB). Enlistment bonuses are used to attract applicants to fill manning levels.

5-84. Objectives of the Enlistment Incentives Program

Enlistment incentives are offered to those enlisting for a specific MOS. Periodically DCS, G–1; HRC; and USAREC will conduct an Enlistment Incentives Review Board to analyze and adjust the application of enlistment incentives in order to meet manpower requirements and recruiting objectives. Additions to and deletions from the list of incentives for specific MOS vacancies will be made.

5-85. Eligibility criteria

- a. To be eligible for an enlistment incentive, an enlistee must-
- (1) Meet qualification requirements outlined in the current HQDA enlistment incentives message.
- (2) Successfully complete AIT or OSUT and be awarded the MOS for which enlisted.
- b. If a soldier, through his/her own fault (voluntarily or because of misconduct), fails to complete MOS qualifications, he/she will not be paid the incentive(s) for the MOS. If not separated from the Army for administrative or disciplinary reasons, he or she will be retained and assigned on the basis of needs of the Army. He or she must serve the term for which originally enlisted.
- c. If a soldier, through no fault of his/her own, is disqualified from or fails to complete training in the MOS for which enlisted for an incentive, he/she will be offered the options discussed below.
- (1) To continue the current enlistment and to select another bonus MOS for training. On satisfactory completion of training and award of the MOS, he/she will be entitled to the bonus for that MOS.
- (2) To select training where space is available in any nonbonus MOS for which qualified and complete the term of enlistment for the MOS selected. No bonus is granted in this case.

5-86. Entitlement

Entitlement to the incentive is contingent on successful completion of training and award of a designated MOS. A soldier is entitled to the incentive in effect on the date of initial contract in the DEP. Any increase or decrease in the award level made after enlistment in the DEP or after enlistment on active duty will not change the soldier's award level.

Chapter 6

Military Entrance Processing Station Processing Phase

Section I

General Information

6-1. General

This chapter provides policy and guidance for those functions that are administered at MEPS by MEPCOM personnel and guidance counselors.

6–2. Prior-service individuals physically examined outside the Military Entrance Processing Station Physical examination outside of the MEPS system is not authorized (except in authorized overseas locations).

6-3. Actions required of U.S. Military Entrance Processing Command personnel before sending applicants to guidance counselor

- a. Applicants will receive orientation on processing to be done at the MEPS.
- b. ASVAB tests will be administered. Persons giving tests and recording test scores will be cautioned to compute and record test designations, test scores, and aptitude area scores with the utmost care. Specific directions to give and score tests are in manuals that accompany the tests. Instructions on administering tests are given in AR 611–5 and will be strictly followed.
 - c. Required medical examinations will be provided.
- d. Medically and mentally tested applicants will be directed to the guidance counselor for final counseling and interview. The following MEPS records will be available to the guidance counselor:
 - (1) MEPS Medical Examination documents.
 - (2) Latest USMEPCOM Form 680-3A-E.
 - (3) Other documents or records for final decision on acceptability.

Section II

Guidance Counselor Processing Phase

6-4. General

This section prescribes—

- a. Duties of the guidance counselor.
- b. Procedures to be followed in the enlistment process.

6-5. Procedures applicable to Regular Army and Army Reserve

Procedures below apply to both the RA and AR. The guidance counselor will—

- a. Notify the recruiting company concerned via Army Recruiting Information Support System of results of medical and mental tests and any other pertinent data on all applicants processing.
- b. Review with applicant DD Form 1966, Electronic Personnel Security Questionnaire, and supporting documents for errors or missing data, and be responsible for corrections.
 - c. Verify applicant's eligibility for enlistment per chapters 2, 3 and 4.
 - d. Advise rejected applicant of reemployment rights as outlined in chapters 2 and 5.
 - e. Access REQUEST to determine options available.
- f. Use MOS video segments applicable to MOS and option for counseling all applicants on their enlistment options. The use of MOS video is mandatory.
- g. Counsel applicants who failed to meet specific qualifications for MOS, options, and assignments, for which they applied; advises them of all other available options that would still meet the applicants needs, wants, and desires as well as the needs of the U.S. Army.
- h. Verify, by school transcript, successful high school course completion when it is required for entry into a specific MOS; for example, example, check to see whether applicant has completed and scored the appropriate grade in algebra, biology, or chemistry. Applicant must provide proof of grade in course required by MOS and grade must meet appropriate requirements.
 - i. Advise all applicants that enlistment automatically requires them to qualify with basic weapons.
 - j. Ensure resident aliens are not processed for any MOS, training, or assignment requiring a security clearance.
- k. Review the enlistment Annex for RA and AR. Initiates and reviews forms with applicant. This review is an important part of the enlistment process. The statements, completed correctly, prevent the possibility of erroneous enlistment, broken enlistment commitments, and misunderstanding on entitlements, assignments, and other matters relating to the enlistment agreement. The counselor ensures that statements for enlistment entered in the above

document and in the DD Form 1966 Remarks section, when applicable, accurately reflect enlistment commitment. For AR, the counselor will determine that an applicant is qualified for original AR unit and MOS selected or, if proper, an alternate option.

- *l.* Question applicants to be sure they understand their enlistment commitments. Applicants will be advised that no provision exists to request or except voluntary discharge before normal completion of their enlistment commitment, other than for hardship, dependency, or compassionate reasons.
 - m. Counsel applicants that—
 - (1) The Army does not tolerate the use of marijuana or harmful or habit forming chemicals or drugs.
 - (2) In-service use may be punished under the UCMJ.
- n. Advise applicants that some MOSs will require completion of a specified course of instruction as a prerequisite before entering training for the MOS for which they are enlisting.
- o. Give all applicants a final and thorough counseling. This counseling should eliminate any misunderstanding of enlistment promises.
- p. Reproduce all verification documents for inclusion in electronic record management. (The guidance counselor will certify all copies as a true copy of the original by scanning the required documents into the electronic record management; return original copies to applicants; and remind applicants of documents needed to establish benefits at reception battalion.
- q. Ensure that applicants enlisting for any MOS, option, or assignment that requires security clearance, as outlined in DA Pam 611–21 are processed by the USAREC security interviewer. USAREC security interviewer must verify PS applicants hold the required security clearance for MOS enlisting for.
- r. For applicants requiring special extensive processing after MEPS mental or physical examination (in other words, OCS or WOFT board, flight physical, band audition, or waivers)—
 - (1) Determine MEPS test and physical results and informs applicant of these results.
 - (2) Refer applicant back to recruiter and dismisses him or her from the MEPS.
- s. Notify RC units, when former members are discharged or released for enlistment into the RA or AR per paragraph 5–22.
 - t. Ensure that DD Form 1966 is validated at DEP in/DEP out.
- u. If an applicant enlists for an MOS that is annotated on REQUEST as a Force Modernization MOS, ensure that the following statement will be added to the applicant's DD Form 1966 Remarks section. "I am aware that the MOS for which I am enlisting requires training on equipment currently in the developmental stage, which may not be available. If this situation arises at completion of basic training, I understand that I will receive training in an alternate MOS within the same career management field."
- v. Counsel applicant on the benefits of the Veteran's Educational Assistance Act of 1984 (Montgomery G.I. Bill). Ensures applicant completes statement on enlistment annex for Educational Incentive Programs for which contracting. Ensure applicant's higher educational loan(s) qualify for loan repayment if selecting the Loan Repayment Program (LRP) option.
- w. Ensure all applicants who speak English as a second language and who still experience difficulty in conversing in and understanding English are properly identified and take the ECLT.
- (1) The guidance counselor will inform those applicants who score 69 or below on ECLT that they will receive English training at the Defense Language Institute, English Language Center.
 - (a) Those applicants scoring 0-39 on the ECLT will be enlisted for 3 years regardless of MOS for which enlisting.
- (b) Those who score 40–69 will have no additional requirements beyond those normally placed upon any other applicant in the same test score category.
- (2) The guidance counselor will Inform applicant that he/she must achieve a minimum ECLT score of 70 or a proficiency level of 1.5 upon completion of Defense Language Institute, English Language Center training. Persons who do not meet either of these requirements will be processed for separation.
- x. Advise all enlistees of the importance of wearing eyeglasses to and during training. Counselor will discourages enlistees from the use of contact lenses, because the training environment is not conducive to the use of contact lenses.
- y. Advise applicants that it will be their duty to establish and maintain an account with a United States financial institution (such as a bank, savings, and loan institution, or credit union) for the direct receipt of their net pay and allowances while serving on active duty in the Army. Further, the counselor will explain that applicants must establish an account in a U.S. financial institution (of their choosing) and execute the appropriate forms at the servicing finance office arrival at the reception battalion.
- z. Review all enlistment forms with the applicant and ensure that these are signed by the applicant. The guidance counselor will sign the form as the witnessing official.

6-6. Procedures applicable to Regular Army only

Procedures below apply to the RA only. The guidance counselor will—

- a. Explain to applicants who enlist for an overseas area the specific normal tour length and involuntary extension policy, as defined in AR 614–30. Enlistment annex will show applicant's understanding of normal tour lengths.
- b. Counsel married couples to prevent any misunderstanding of Army policy on assignment of married Army couples. Use of DA Pam 600–8 is recommended for this counseling, despite a married couple's enlistment options or programs. Counselor will question married Army couples on Army policy, eligibility criteria, and assignment conditions. Married couples will be fully aware that applying for joint assignment under the Army married couples program, does not guarantee that they will be able to establish a joint domicile after completion of their initial entry training.
 - c. Ensure DD Form 1966 is completed.

6-7. Procedures applicable to Army Reserve only

PS applicants who have not satisfactorily completed a basic training course or AIT will enter on IADT within 180 days. IADT funds and orders will be used to train these personnel (to include Glossary NPS). Phase III of the Specialized Training for Army Reserve Readiness (STARR) Program is also considered a part of IADT.

Section III

AR Vacancy Requirements

6-8. Vacancies and projected vacancies

- a. Enlistments and assignments to AR TPUs are authorized for vacancies on REQUEST according to the following priority of fill:
 - (1) Vacant positions within the unit as displayed on the Unit Manning Report.
 - (2) Known pending losses.
 - (3) Permitted overstrength.
 - (4) Attrition.
 - b. Projected vacancies will be under the policies below.
- (1) PS and NPS personnel may be enlisted up to 12 months before a projected vacancy. If initial active duty training (IADT) exceeds 36 weeks, the 12-month period may be exceeded by the IADT period (including BCT).
- (2) Commanders may submit assignment requests against vacancies occurring in approved modification table or organization and equipment (MTOE) or tables of distribution and allowances authorization documents that have projected effective dates of reorganization.
- c. Guidance counselors will not assign any applicant(s) to an AR TPU beyond reasonable commuting distance without written consent of the applicant and approval by the AR TPU commander. Reasonable commuting distance is the distance from home to the AR TPU location within a 50-mile radius and does not exceed 1.5 hours of travel time one way under average traffic, road, and weather conditions by automobile.
 - d. Vacancy requirements are not needed for enlistment or reenlistment in the IRR.

6-9. Vacancy requirements

- a. Obligated personnel. Enlistment of persons who incur a 8-year statutory service obligation enlistment in the AR will be made only—
 - (1) For assignment to a TPU vacancy on REQUEST (see para 6-8).
 - (2) After receipt of a confirmed training space for entry on IADT to undergo basic training.
 - b. Female enlistments. The current policy on enlistment of women in the AR is as follows:
- (1) Women are authorized to serve in any enlisted specialty except those listed in DA Pam 611-21, at any organizational level, and in any unit of the AR.
- (2) Women may not serve in units or in positions in units that would routinely require them to take part in direct combat.
 - (3) Enlistment of women in any of the closed specialties is not authorized.
 - c. Nonobligated persons. Enlistment of nonobligated persons will be as follows:
 - (1) For TPU vacancy on REQUEST, if-
 - (a) Applicant has had PS and has no remaining statutory obligation.
 - (b) Applicant is a qualified member of the AR and is immediately reenlisting under AR 140-111, chapter 3.
- (2) For enlistment or reenlistment in the IRR with assignment to the AR Control Group (Reinforcement) without regard to position vacancies in the IRR, if—
- (a) Applicant has had prior military service, has no remaining statutory obligation and enlists under this regulation or reenlists under AR 140–111, chapter 3.
- (b) Applicant is a qualified member of the IRR or Standby Reserve and is immediately reenlisting under AR 140–111, chapter 3.
- (3) CG, HRC—St. Louis, may authorize enlistment or reenlistment of PS personnel who have no remaining statutory obligation for assignment to AR Control Group (Reinforcement) and attachment to a TPU or reinforcement

training unit. Overseas commanders may authorize enlistment or reenlistment of such persons on request of the unit commander. Applicant must be otherwise qualified. The person will be informed that, during the period of unit attachment, all individual drill training will be in a nonpay status, but retirement point credit will accrue. Applicant must have served honorably on AD or taken part satisfactorily in Reserve training during period of prior enlistment or obligated service.

- (4) Persons currently employed, or who seek employment in the U.S. Army Reserve Technician Program, may be enlisted for assignment to a unit vacancy. They must otherwise qualify and be authorized by the area commander. If applicant has no prior military service, then enlistment requires prior receipt of a confirmed training space for entry on IADT. If a unit vacancy is not available, then the person will be assigned as overstrength to the unit in which he or she is performing the majority of assigned duties. Assigned technicians are required to participate successfully in the assigned TPU throughout their enlistment period.
- d. Military intelligence, signals intelligence, electronic warfare, signal security units, staff specialists, and Special Forces enlistments. If persons enlisted for the assignments below are later found not fully qualified, they may be reassigned, with or without their consent, to another branch of the AR for which they are qualified. Enlistment eligibility and processing procedures for enlistment of PS and NPS applicants for unit vacancies in units or branches specified below will be under the reference shown.
 - (1) Military intelligence, signals intelligence, electronic warfare, and signal security units (AR 135-382).
 - (2) Military police detachments (criminal investigation) (AR 195-3).
 - (3) Special Forces (AR 614-200).

Section IV

MEPS Administrative Processing Phase

6-10. General

This section outlines administration responsibilities and required actions of MEPCOM personnel before and after administering the Oath of Enlistment.

6-11. Duties of USMEPCOM personnel

MEPCOM personnel will-

- a. Ensure that applicants who qualify have proper documents before they are enlisted and sent to their first station.
- b. Complete preparation and disposition of required forms and records (see chap 5 and AR 601–270). To establish enlistment eligibility, applicants often must present personal documents. These will be returned along with discharge certificates, separation reports, and other documents. Copies will be made of those documents needed for processing by the guidance counselor.
- c. Prepare DD Form 93 (Record of Emergency Data) in final form. The MEPS will dispose of DD Form 93 under policies and procedures set by USMEPCOM.
- d. Conduct pre-enlistment interview (to include fingerprint service) under policies and procedures set by USMEPCOM.
 - e. Administer Oath of Enlistment (see chap 6, sec VI).
 - f. Obtain signature on confirmation of Oath of Enlistment on DD Form 4.
 - g. Make transportation arrangements.
 - h. Send enlistees to proper station. Return rejected applicants to place of tentative acceptance.
 - i. Process all enlistees (DEP/DTP/DMSO for AC/RC) for ENTNAC.

Section V

DD Form 1966

6-12. Completion of DD Form 1966

The guidance counselor will review and ensure that DD Form 1966 is properly completed and compare all entries to verification documents and SF 86. The final completed DD Form 1966 should be free of errors and must be legible. Counselor will print all entries.

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Figure 6-1. DD Form 1966 completion instructions

20. NAME (Last, I Tench, Mack N			21. SOCIAL SECURITY NUI 00000000		
2 A.S. 1 A 22		SECTION III - OTH	IER PERSONAL DATA		
22. EDUCATION					
		attended. (List dates in YYYYMM for	· · · · · · · · · · · · · · · · · · ·		DUATE
(1) FROM	(2) TO	(3) NAME OF SCHOOL	(4) LOCATION	YES	NO
200108	200506	Parker High School	601 East James Street Cornelia, GA	×	
				YES	NO
b. Have you ev	er been enrolled in R	OTC, Junior ROTC, Sea Cadet Pro	ogram or Civil Air Patrol?	×	
	EPENDENCY STATU in in Section VI, "Remai	JS AND FAMILY DATA ks.")			A. (1, 44)
a. Is anyone de	pendent upon you fo	r support?			×
b. Is there any	court order or judgme	ent in effect that directs you to prov	ide alimony or support for children?		×
) who: (1) is now a prisoner of war or is missing while serving in the Armed Services?		×
d. Are you the	only living child in you	ur immediate family?			×
	MILITARY SERVICE in in Section VI, "Rema	OR EMPLOYMENT WITH THE U	.S. GOVERNMENT	delenaria Alesta	
a. Are you now or Air Nation	or have you ever be al Guard?	en in any regular or reserve branch	of the Armed Forces or in the Army National Guard		×
b. Have you ev States?	er been rejected for	enlistment, reenlistment, or induction	on by any branch of the Armed Forces of the United		×
c. Are you now	or have you ever be	en a deserter from any branch of th	ne Armed Forces of the United States?		×
d. Have you ev	er been employed by	the United States Government?			×
		nave an application pending, or app by of the government of the United	oroval for: retired pay, disability allowance, severance States?		×
	PERFORM MILITAI nin in Section VI, "Rema			Frankli Herselss	
			t is, do you have, or have you ever had, a firm, fixed, aring of arms because of religious belief or training?)		×
b. Have you ev conscientiou		by any branch of the Armed Forces	of the United States for reasons pertaining to being a		×
			duties or participating in military activities whenever actices which would restrict your availability)?		×
Have you ev quaaludes),	er tried, used, sold, s stimulant, hallucinog	en (to include LSD or PCP), or can	c (to include heroin or cocaine), depressant (to include nabis (to include marijuana or hashish), or any d, except as prescribed by a licenced physician?		×
DD FORM 19	966/2, NOV 2003				Page

Figure 6-1. DD Form 1966 completion instructions

27. NAME (Last, First, Middle Initial) Tench, Mack M					28. SOCI		NITY NUMBER
	- A	SECTION IV - CER	FIFICATION				
29. CERTIFICATION OF APPLICANT a. I certify that the informatior knowledge and belief. I un provided by me in this docu tried in a civilian or military future employment opportu	n given by me derstand tha ument; that if court and co	e in this document is t t I am being accepted any of the informatio	rue, complete, a I for enlistment b n is knowingly fa	oaseo alse c	d on the ir or incorrec	nformatio t, I could	n be
b. TYPED OR PRINTED NAME (Last, Fire Initial) Tench, Mack M	st, Middle C.	signature Jack MJen	ch			d. DATES	IGNED (YYYYMMDD) 20050328
30. DATA VERIFICATION BY RECRU			s used to verify the foli	_			10 To 10
a. NAME (X one) (1) BIRTH CERTIFICATE		AGE (X one) (1) BIRTH CERTIFICATE		1.	(1) BIRTH C		
(2) OTHER (Explain)	1^	(2) OTHER (Explain)		1	(2) OTHER		-
d. SOCIAL SECURITY NUMBER (SSN) (2)	(one) e.	EDUCATION (X one)		f. O	THER DOCU	POPULSIONE NUE	D
X (1) SSN CARD	X			1			
(2) OTHER (Explain)		(2) OTHER (Explain)		1			
31. CERTIFICATION OF WITNESS		<u> </u>					
 a. I certify that I have witnessed the directives. I further certify that I have trial by courts-martial under the Unifor ineligible for enlistment. 	not made any p	romises or guarantees oth	er than those listed	and s	igned by me	e. I underst	and my liability to
b. TYPED OR PRINTED NAME (Last, Firs Middle Initial) Green, Alisha	t, c. PAY GRADE E07	d. RECRUITER I.D. 000000001	e. SIGNATURE	(e.s)		f. DATE SIGNED (YYYYMMDD) 20050328
32. SPECIFIC OPTION/PROGRAM E	100,0000 400	WILLIAM SKILL OF A	Lelisha		reex	4554.00	
a. SPECIFIC OPTION/PROGRAM ENLIST (Use clear text English.) IAW AR60	TED FOR (Comple	ted by Guidance Counselor, M	EPS Liaison NCO, etc.	., as sp	ecified by spo	nsoring servi	ice.) YRS 00wks.
b. I fully understand that I will not be as shown in Item 32.a. above and an							c. APPLICANT'S INITIALS
33. CERTIFICATION OF RECRUITE	R OR ACCEPTO)R					
a. I certify that I have reviewed all in policy requirements for enlistment. I	accept him/her f	or enlistment on behalf of	the United States (E	nter B	ranch of Servi	ce)	
Army		y that I have not made any					20 0000 0000 00
above. I further certify that service re applicant's enlistment have been sec-			been strictly comp	lied wi	ith and any i	waivers req	uired to effect
b. TYPED OR PRINTED NAME (Last, First Middle Initial) Dossett, Chuckie D	GRADE E07	000000002	e. SIGNATURE	٠, د ر	0	3ett	DATE SIGNED (YYYYMMDD) 20050331
		SECTION V - RECE					
34. RECERTIFICATION BY APPLICA							
I have reviewed all information co belief. If changes were required, the	original entry ha						The Control of Control of the Contro
b. ITEM NUMBER c. CHANGE REQU	IOSECTION.	* * *					
12 change 11 to	Teau 12						
							2
d. APPLICANT	1	e. WITNESS			. 1751		
(1) SIGNATURE	(2) DATE SIGNE (YYYYMMDD 20050629) First, Middle Initial)	The second secon	RANK GRAD E07		CÅ	l.
DD FORM 1966/3, NOV 2003	ł		1		Sww	- rue	Page 3

Figure 6–1. DD Form 1966 completion instructions

5. NAME (Last, First, Middle Initial) ench, Mack M	36. SOCIAL SECURITY NUMBER 000000000
SECTION VI - REMARKS (Specify item(s) being continued by item number. Continue on sep	parate pages if necessary.)
2b. Completed 2 years of JROTC at Parker High School (200308 -200506)	
	20 N 200 NN W
1 (2	
	a an
a a	
2 83 2 3	
	w a
F RG FG	
	DD FORM 1966/5 YES
	ATTACHED? (X one) NO
SECTION VII - STATEMENT OF NAME FOR OFFICIAL	_ MILITARY RECORDS
NAME CHANGE. If the preferred enlistment name (name given in Item 2) is not the same as on your birth cer	rtificate, and it has not been changed by legal proce
scribed by state law, and it is the same as on your social security number card, complete the	e following:
IAME AS SHOWN ON BIRTH CERTIFICATE b. NAME AS SHOWI	N ON SOCIAL SECURITY NUMBER CARD
hereby state that I have not changed my name through any court or other legal procedure;	CONTRACTOR TO THE PROPERTY OF
	the community as a matter of convenience
I with no criminal intent. I further state that I am the same person as the person whose nam	e is shown in item 2.
APPLICANT SIGNATURE	(2) DATE SIGNED
	(YYYYMMDD)
WITNESS	
TYPED OR PRINTED NAME (Last, First, Middle Initial) (2) PAY GRADE (3) SIGNATURE	
D FORM 1966/4, NOV 2003	Ρέ

Figure 6–1. DD Form 1966 completion instructions

Tench, Mack M		39. SOCIAL SECURITY NUMBER 000000000
USE THIS DD FORM 1966 PAGE ONLY IF EIT	THER SECTION APPLIES TO THE APPLICA	ANT'S RECORD OF MILITARY
PROCESSING. SECTION VIII - PAI	RENTAL/GUARDIAN CONSENT FOR E	NI ISTMENT
0. PARENT/GUARDIAN STATEMENT(S) (Line		
a. I/we certify that (Enter name of applicant)	Tench, Mack	
has no other legal guardian other than med (Enter Branch of Service)	/us and I/we consent to his/her enlistmen	t in the United States
Regular Army		,
I/we acknowledge/understand that he/she situations. I/we certify that no promises of or promotion during his/her enlistment as a Armed Forces representatives concerned conduct records checks to determine his/h compensation for such service. I/we author Processing Station via public conveyance	any kind have been made to me/us condan inducement to me/us to sign this cons to perform medical examinations, other ener eligibility. I/we relinquish all claim to horize him/her to be transported unsupervi	cerning assignment to duty, training ent. I/we hereby authorize the examinations required, and to is/her service and to any wage or sed to/from the Military Entrance
b. FOR ENLISTMENT IN A RESERVE C I/we understand that, as a member of a training unless excused by competent auth enlistment, he/she may be recalled to activ the ready reserve, he/she may be ordered Congress or the President or when otherw other hazardous situations.	a reserve component, he/she must serve nority. In the event he/she fails to fulfill th we duty as prescribed by law. I/we further to extended active duty in time of war or	e obligations of his/her reserve r understand that while he/she is in national emergency declared by th
I/we understand that, as a member of a training unless excused by competent authenlistment, he/she may be recalled to active the ready reserve, he/she may be ordered Congress or the President or when otherwood.	a reserve component, he/she must serve nority. In the event he/she fails to fulfill th we duty as prescribed by law. I/we further to extended active duty in time of war or	e obligations of his/her reserve r understand that while he/she is in national emergency declared by th
I/we understand that, as a member of a training unless excused by competent authenlistment, he/she may be recalled to active the ready reserve, he/she may be ordered Congress or the President or when otherw other hazardous situations. C. PARENT 1) TYPED OR PRINTED NAME (Last. First, Middle Initial) Fench, Chuckie	a reserve component, he/she must serve nority. In the event he/she fails to fulfill th we duty as prescribed by law. I/we further to extended active duty in time of war or	e obligations of his/her reserve r understand that while he/she is in national emergency declared by th
I/we understand that, as a member of a training unless excused by competent authenlistment, he/she may be recalled to active the ready reserve, he/she may be ordered Congress or the President or when otherw other hazardous situations. 3. PARENT 1) TYPED OR PRINTED NAME (Last. First, Middle Initial) Tench, Chuckie 4. WITNESS	a reserve component, he/she must serve nority. In the event he/she fails to fulfill the ve duty as prescribed by law. I/we further to extended active duty in time of war or vise authorized by law, and may be required.	e obligations of his/her reserve r understand that while he/she is in national emergency declared by the ed upon order to serve in combat of (3) DATE SIGNE (YYYYMMDD) 20050301
I/we understand that, as a member of a training unless excused by competent authorized enlistment, he/she may be recalled to active the ready reserve, he/she may be ordered. Congress or the President or when otherworther hazardous situations. Description of Printed Name (Last. First, Middle Initial) Tench, Chuckie St. WITNESS Typed OR PRINTED NAME (Last, First, Middle Initial)	a reserve component, he/she must serve nority. In the event he/she fails to fulfill the ve duty as prescribed by law. I/we further to extended active duty in time of war or vise authorized by law, and may be required: (2) SIGNATURE	e obligations of his/her reserve r understand that while he/she is in national emergency declared by th ed upon order to serve in combat of (3) DATE SIGNE (YYYYMMDD) 20050301
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I/we understand that, as a member of a training unless excused by competent auth enlistment, he/she may be recalled to active the ready reserve, he/she may be ordered. Congress or the President or when otherw other hazardous situations. 5. PARENT 1) TYPED OR PRINTED NAME (Last. First, Middle Initial) Tench, Chuckie 4. WITNESS 1) TYPED OR PRINTED NAME (Last. First, Middle Initial) Green, Alisha 5. PARENT	a reserve component, he/she must serve nority. In the event he/she fails to fulfill the ve duty as prescribed by law. I/we further to extended active duty in time of war or vise authorized by law, and may be required: (2) SIGNATURE (2) SIGNATURE	e obligations of his/her reserve r understand that while he/she is in national emergency declared by th ed upon order to serve in combat of (3) DATE SIGNE (YYYYMADD) 20050301
I/we understand that, as a member of a training unless excused by competent authenlistment, he/she may be recalled to active the ready reserve, he/she may be ordered Congress or the President or when otherworther hazardous situations. PARENT TYPED OR PRINTED NAME (Last, First, Middle Initial) Tench, Chuckie WITNESS TYPED OR PRINTED NAME (Last, First, Middle Initial) Green, Alisha PARENT TYPED OR PRINTED NAME (Last, First, Middle Initial)	a reserve component, he/she must serve nority. In the event he/she fails to fulfill the ve duty as prescribed by law. I/we further to extended active duty in time of war or vise authorized by law, and may be required: (2) SIGNATURE	e obligations of his/her reserve r understand that while he/she is ir national emergency declared by the ed upon order to serve in combat of (3) DATE SIGNE (YYYYMMDD 20050301 (3) DATE SIGNE (YYYYMMDD 20050301
I/we understand that, as a member of a training unless excused by competent authenlistment, he/she may be recalled to active the ready reserve, he/she may be ordered Congress or the President or when otherw other hazardous situations. C. PARENT 1) TYPED OR PRINTED NAME (Last. First, Middle Initial)	a reserve component, he/she must serve nority. In the event he/she fails to fulfill the ve duty as prescribed by law. I/we further to extended active duty in time of war or vise authorized by law, and may be required: (2) SIGNATURE (2) SIGNATURE	e obligations of his/her reserve r understand that while he/she is ir national emergency declared by the ed upon order to serve in combat of (3) DATE SIGNE (YYYYMMDD 20050301 (3) DATE SIGNE (YYYYMMDD 20050301
I/we understand that, as a member of a training unless excused by competent authenlistment, he/she may be recalled to active the ready reserve, he/she may be ordered Congress or the President or when otherwother hazardous situations. C. PARENT 1) TYPED OR PRINTED NAME (Last. First, Middle Initial) Fench, Chuckie 1. WITNESS 1) TYPED OR PRINTED NAME (Last, First, Middle Initial) Green, Alisha 2. PARENT 1) TYPED OR PRINTED NAME (Last, First, Middle Initial) Fench, Chrissy	a reserve component, he/she must serve nority. In the event he/she fails to fulfill the ve duty as prescribed by law. I/we further to extended active duty in time of war or vise authorized by law, and may be required: (2) SIGNATURE (2) SIGNATURE	e obligations of his/her reserve r understand that while he/she is in national emergency declared by th ed upon order to serve in combat of (3) DATE SIGNE (YYYYMMDD, 20050301

DD FORM 1966/5, NOV 2003

age 5

Legend for Figure 6-1;

complete the form as shown below.

- A. SERVICE PROCESSING FOR. Complete as required.
- B. PRIOR SERVICE. Self-explanatory.
- $\hbox{C. SELECTIVE SERVICE CLASSIFICATION. Complete as required.}\\$
- D. SELECTIVE SERVICE REGISTRATION NO. Complete as required.

Figure 6-1. DD Form 1966 completion instructions

- 1. SOCIAL SECURITY NUMBER. Self-explanatory.
- 2. NAME. Self explanatory.
- 3. CURRENT ADDRESS. Enter Street, City, County, State, Country, and ZIP Code.
- 4. HOME OF RECORD ADDRESS. Enter Street, City, County, State, Country, and ZIP Code. Do not enter a temporary address. Address must be CONUS or U.S. Territory.
- 5. CITIZENSHIP. This block contains 7 boxes a (1-2) through e. Select the appropriate box and provide Alien Registration number if applicable (X one).
- 6. SEX. Select Male or Female (X one).
- 7. a. RACIAL CATEGORY. This block contains boxes 1 through 6. (X one or more).
- b. ETHNIC CATEGORY. This block contains 3 boxes 1 through 3. Select the appropriate box.
- 8. MARITAL STATUS. Select Annulled, Divorced, Legally Separated, Married, Single, Widowed.
- 9. NUMBER OF DEPENDENTS. Enter number of dependents.
- 10. DATE OF BIRTH (YYYYMMDD).
- 11. RELIGIOUS PREFERENCE. This item is optional. Enter complete formal name of religious preference or no religious preference.
- 12. EDUCATION. Enter highest grade of formal education completed (Examples: 11, 12, or 13)
- 13. PROFICIENT IN FOREIGN LANGUAGE. Enter any foreign language applicant may be able to read, write, or speak. If applicant is unable to read, write or speak any foreign language enter NONE.
- 14. VALID DRIVER'S LICENSE. Select Yes or No. If Yes, list State, number, and expiration date.
- 15. PLACE OF BIRTH. Enter city, state, and country of birth.
- 16. APTITUDE TEST RESULTS. Results provided by MEPS personnel, system or DMDC.
- 17. DEP ENLISTMENT DATA. This block contains 8 boxes a through h.
- a. DATE OF DEP ENLISTMENT. Date of entry into the Delayed Entry Program. Enter YYYYMMDD.
- b. PROJ ACTIVE DUTY DATE (YYYYMMDD). Date projected to enter active duty.
- c. ES. Entry Status. Enter 3.
- d. RECRUITER IDENTIFICATION. Enter recruiter's nine digit SSN.
- e. PROGRAM ENLISTED FOR. Enter five-digit code from the following list.

Position 1. Educational Incentive: A—Army College Fund; B—Loan Repayment Program; C—Enrolled in the Montgomery GI Bill (use for all NPS/DOS who have not served in any regular component of the Armed Forces); D—Not Eligible for GI Bill enrollment (use for all applicants who have had prior military service in a regular component of the Armed Services).

Position 2. Enlistment Bonus: A—Skill (MOS) Bonus; B—Unit Bonus; C—Affiliation Bonus; D—Selective Reenlistment Bonus (SRB); E—Broken Service Select Reenlistment Bonus (BSSRB); F—No Enlistment Bonus.

Position 3. Contract Term Years: A—Regular Army, NPS (RA-2, TPU-0, IRR-6); B—Regular Army, NPS (RA-3, TPU-0, IRR-5); C—Regular Army, NPS (RA-4, TPU-0, IRR-4); D—Regular Army, NPS (RA-5, TPU-0, IRR-3); E—Regular Army, NPS (RA-6, TPU-0, IRR-2); F—Regular Army, PS (RA-2, TPU-0, IRR-0); G—Regular Army, PS (RA-3, TPU-0, IRR-0); H—Regular Army, PS (RA-4, TPU-0, IRR-0); I—Regular Army, PS (RA-5, TPU-0, IRR-0); J—Regular Army, PS (RA-6, TPU-0, IRR-0); K—Regular Army, NPS (RA-2, TPU-2, IRR-4); L—Regular Army, NPS (RA-3, TPU-2, IRR-3); M—Regular Army, NPS (RA-4, TPU-2, IRR-2); N—Regular Army, NPS (RA-6, TPU-2, IRR-0); U—Army Reserve.

Position 4. Enlistment Program: T—Regular Army Training Enlistment Program (9A); S—Regular Army Station/Unit/Area/Command Enlistment Program (9B); C—Regular Army Officer Enlistment Program (9D).

Position 5. Army Civilian Acquired Skills Program: A-Yes; B-No.

- f. T-E MOS/AFS. Enter five-digit MOS in which applicant will be trained as obtained from the REQUEST System. If applicant is entering in former MOS or ACASP MOS enter 00000.
- g. Waiver. Enter 3 position code from the following list. Example of applicant that required two waivers (has a minor traffic and dependent waiver code will be "M" and "H", the last position is Y): RAA—Age; BBB—Article 15; CCC—Ban to Reenlistment; DDD—Field Bar; EEE—Conscientious Objector; FFF—Courts Martiall; GGG—Declination; HHH—Dependents; III—Sole Parent; JJJ—Hardship Discharge; KKK—Felony; LLL—Minor Non-traffic; MMM—Minor Traffic; NNN—Misdemeanor; OOO—Grade Determination; PPP—Lost Time (AWOL); RRR—Medical Discharge; SSS—Disqualifying Separation (other); TTT—Sole Survivor; UUU—Pre-service Drug Test; VVV—Pre service Alcohol Test; YYY—No waiver.
- 18. ACCESSION DATA. This block contains 16 boxes a through p.
- a. ENLISTMENT DATE (YYYYMMDD). Enter date entered active duty or assessed into the Army Reserve or IRR.
- b. ACTIVE DUTY SERVICE DATE (YYYYMMDD). Active Duty enter date from 17a. Army Reserve enter date scheduled for entry on IADT. For ROTC/SMP not scheduled for entry on IADT for BCT enter "00 000 0." RA and AR applicants with prior service will have active duty service date calculated from DD Form 214.
- c. PAY ENTRY DATE (YYYYMMDD). For applicants with no previous military service enter date as recorded in 17a. For applicants with previous military service date will be computed by personnel and finance at first duty station. Date will be based on documents provided. Burden of proof is on applicant.
- d. TOE. Term of enlistment. Enter 1-digit numeric code (such as 2, 3, 4, 5, 6, 7, and 8).
- e. WAIVER. Same as 17g.
- f. PAY GRADE. Enter three digit code. First position enter E, second position enter 0, third position enter appropriate number based on entry pay grade. Example: Applicants entering as a private E-1, enter E01.

Figure 6-1. DD Form 1966 completion instructions

- g. DATE OF GRADE (YYYYMMDD). Enter date as entered on active duty for NPS. PS will have date adjusted at first duty station as appropriate.
- h. ES. Entry Status. Enter 3.
- i. YRS/HIGHEST ED GR COMPL. First enter actual number of years successfully completed in 2 digits that is 08, 09, 10, 11, 12, 13, 14, etc. Then enter certification level code as follows: 9—Level (code) Currently in High School; S—High School Senior; 1—Less Than a High School Diploma; E—Test-Equivalency Diploma; C—Occupational Program Certificate of Attendance; 7—Correspondence School Diploma; H—Home Study Diploma; B—Adult Education Diploma; M—Enrolled in other than Senior Program, will meet HSDG; J—High School Certificate of Attendance; L—High School Diploma; 8—Completion of 15 SH; D—Associate Degree; G—Professional Nursing Degree; K—Baccalaureate Degree; W—First Professional Degree; N—Masters Degree; R—Post Masters Degree; U—Doctorate Degree; X—National Guard Youth challenge.
- j. RECRUITER IDENTIFICATION. Enter recruiter's nine digit SSN.
- k. PROGRAM ENLISTED FOR. See 17e.
- I. T-E MOS/AFS. Training or enlistment MOS. Enter five-digit MOS in which applicant will be trained as obtained from REQUEST System except for PS applicants that require no AIT, enter 00000.
- m. PMOS/AFS. Enter 5-digit PMOS code as follows. First enter 5-digit PMOS for PS, ACASP, ROTC/SMP enlistees that require no AIT. Skill level (fourth position) must be "0" for grades E-1 and E-2. The fifth position must be an alpha.
- n. YOUTH.

First Position: A—JROTC-3-yr; B—JROTC-1-yr; C—ROTC-1-yr; D—ROTC-2-yr; E—ROTC-3-yr; F—ROTC-4-yr; X—Other; Y—None/Not Applicable.

Second Position: A—Army; F—Air Force; N—Navy; M—Marine Corps; P—Coast Guard; Y—None/Not Applicable.

Third Position: Number of Years Completed (0 to 9).

- o. OA. Option Analyst. Enter 00.
- p. TRANSFER TO (UIC). Enter 6-digit "UIC" for reception battalion where NPS enlistee is transferred on enlistment for active duty. For AR enter unit "UIC."
- 19. SERVICE REQUIRED CODES. Complete as required.
- 19a. DEP/ACCESSION RECORD (TO BE COMPLETED BY MEPS PERSONNEL). Completed by MEPS personnel.
- 20. NAME. Self explanatory.
- 21. SOCIAL SECURITY NUMBER. Self explanatory.
- 22. EDUCATION. Complete as required.
- 23. MARITAL/DEPENDENCY STATUS AND FAMILY DATA. Answer as appropriate and all YES answer require explanation in Section VI REMARKS.
- 24. PREVIOUS MILITRAY SERVICE OR EMPLOYMENT WITH THE U.S. GOVERNMENT. Answer as appropriate and all YES answer require explanation in Section VI REMARKS.
- 25. ABILITY TO PERFORM MILITRAY DUTIES. Answer as appropriate and all YES answer require explanation in Section VI REMARKS.
- 26. DRUG USE AND ABUSE. Answer as appropriate and all YES answer require explanation in Section VI REMARKS.
- 27. NAME. Self explanatory.
- 28. SOCIAL SECURITY NUMBER. Self explanatory.
- 29. CERTIFICATION OF APPLICANT. Complete as required.
- 30. DATA VERIFICATION BY RECRUITER. Complete as required.
- 31. CERTIFICATION OF WITNESS. Complete as required.
- 32. SPECIFIC OPTION/PROGRAM ENLISTED FOR, MILITARY SKILL, OR ASSIGNMENT TO A GEOGRAPHICAL AREA GUARANTEES. Complete as required.
- 33. CERTIFICATION OF RECRUITER OR ACCEPTOR. Complete as required by guidance counselor.
- 34. RECERTIFICATION BY APPLICANT AND CORRECTION OF DATA AT THE TIME OF ACTIVE DUTY ENTRY. Complete as required.
- 35 NAME. Self explanatory.
- 36. SOCIAL SECURITY NUMBER. Self explanatory.
- 37. NAME CHANGE. Complete as required.
- 38. NAME. Self explanatory.
- 39. SOCIAL SECURITY NUMBER. Self explanatory.
- 40. PARENT/GUARDIAN STATEMENT(S). Complete as required
- 41. VERIFICTION OF SINGLE SIGNATURE CONSENT. Complete as required.

Figure 6-1. DD Form 1966 completion instructions

6-13. Preparation of DD Form 4

DD Form 4 establishes a legal relationship between the U.S. Government and the enlisted member. Special care will be taken to see that all items are correct, without strikeover.

- a. After MEPS personnel complete appropriate section, applicant will be returned to guidance counselor with DD Form 4 for review and signature.
- b. After guidance counselor signs and certifies accuracy of all actions taken, and accepts applicant for DEP, RA, or AR enlistment, applicant returns to MEPS for completion of processing and enlistment.
- c. After taking oath of enlistment, applicant signs and enlisting officer signs DD Form 4. A copy is then given to the enlistee for personal records.
- d. For applicants entering on AD from the DEP, MEPS types in all required data sends applicant to guidance counselor.
- e. Guidance counselor reviews all forms, verifies eligibility for AD, ensures that any changes in applicant's status are properly documented, witnesses applicant's signature and then signs and accepts applicant for RA enlistment.
 - f. After taking oath, applicant signs and enlisting officer signs.

6-14. Actions before signature on DD Form 4

Before an applicant signs the confirmation of Oath of Enlistment on DD Form 4, the enlisting officer will—

- a. Provide an orientation as required by AR 601-270.
- b. Ensure applicants who have questions about their 8-year military obligation have all questions answered by the Army Liaison before enlistment.
- c. Ensure that no promises have been made to applicants, either direct or implied, that cannot be substantiated by proper regulations. Applicants who have any misunderstanding about the extent of their full enlistment commitment, specific options or Army unique benefits will have them explained by the Army Counselor, supported by this regulation.
 - d. Administer the Oath of Enlistment.

6-15. Correction of errors on enlistment forms

To correct errors found after applicant has enlisted and forms are distributed, the following procedures apply:

- a. An immediate commander or designee may correct minor administrative and typographical errors found after distribution of forms. DA Form 4187 will be completed and DD Form 4 or DD Form 1966 will be corrected for RA. A copy of the approved DA Form 4187 will be forwarded to the Commander, U.S. Army Enlisted Records and Evaluation Center, ATTN: PCRE–RR, Fort Benjamin Harrison, IN 46249. A new DD Form 4 will be prepared for AR. The revised page of DD Form 4 or its entirety will be completed, to include confirmation of enlistment. The date entered in item 16c by the enlisting officer will reflect the actual date that the oath on the revised DD Form 4 was administered. "CORRECTED COPY" will be printed in block letters at the top and bottom of each corrected page of the revised DD Form 4. The corrected pages of the DD Form 4 will be attached to the original DD Form 4.
 - b. To correct the DD Form 4 on length of service, see paragraph 8-6.
- c. If a soldier or the officer who has administered the oath of enlistment has failed to sign DD Form 4 and distribution has been made, the official personal military file copy will be signed and a memo or DA 4187 explaining the circumstance will be attached. In addition, a new page of the DD Form 4 will be prepared and completed and appropriate signatures obtained; this copy will be annotated as a "CORRECTED COPY" for both RA or AR and appropriate distribution made. Assistance from the USAREC, the U.S. Army Training and Doctrine Command (TRADOC), or Forces Command liaison will be obtained as necessary.

6-16. Claims of erroneous entries

Authority to act on claims of erroneous entries on enlistment documents that are not delegated elsewhere in this chapter or in AR 600–8–104 is delegated to the Commander, U.S. Army Enlisted Records and Evaluation Center, Fort Benjamin Harrison, IN 46249, for RA, and the Commander, HRC—St. Louis, ATTN: DARP-PAT-I, 1 Reserve Way, St. Louis, MO 63132–5200, for AR. Requests relating to claims of erroneous entries must include a statement signed by the person; copies of substantiating documents that will assist in making a decision will be attached.

Section VI

Administration of Oath of Enlistment and Related Matters

6-17. Orientation before administration of oath

Before giving the Oath of Enlistment to an applicant, the enlisting officer will-

- a. Explain the UCMJ, Art. 83, to applicant and emphasize the importance of UCMJ with respect to truthful answers to questions on the enlistment forms.
 - b. Explain to all enlistees the substance of UCMJ, Arts. 85 and 86.
- c. Explain to applicant that anything in his or her record that may prohibit enlistment must be disclosed before the oath is administered. Explain to applicant that if disclosure is made at this time (before the Oath of Enlistment) the worst that can happen will be rejection for enlistment.
- d. Warn applicant that his or her fingerprints will be forwarded to the Federal Bureau of Investigation. Warn applicant that even though a person may conceal a criminal or juvenile record or PS at time of enlistment, such a record will be discovered later. The applicant will be subject to trial by court-martial for fraudulent enlistment or possible discharge under less-than-honorable conditions.

6-18. Administration of oath of enlistment

A commissioned officer of any service will administer the Oath of Enlistment in DD Form 4 orally, in English, to each applicant. Make a suitable arrangement to ensure that the oath is administered in a dignified manner and in proper surroundings. Display the U.S. flag prominently near the officer giving the oath. The words "So help me God" may be omitted for persons who desire to affirm rather than to swear to the oath.

6-19. Actions required after administration of the oath

Immediately after the Oath of Enlistment, the enlisting officer will—

- a. Require each enlistee to sign DD Form 4.
- b. Provide each enlistee with a legible copy of enlistment forms.

6-20. Predating an enlistment

Except as indicated below, date of enlistment is the actual date the Oath of Enlistment is given. This date must be shown on the enlistment record above the signature of the officer who administered the oath.

- a. No enlistment will be predated without prior approval. A person's enlistment may be delayed through no fault of his or her own, but for the convenience of the Government.
- b. Request to predate the enlistment will be sent to the Commander, U.S. Army Enlisted Records and Evaluation Center, Fort Benjamin Harrison, IN 46249, for RA, and to the Commander, HRC—St. Louis, ATTN: DARP-PAT-SU, 1 Reserve Way, St. Louis, MO 63132–5200, for the AR.

Chapter 7

Regular Army and Reserve Component Civilian Acquired Skills Program

Section I

7-1. General

This chapter provides policy and guidance for implementing the ACASP. ACASP attracts and uses persons with civilian-acquired skills required by the Army. Persons qualified for ACASP may be given an advance in grade upon enlistment.

7-2. Objectives

Objectives of ACASP are as follows:

- a. Enlistment of qualified personnel with civilian-acquired skills needed by the Army.
- b. Increased job satisfaction.
- c. Improved personnel classification and use while MOS performance standards are maintained.
- d. Reduced training loads and costs.
- e. Added means for rapid mobilization.

7-3. Procedures

- a. The DCS, G-1 will develop policy for the ACASP.
- b. The CG, HRC and the CG, HRC-St. Louis, in coordination with the CAR will-
- (1) Conduct periodic reviews and submit recommendations to the HQDA (DAPE-MPA), Washington, DC 20310, for addition or deletion of skills to be updated in DA Pam 611-21.
- (2) Develop criteria for skills to be added to the program and review and comment on recommendations submitted by other agencies.
 - (3) Coordinate with DCS, G-1 in developing annual procurement programs for each ACASP skill.

- c. The CG, USAREC will—
- (1) Implement processing procedures contained in this chapter.
- (2) Develop and implement advertising and procurement plans and procedures to attract qualified applicants for the program.
- d. ACASP enlistee commanders will ensure that ACASP enlistees are proficient at time of award of MOS as prescribed in DA PAM 611-21.
 - e. For enlistees assigned to special bands, ACASP enlistee commanders will-
 - (1) Assist USAREC in interview process of ACASP applicants.
 - (2) Assist USAREC with the selection process for assignment to one of the special bands listed:
 - (a) The United States Army Band.
 - (b) United States Army Field Band.
 - (c) United States Military Academy Band.
 - (d) 3rd Infantry Old Guard (Fife and Drum Corps).
 - (3) Administer accelerated promotion under provisions of AR 600-8-19.
 - f. Training center commanders will-
 - (1) Provide reception battalion processing and required training for ACASP soldiers.
- (2) For RA only, prepare and process ACASP soldiers for overseas movement under AR 600-8-101 if soldiers are to be assigned overseas after completing training.

7-4. Eligibility

- a. ACASP is available to qualified men and women with or without PS. Person with skills acquired through military service will not be enlisted under this program. Members of the RC who were awarded an MOS based upon civilian acquired skills and are applying for enlistment into the RA will be authorized to enlist under this program provided they are otherwise qualified. All PS applicants who have had a break in RA or RC of 3 or more years and who are qualified under this chapter may enlist for ACASP regardless of former MOS. These applicants must meet all requirements, to include basic eligibility. Applicants must—
- (1) Meet basic eligibility criteria for enlistment (chaps 2 or 3, as appropriate), skill training, and work experience and MOS prerequisites and prerequisites of DA PAM 611–21. MOS prerequisites are available on a computer output display by using the Report of Qualification Program of REQUEST. When a person has unusual training or experience relevant to an MOS, requests for determination of equivalency may be submitted for consideration to HQDA (DAPE–MPA).
 - (2) Have had either training or experience in their civilian-acquired skills within 24 months of enlisting.
- b. Exceptions for applicants qualified for ACASP but who do not meet or possess applicable ASVAB score and no prerequisite MOS training is required may request through appropriate chain of command an exception to policy. Approval is required from HQDA (DAPE–MPA).

7-5. Enlistment periods

Minimum terms of enlistment for ACASP will be established by REQUEST and as announced by HQDA (DAPE-MPA) for special categories of persons and for selected MOS.

7-6. Accelerated promotions

ACASP enlistees assigned to one of the four special bands listed in paragraph 7–3 are authorized accelerated promotion under the provisions of AR 600–8–19.

Section II

Training Requirements

7-7. Enlistment training options available

An applicant's age at enlistment, service obligation if applicable, prior military service, and MOS selected will determine applicable training options. All RA enlistments under this program will enlist under Program 9B (U.S. Army Station/Unit/Command/Area Enlistment Program). AR enlistment training options based on 10 USC 12103 are listed below:

- a. Option 1 is available to NPS applicants, 17 through 25 years of age. Applicants who fall into this enlistment option will be required to attend BCT followed by applicatory training during IADT for a minimum of 12 weeks.
- b. Option 2 is available to NPS applicants, 17 through 25 years of age. Applicants who fall into this enlistment option will be required to attend BCT followed by prerequisite training as prescribed by DA PAM 611–21 for the MOS in which the applicant is enlisting. The minimum training requirement will depend on the length of prerequisite training, but not fewer than 12 weeks. This option is not applicable to RC band applicants.
 - c. Option 3 is available to NPS applicants, 26 through 34 years of age. Applicants who fall into this enlistment

option will be required to attend BCT plus 48 hours of proficiency training that can be conducted during IADT or IDT at a later date. RC band applicants age 26–34 must possess minimum of 2.7 enlistment audition score to qualify for this option. Audition score below 2.7 will require applicant to complete proficiency training as prescribed by Commandant, United States Army Element School of Music (USAESOM) (see 7–7*a*). DCS, G–1 has determined that completion of training programs and options outlined in this paragraph equals the 12-week IADT training of the statute.

- d. Option 4 is available to NPS applicants, 26 through 34 years of age. Applicants who fall into this enlistment option will be required to attend BCT followed by prerequisite training as prescribed by DA PAM 611–21 for the MOS in which the applicant is enlisting. The minimum training period will depend on the length of prerequisite training if completed during IADT. Prerequisite training for these applicants can be conducted during IADT or IDT at a later date. DCS, G–1 has determined that completion of training programs and options outlined in this paragraph equals the 12-week IADT training of the statute. This option is not applicable to RC band applicants.
- e. Option 5 is available to PS applicants. (For ages, see chap 3.) Applicants who fall into this enlistment option will not require any proficiency or prerequisite training to be conducted at an IADT location. Their proficiency or prerequisite training, as required per the MOS in which they are enlisting for, will be conducted during normal IDT at their respective TPUs. RC band PS applicants must possess minimum of 2.7 enlistment audition score to qualify for this option and must have been previously awarded equivalent 42R MOS. Audition score below 2.7 will require applicant to complete proficiency training as prescribed by Commandant, USAESOM.

7-8. BT requirement

- a. Persons not having prior military service or who did not complete Army or Marine BT during previous military service must complete a period of BT (for RA, see para 5–16; for RC, see para 7–7). PS applicants requiring BT will attend the WTC, which replaces the traditional Army BCT course formerly used to train PS personnel.
 - b. For RC only, applicants with no prior military service must complete at least 12 weeks of IADT (10 USC 12103).

7-9. Requirement for prerequisite training

- a. Some MOSs available under ACASP may require completion of a specified course as a prerequisite for awarding the MOS in accordance with DA PAM 611–21. Award of the ACASP MOS will not be considered until successful completion of all required training, including prerequisite training if required.
- b. For RC personnel, prerequisite training may be accomplished during IADT or ADT at a later date or through completion of correspondence courses or AR schools, if available. However, other than training listed in DA Pam 611–21, MOS training during IADT will not be offered to ACASP applicants.

7-10. Requirement for proficiency training

- a. ACASP enlistment training options require completion of a specified period of proficiency training as a prerequisite for awarding of the MOS (for AR, see para 7–7; for RA, this period is 8 weeks). Proficiency training is a specified period of time during which the enlistee functions in the MOS for which he or she was enlisted. For RC, this training will be performed within 12 months of graduation from BT. RC band enlistees must complete proficiency training as prescribed by Commandant, USAESOM (see 9–11e(2)).
- b. The training is a transition period in which enlistees learn to apply civilian-acquired skills to the military. Commanders will use this proficiency training time to evaluate each enlistee's ability to function in the specific MOS. Before award of MOS and promotion to accelerated pay grade, the enlistee must be able to perform duty requirements of the MOS as described in DA PAM 611–21.

Section III

ACASP Personnel Management

7-11. Determination of qualifications and enlistment grades

- a. ACASP applicants must present valid evidence of completion of required civilian training to enlistment authorities. This evidence may include certificates, transcripts, diplomas, union cards, or employment records showing the period of actual work experience, training received, degree of proficiency attained, and a summary of duties and training in a civilian-acquired skill. Training may include successful completion of union, industry, or Government-recognized training or apprenticeship programs. Certificates and diplomas submitted by applicants must bear the original seal of the institution awarding the document, or be documented as true copies.
- b. Persons who meet training and work experience requirements in accordance with DA Pam 611–21(see https://perscomnd04.army.mil/MOSMARTBK.nsf?OpenDatabase&Start=1&Count=4000&Expand=4) and satisfy all other enlistment criteria will be enlisted in pay grade E–4.
- c. Classification interviewers at reception battalions will continue to review individual qualifications. They will identify soldiers not recruited under the ACASP but who should be processed under AR 612–201 as it applies to soldiers with civilian-acquired skills. Soldiers found qualified under ACASP will be referred to USAREC liaison.

7-12. Award of military occupational specialty, enlistment grade, and accelerated promotion

- a. Applicants enlisting under the ACASP will be enlisted in pay grade SPC, if they meet the criteria in DA Pam 611–21. No later advanced promotion is authorized unless enlisting in the United States Army Special Bands.
- b. For applicants enlisting in the United States Army Special Bands, promotion to the accelerated grade and award of the MOS authorized by the enlistment agreement will be made either with approval of the unit commander or by the training commander for active Army personnel, after successful completion of all training required by the enlistment program selected in paragraph 7–6. For RA, this includes 8 weeks of successful performance in the skill. The accelerated grade will be awarded to qualified soldiers without regard to time in grade, time in service, or promotion allocation. After having been awarded the ACASP MOS and promoted to the accelerated grade, United States Army Special Band enlistees will be governed by AR 600–8–19.
- c. ACASP enlistees will be promoted to the next higher grade in accordance with AR 600-8-19 for RA and with AR 135-205 and AR 140-158, for AR.
- d. The commander with authority to promote may take action to deny award of the MOS the applicant enlisted for. The commander will be guided in this determination by duty requirements of the soldier's MOS as described in DA PAM 611–21. Reasons for denying of MOS may be any failure of the soldier to demonstrate proper conduct during the proficiency-training period or failure to demonstrate minimum required level of performance for the MOS. The soldier must be advised in writing by the commander of the reason for denying the award of the MOS. A record of this counseling, including basis, audition scores and results, will be entered in the soldier's official record as a permanent document. The soldier will indicate on the counseling statement that he or she has read the statement and that he or she has or has not submitted a statement in his or her own behalf.
- e. For United States Army Special Band, on denial of accelerated promotion to the applicable grade, the commander may retain the soldier at the current grade. However, the soldier must not already be serving in that grade. The commander may defer promotion for up to 4 more weeks for RA. If so, the soldier may be promoted to the higher grade or denied promotion at any time after completion of the initial proficiency period and the deferred period as indicated above. Interim promotions pending final decision are not authorized. A final decision must be made by the end of the deferred period. Persons failing to perform successfully in the skill and who are not provided accelerated promotion will be considered for future promotions along with their contemporaries under AR 600–8–19, as appropriate.
- f. Denial of award of MOS to ACASP soldiers for reasons cited in paragraph 7–12d will not constitute a breach of enlistment contract or agreement, nor result in an unfulfilled enlistment commitment.
- g. PS applicants, authorized to be promoted to pay grade SGT under paragraph 3–16 or 3–17 (for RA) or paragraph 3–18 (for AR) can still be enlisted under this program. However, enlistment grade will be determined by CG, HRC–EIS. Enlistment grade for AR PS applicants will be determined by the recruiting battalion commander or executive officer.

7-13. Army Civilian Acquired Skills Program enlistment control

ACASP enlistments will be controlled by HRC through the REQUEST System. If a skill is not available, applicant will be advised of other enlistment opportunities available.

7-14. Annual training

For RC only, NPS applicants who enlist under the ACASP may not be ordered to AT until after successful completion of BT

7-15. Mobilization readiness and deployability

- a. Enlistees under ACASP will be reported as MOS-qualified for mobilization readiness when all of the following actions are accomplished:
 - (1) Successful completion of BT.
 - (2) Satisfaction of prerequisite training if required by the MOS for which enlisted.
- (3) Award of ACASP MOS as PMOS based on satisfactory completion of proficiency training (to be determined by unit commander using DA Pam 611–21 as a guide).
 - (4) Promotion to accelerated grade shown on enlistment agreement (for U.S. Army Special Bands only).
- b. 10 USC 671 requires a minimum of 12 weeks of BT, or equivalent, before a member of the military service may be deployed overseas. The DCS, G-1 has determined that completion of training programs and options outlined in paragraph 7-7 equals the 12-week BT requirement of the statute.

Section IV

Enlistment Processing Procedures

7-16. Processing procedures

- a. Processing procedures as outlined in an applicant's selected enlistment option will apply. Also, procedures outlined below will be followed for all ACASP applicants.
- b. Recruiters will review and verify applicant's qualifications before sending applicants to guidance counselors. Guidance counselors will verify qualifications and complete necessary enlistment forms and processing.
- (1) Each applicant will submit documents that verify intent to enter civilian schooling, length and successful completion of education, training, and experience for the applicable skill. These documents must bear the original seal of the issuing agency or be notarized. Documents will include, but are not limited to the following: school transcripts; certificates of completion of training; certificates of registration with a Board of Registry or professional society; diplomas; employment records; union membership cards; certification as civil service apprentice or journeyman; letter/document attesting to acceptance in a civilian post-secondary training program. Civil Service Standard Form 50 (Notification of Personnel Action) may be used as well as a certification of applicant's typing or dictation, when required.
 - (2) Persons applying must present documentary evidence described in DA Pam 611-21.
- (3) For RA and RC, if applicant is currently enrolled in an approved course with satisfactory academic standing, and is enlisting in the DEP, applicant is eligible for ACASP. Applicant must present proof of enrollment, academic standing, and course graduation date, and a letter from the school, signed by the school administrator, prior to DEP enlistment. If applicant fails to graduate or receive course certification, applicant becomes ineligible for ACASP, and enlistment contract must be renegotiated at pay grade for non-ACASP, or the applicant will be discharged from the DEP.

7-17. Skills available for enlistment and unit vacancies

Skills available for enlistment and unit vacancies will be ascertained by the REQUEST system before completion of ACASP enlistments. Unit vacancies will be verified with the proper unit if required by REQUEST. If REQUEST does not provide a requirement, applicant will not be enlisted under this chapter. He or she will be offered other enlistment opportunities without entitlement to ACASP and accelerated promotion under this chapter. Guidance counselor will include a statement to this effect in the remarks section of DD Form 1966.

- a. All requested training spaces for PS applicants enlisting under ACASP will be coordinated through USAREC.
- b. For RC only, PS personnel with a remaining statutory obligation will—
- (1) Enlist for the number of years required to fulfill remaining statutory obligation period, or as prescribed in chapter 3.
- (2) If prerequisite MOS training is required, then enlist in the pay grade authorized by chapter 3, but not less than pay grade SPC.
- c. For RC only, PS personnel with no remaining statutory obligation will enlist or reenlist for a period as prescribed in chapter 3.
- d. All personal documents used to verify applicant's qualifications will be reproduced and be included in the enlistment packet. Original copies will be returned to applicant.

Chapter 8 Actions Required After Enlistment

8-1. General

This chapter covers procedures that apply to the final processing phase of the new RA soldier. Processing a new soldier is not complete until he or she finishes training. During this time, processing errors or misunderstandings may occur. They must be resolved because records are vital to the soldier. Accuracy of processing records affects a soldier's military career, civilian life, and family for the entire career and even after death.

- a. USAREC liaison NCO is the primary source for ensuring that records are corrected in an expeditious manner. The liaison NCO will provide a memorandum that addresses all changes made along with a brief history of reasons that warrant the changes made and will forward the memorandum to the soldier along with the Enlistment Records Brief (ERB) and the finance record.
- b. Soldiers who have reported to their first duty assignment will see their personnel office for assistance. Retention liaison NCOs are responsible for corrections of records and will execute the memorandum as noted in paragraph 8–1a.

8-2. Reporting procedures

a. Reception battalion. The reception battalion will add documents to establish finance, medical, and personnel

records on each soldier. Reception personnel will ensure that the enlistment commitment, if extended, is entered on the ERB.

- b. Installation. The installation where the soldier received initial training will report the soldier to HRC as training arrival in accordance with reporting procedures contained in AR 612–201.
 - c. Training center. As part of in-processing, the training center will—
- (1) Screen records and orders for special category personnel. Report persons with enlistment commitments by name and commitment to the CG, HRC.
- (2) Compare assignment instructions with enlistment records to see that enlistment commitments have been honored. Report inconsistencies immediately to the CG, HRC for resolution. Affected soldiers will not proceed to permanent duty stations until the CG, HRC has made corrected assignments. Procedures for processing assignment instructions for initial entry training soldiers are in AR 612–201.

8-3. Waivers of enlistment commitments

- a. After a person enters the Army, the enlistment commitment or a portion of it may be waived. However, Army elements must ensure that waivers are used sparingly and only when reasons are valid (for example, compassionate or hardship reasons or the Army is unable to fulfill an enlistment commitment). Prepare the waiver in writing. A waiver is not automatic and it is not designed for soldiers to change their enlistment unless unusual or Government-directed circumstances exist. The procedures below apply.
- (1) Enlistees with commitments for training and duty in a specific MOS or career management field (CMF), assignment to a specific unit, and an enlistment incentive may not waive the training without waiving the incentive.
- (2) Enlistees who waive only the unit assignment commitment, but not the incentive, may only be assigned only to an installation or unit authorized personnel with the incentive skill.
- (3) Enlistees with an incentive commitment who have a contractual agreement for training or for training and a specific unit assignment may waive the incentive commitment to apply for some other training or assignment.
 - (4) Enlistment commitment waivers will—
 - (a) Be prepared in duplicate.
 - (b) Be signed by the enlistee.
- (c) Be witnessed by a commissioned officer, warrant officer, or a DA civilian designated as a military personnel officer or USAREC liaison NCO.
- (d) Contain wording substantially as follows: "I voluntarily waive my enlistment commitment for (blank) made at the time of my enlistment. I realize and fully understand that, as a result of doing so, I will be assigned in accordance with any remaining portion of my enlistment commitment and the needs of the service, and will be required to complete the full term of service for which I enlisted."
- b. The original of the above certificate of enlistment commitment waiver will be forwarded to the Commander, U.S. Army Enlisted and Evaluation Center, ATTN: PCRE–RR, Fort Benjamin Harrison, IN 46249. Place the original copy of the enlistee's Official Personnel Military File. Attach a duplicate to the DD Form 4 copy of the enlistee's ERB. Retain both copies for the first term of the person's enlistment.
- c. When an enlistment commitment for an authorized assignment is waived before reporting date, the waived commitment will be reported to the office that authorized the assignment.
 - d. An entry will be made in item 4 of DA Form 2-1 and ERB, indicating the waived enlistment commitment.
- e. Commanders at all levels will set up procedures and policies to review enlistment commitments at the time the enlisted members arrive at the unit. Commanders will take necessary action to ensure that commitments made to enlistees are fulfilled.

8-4. Erroneous or unfulfilled enlistment commitments

When a breach of enlistment commitment occurs, the service member has a reasonable time to present a claim. (The time period normally is 30 days.) The time starts from the date the member is informed that his or her commitment will not be honored, or he or she discovers that the commitment has been breached.

- a. Above time limits will be applied with discretion in each case.
- b. Per paragraph 8-6, claims will be forwarded that—
- (1) Cannot be resolved at the local level.
- (2) Should be honored for moral commitment or alleged verbal commitment.
- c. If it is discovered that an enlistee was erroneously enlisted or if the enlistee reveals information that if known could have resulted in rejection for enlistment before departure from the MEPS, then procedures in AR 635–200, paragraph 7–15e will be followed.

8-5. Processing claims of unfulfilled or erroneous enlistment commitments

Refer such claims to the recruiting command liaison NCO for resolution. For claims of persons who have departed the reception battalion, the installation commander will—

- a. Review the person's ERB to determine validity of allegations.
- b. Decide if the installation commander can fulfill an enlistment commitment that the enlistee does not desire to waive. If not, installation commander will notify HRC as quickly as possible that the person—
 - (1) Is available immediately under AR 614-200, chapter 8.
 - (2) Has an unfulfilled enlistment commitment.
 - c. Forward enlistee's claim to the CG, HRC, for resolution when the person appears to have—
 - (1) Enlisted for an option.
 - (2) Not met prerequisites that must be determined before enlistment.
- d. Help prepare letter request for claimants for either erroneous or unfulfilled enlistment commitments that cannot be resolved by reassignment action. Subject of letter will be "Correction of Unfulfilled or Erroneous Enlistment Commitment."
- (1) The original and one copy of request with enclosures below will be forwarded by first class mail direct to the Commander, HRC, ATTN: DAPC-PDT-S, 2461 Eisenhower Avenue, Alexandria, VA 22331-0400.
 - (a) DD Form 4.
 - (b) DD Form 1966.
 - (c) DA Form 3286 and addendums completed for the claimant.
 - (d) ERB.
 - (e) Electronic security screening questionnaire.
 - (f) MEP physical exam, if required, and related documents (for example, consultation reports).
- (g) Waiver of enlistment commitment or statement that the official military record does not show that the enlistment commitment was waived.
 - (h) Sworn or notarized statement from claimant affirming the facts.
 - (i) Other statements or documents to help evaluate the claim.
- (2) The third copy of the request (including copies of enclosures in (1) above) will be forwarded by first class mail direct to the Commander, United States Army Recruiting Command, ATTN: RCES-RI, 1307 Third Avenue, Fort Knox, KY 40121. Also, a DA Form 209 (Delay, Referral or Follow-up Notice) addressed to claimant will be sent with request.
- e. Submit request to help establish correct enlistment grade, with substantiating evidence and statements, to DCS, G-1 (DAPE-MPA).
 - f. Process, as outlined in paragraph 6-11, claims on erroneous home of record or other entries not covered above.

8-6. Correction of term of enlistment

- a. An error made in processing an enlistment may indicate that the term of enlistment shown on DD Form 4 is for a longer term than intended. If so, then unit commanders will submit a request for correction of enlistment agreement through military channels to the Commander, HRC, ATTN: DAPE-PDT-S, 2461 Eisenhower Avenue, Alexandria, VA 22331–0400. The request will contain the following data:
 - (1) Sworn statement by member and other involved persons. The statement will give circumstances of enlistment.
 - (2) Evidence to support claim of error in period of enlistment shown on—
 - (a) DD Form 4.
 - (b) DD Form 1966.
 - (c) DA Form 3286.
 - (d) Other documents that support claim.
 - (3) Statement from person that he or she consents to the correction of term of enlistment shown on the DD Form 4.
- b. If the change to term of enlistment is a result of a DA directive, any and all correspondence or messages that apply. The CG, HRC may determine that an error has been made in the term of enlistment shown on the DD Form 4 (for example, term of enlistment may be other than that intended by both the member and the Army. The DD Form 4 will not be amended by "pen and ink" correction. Instead, a memorandum will be added to the member's file giving the correct term.) The soldier will be assisted in preparing a DD Form 149 (Application for Correction of Military Record Under the Provisions of 10 USC 1552), which will be attached to the documents cited above. The CG, HRC will provide an advisory opinion for all cases involving eligibility determinations for applicants that applied to enlist in the grades of E–5 and above. HQDA, DCS, G–1 (DAPE–MPA) and USAREC will provide advisory opinions on enlistment grade and incentives as required to the Army Board for Corrections of Military Records (ABCMR). Personnel service battalions will assist soldiers in forwarding the application to the ABCMR for action.
- (1) Every effort will be made to correct the claim once justified and commander has the authority to approve. (Example: Individual was enlisted at grade E-1 but provides bachelor's degree; current commander has the authority to promote to SPC under chapter 2 of this regulation and adjust date of rank to date of enlistment if degree was earned prior to BASD. Document must be provided within 6 months of BASD). Cite policy and forward to finance office for action.

- (2) Questions regarding a soldier's status or how to correct any of the following can be addressed by contacting DCS, G-1 (DAPE-MPA):
 - (a) Rank
 - (b) Incentive (Army College Fund (ACF), enlistment bonus (EB), LRP.
 - (c) Term of enlistment.
 - (d) Enlistment program.
 - (e) ACASP.

Note. DD Form 4 will be maintained in its original state should it ever be needed in a legal proceeding.

- c. Claims from personnel at reception battalions will be referred to the USAREC liaison NCO for resolution. (Claims for personnel in training or for soldiers who have completed formal training will be processed by the installation personnel in accordance with paragraph 8-6a through d.)
 - d. The USAREC Liaison NCO will provide assistance to accomplish the following:
 - (1) Obtain and review documents in b above.
 - (2) Provide reception battalion CDR, information to support correction to enlistment forms.
 - (3) Assist the soldier in preparing a DD Form 149. (Do not make corrections to original DD Form 4.)
- (4) Prepare a memorandum that explains the error and advise the soldier to attach a copy of all of the items above with his or her request.
- e. Under no circumstances will a contract be amended when a soldier objects or claims entries are correct until appropriate resolution or inquiry is completed.

8-7. Correction of enlistment grade

Correction of enlistment grade, after enlistment documents have been executed, is to be accomplished by promotion or reduction action, whichever applies. Enlistment documents will not be altered to reflect the different grade. Comply with appropriate provisions of AR 600–8–19. Assistance in establishing an individual's eligibility for a different grade based on enlistment contract and supporting documents may be requested from the DCS, G–1 (DAPE–MPA). Requests must include copies of substantiating documents or statements. The service member will be advised of the right to apply to the ABCMR, if required. The ABCMR, acting for the Secretary of the Army (10 USC 1552), is the authority for correcting (backdating) the effective date when a conflict exists. AR 600–8–19 provides procedures under paragraph 1–13 for retroactive effective date as well as procedures for receipt of back pay.

8-8. Extension of term of enlistment

Extension to term of enlistment is authorized. If term is to be lengthened, a DA Form 1695 (Oath of Extension of Enlistment) must be administered for payment of an incentive. Extension document will be evidence of eligibility if all other documents support a bonus. Distribute DA Form 1695 as follows:

- a. Original to Commander, U.S. Army Enlisted Records and Evaluation Center, ATTN: PCRE-FR-RR, Fort Benjamin Harrison, IN 46249.
 - b. Copy to ERB.
 - c. Copy to personnel finance record folder.
 - d. Copy to the USAREC liaison NCO.
 - e. Copy to the soldier.

8–9. The U.S. Army Recruiting Command liaison noncommissioned officer role for processing Regular Army/Army Reserve soldiers in the reception battalion

The primary mission of the USAREC liaison NCO is to save enlistments that might be endangered as a result of breaches or administrative error in the enlistment process/contract. The USAREC liaison NCO will renegotiate erroneous, defective, or unfulfilled enlistment contracts, per USAREC instructions.

- a. USAREC liaison NCOs will process RA/AR problems at the reception battalion only.
- b. USAREC liaisons NCOs will provide technical assistance when requested.
- c. Upon departure from the reception battalion, processing becomes the responsibility of TRADOC RA/AR liaison NCO who will handle cases according to guidance issued by HQ, TRADOC.
- d. A TRADOC liaison NCO is required to report any recruiting errors or contractual problems not previously detected by the USAREC liaison NCO to the recruiting battalion and to HQ, USAREC for action.

Chapter 9 Enlistment Programs/Options

Section I

Basic Eligibility Criteria

9-1. General

- a. Enlistment programs/options are designed to merge valid Army requirements with personal desires. To best serve these two purposes, recruiting personnel must ensure that—
 - (1) Persons applying for specific options are informed of—
 - (a) The precise nature of commitment.
 - (b) The extent to which specific option will satisfy applicant's personal desires.
- (2) Persons accepted for specific options possess prescribed prerequisites to meet performance standards of the Army.
- b. This chapter provides the general description of all authorized enlistment programs and options. For RA, statements for enlistment will be entered in DA Form 3286. Applicants enlisting in the AR will acknowledge service requirements based on options and enlistment statements in DA Forms 4824, 4826, 5585, or 5586.

9-2. Qualifications

All applicants must be qualified for enlistment under basic eligibility criteria established in this regulation and the following:

- a. AR 40–501.
- b. DA Pam 611–21.
- c. Current HQDA messages.

9-3. Honoring enlistment commitments

Every effort will be made to honor all promises made at time of enlistment or reenlistment. To meet commitments, recruiting personnel will—

- a. Comply with specific option procedures.
- b. Promise only what is authorized.
- c. Follow procedures to report and assign persons enlisted for an option.
- d. Detect errors promptly so that the person may be assigned under his or her enlistment commitment.

9-4. Counseling on waivers affecting options

Applicants who receive a waiver for enlistment will be advised of the following:

- a. Applicants who require waivers under chapter 4 for limitations that may apply to their selection of enlistment options will be specifically counseled. Options that require security clearance may require that persons have no record of civil offenses or records reflecting adversely on the person's character. Applicants for such options will be advised that their final eligibility cannot be determined until after their enlistment.
- b. Applicants will be advised that waiver of disqualification does not imply an eventual favorable decision on option eligibility. If applicant elects such an option after above counseling, advise him or her that the Army may void the option if he or she is later determined to be ineligible. The person then may be required to complete the term of service for which he or she enlisted. Further advise the applicant that omissions of any information he or she was required to disclose, including expunged records, may later be a basis for an unfavorable decision on option eligibility.
- c. Applicants will be advised that most options have other conditions that cannot be determined until after the person enlists. If these conditions are not met, the Army may void the option without giving rise to a claim of unfulfilled enlistment commitment or erroneous enlistment. The "Information for Applicants" section of each option requires that such information be explained to all applicants prior to enlistment.

9-5. Selection of an additional option (for Regular Army only)

Qualified applicants who enlist for options given in this chapter may select other options in connection with the chosen primary option. If the chosen option combinations are to be effective, requirements for each option must be met satisfactorily. Failure to qualify for one of the options, however, does not void remaining options if applicant remains qualified for the other option.

9-6. Incentives and entitlements for Selected Reserve Service

Qualified applicants who enlist for the AR may be entitled to one or more of the following incentives or entitlements prescribed by AR 135–7:

- a. SRIP NPS enlistment bonus.
- b. SRIP PS enlistment bonus.

- c. SRIP reenlistment bonus.
- d. SRIP affiliation bonus.
- e. Student Loan Repayment Program.
- f. Health Professionals Loan Repayment Program.
- g. Montgomery GI Bill for Selected Reserve service (10 USC 16131).
- h. Montgomery GI Bill 2x4 Program (38 USC 3012).
- i. Montgomery GI Bill for Active Duty service (re: AGR entitlements) (38 USC 3015).
- j. Eligibility criteria for these incentives or entitlements and processing procedures are prescribed in AR 135-7.

Section II

Regular Army Enlistment Programs and Options

9-7. Enlistment Program 9A, U.S. Army Training Enlistment Program

This program is available to qualified NPS, PS, and Glossary NPS applicants enlisting for the minimum term of enlistment authorized by REQUEST. PS applicants must be authorized to re-train in order to enlist under this program.

- a. Under this program the enlistee is guaranteed—
- (1) A specific MOS or CMF.
- (2) Airborne training if REQUEST option 4 with an uncommitted assignment is selected.
- (3) Language and intelligence MOS/training, if selected, and qualifications are met for the MOS in which enlisting for.
 - b. All enlistees must meet the prerequisites and qualifications before and after enlistment per DA PAM 611-21.
 - c. Primary Enlistment Options available for enlistment are:
 - (1) REQUEST Option 3: United States Army Training of Choice.
 - (2) REQUEST Option 4: United States Army Airborne.
 - (3) REQUEST Option 5: United States Army Unassigned.
 - (4) REQUEST Option 6: United States Army English Language Comprehension.
 - (5) REQUEST Option 10: United States Army Trainee English Second Language.
 - (6) REQUEST Option 15: United States Army National Call to Service.
 - (7) REQUEST Option 24: United States Army 2 year Category IIIB with no assignment.
 - (8) REQUEST Option 26: United States Army 2 year with no assignment.
 - (9) REQUEST Option 28: United States Army GED+ Program.
 - (10) REQUEST Option 29: Unites States Army College First.
 - d. All applicants will be-
 - (1) Provided orientation on the nature of training and duties in the MOS/CMF selected.
- (2) Informed that the training selected is based on current training requirements existing at the time of applicant's enlistment. Also, one of the following may occur: training selected may be discontinued before attendance; soldier later may become medically disqualified for training selected; or soldier may fail to receive required security clearance (not because of data withheld at time of enlistment). If any one of these occurs, the soldier will be given the chance to select related training or any other training for which qualified and a training requirement (quota) exists. An alternate selection will be honored. Soldier will be required to complete the term of service for which enlisted. If solider does not desire alternate training, the solider may initiate a request for unfulfilled enlistment commitment according to AR 600–8–10 and AR 635–200.
- (3) Advised that the course length for training is not guaranteed and that the Army may change the course length or numeric designation of an MOS. (Enlistment remains valid provided that the MOS does not change content substantially.)
- (4) Advised that this program does not guarantee, imply or promise any assignment upon completion of AIT. Further, no guarantee that the soldier will or will not be assigned to an overseas location is made. Recruiters and guidance counselors cannot make speculations or verbal commitments with regard to any provisions of this program.
- (5) Advised that if relieved from training for academic deficiency, disciplinary reasons, or failure to receive required security clearance because of information withheld by applicant at time of enlistment, then the soldier will be assigned, according to the needs of the Army, and required to complete the term of service for which enlisted.
- (6) Advised that this program may be combined with an incentive program if the applicant meets the requirements of the incentive program and then enlists for an MOS under such program.
 - (7) Advised when enlisting for an MOS that requires language training of the following specific provisions:
- (a) Relief from school course for academic deficiency, disciplinary reasons, or failure to obtain required security clearance is basis for reassignment under needs of the Army. Soldier will be required to complete his or her term of service for which enlisted.
 - (b) DA makes every effort to use language-qualified personnel. Language school graduates may be assigned duties

in an appropriate country or area, or be given training in another MOS under needs of the Army before first duty assignment.

- (c) For persons who possess proficiency in the language for which enlisting, the course length may be reduced by authority of the Director, Defense Language Institute. (If proficiency meets criteria of RA and Army Reserve Civilian Acquired Skills Program (chapter 7), this program will not be used for enlistment.)
- (8) Informed of the following when enlisting under the United States Army Trainee English Second Language Option:
- (a) Soldier will not initially be guaranteed training in any specific MOS/CMF, or assignment to any specific station, command, unit, or area.
 - (b) Soldier will be required to attend the English Language Training Program (ELTP).
- (c) Soldier will be administered the ECLT upon completion of training. If score is 70 or greater, soldier will be required to retake the ASVAB.
- (d) The resulting scores from the ASVAB retest will become the scores of record from which qualifications for training and enlistment programs will be determined. If a score of at least 21 is not obtained on the ASVAB retest, with at least one qualifying aptitude area score, the soldier will be assigned an MOS and enlistment programs based upon their initial ASVAB scores.
- (e) If neither the ASVAB retest nor the initial ASVAB scores qualifies the soldier an MOS and enlistment program(s), then the soldier will be separated from the Army.
- (f) If soldier fails to attain the required score of 70 or better on the ECLT, then he or she will be separated from the Army regardless of AFQT and aptitude area scores. English Language Comprehension Enlistment Option (ECEO) is open to all applicants who do not speak or write English language proficiently. ECEO will allow applicants, who do not possess the basic skills, to enlist in the RA unassigned and attend an English Language Training Program (ELTP). Upon completion of ECEO program soldiers will be administered the ECLT. Soldiers scoring 70 or greater will be required to take the ASVAB and score a 21 or greater AFQT to qualify for MOS according to appropriate aptitude area scores.
- (9) Made aware that ECEO is open to all applicants who do not speak or write English language proficiently. ECEO will allow applicants, who do not possess the basic skills, to enlist in the RA unassigned and attend an ELTP. Upon completion of the ECEO program soldiers will be administered the ECLT. Soldiers scoring 70 or greater will be required to take the ASVAB and score a 21 or greater AFQT to qualify for MOS according to appropriate aptitude area scores.

9–8. Enlistment Program **9B, United States Army Station-Unit-Command-Area Enlistment Program** This program is available to qualified NPS, PS, Glossary NPS, and ACASP applicants enlisting for the minimum term of enlistment authorized by REQUEST.

- a. Under this program, enlistee is guaranteed—
- (1) For NPS, PS with training, or Glossary NPS with training—
- (a) A specific MOS or CMF.
- (b) A first assignment to a station, unit, command, or area.
- (c) Airborne training if REQUEST option 4 with a committed assignment if selected.
- (d) A minimum of 12 months from arrival date at the first duty assignment.
- (2) For ACASP, PS, or Glossary NPS (which may require prerequisite training)—
- (a) A first assignment to a station, unit, command, or area.
- (b) Airborne training if REQUEST Option 4 with a committed assignment is selected.
- (c) A minimum of 12 months from arrival date at the first duty assignment.
- b. All enlistees must meet prerequisites before and after enlistment per DA PAM 611-21.
- c. Primary enlistment options available for enlistment include—
- (1) REQUEST Option 4: United States Army Airborne with first assignment.
- (2) REQUEST Option 7: United States Army Buddy Team.
- (3) REQUEST Option 18: United States Army First Assignment Only.
- (4) REQUEST Option 19: United States Army Station of Choice.
- (5) REQUEST Option 20: United States Army Select Station of Choice.
- (6) REQUEST Option 21: United States Army Select Unit/Station of Choice Two-Year Stabilization.
- (7) REQUEST Option 23: United States Army Cohort.
- (8) REQUEST Option 24: United States Army 2 year Category IIIB with first assignment.
- (9) REQUEST Option 25: United States Army Security Assignment.
- (10) REQUEST Option 26: United States Army 2 year NPS.
- (11) REQUEST Option 30: United States Army 2 year PS.
- (12) REQUEST Option 34: United States Army Select Unit.

- (13) REQUEST Option 40: United States Army Airborne Ranger.
- d. Applicants will be informed of the following:
- (1) Persons enlisting under this program who fail to meet prerequisites or become medically or otherwise disqualified for training or duty in the chosen or enlistment MOS will be trained or used according to the needs of the Army. They will be required to complete the term of service enlisted for.
- (2) Applicant may elect to waive enlistment program at any time. If so, he or she will be used according to the needs of the Army and be required to complete the term of service enlisted for.
- (3) Advise applicants enlisting for Fort Hamilton, NY, that they may be assigned duties within the New York City metropolitan area.
- (4) If the station, unit, command, or area to which a person is assigned or attached under the provisions of this program is deployed, relocated, reorganized, or re-designated, the person will remain with the unit of assignment. No guarantee of "location" is made when enlisting for a specific area, unit, or command.
- (5) If the station, unit, command, or area is inactivated, disbanded, or discontinued, the person will be subject to reassignment according to the needs of the Army.
- (6) Person may be subject to periods of temporary duty on an individual basis away from the station of choice for which enlisting. Such periods of temporary duty will not count against guaranteed stabilization period.
- (7) Persons may receive initial assignment at interim location to unit undergoing training. That unit will deploy to the station of choice upon successful completion of training. Stabilization starts upon arrival at station.
- (8) If a soldier is enlisting for a cohesion operation reading and training (COHORT) designated unit, the following information will be provided:
 - (a) COHORT units have rotation schedules between CONUS and OCONUS locations.
- (b) Although it is the intent to train and assign members of the same COHORT training package as a group, there are instances where a group that has trained together is split up in the COHORT unit and, as a result, does not violate or otherwise breach the contract. Enlistees for COHORT, however, will be assigned to the unit (division) for which enlisting. No guarantee of specific company, battalion, or brigade is implied.
- (c) Because COHORT units have rotation to overseas areas and units that are located in overseas areas have additional intertheater rotations, applicants will meet the overseas tour length requirement for the area in order to have a with dependents tour. This sometimes requires an extension of the enlistment period to meet the requirements of AR 614–30. This requirement includes Alaska and Hawaii.
 - (d) Applicants enlisting under the United States Army Buddy Team Enlistment Option will be guaranteed
 - 1. To start training and complete training at the same unit provided all prerequisites are met.
 - 2. The same unit of assignment upon completion of training enlistees will be guaranteed.

9-9. Enlistment Program 9C, U.S. Army Incentive Enlistment Program (Enlistment Bonus, Army College Fund, Loan Repayment Program)

This program is available to qualified NPS, PS, Glossary NPS, and ACASP applicants enlisting for the minimum term of enlistment, when authorized by HQDA Enlistment Incentives Message. Incentives will be offered using REQUEST, and message will be updated quarterly. All enlistees must meet the prerequisites before and after enlistment per DA PAM 611–21. Primary Incentive Enlistment Options available for enlistment are available in REQUEST as offered and determined by HQDA, DCS, G–1 (DMPM).

- a. Under this program, enlistees may be eligible for-
- (1) EB.
- (2) SRB.
- (3) BSSRB.
- (4) ACF.
- (5) LRP.
- b. Applicants will be informed of the following:
- (1) EB
- (a) Enlistees who voluntarily or because of misconduct, fail to satisfactorily complete AIT or OSUT will be trained in another MOS. They will complete their term of enlistment based upon the needs of the Army, unless separated for administrative or disciplinary reasons. In the above instances, the bonus will not be paid.
- (b) Enlistees who, through no fault of their own, fail to satisfactorily complete AIT or OSUT in the MOS for which originally enlisted will be given a chance for training in another MOS and be retrained in the Army, or released from active duty if they so desire. If retrained and the new MOS is authorized an enlistment bonus, enlistee will be entitled to payment upon satisfactorily completing AIT or OSUT. The dollar value will be determined by the MOS for which trained
- (c) Persons who become medically or otherwise disqualified for duty in the MOS awarded and have been paid a bonus will be retrained, if necessary, and used according to the needs of the Army. Such persons will be required to complete their term of enlistment. If such later disqualification is either voluntary or because of misconduct on the part

of the soldier, repayment of the unearned portion of the bonus is required. If such later disqualification is either voluntary or as a result of fault or misconduct on the part of the soldier, repayment of any part of the bonus is not required.

- (d) Soldiers paid the EB must (unless otherwise directed by HQDA) serve in the designated MOS for the period of enlistment. (This includes normal skill progression.)
- (e) Persons who do not complete their term of enlistment voluntarily or because of misconduct will be required to refund the percentage of the bonus that corresponds to the un-expired part of the total enlistment period (such as the unearned portion of the bonus). Persons who immediately reenlist before completion of the term of service for which a bonus was paid will not be subject to repayment of bonus if reenlistment period exceeds remaining enlistment bonus period by at least 2 years. Unserved bonus period may not be used for SRB computation.
- (f) Applicants will be advised that attendance at AIT requires successful completion of BT, if required, and qualification for security clearance if required.
 - (g) The bonus will be—
- 1. Payable in accordance with the current HQDA Enlistment Incentive Message as published by Enlisted Accession Division, DAPE-MPA.
 - 2. Payable at first duty station if in possession of MOS.
 - (2) ACF.
 - (a) This program provides additional education assistance in addition to that earned under the GI Bill.
- (b) The money earned is deposited in the soldier's VA account. Normally, the funds will be dispersed to the participant in 36 equal monthly installments while the person is enrolled in an approved program of education.
- (c) Soldiers who fail to qualify for MGIB (for example, separates with a less than fully honorable discharge) or who fail to complete their initial term of enlistment in the MOS which offered the ACF, forfeit entitlement to all benefits provided by ACF, unless discharged for service connected disability, hardship, or convenience of the Government. If discharged for the convenience of the Government, the following minimum time must have been served: 20 months for 2-year enlistees and 30 months for all other terms (3 years or longer). Although an individual who separates early for certain qualifying reasons may earn partial (for example, hardship or disability) or even full MGIB (for example, in instance of convenience of the Government discharge with 20/30 month rule). The ACF is earned on a prorated basis for up to 36 months. Individuals who contract for the ACF for 3 or more enlistments who do not complete at least 36 months, but who may, in fact be eligible for partial or even full "basic" MGIB, will have a reduced/prorated ACF.
- (d) ACF participants must enroll in the basic MGIB. Applicants will have \$100/month reduced from their pay during their first year on active duty. Once a decision to enroll in the MGIB has been made, this decision cannot be withdrawn, the monthly pay deduction cannot be stopped (until \$1200 has been collected) and the deductions are nonrefundable.
- (e) Soldiers must remain qualified and in the incentive MOS for the duration of the initial enlistment, unless otherwise directed by HQDA. Change of MOS because of normal career progression is authorized.
 - (3) *LRP*.
 - (a) Soldier must disenroll from GI Bill.
- (b) The Government will repay a designated portion of any loan incurred that was made, insured, or guaranteed under part B of the Higher Education Act of 1965 (Guaranteed Student Loan), Part D (William D. Ford Direct Loan Program), or any loan under part E of such act (National Direct Student Loan) before enlistment into the RA.
- (c) Provided the applicant meets and maintains the prescribed prerequisites and has qualifying loans in good standing, enlistment for the LRP ensures that the portion or amount of loan that may be repaid is 33½ percent or \$1,500, whichever is greater, of the original unpaid principal balance for each year of service completed up to the authorized limit of the loan to be repaid. LRP is a program in which payments are made over the course of 3 years. The Army does not pay interest or fees or reimburse soldiers for payments already made on loans.
- (d) Repayment is made only after each successful year of active duty performed commencing on the date of RA enlistment.
- (e) The soldier must be advised that repayment amounts paid by the Government are subject to Federal and State income taxes as taxable income each year that payment is made.
- (f) Soldiers must remain qualified and in the incentive MOS for the duration of the initial enlistment, unless otherwise directed by HQDA. Change of MOS because of normal career progression is authorized.

9-10. Enlistment Program 9D, U.S. Army Officer/Warrant Officer Enlistment Program

This program is available to qualified NPS, PS, and Glossary NPS applicants enlisting for the minimum term of enlistment authorized by REQUEST. If enlisting for OCS, applicant must have received a baccalaureate or higher degree. If enlisting for WOFT, applicant must be a high school graduate or equivalent. Applicants in their senior year of either high school or of a 4-year college program may be enlisted into the DEP contingent upon successful completion of high school (for WOFT) or receipt of a BA/BS (for OCS). HRC and USAREC will establish additional documents and processing procedures applicants interested applying for this program.

- a. Under this program,—
- (1) An NPS qualified applicant is guaranteed enrollment in OCS or WOFT upon successful completion of BT.
- (2) PS and Glossary NPS applicants are guaranteed enrollment in OCS or WOFT.
- b. All enlistees must meet the prerequisites before and after enlistment per DA PAM 611-21.
- c. Primary Enlistment Options available for enlistment include:
- (1) REQUEST Option 11: United States Army Officer Candidate School.
- (2) REQUEST Option 12: United States Army Warrant Officer Flight Training.
- d. Applicants will be informed of the following:
- (1) Enlistment for OCS.
- (a) Army OCS is conducted at Fort Benning, GA, and is 14 weeks long. Branches in which officers are trained vary according to the needs of the Army. These needs are greater in Combat Arms than in other branches.
- (b) Applicants must fully understand that the OCS preference statement makes or implies no guarantee of OCS assignment or branch of commissioning.
- (c) Graduates normally are commissioned in one of the following branches: Infantry, Armor, Medical Service Corps, Signal, Engineers, Field Artillery, Transportation, Quartermaster, Finance, Chemical, Ordnance, Military Intelligence, Adjutant General, Military Police, and Air Defense Artillery. This list is subject to change without notice.
- (d) Training for OCS is designed to place the soldier in and under physical, mental, and emotional pressure to simulate the stress and fatigue of combat. From the date of entry into the Army the soldier will undergo extensive and intense training until graduating from OCS.
- (e) OCS candidates are administratively promoted to the grade of SGT/E-5 while attending OCS. OCS candidates that are administratively eliminated or medically disqualified from OCS will be reduced in grade as determined by the Commandant, OCS.
 - (f) Candidates are not eligible for LRP or ACF.
 - (2) Enlistment for WOFT.
- (a) To be eligible for primary flight training, enlistees must successfully complete the 6-week Warrant Officer Candidate School (WOCS) (described in DA Pam 351–4 or DA Pam 95–1) at the Warrant Officer Career Center, Fort Rucker, AL.
- (b) Applicants will be informed of the nature of flight training and the assumed duties and responsibilities of an Aviation Warrant Officer.
- (c) Those who fail to meet the prerequisites or who voluntarily withdraw from the WOFT Program will be required to serve the remainder of their enlistment as an enlisted member.
- (d) Warrant officer candidates are administratively promoted to the grade of SGT/E-5 upon entry into WOCS. Candidates who are are administratively eliminated or medically disqualified from WOCS will be reduced in grade as determined by the Commandant, Warrant Officer Career Center.
 - (e) WOCS and WOFT start dates for training are tentative and subject to change by HQDA.
- (f) Applicant will be advised that their flight physical must remain valid in accordance with AR 40–501. Changes in medical condition or expiration of their flight physical prior to completion of WOCS will require a subsequent flight physical in accordance with AR 40–501.
- (g) Upon successful completion and graduation of WOCS, applicant will be appointed to the grade of WO1. Newly appointed warrant officers are then directed to 145th Aviation Regiment, United States Army Aviation Center, Fort Rucker, AL, for their initial entry rotary wing flight training.
 - (h) Candidates are not eligible for LRP or ACF.

Section III

United States Army Reserve Enlistment Programs

9-11. Enlistment Program 9E, U.S. Army Reserve Bands Enlistment Program

This program is available to qualified NPS and PS applicants for enlistment in the Army reserve who meet criteria for ACASP as modified by this chapter. The Office of the Chief of the Army Reserve (OCAR) and USAREC will assist in the interview and process coordination of applicants interested in applying for this program.

- a. Under this program, qualified applicants are guaranteed—
- (1) Assignment to a United States Army Reserve Band.
- (2) Accelerated appointment to an advanced pay grade without regard to time in grade or time in service requirements.
 - (3) Enlistment pay grade SPC.
- b. All enlistees must meet the prerequisites before and after enlistment per DA PAM 611–21 and chapter 7 of this regulation as applicable.
 - c. Available enlistment options for this program are listed in chapter 7.

- d. Applicants must be—
- (1) Oriented on duties associated with MOS in which person is to be enlisted, as outlined in DA PAM 611-201.
- (2) Advised that failure to complete BT successfully may result in separation from AR under AR 635–200 or AR 135–178, accordingly.
- (3) Advised that failure to demonstrate technical competence, or perform satisfactorily, during proficiency training period could result in delay or denial of appointment to accelerated pay grade and MOS reclassification or reassignment.
 - e. Record entries and orders apply as follows:
- (1) For applicants required to enter IADT, orders will be prepared using proper format as prescribed by AR 601–270 and will contain "U.S. Army Reserve Enlistment Program 9E, AR Bands Program, AR 601–210."
 - (2) One of the proper statements will be entered on DD Form 1966:
- (a) Enlisted for AR Bands Program for ACASP MOS (specify) with appointment to pay grade (specify) and completion of BT and proficiency training on IET (minimum 12 weeks) and return to unit (see 7–7a, Option 1).
- (b) Enlisted for AR Bands Program for ACASP MOS (specify) with appointment to pay grade (specify) and completion of BT and return to unit to complete 48 hours proficiency training during IDT (see 7–7c, Option 3 or 7–7e, Option 5).

9-12. Enlistment Program 9F, U.S. Army Reserve Military Intelligence, Signals Intelligence, Electronic Warfare, and Signal Security Units Enlistment Program

This program is available to qualified NPS and PS ACASP applicants enlisting for the minimum term of enlistment authorized by REQUEST.

- a. Under this program, qualified applicants will be guaranteed—
- (1) Assignment to a United States Army Military Intelligence, Signals Intelligence, Electronic Warfare and Signal Security Units.
 - (2) Training prior to assignment to unit assignment.
- b. All enlistees must meet the prerequisites before and after enlistment in DA PAM 611-21 and AR 140-192 as applicable.
- c. This is a special United States Army Reserve Enlistment Program that will be identified on REQUEST and will not contain any REQUEST options.
 - d. Applicants will be informed of the following:
 - (1) Some training may required a 4-year enlistment.
- (2) Applicants will be subject to proper personnel security investigation. Continued assignment or attachment will depend on a continuing favorable security determination.
- (3) If applicant fails to meet any required prerequisite after enlistment, another unit may be selected if vacancy exists and for which applicant is qualified.
- (4) Failure to complete basic training successfully may result in separation from the AR under AR 635-200 or AR 135-175.
- (5) Withholding or denial of information required for security clearance processing will be just cause for release from this program.
- (6) Applicants not initially approved for access to special intelligence information through no fault of their own will be counseled and may be given the chance to select another unit for which qualified and vacancy exists.

9-13. Enlistment Program 9G, U.S. Army Reserve Individual Ready Reserve Direct Enlistment Program

This program is available to qualified NPS and PS applicants enlisting in the AR under chapter 3. Applicants must have no remaining MSO and be MOS qualified to enlist under this program.

- a. Under this program, qualified applicants are guaranteed—
- (1) Enlistment in the AR.
- (2) A concurrent assignment to the AR Control Group Reinforcement.
- b. All enlistees must meet the prerequisites before and after enlistment in DA PAM 611-21.
- c. This is a special United States Army Reserve Enlistment Program that will be processed under chapters 5 and 6.
- d. Applicants will be informed of the following:
- (1) Time spent in the IRR will count toward computation of time in grade and time in service for promotion consideration and longevity for pay purposes.
 - (2) A member of the IRR is not entitled to receive pay unless member is serving on AD or ADT.
 - (3) Promotion consideration will be under policy currently in effect for members of the IRR (see AR 140-158.)
- (4) Fifteen points are awarded for each year for membership in the Ready Reserve. Member must accrue 50 points per year for 20 years to qualify for retired pay on reaching age 60.
 - (5) Members of the IRR may be involuntarily ordered to AD in time of war or national emergency declared by the

President or Congress of the United States or under any other conditions authorized by law in effect at time of enlistment, or which may later be enacted.

- (6) All military correspondence will be completed and promptly returned.
- (7) Changes of address will be report to the Commander, HRC—St. Louis, ATTN: DARP-PRR-PM, 1 Reserve Way, St. Louis, MO 63132-5000.

9–14. Enlistment Program 9H, U.S. Army Reserve Officers' Training Corps/Simultaneous Membership Program

This program is available to qualified NPS and PS applicants qualified for enlistment in the AR who can meet criteria for enrollment in military science (MS) III, ROTC.

- a. Under this program, qualified applicants are guaranteed
- (1) Assignment to a TPU in a paid drill status.
- (2) Simultaneous training as an ROTC cadet and a member of a TPU of the AR after enrollment in the ROTC program.
 - (3) Accelerated appointment to pay grade E-5 on enrollment in the ROTC.
 - b. All enlistees must meet the prerequisites before and after enlistment in AR 145-1.
 - c. ROTC/SMP is a voluntary officer training program that requires AR enlisted status for eligibility.
 - d. Limitations include the following:
- (1) Longevity credit. In computing length of service for any purpose, an officer appointed through the ROTC Advanced Course may not be credited with enlisted service for the period covered by his or her training in the ROTC Advanced Course (10 USC 2106(c)). This includes service performed as a cadet under the ROTC/SMP.
- (2) ROTC scholarship recipients. Except for recipients of the Reserve Forces Duty Scholarship Program who are required to participate in the ROTC/SMP, cadets receiving financial assistance under the Army ROTC scholarship program are not eligible to participate in the ROTC/SMP. A cadet in the ROTC/SMP may apply for an ROTC scholarship; however, the cadet will be transferred from the TPU to Control Group (ROTC) prior to acceptance of such scholarship, except as stipulated.
- (3) Maximum participants. The total number of ROTC/SMP participants assigned to an RRC at any one time, will not exceed 4 percent of the authorized total (officer and enlisted) strength of the command. Cadets assigned to one TPU may be attached to another TPU located close to an ROTC detachment. However, the total number of cadets drilling with any one TPU may not exceed three per commissioned officer supervisor.
- (4) Basis for direct enlistment or selection for assignment to officer-trainee positions. A soldier may be enlisted as a potential participant, or a cadet may be selected as a participant, for assignment to an officer-trainee position in a TPU on the basis of three officer trainee positions for each assigned officer in an authorized position. The soldier or cadet will be assigned as over-strength against that officer position.
- (5) Priority for direct enlistment or selection for assignment to officer-trainee positions. The number of soldiers or cadets applying to participate in the ROTC/SMP with a given TPU may exceed the number of officer-trainee spaces available. Should this occur, the specific order of priority below will be used for selection.
- (a) First priority is for a current AR TPU soldier not enrolled in the ROTC Advanced Course; however, the applicant must be eligible for enrollment and must complete, or have completed, basic training.
- (b) Second priority is for a soldier assigned to a control group of the IRR, other than Control Group (ROTC). The applicant must be reassigned to the TPU, not currently enrolled but eligible for enrollment in the ROTC Advanced Course, and must have completed basic training.
- (c) Third priority is for the enlistment of a PS applicant. The applicant must be eligible for enrollment in the ROTC Advanced Course.
- (d) Fourth priority is for the enlistment of a NPS applicant who has completed 3 or 4 years of Junior ROTC and has been granted placement credit by the PMS for entry into MS III.
- (e) Fifth priority is for the enlistment of a NPS or PS applicant who is not enrolled in the ROTC Advanced Course, but has completed the ROTC basic camp.
- (f) Sixth priority is for the enlistment of a NPS or PS applicant who is not enrolled in the ROTC Advanced Course, but has completed MS II.
- (g) Seventh priority is for the enlistment of a NPS applicant required to complete basic training to qualify for enrollment in the ROTC Advanced Course.
- (h) Eighth priority is for the reassignment of a cadet enrolled in the ROTC Advanced Course from Control Group (ROTC) to the AR TPU.
 - (6) Bonus incentives and loan repayment programs.
- (a) A NPS or PS applicant enlisted under Option 9–H is not eligible for a SRIP enlistment bonus (AR 135–7, chap 2), or participation in the loan repayment programs (AR 135–7, para 5.1 and chapter 7).
- (b) A soldier reassigned from the IRR to a AR TPU as a potential participant in the ROTC/SMP is not eligible for the SRIP affiliation bonus (AR 135–7, chap 5).

- (c) A soldier entitled to bonus payments, or loan repayments, will terminate such entitlement on enrollment in the ROTC Advanced Course (AR 135–7).
 - (7) MGIB entitlement.
- (a) A soldier entitled to educational assistance under the MGIB for service on AD (38 USC 3011) retains such entitlement on enrollment in the ROTC Advanced Course and participation in the ROTC/SMP.
- (b) A soldier enlisted as a potential participant is entitled to enrollment in the MGIB if he/she completes, or has completed, IET and has been awarded an MOS, and meets the eligibility criteria of AR 135–7, paragraph 8–3c, prior to enrollment in the ROTC Advanced Course (10 USC 1606). ROTC/SMP participants who have completed BT and been awarded MOS 09R are eligible for AR MGIB.
- 1. A soldier currently entitled to educational assistance under the MGIB will retain such entitlement on enrollment in the ROTC Advanced Course and retention in a TPU as a cadet participating in the ROTC/SMP.
- 2. A cadet reassigned from Control Group (ROTC) to a AR TPU to participate in the ROTC/SMP is not eligible for MGIB entitlement.
 - (c) Termination of MGIB entitlement is prescribed by AR 135-7.
 - e. Applicants will—
- (1) Agree to volunteer for commissioning upon successful completion of ROTC Advanced Course, to include ROTC Advanced Camp.
 - (2) Agree to apply for enrollment in ROTC Advanced Course within 1 year after enlistment in AR.
 - (3) Be of good moral character as evidenced by record in home community.
 - (4) Be a citizen of the United States.
- (5) Be at least 17 years of age and under 25 years of age at time of enlistment. HQDA, DCS, G-1, will consider requests for waiver in exceptional cases when, approval is recommended by the TPU commander concerned and Commander, U.S. Army ROTC Cadet Command. An approved waiver of maximum age will constitute a waiver for enrollment in the Advanced ROTC Course if required and for appointment as a Reserve commissioned officer of the Army if required.
- (6) Meet medical fitness standards prescribed in AR 145–1, paragraph 3–15d, for enrollment in ROTC Advanced Course.
- (7) Have qualifications for becoming an effective Army Officer as evidenced by appearance, record, personality, scholarship, extra-curricular activities, and aptitude for military training.
- (8) Achieve minimum qualifying total score of 850 on the College Entrance Examination Scholastic Aptitude Test (SAT), composite score of 19 on the American College Test, or minimum total score of 85 on the Preliminary SAT (PSAT). If these scores are not available, or, if the person does not qualify on SAT, Army Classification Battery, or PSAT, recruiting brigade commanders may approve waivers for enlistments.
- (9) Agree to enroll for a minimum of 2 years in a full-time regular course of instruction leading to a baccalaureate or advanced degree at an eligible institution hosting, or having a cross-enrollment agreement with another institution hosting an Army ROTC program. To be eligible, institution must be a civilian institution accredited to award baccalaureate degrees, or any military junior college that does not confer baccalaureate degrees.
- (10) Meet requirements of AR 145-1, table 5-1, for entry into ROTC Advance Course, or agree to meet this requirement within 229 days following enlistment.
- (11) Agree to minimum term of service of 4 years on enlistment (PS applicants). NPS applicants must enlist for an 8-year term of service.
 - (12) Present a completed PMS Certification to the station commander or Army guidance counselor.
- (13) Show satisfactory participation with the TPU at all scheduled training assemblies and AT periods. Member will be excused on request from AT during the year he or she is required to attend ROTC Advanced Camp (see para 10–12)
- (14) If member has no prior military service, he or she must enter on IADT within 270 days after enlistment to complete 8 weeks BT successfully. If member has prior military service and has accomplished a BT course on AD or ADT conducted by a U.S. military service, entry on IADT to complete 8 weeks of BT is not required.
 - (15) Apply for enrollment in ROTC Advanced Course within 1 year.
- f. The BT requirement does not apply to persons already enrolled in MS III; these individuals are transferred from ROTC (Control Group) to the TPU. They have already executed DD Form 4 when enlisting for ROTC, under 10 USC 12301
- g. A commissioned officer, when computing length of service for any purpose, may not apply credits that stem from enlisted service served concurrently with ROTC Advanced Course Training (10 USC 2106).
- h. ROTC/SMP participants may apply for ROTC scholarships; however, they will be transferred from TPU assignment and reassigned to Control Group (ROTC).
- i. Failure to apply for enrollment in ROTC Advanced Course within 1 year after enlistment will cause the member to be dropped as a potential ROTC/SMP participant. Member then will be retained in the unit in an enlisted status until

completion of the statutory or contractual MSO. Member also will be required to undergo any IADT not previously completed, to include AIT for MOS qualification if required.

- j. If a potential ROTC/SMP participant is not accepted for enrollment in ROTC Advanced Course, member may request discharge from current enlistment agreement or retention in the TPU in enlisted status.
- k. If a member becomes disenrolled from Advanced ROTC; or fails to volunteer for the Early Commissioning Program; or fails to accept a commission; or fails to be tendered a commission, if otherwise qualified, he or she will be retained in the unit in an enlisted status until completion of the statutory or contractual MSO. Member would be required to undergo any IADT not previously completed, to include AIT for MOS qualification, if required. After being dropped as an ROTC/SMP participant, enlisted pay grade will be determined under AR 140–158.
- l. Applicants enlisting for this option are not entitled to enlistment incentives under current DA circulars prescribing the SRIP or similar Federal directives governing incentive programs.
- m. To record entries and orders, copies of the PMS Certification will be included in all distributed enlistment packets. For applicants required to enter on IADT, orders will contain "ROTC/SMP Program, Program 9–H, AR 601–210" as the response to the "Auth" lead line, and will stipulate that period of training is to be 8 weeks to complete BT.
 - n. To enroll in the ROTC Advanced Course nonscholarship program, under this chapter, a soldier must—
 - (1) Be assigned to a TPU in the Selected Reserve of the AR.
 - (2) Have a remaining statutory or contractual service obligation of 4 or more years at time of enrollment.
- (3) Meet the eligibility standards in AR 145–1, paragraphs 3–15 and 3–17, and not be ineligible per AR 145–1, paragraph 3–14.
- (4) Agree that on successful completion of the ROTC Advanced Course (to include the Advanced Camp), he or she will volunteer for commissioning in the ROTC Early Commissioning Program if—
 - (5) He or she was not enlisted in the TPU under Option 9-H.
 - (6) Is not scheduled to receive a baccalaureate degree within 8 months of completion.
- o. For reassignment from Control Group (ROTC) to a Selected Reserve TPU to participate in the ROTC/SMP, a cadet must meet the following eligibility criteria. Waivers are not authorized. The cadet must—
 - (1) Be enrolled in the ROTC Advanced Course nonscholarship program (MS III/MS IV).
 - (2) Be assigned to a verified officer-trainee position in a TPU.
 - (3) Meet the body composition/weight control standards per AR 600-9.
- (4) Agree to volunteer for commissioning under the provisions of the ROTC Early Commissioning Program on successful completion of the ROTC Advanced Course (to include ROTC advanced camp) if, on completion, the cadet is not scheduled to receive a baccalaureate degree within 8 months.
 - (5) Be processed under the provisions of paragraph.
- p. The following policy and procedures are applicable to a soldier not enrolled in the ROTC Advanced Course, but who has enlisted, or been reassigned, as a potential participant in the ROTC/SMP.
- (1) *Potential participant.* A "potential participant" is a soldier who is not enrolled in the ROTC Advanced Course, has been enlisted under Option 9–H, or is assigned to a TPU, and executes a DA Form 4824 in conjunction with DA Form 3540.
 - (2) RC status. The soldier will serve in the enlisted rank and pay grade he or she attained.
- (3) *Identification.* A potential participant will be identified by using reporting code 09R10 for the primary and duty MOS on enlistment documents (DA Pam 611–21). TPU vacancy must be reserved on REQUEST as reporting code 09R20. The CG, U.S. Army Reserve Personnel Center will report potential participants to the Office of the Secretary of Defense (OSD) through the Reserve Components Common Personnel Data System (RCCPDS) using Reserve Component Category designators "S" or "U" as appropriate, and Training Retirement Category (TRC) designators "A" or "P," as appropriate.
- (4) Pay. A potential participant is paid in the pay grade and years of service (YDS) attained by Joint Uniform Military Pay System-Reserve Components (JUMPS-RC) under TRC "P" or "A" as appropriate. Effective the date of enrollment in the ROTC Advanced Course, the soldier's rank is cadet and he or she will be advanced to pay grade SGT (E-5), for pay purposes while in the officer trainee position, if in a pay grade less than E-5.
- (5) Duty. A potential participant will perform duty in an MOS in which qualified. Or, if not MOS qualified, the soldier will train in a duty MOS as determined by the TPU commander.
- (6) Satisfactory performance. The soldier serving as a potential participant is subject to the same standards for satisfactory performance as all other enlisted soldiers assigned to the TPU.
- (7) Status on mobilization or call to AD. The potential participant is an assigned enlisted member of a Selected Reserve TPU. Therefore, the soldier retains his or her current enlisted status and rank and is subject to the same orders as all other soldiers assigned to the TPU in the event of a partial or full mobilization, or call to active duty by the President.
 - (8) Failure to enroll in the ROTC Advanced Course.
 - (a) Soldier does not apply for enrollment. A soldier who enlists under Option 9-H, and does not apply for

enrollment in the ROTC Advanced Course within 1 year following enlistment, will be dropped as a potential participant. The soldier will be retained in a TPU in an enlisted status until completion of his or her contractual service obligation. If the soldier has not previously completed IET and been awarded an MOS, or if the soldier is not qualified for TPU duty MOS, then the soldier must complete any required IET, or MOS qualification training.

- (b) Soldier is not accepted for enrollment.
- 1. A soldier who enlists under Option 9–H and is not accepted for enrollment in the ROTC Advanced Course within 1 year following enlistment, will at his or her request, either be discharged from the AR (AR 135–178, para 9–10), or retained in a TPU in an enlisted status until completion of his or her contractual service obligation. If the soldier requests retention and has not previously completed IET and been awarded an MOS, or if the soldier is not qualified for a TPU duty MOS, then the soldier must complete any required IET, or MOS qualification training.
- 2. A soldier who enlisted under another AR enlistment option, and subsequently was selected as a potential participant, must apply for enrollment in the ROTC Advanced Course within 1 year following selection. If the soldier is not enrolled, or is not accepted for enrollment in the ROTC Advanced Course within 1 year following selection, the soldier will be dropped as a potential participant. The soldier will be retained in the AR and continue to serve under the terms of the enlistment agreement or statutory MSO that existed prior to selection as a potential participant.
- q. The following policy and procedures are applicable to a cadet enrolled in the ROTC Advanced Course and participating in the ROTC/SMP.
- (1) Participant. A "participant" is a cadet enrolled in the ROTC Advanced Course who is simultaneously assigned to a TPU of the Selected Reserve as an officer-trainee.
- (2) RC status. The rank of an ROTC/SMP participant is cadet (AR 600–20). While enrolled in the ROTC Advanced Course, a participant will wear the insignia of an ROTC cadet, and orders issued for any purpose will cite the participant's rank as cadet. Note: A cadet is not an NCO or member of the noncommissioned officer corps and therefore is not authorized to wear the insignia of an NCO. A lateral appointment from cadet to a NCO rank is not authorized while the cadet is enrolled in the ROTC Advanced Course.
- (3) *Identification.* A cadet participating in the ROTC/SMP will be identified by using reporting code 09R20 as the primary and duty MOS on personnel records and data systems (DA Pam 611–21), CG, HRS—St. Louis, reports ROTC/SMP participants to the Office of the Secretary of Defense (OSD) through the RCCPDS using RCC designator "U" and TRC designator "T".
- (4) Pay. A cadet is paid in the pay grade and years of service attained, but not less than pay grade E–5, by Joint Uniform Military Pay System-Reserve Components (JUMPS–RC) under TRC "T." While participating as a cadet in the ROTC/SMP until the date of commissioning, adjustments to pay will include basic pay table increases, basic allowance for subsistence, basic allowance for quarters, and drill pay based on years of service and longevity for creditable service in the computation of base pay. The subsistence allowance entitled a cadet enrolled in the ROTC Advanced Course is not affected by the cadet's participation in the ROTC/SMP.
- (5) *Duty*. A cadet is an officer trainee and will be assigned duties commensurate with the grade of second lieutenant, but such duties will be performed under the close supervision of a commissioned officer.
- (6) Satisfactory performance. A cadet participating in the ROTC/SMP is subject to the same standards for satisfactory performance and participation as all contractually obligated officers and enlisted soldiers assigned to the TPU. Failure to meet these performance and participation standards may result in cancellation of the ROTC/SMP agreement (DA Form 4824) and reassignment from the TPU to Control Group (ROTC), or disenrollment from the ROTC Advanced Course.
- (7) Status on mobilization or call to AD. On a partial or full mobilization, by a declaration of war or national emergency by Congress, or call to AD of the Selected Reserve by the President under emergency powers, a cadet (officer-trainee) will be treated as an officer or potential officer. The cadet may be commissioned immediately or be provided further precommissioning training as determined by the Secretary of the Army. A cadet who is commissioned may be mobilized or called to AD with their assigned TPU to fill officer unit vacancies at the time of mobilization or call to AD. An assigned or attached cadet does not effect the mobilization readiness condition of the TPU and therefore, will not be included in the TPU's readiness reporting. Unless disenvolled from the ROTC Advanced Course per AR 145–1, a cadet will not be mobilized, called, or ordered to AD in an enlisted grade or rank.
- (8) Annual training. Cadets will be excused on their request from annual training (AT) during the year they are required to attend ROTC Advanced Camp. They will not be required to attend both unless they choose to do so, but they must attend Advanced Camp. However, should the cadet be commissioned, or disenrolled from ROTC, and remain assigned to a TPU, the AT requirement must be adhered to. The awarding of credit for AT by virtue of any form of ROTC training is not authorized.
- (9) Failure to complete ROTC Advanced Course. A cadet, who is disenrolled from ROTC Advanced Course, will be dropped from the ROTC/SMP. If otherwise qualified, he or she will be retained in the TPU until completion of the soldier's contractual or statutory service obligation. Immediate adjustment to rank and pay grade will be made per AR 140–158, paragraph 7–12e(2), and the soldier must complete required IADT if not previously completed.
- (10) Cadet troop leader training. A cadet participating in ROTC/SMP is not eligible to participate in ROTC cadet troop leader training (formerly the Army Orientation Training Program).

- (11) Evaluation reporting. A U.S. Army Officer Evaluation Report (DA Form 67–9) or a Noncommissioned Officer Evaluation Report (DA Form 2166–8) will not be initiated for an ROTC/SMP cadet.
- r. On completion of the ROTC Advanced Course, the discharge, commissioning and assignment of a cadet participating in the ROTC/SMP will be as prescribed by AR 145–1.
 - s. The following are steps in processing a soldier assigned to a TPU (first priority):
- (1) A soldier assigned to a TPU becomes a potential participant in ROTC/SMP when he or she executes the Simultaneous Membership Agreement (DA Form 4824), and the Agreement has been authenticated by the TPU commander. The agreement will be prepared with an original, and three copies, and distributed as follows:
- (a) The original, together with a cover memorandum requesting it be filed in the soldier's official military personnel file (OMPF), will be sent to: CDR, HRC—St. Louis, ATTN: DARP-PRD-M, 1 Reserve Way, St. Louis, MO 63132–5200.
- (b) A copy will be attached as an addendum to the soldier's current DA Form 3540 and retained in the soldier's military personnel records jacket (MPRJ).
 - (c) A copy will be provided to the soldier.
- (d) A copy will be provided to the appropriate Army Reserve Command (USARC)/Army Reserve General Officer Command (GOCOM).
- (2) A soldier assigned to a TPU becomes a participant in ROTC/SMP when he or she enrolls in the ROTC Advanced Course and remains assigned to a TPU in an officer-trainee position. If not previously accomplished, the cadet must execute the Simultaneous Membership Agreement (DA Form 4824). The Agreement will be distributed in the same manner as paragraph *a* above.
- (3) When a soldier assigned to a TPU applies for enrollment in the ROTC Advanced Course to participate in the ROTC/SMP, the TPU commander will provide the appropriate PMS with a reproduced copy of the soldier's current enlistment agreement (DD Form 4).
 - t. The following actions apply when processing a soldier assigned to the IRR (second priority):
- (1) When a soldier assigned to an IRR control group desires to become a participant or potential participant in the ROTC/SMP and has been accepted by the TPU commander for an officer-trainee position, the soldier will be processed for reassignment from the IRR to the TPU per AR 140–10. If the soldier is within 3 months of ETS, he or she will be processed for an immediate reenlistment per AR 140–111, table 2–3, concurrent with the TPU assignment.
 - (2) After the soldier has been assigned to the TPU, the provisions of paragraph 9–14 apply.
- u. Applicants for enlistment as potential participants in the ROTC/SMP, with or without pervious military service (paras 103 e (3) through (7)), will be processed as prescribed by Option 9–H.
- v. To participate in the ROTC/SMP, a cadet assigned to Control Group (ROTC), will be processed for reassignment to an officer-trainee position in a TPU as follows:
 - (1) The PMS—
- (a) Confirms through the TPU commander, or guidance counselor, that an officer-trainee position exists and the TPU commander will accept the cadet for assignment to the position.
- (b) Requests the ROTC Region commander issue an order reassigning a cadet from Control Group (ROTC) to the TPU as a cadet (ES), reporting code 09R20.
 - (c) Sends a packet consisting of the following documents to the appropriate guidance counselor:
 - 1. All copies of DD Form 1966.
 - 2. The original and one copy of the DD Form 4 used on enrollment of the cadet in the ROTC Advanced Course.
 - 3. Two copies of the latest medical examination and medical history (DD 2808 and DD Form 2807-1).
 - 4. Five copies of the order reassigning the cadet from Control Group (ROTC) to a TPU.
- (2) The cadet, under the guidance of a recruiter or counselor, will complete required portions of the DD Form 1966. The recruiter, guidance counselor, and MEPS officials will complete the appropriate entries on the form based on verifying documents provided by the cadet.
- (3) The guidance counselor will review the documents to determine the cadet's qualification for unit assignment in the same way as if the cadet was being processed for enlistment.
- (a) If the cadet meets the basic eligibility requirements of chapter 3. Applicant must take the ASVAB and meet trainability scores in 3–6. The guidance counselor will notify the PMS and reassignment processing will continue.
- (b) If the cadet does not meet the requirements of chapter 2 or 3, the counselor will return the packet to the PMS. The PMS will have the reassignment order issued by the ROTC Region commander revoked and advise the cadet that he or she is not eligible for participation in the ROTC/SMP
 - (4) If the cadet is qualified for TPU membership, the PMS will-
 - (a) Execute DA Form 4824, by obtaining the cadet's signature and the TPU commander's authentication.
 - (b) Execute a DA Form 3540.
 - (c) Send the completed DA Form 4824 and DA Form 3540 to the appropriate guidance counselor.
 - (5) The guidance counselor will distribute the documents received from the PMS per a and d above, as follows:

- (a) Prepare a packet containing the following documents and send to CDR, HRC—St. Louis, ATTN: DARP-PRA-I, 1 Reserve Way, St. Louis, MO 63121-5200, to establish the cadet's OMPF:
 - 1. Original DD Form 4, if possible (see (5) below).
 - 2. Original DA Form 3540 with original DA Form 4824 securely attached.
 - 3. Original DD Form 1966.
 - 4. Copy of latest DD Form 2808 and DD Form 2807-2.
 - 5. Copy of the TPU reassignment order.
- (b) Prepare a packet containing the number 2 copies of the documents outlined in (1) above and send it to the appropriate USARC/GOCOM commander. This packet will be used to bring the cadet into the strength accountability of the Selected Reserve as a gain transaction. The USARC/GOCOM will then send this packet to the appropriate TPU to establish the cadet's Military Personnel Records Jacket, U.S. Army (MPRJ).
- (c) Give the cadet the number 3 copies of the DA Form 3540 with DA Form 4824 attached, DD Form 1966, and the TPU reassignment order.
- (d) At the discretion of USAREC officials, retain or destroy the number 4 copies of the DD Form 1966, and the other documents used in effecting this transaction.
- (e) Make every effort to obtain the original DD Form 4 executed at the time of the cadet's enrollment in the ROTC Advanced Course. However, if the original cannot be obtained, a readable reproduced copy may be used in lieu of the original.
 - w. The following steps will be taken to process a disenrollment from the ROTC Advanced Course:
- (1) A soldier disenrolled from the ROTC Advanced Course is dropped from ROTC/SMP participation, retained as an assigned member of the TPU, and serves in an enlisted rank (AR 140–158, para 7–12e (2)) until ETS of his or her current contractual or statutory service obligation. This is provided the soldier is not otherwise processed for discharged per AR 135–178.
- (2) On notification that a cadet has been disenrolled from the ROTC Advanced Course and processing under AR 135–178 is not being initiated, the TPU commander will complete the Notice of Removal from ROTC/SMP and distribute the copies as shown below.
- (a) The original will be sent to CDR, HRC—St. Louis, ATTN: DARP-PRD-M, 1 Reserve Way, St. Louis, MO 63132-5200, with a memorandum requesting the Notice be inserted in the soldier's Official Personnel Military File.
 - (b) A copy will be placed in the soldier's MPRJ.
 - (c) A copy will be given to the soldier.
 - (d) A copy will be sent to the appropriate USARC/GOCOM commander.
- (e) A copy, with a memorandum of transmittal and DA Form 4245 (JUMPS-RC Accession and Pay Change Data), will be sent to the JUMPS-RC input station.
- (3) The TPU commander will coordinate with the appropriate MEPS guidance counselor and obtain training reservations for entry of the soldier ADT to complete basic/advanced IET, if required.
- x. Except for recipients of the Reserve Forces Duty Scholarship Program who are required to participate in the ROTC/SMP, recipients of Army ROTC scholarships, are not eligible to participate in the ROTC/SMP. However, this does not preclude an ROTC/SMP cadet from apply for an ROTC scholarship. An ROTC/SMP cadet must inform the TPU commander that application has been made for an Army ROTC scholarship. If the cadet is awarded and accepts an ROTC scholarship, the PMS will notify the TPU commander who will initiate the reassignment procedures per paragraph 9–14.
- y. Unless disenrolled from the ROTC Advanced Course, or commissioned, a cadet will not be reassigned from a TPU to a control group administered by CDR, HRC—St. Louis (that is, Annual Training, Reinforcement, and so forth). The voluntary or involuntary release of a cadet from the ROTC/SMP will require reassignment to Control Group (ROTC) administered by an ROTC Region commander, or discharge concurrent with disenrollment.
- (1) A cadet may be voluntarily released from the ROTC/SMP and reassigned to Control Group (ROTC) provided the reassignment is not solely for the purpose of discharge from the ROTC to avoid a statutory or contractual service obligation. Release from the ROTC/SMP may be based on—
 - (a) Personal cogent reasons.
 - (b) A change of address and the cadet lives beyond a reasonable distance from the training center.
 - (c) Surviving son or daughter status.
 - (d) Dependency or hardship.
 - (e) Pregnancy.
- (2) A cadet will be involuntarily released from the ROTC/SMP and reassigned to Control Group (ROTC) when the cadet—
 - (a) Accepts an ROTC scholarship.
- (b) Is not within reasonable commuting distance of another officer-trainee position as a result of TPU inactivation or relocation
 - (c) Is an unsatisfactory participant per AR 135-91.

- (d) Fails to maintain Army weight control standards per AR 600-9.
- (e) Fails to pass the APFT.
- (f) Is unable to perform duties due to parenthood.
- (g) Is removed from the ROTC/SMP for cause based on performance or conduct.
- (3) A request for voluntary or involuntary reassignment of a cadet to Control Group (ROTC) will be processed as follows:
- (a) Voluntary reassignment. Citing his or her reasons on DA Form 4187, a cadet may request reassignment to Control Group (ROTC). The TPU commander will endorse the request through command channels to the appropriate USARC/GOCOM commander. The cadet's MPRJ will be enclosed with the DA Form 4187.
- (b) Involuntary reassignment. The TPU commander will submit a memorandum with the cadet's MPRJ enclosed, through command channels to the appropriate USARC/GOCOM commander requesting reassignment of the cadet to Control Group (ROTC). The memorandum will contain full justification for the request.
 - (4) On receipt of a request submitted under d above, the USARC/GOCOM commander—
- (a) Disapproves the request and return the DA Form 4187 or memorandum with the MPRJ enclosed, to the sender without further action.
 - (b) Approves the request and—
 - 1. Issues orders reassigning the cadet to Control Group (ROTC) under the appropriate ROTC region commander.
 - 2. Sends copies of the reassignment orders and the cadet's MPRJ to the appropriate ROTC region commander.
 - 3. Uses transaction type code "MP."
- 4. Instructs the TPU commander to take appropriate action to remove the cadet from the JUMPS-RC Master Pay File.
- 5. Sends a memorandum with a copy of the orders enclosed to CDR, HRC—St. Louis, ATTN: DARP-PRD-M, 1 Reserve Way, St. Louis, MO 63132-5200. The memorandum will request a copy of the orders be inserted in the cadet's OMPF and the OMPF be retired under the National Archives and Records Administration (NARA).
- z. To process a cadet for discharge to accept a commission per AR 135-178, paragraph 1-25c, the appropriate PMS will issue orders discharging an ROTC/SMP cadet from enlisted status and TPU membership. A copy of this discharge order must be furnished to the losing AR TPU as soon as possible so the TPU can initiate procedures necessary to effect a loss transaction to SIDPERS-AR.

9-15. Enlistment Program 9I, U.S. Army Reserve Officers' Candidate School Enlistment Program

This program is available to qualified NPS and PS with a minimum of 90 semester hours of transcript college credits from an accredited college or university. NPS applicants enlisting under this program must enlist for a minimum term of 6x2 and PS applicants must enlist for a 3-year term. The OCAR and USAREC will assist in the interview and processing of applicants interested in applying for this program.

- a. This program guarantees qualified applicant's enrollment in the OCS Program.
- b. All enlistees must meet the prerequisites before and after enlistment in AR 145-1, chapters 9 and 10.
- c. OCS Enlistment Program is a special recruiting program that will be processed via chapters 5, 6 and this paragraph.
 - d. Applicants must-
- (1) Possess documentary proof of having received 90 or more transcript semester hours as listed in Education Directory, Higher Education, published by the Department of Education. (Foreign transcripts must be evaluated according to chapter 2.)
 - (2) Be at least 18 years of age and not have passed their 29th birth date at the time of AR enlistment.
 - (3) Successfully complete BT, if required.
 - (4) Successfully complete advanced physical fitness examination at Fort Benning, GA, before OCS enrollment.
 - (5) Successfully qualify for personal security clearance before OCS graduation.
- (6) Maintain high standard of conduct and efficiency before and during OCS enrollment. Persons failing to maintain high standard may be subject to elimination from the OCS Program.
- e. Army OCS is conducted at Fort Benning, GA, and is 14 weeks long. Branches in which officers are trained are determined by the TPU vacancy for which enlisting.
 - f. OCS applicants must understand the following challenges that face them:
- (1) From the date of entry until graduation from OCS, applicants will undergo about 6 months of intensive training (if BT is required).
- (2) This training is designed to impose physical, mental, and emotional pressure to simulate stresses and fatigue of combat.
- (3) Applicants who fail to meet the requirements of this program or who voluntarily withdraw from the OCS program will be required to serve the remainder of their enlistment as an enlisted member.

9-16. Enlistment Program 9J, U.S. Army Reserve Warrant Officer Flight Training Enlistment Program

This program is available to qualified NPS and PS applicants. OCAR and USAREC will assist in the interview and processing of applicants interested in applying for this program. (Members of the DEP or DTP may not process for OCS or WOFT.) GT score for OCS or WOFT applicants cannot be waived (no exceptions).

- a. Under this program—
- (1) Qualified NPS applicant are guaranteed enlistment for a minimum term of service of 6 years and enrollment in the WOFT Program.
- (2) Qualified PS applicants are guaranteed enlistment for a minimum term of enlistment of 3 years and enrollment in the WOFT Program.
- (3) Qualified applicants are guaranteed advancement to pay grade E-5 while attending WOFT (at entry into the WOCS).
- b. All enlistees must meet the prerequisites before and after enlistment. Applicants must pass a Type I, Class I flight physical.
- c. The OCS Enlistment Program is a special recruiting program that will be coordinated by HRC, the OCAR, and HQ, USAREC and processed via chapters 5 and 6.
 - d. Applicants must-
- (1) Successfully complete BT, the WOCS, and flight officer indoctrination. Persons not required to attend BT will be sent directly to WOCS.
 - (2) Qualify for security clearance prior to entering the WOCS.
 - (3) To be eligible for primary flight training, complete the 6-week WOCS course.
 - (4) Be made aware of the nature of flight training and responsibilities that warrant officers assume.
- (5) Be required to serve the remainder of their enlistment as an enlisted member, if he/she fails to meet requirements of lines 9-16d(1) and (2), or voluntarily withdraws from the WOFT program. Warrant officer candidates are promoted to grade SGT while attending WOFT (at entry into the WOCS). Individuals who fail to meet the requirements of 9-16d(1) and (2) will be reduced in grade as determined by the CG, HRC—St. Louis.
 - e. Class dates are tentative and may be changed by HQDA.
 - f. Applicants will be informed of service obligation as a member of Selected Reserve in a TPU (see AR 135-91).

9-17. Enlistment Program 9K, U.S. Army Specialized Training for Army Reserve Readiness Enlistment Program

The STARR Program is available to qualified NPS applicants enlisting for a minimum term of enlistment of 6x2. PS applicants are authorized to enlist under this program must enlist for a minimum term of enlistment of 4 years and have never been a previous participant in this program.

- a. Under this program—
- (1) Qualified NPS applicants are guaranteed enrollment in a civilian training program for select medical skills and advancement to authorized pay grades, per DA PAM 611–21 upon completion.
- (2) Qualified PS applicants are guaranteed enrollment in a civilian training program for select medical skills and advancement to authorized pay grades, per DA PAM 611–21 upon completion. PS applicants authorized a higher enlistment grade in paragraph 3–18 will be given the higher pay grade than the advance pay grade given in the selected medical skill, per DA PAM 611–21.
- b. This is not an educational incentive or scholarship program. This is an Army Reserve Training Program. Persons applying for enlistment under this program must meet the following prerequisites before enlistment:
 - (1) Be a high school graduate (or equivalent) or high school senior with reasonable assurance of graduation.
 - (2) Not be qualified for a select medical MOS under ACASP that is authorized under this program.
 - (3) For PS applicants, not have an MOS with an skills qualification identifier of 2.
 - (4) Possess a letter of acceptance from an accredited school in a course of study authorized under this program.
- c. The STARR Program is a special recruiting program that will be coordinated by HRC, the OCAR, and HQ, USAREC and processed via chapters 5 and 6.
 - d. Applicants must—
- (1) Successfully complete BT within 365 days of enlistment. This is considered Phase I for this program (NPS applicants only).
- (2) In Phase II for NPS applicants, start military-sponsored training in a civilian school within 180 days of acceptance or upon completion of Phase I and make satisfactory progress toward completion of academic standards.
 - (3) In Phase II for PS applicants, start military-sponsored training in a civilian school within 180 days of acceptance.
- (4) In Phase III for NPS applicants, successfully complete 4 weeks of active duty training at an Army medical treatment facility
 - (5) In Phase III for PS applicants, complete 48 hours of proficiency training conducted in IDT at their home unit.
 - (6) Meet and maintain applicable Army standards for weight and physical fitness.

- (7) Upon enrollment for Phase II, complete a DD Form 1556 (Request, Authorization, Agreement, Certification of Training and Reimbursement) at their home unit and forward to the school.
- (8) Attend authorized school as a full-time student and in the specific program for the MOS in which enlisting. Soldier is expected to maintain academic standards established by the school and complete phase II within 2 academic years. This applies to both full and part time students. All requisite licensure and certification is included.
 - (9) Satisfactorily participate in required unit training assemblies unless properly excused by the TPU commander.
- (10) Successfully complete all licensure or certification, and successfully complete all required examinations given by the appropriate national or state accreditation agency. Soldier will take the first available test period. If the soldier fails, take subsequent exams consecutively. The soldier will be allowed 2 attempts to successfully complete required examinations before reclassification/reassignment to another MOS or ordered to complete IET for an MOS.
 - (11) Complete required service in the TPU and obligated service specified in the enlistment agreement.
- e. Under this program, the Army will provide AIT in an approved/authorized civilian institution as opposed to a military facility. The Army will not provide financial benefits. The Army is responsible only for the expenses incurred for the soldier to receive training for the purpose of being awarded a selected MOS authorized by this program.
- f. Training by the Army under this program may not exceed 2 years (academic) and training will be completed in the minimum amount of time feasible for the MOS enlisted for.
- g. The Army will pay for tuition, books, fees, and equipment, in an amount that is normally charged for such a program, but not to exceed \$6,000 per year (\$6,000 cap is inclusive of all associated cost). Room and board, transportation to the school, transportation from domicile to lab, transportation to school functions or other nonsubject related activity will not be authorized payment or reimbursement. No exceptions to the \$6,000 limit is authorized.
 - h. The Army will pay on a one-time basis:
 - (1) Pre-admission fees.
 - (2) Examination charges.
 - (3) Matriculation Fee.
 - (4) State/National Board or license fees.
 - (5) Malpractice Insurance Fee (NOT HEALTH INSURANCE).
- (6) The Director of the National Augmentation Detachment will authorize additional payments case by case when school or other agency requires reenrollment fees for subsequent semesters.
 - i. All schools participating in this program must be approved before enrollment.
 - j. Termination or suspension of participation in this program will occur if:
- (1) At the discretion of the CG, USARC, a soldier's participation in Phase II of this program may be suspended, in lieu of termination, for a period not to exceed six (6) months.
 - (2) The CG, USARC will terminate a soldier's participation in this program based on:
 - (a) Disenrollment from the program (training) by the soldier.
 - (b) Failure to meet and maintain eligibility.
 - (c) Unsatisfactory TPU participation or performance.
- (d) Failure to maintain acceptable academic standards, attendance or other reasons which are not consistent with completion requirements of the course of study as determined by the school attending.
- (e) Unsatisfactory completion of necessary training that fulfills the school curriculum leading to certification or licensure in the MOS for which enlisted.
 - (f) Orders to terminate the program by HQDA.
- k. Applicants may enlist in the following STARR medical skills and be awarded a MOS under the provisions of DA PAM 611–21:
 - (1) 91D (Operating Room Specialist).
 - (2) 91E (Dental Specialist).
 - (3) 91G (Patient Administration Specialist).
 - (4) 91H (Optical Laboratory Specialist).
 - (5) 91J (Medical Logistics Specialist).
 - (6) 91K (Medical Laboratory Specialist).
 - (7) 91M (Hospital Food Service Specialist).
 - (8) 91P (Radiology Specialist).
 - (9) 910 (Pharmacy Specialist).
 - (10) 91R (Veterinary Food Inspection Specialist).
 - (11) 91S (Preventative Medicine Specialist).
 - (12) 91T (Animal Care Specialist).
 - (13) 91V (Respiratory Specialist).
 - (14) 91W (Health Care Specialist).
 - (15) 91X (Mental Health Specialist).

Appendix A References

Section I

Required Publications

AR 40-501

Standards of Medical Fitness. (Cited in paras 1-5, 2-8, 3-7, 4-21, 5-12, 5-26, 5-28, 5-53, 9-2, and 9-10.)

AR 135-382

Reserve Component Military Intelligence Units and Personnel. (Cited in para 6-6.)

AR 140-10

Assignments, Attachments, Details, and Transfers. (Cited in paras 3-4, 3-9, 4-24, 5-21, 5-22, 5-24, 5-26, 5-27, and 5-32.)

AR 140-111

U.S. Army Reserve Reenlistment Program. (Cited in paras 1-11, 3-9, 4-13, 6-6.)

AR 140-158

Enlisted Personnel Classification, Promotion, and Reduction. (Cited in paras 2–18, 7–7, 9–13, and 9–14 and table 7–1.)

AR 220-90

Army Bands. (Cited in table 7-1.)

AR 600-8-10

Leave and Passes. (Cited in para 9-7.)

AR 600-8-19

Enlisted Promotions and Reductions. (Cited in paras 7-3, 7-6, 7-7, and 8-6 and table 7-1.)

AR 600-8-101

Personnel Processing (In-, Out-, and Mobilization, Solder Readiness, and Deployment Processing). (Cited in para 7–3.)

AR 600-9

The Army Weight Control Program. (Cited in paras 3-7, 5-26, and 9-14.)

AR 614-30

Overseas Service. (Cited in paras 5-31, 6-3, and 9-8.)

AR 614-200

Enlisted Assignments and Utilization Management. (Cited in paras 5-31, 6-6, and 8-4 and table 7-1.)

DOD 5200.2-R

Personnel Security Program. (Cited in paras.) (Available at www.dtic.mil/whs/directives.)

Section II

Related Publications

A related publication is a source of additional information. The user does not have to read a related publication to understand this publication. United States Code publications are available at www.gpoaccess.gov/uscode/index.html.

AR 25-50

Preparing and Managing Correspondence

AR 40-3

Medical, Dental, and Veterinary Care

AR 56-9

Surface Transportation Watercraft

AR 135-7

Incentive Programs

AR 135-100

Appointment of Commissioned and Warrant Officers of the Army

AR 135-175

Separation of Officers

AR 135-178

Enlisted Administrative Separations

AR 135-180

Qualifying Service for Retired Pay Nonregular Service

AR 135-205

Enlisted Personnel Management

AR 140-1

Mission, Organization, and Training

AR 140-30

Active Duty in Support of the United States Army Reserve (AR) and Active Guard Reserve (AGR) Management Program

AR 140-111

U.S. Army Reserve Reenlistment Program

AR 145-1

Senior Reserve Officers' Training Corps Program: Organization, Administration, and Training

AR 195-3

Acceptance, Accreditation, and Release of United States Army Criminal Investigation Command Personnel

AR 380-67

The Department of the Army Personnel Security Program

AR 600-8-1

Army Casualty Operations/Assistance/Insurance

AR 600-8-104

Military Personnel Information Management/Records

AR 600-20

Army Command Policy

AR 600-37

Unfavorable Information

AR 600-43

Conscientious Objection

AR 600-85

Army Substance Abuse Program (ASAP)

AR 601-222

Armed Services Military Personnel Accession Testing Programs

AR 601-270

Military Entrance Processing Stations (MEPS)

AR 601-280

Total Army Retention Program

AR 611-5

Army Personnel Selection and Classification Testing

AR 611-6

Army Linguist Management

AR 611-85

Aviation Warrant Officers Training

AR 612-201

Initial Entry/Prior Service Trainee Support

AR 614-6

Permanent Change of Station Policy

AR 621-202

Army Educational Incentives and Entitlements

AR 635-10

Processing Personnel for Separation

AR 635-40

Physical Evaluation for Retention, Retirement or Separation

AR 635-200

Active Dury Enlisted Administrative Separations

AR 640-30

Photographs for Military Personnel Files

AR 700-84

Issue and Sale of Personal Clothing

DA Pam 351-4

U.S. Army Formal Schools Catalog

DA Pam 611-21

Military Occupational Classification and Structure

DA Pam 611-256-1

Scoring the Flight Aptitude Selection Test

FM 21-20

Physical Fitness Training. (Available at www.us.army.mil/suite/login/welcome.html.)

DODD 1304.12

DOD Military Personnel Accession Testing Program. (Available at www.dtic.mil/whs/directives.)

NGR 600-200

Enlistment Personnel Management. (Available at www.ngbpdc.ngb.army.mil/arngfiles.asp.)

UCMJ

Articles 84, 92(1), and 93. (Available at www.au.af.mil/au/awc/awcgate/ucmj.htm.)

8 USC 1359

Application to American Indians born in Canada

8 USC 1403

Persons born in the Canal Zone or Republic of Panama

10 USC 513

Enlistments: Delayed Entry Program

10 USC 651

Members: required service

10 USC 671

Members not to be assigned outside United States

10 USC 1211

Members on temporary disability retired list: return to active duty; promotion

10 USC 1552

Posthumous warrants

10USC 2106

Advanced training; commission on completion

10 USC 3011

Dental Corps: Chief, functions

10 USC 3253

Army: persons not qualified

10 USC 3258

Regular Army: reenlistment after service as an officer

10 USC 3925

Computation of years of service: voluntary retirement; enlisted members

10 USC 12301

Reserve components generally

10 USC 12302

Ready Reserve

10 USC 12303

Ready Reserve; members not assigned to, or participating satisfactorily in, units

50 USC

War and National Defense

Section III

Prescribed Forms

The following forms are available on the Army Publishing Directorate Web site (www.apd.army.mil) unless otherwise stated. DD forms are available from the Office of the Secretary of Defense Web site (www.dtic.mil/whs/directives/infomgt/imd.htm).

DA Form 1696

Enlistment/Reenlistment Qualifying Application (Specially Recruited Personnel). (Prescribed in para 4-22.)

DA Form 3072-2

Applicants Monthly Financial Statement. (Prescribed in para 4-13.)

DA Form 3283

Statements of Member Removed from the Temporary Disabled Retired List. (Prescribed in paras 5-51 and 5-54.)

DA Form 3286

Statements for Enlistment (Parts I through IV). (Prescribed in paras 2-10d(2) and (3), 8-5d(1)(c), 8-6a(2)(c), and 9-1b.

DA Form 4824

Addendum to Certificate and Acknowledgement of Service Requirements (DA Form 3540) for All Personnel Applying for Participation in the Reserve Officers' Training Corps (ROTC)/Simultaneous Membership Program (SMP). (Prescribed in para 9–1*b*.)

DA Form 4826

Addendum to Certificate and Acknowledgement of Service Requirements (DA Form 3540) for Enlistment Under the Alternate Training Program. (Prescribed in para 9-1b.)

DA Form 5585

Addendum to Certificate and Acknowledgement of Service Requirements (DA Form 3540) for Enlistment into the US Army Reserve Troop Program Unit Warrant Officer Flight Program. (Prescribed in para 9–1*b*.)

DA Form 5586

Addendum to Certificate and Acknowledgement of Service Requirements for Enlistment into the United States Army Reserve Officer Candidate School Enlistment Option. (Prescribed in para 9–1b.)

DD Form 368

Request for Conditional Release from Reserve or Guard Component. (Prescribed in 3-20.)

Section IV

Referenced Forms

DA Form 2A

'Personnel Qualification Record, Part I-Enlisted Peacetime

DA Form 2-1

Personnel Qualification Record-Part II

DA Form 31

Request Authority for Leave

DA Form 61

Application for Appointment

DA Form 67-9

Officer Evaluation Report

DA Form 201

Military Personnel Records Jacket, US Army

DA Form 209

Delay, Referral or Follow-Up Notice

DA Form 483

Officer's Assignment Preference Statement

DA Form 873

Certificate of Clearance and/or Security Determination

DA Form 1695

Oath of Extension of Enlistment

DA Form 1811

Physical Data and Aptitude Test Scores Upon Release From Active Duty

DA Form 2166-8

Noncommissioned Officer Evaluation Report

DA Form 3266-1

Army Missile Materiel Readiness Report

DA Form 3266-2

Missile Materiel Condition Status Report Worksheet

DA Form 3540

Certificate and Acknowledgement of U.S. Army Reserve Service Requirements and Methods of Fulfillment

DA Form 4245

JUMPS-RC Accessions and Pay Change Data

DA Form 4187

Personnel Action

DA Form 4651-R

Request for Reserve Component Assignment or Attachment

DA Form 4707

Entrance Physical Standards Board (EPSBD) Proceedings

DA Form 4789

Statement of Entitlement to Selective Reenlistment Bonus

DA Form 4886

Issue in Kind-Personal Clothing Record

DA Form 4886-1

Issue in-Kind-Personal Clothing Record-(Female)

DA Form 5500-R

Body Fat Content Worksheet (Male)

DA Form 5501-R

Body Fat Content Worksheet (Female)

DD Form 4

Enlistment or Reenlistment Document-Armed Forces of the United States

DD Form 93

Record of Emergency Data

DD Form 149

Application for Correction of Military Record Under the Provisions of Title 10, U.S. Code, Section 1552

DD Form 214

Certificate of Release or Discharge from Active Duty

DD Form 215

Correction to DD Form 214 Certificate of Release or Discharge from Active Duty

DD Form 220

Active Duty Report

DD Form 368

Request for Conditional Release from Reserve or Guard Component

DD Form 369

Police Record Check

DD Form 372

Request for Verification for Birth

DD Form 1556

Request, Authorization, Agreement, Certification of Training and Reimbursement

DD Form 1879

Request for Personnel Security Investigation

DD Form 1966

Record of Military Processing—Armed Forces of the United States.

DD Form 2807-1

Report of Medical History

DD Form 2807–2

Medical Prescreen of Medical History Report

DD Form 2808

Report of Medical Examination

USMEPCOM Form 680-3A-E

(Available from the Military Entrance Processing Command.)

NGB Form 22

Report of Separation and Record of Service. (Available at www.ngbpdc.ngb.army.mil/ngbforms.asp.)

DS Form 1350

Certification of Report of Birth. (Available from Vital Records Section, Passport Services, 1111 19th St. NW, Ste. 510, Washington, DC 20522–1705.)

FD 258

Applicant Fingerprint Card

FS 240

Consular Report of Birth Abroad (Available from U.S. consulates and embassies.)

FS 545

Certification of Birth Abroad of U.S. Citizen (Available from U.S. consulates and embassies.)

INS Form G-845

Document Verification Request (Available from http://uscis.gov/graphics/formsfee/forms/index.htm.)

INS Form I-90

Application to Replace Permanent Resident Card (Available from http://uscis.gov/graphics/formsfee/forms/index.htm.)

INS Form I-551

Permanent Residence Card (Available from U.S. consulates and embassies.)

INS Form N-550/551/570

Naturalization Certificate (Available from U.S. consulates and embassies.)

SF 50

Notification of Personnel Action. (Available at www.gsa.gov/Portal/gsa/ep/home.do?tabId=0.)

SF 86

Questionnaire for National Security Positions. (Available at www.gsa.gov/Portal/gsa/ep/home.do?tabId=0.)

SS Form 5

Application for a Social Security Number Card. (Available at www.socialsecurity.gov/online/ss-5.html.)

Glossary

Section I

Abbreviations

ABCMR

U.S. Army Board for Correction of Military Records

AC

Active Component

ACASP

Army Civilian Acquired Skills Program

ACI

Army College Fund

AD

active duty

ADSD

active duty service date

ADSW

active duty for special work

ADT

active duty for training

AFOT

Armed Forces Qualification Test

AFS

Active Federal Service

AGR

Active Guard Reserve

AIPE

Accredited Institutions of Postsecondary Education

AIT

Advanced Individual Training

ANG

Air National Guard

APFT

Army physical fitness test

AR

Army regulation

AR

Army Reserve

ARISS

Army Recruiting Information Support System

ARNG

Army National Guard

ARNGUS

Army National Guard of the United States

ASVAB

Armed Services Vocational Aptitude Battery

\mathbf{AT}

annual training

AUS

Army of the United States

AWOL

absent without leave

BASD

basic active service date

BCT

basic combat training

BSSRB

broken service selective reenlistment bonus

BT

basic training

CAHEA

Center of Allied Health Education and Accreditation

CAR

Chief of Army Reserve

\mathbf{CCF}

central clearance facility

$\mathbf{C}\mathbf{G}$

commanding general

CHSPE

California High School Proficiency Examination

CIHS

currently in high school

CMF

Career Management Field

COHORT

Cohesion, Operation Readiness, and Training

CONUS

continental United States

DA

Department of the Army

DCS

Deputy Chief of Staff

DEERS

Defense Enrollment Eligibility Reporting System

DEP

Delayed Entry Program

DLIELC

Defense Language Institute, English Language Center

DMDC

Defense Manpower Data Center

DOD

Department of Defense

DOR

date of rank

DOS

days of service

DS

delayed status

DTP

delayed training program

DUI

driving under the influence

DWI

driving while intoxicated

EB

enlistment bonus

ECEO

English Language Comprehension Enlistment Option

ECLT

English Comprehension Level Test

EIS

Eligibility Inquiry Section

ELTP

English Language Training Program

ENTNAC

Entrance National Agency Check

EPTS

existed prior to service

ERB

Enlistment Records Brief

ETS

expiration term of service

FRA

Federal Aviation Administration

FS

Foreign Service

FSM

Federated States of Micronesia

GED

General Education Development

GOCOM

U.S. Army Reserve General Officer Command

HHG

household goods

HIV

Human Immunodeficiency Virus

HQ

headquarters

HQDA

Headquarters, Department of the Army

HRC

Human Resources Command

HSC

U.S. Army Health Services Command

HSDG

high school diploma graduate

HSG

high school graduate

HSSR

high school senior

IADT

initial active duty for training

ID

identification

IDT

inactive duty for training

IET

initial entry training

INS

Immigration and Naturalization Service

IRR

Individual Ready Reserve

JROTC

Junior ROTC

JUMPS-RC

Joint Uniform Pay System-Reserve Component

LNCO

liaison NCO

LRP

Loan Repayment Program

MAPS

U.S. Military Academy Preparatory School

MEPCOM

U.S. Army Enlistment Processing Command

MEPS

Military Entrance Processing Station

MET

Mobile Examining Team

MGIB

Montgomery GI Bill

MILPER

military personnel

MIRS

MEPCOM Integrated Resource System

MLT

medical laboratory technician

MOS

military occupational specialty

MOSC

military occupational specialty code

MPRJ

Military Personnel Records Jacket, U.S. Army

MSG/1SG

master sergeant/first sergeant

MSO

military service obligation

MTOE

modification table of organization and equipment

NAC

National Agency Check

NACES

National Association of Credential Evaluation Service

NACLC

National Agency Check with Local Agency Check and Credit Check

NCO

noncommissioned officer

NDCC

National Defense Cadet Corps

NHSG

non-high school graduate

NPS

nonprior service

OCAR

Office of the Chief of the Army Reserve

OCONUS

outside continental United States

OCS

Officer Candidate School

OPM

Office of Personnel Management

OST

Office of the Secretary of Defense

OSUT

one-station unit training

PEBD

pay entry basic date

PAI

preaccession interview

PE

preenlistment interview

PFC

private first class

PMOS

primary military occupational specialty

PMS

Professor of Military Science

PPN

personnel procurement number/procurement program number

PRP

Personnel Reliability Program

PS

prior service

PSAT

Preliminary Scholastic Aptitude Test

PULHES

Physical Profile Serial Code (Numerical)

PV1/PV2

private E-1/E-2

PW

prisoner of war

RA

Regular Army

RC

Reserve Component

RCCPDS

Reserve Components Category Paid Drill Strength

RE

reentry eligibility

REDD

recruiter eligibility data display

REQUEST

Recruit Quota System

RMI

Republic of the Marshall Islands

ROTO

Reserve Officers' Training Corps

SA

Secretary of the Army

SASVAB

Student Armed Services Vocational Aptitude Battery

SAT

Scholastic Aptitude Test

SBI

special background investigation

SC

signal/communications

SCI

sensitive compartmented information

SFC

Sergeant first class

SGC

senior guidance counselor

SGM/CSM

Sergeant major/command sergeant major

SGT

sergeant

SIGINT

Signals Intelligence

SMP

Simultaneous Membership Program

SPC

specialist

SPD

separation program designator

SRB

selective reenlistment bonus

SRIP

Selected Reserve Incentive Program

SROTC

Senior ROTC

SSBI

single scope background investigation

SSG

staff sergeant

STARR

Specialized Training for Army Reserve Readiness

TCO

test control officer

TDP

Trainee Discharge Program

TDRL

Temporary Disability Retired List

TPC

training pay categories

TPU

troop program unit

TRADOC

U.S. Army Training and Doctrine Command

TRC

Training Retirement Category

TUSAB

The United States Army Band

UCMJ

Uniform Code of Military Justice

USAESOM

U.S. Army Element School of Music

USAF

U.S. Air Force

USAFB

U.S. Army Field Band

AR

U.S. Army Reserve

USARC

U.S. Army Reserve Command

USAREC

U.S. Army Recruiting Command

USMAB

U.S. Military Academy Band

USMEPCOM

U.S. Military Entrance Processing Command

VA

Veterans Administration

WOCS

Warrant Officer Candidate School

WOFT

Warrant Officer Flight Training

WTC

Warrior Transition Course

Section II

Terms

Applicant and enlistee

An applicant applies voluntarily for enlistment in the RA or AR and is found eligible for further processing after completing and signing the DD Form 1966–Series. An enlistee has enlisted in the DEP, the RA, or the AR. An applicant becomes an enlistee after the Oath of Enlistment is taken and applicable portions of the DD Form 4 are signed.

Area commanders

Commands that include U.S. Army Europe, U.S. Army Pacific Command, U.S. Army Southern Command, U.S. Army Special Operations Command, U.S. Army Reserve Command, and U.S. Army Reserve Personnel Center.

Army

The regular Army, Army of the United States, Army National Guard of the United States, and the Army Reserve.

Army Reserve (AR)

A Federal force consisting of individual reinforcements and combat, combat support, support, and training type units. This force is organized and maintained to provide military training in peacetime and a reservoir of trained units and individual reservists to be ordered to AD in case of a national emergency.

Careerist

For RA, a member of the RA on his or her second or subsequent enlistment. Careerists are former members of other Regular Components who have completed an initial term of service and are enlisted and on AD in the RA. For the AR, a Selected Reserve member who has 6 or more years of satisfactory Federal service for Reserve retirement under 10 USC 1331 and who has reenlisted in the AR.

Dependent

For enlistment purposes, "dependent" provides a clear-cut rule that will prevent enlistment of persons who have family and financial responsibilities that would be difficult, if not impossible, to meet while they are members of a military service. This definition does not apply for purposes of pay and allowances, medical care, exchange privileges, and other benefits. Husband and wife undergoing simultaneous enlistment oaths. To determine enlistment eligibility, dependent means—

- a. Spouse. Does not include common law spouse unless the marriage has been recognized by a civil court.
- b. Unmarried, natural, or adopted child. This applies to any unmarried, natural, or adopted child, under 18 years of age, of an applicant. "Natural child" includes any illegitimate child determined to be applicant's child by court order. Applicant's natural or adopted child is not a dependent if the child has been adopted by another person (final adoption court order or decree issued and effective) or custody has been transferred by court order (final court order issued and effective) and no monetary child support is required of the applicant.
 - c. Stepchild. Stepchild under 18 years of age living with the applicant.
- d. Another supported person. Any other person who, in fact, depends on applicant for over one-half of his or her support.

Defense Manpower Data Center

Centralized system set up and managed by DOD to give all branches of the Armed Forces enlistment eligibility information on PS personnel.

Enlistment

Voluntary contract (DD Form 4) for military service that creates military status as an enlisted member of the RA or the AR. This includes enlistment of both NPS and PS personnel. The latter group includes prior Army and AR personnel and any persons with PS in any other Armed Force of the United States.

Enlistment categories

Initial-term (RA): person serving an initial term of active service. (Persons who are on IADT only are not included in this category.) First-term (AR): person serving in first term of service in the AR. For statistical purposes, a first-term is defined as a member whose initial entry into the Armed Forces incurred a statutory obligation of 6 years and who has not, as yet, completed that obligation.

Extended active duty (EAD)

AD performed by a member of the ARNGUS or AR when strength accountability passes from the ARNG or AR to the Regular Army.

Expiration of term of service (ETS)

The scheduled date on which a soldier's statutory or contractual (whichever is the later) term of military service will end.

Glossary nonprior service

Applicant previously separated from any Component of the Armed Forces with fewer than 180 days on active duty.

Grade

Refers to pay grade unless otherwise specified.

Initial entry training (IET)

A term used to identify mandatory training each member of the U.S. Army must complete upon initial entry in the service to qualify in a military specialty or branch and which is required by law for deployability on land outside the continental limits of the United States per 10 USC 671. The term encompasses the completion of basic training and specialty or branch qualification while serving on AD or ADT. For ARNGUS and AR soldiers it includes completion of IADT, the officer basic course (OBC), and the warrant officer basic course (WOBC).

Major Army commands

Major Army commands include the following: U.S. Army Forces Command, U.S. Army Training and Doctrine Command, U.S. Army Military District of Washington, U.S. Army Materiel Development and Readiness Command, U.

S. Army Intelligence and Security Command, U.S. Army Communications Command, U.S. Army Criminal Investigation Command, U.S. Army Health Services Command, Military Traffic Management Command, U.S. Army, Europe and Seventh Army, Eighth U.S. Army, U.S. Army, Japan, and U.S. Army, Western Command.

Military entrance processing station

Station where physical examinations and mental tests are administered to applicants and administrative processing and enlistment are completed.

Military occupational specialty

Group of military jobs so closely related that the highest degree of interchangeable skills exists among persons so qualified.

Military service obligation

Service obligation as defined by 10 USC 651: Each person who becomes a member of an armed force will serve in the Armed Forces for a total of 8 years, unless he or she is sooner discharged because of personal hardship under regulations prescribed by the Secretary of Defense . . . Any part of such service that is not active duty or is active duty for training shall be performed in a Reserve Component. Each person covered by subsection (a) who is not a Reserve, and who is qualified, will, upon his or her release from active duty, be transferred to a Reserve Component of his or her armed force to complete the service required by 10 USC 651, subsection (a).

NPS personnel

Those who have vever served in any component of the Armed Forces or who have served less than 180 days of active duty as a member of any Component of the Armed Forces. AR applicants must not have been awarded an MOS; or have enlisted illegally while underage and was separated by reason of voided enlistment before attaining age 17; or be a former member of an service academy who did not graduate and who served fewer than 180 days; or have completed ROTC and served only ADT as an officer (considered PS for purposes of enlisting in AR).

PS personnel

For persons enlisting in RA, those who have 180 days or more active duty in any component; or, for persons enlisting in the AR those have 180 days or more of active duty in any component of the Armed Forces and who have been awarded an MOS; or former members of an Armed Forces academy who did not graduate and who served 180 days or more. Persons considered NPS, but previously discharged from any branch of the Armed Forces, must present DD Form 214 and must meet PS criteria in AR 601–210, chapter 3. The NPS/PS definitions of this regulation do not change the fact that any person who has enlisted in any component of the armed forces does have prior military service. The definitions are intended for management and accession purposes only and have no effect on the applicant's status or previous military service.

Program procurement numbers

Numbers that have been established to provide information on the number of enlisted personnel in various programs will be used to identify a person's program source at time of enlistment.

Reentry eligibility codes

Codes assigned to soldiers who do not immediately reenlist at the last duty station to which assigned. The purpose of these codes is to inform the U.S. Army recruiter of the soldier's eligibility to reenter the service.

Regular Army

Comprises RA soldiers on AD; ARNGUS and AR soldiers on AD (except as excluded below); ARNG soldiers called into Federal service; and all persons appointed, enlisted, or inducted into the Army without a component. Excluded are soldiers serving on ADT; those on Active Guard Reserve status; those on active duty for special work; those on temporary tours of active duty; and those on AD pursuant to the call of the President (10 USC 12302).

Surviving son or daughter

Only remaining son or daughter in a family where the father, or one or more sons or daughters, as a result of serving in the U.S. Armed Forces was killed in action or died in the line of duty from wounds, accident, or disease, or is in a captured or missing-in-action status, or is permanently 100-percent disabled as determined by the VA or one of the military services.

Within 3 months of separation

Period of 3 months is the time period during which a person must enlist to be eligible for certain benefits. Time period starts the day after separation and ends with the date of the month, 3 months later, that corresponds to the separation

date. When no corresponding date exists in the third month, the last day of that month will be the terminating date. (For example, if a person separates on 31 January, terminating date is 30 April).

Section III Special Abbreviations and Terms

This section contains no entries.

USAPD

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